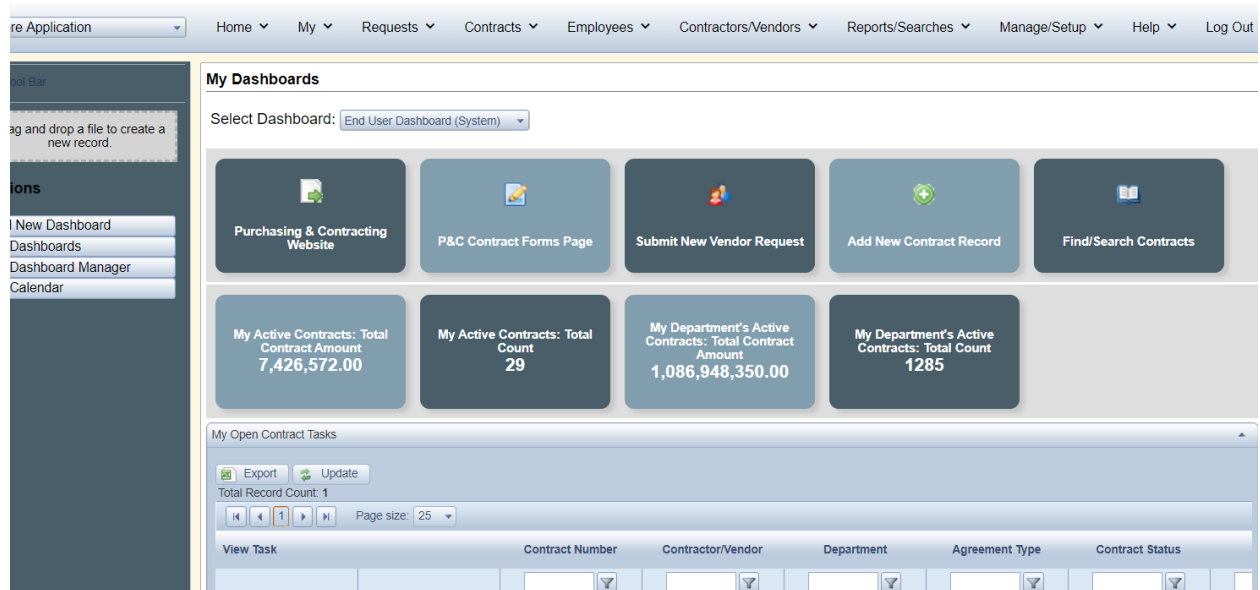


New Vendor Request in Cobblestone

Click the “Submit New Vendor Request” button on your dashboard:



On the vendor request page, complete the **Vendor Details** and **Contact Details** sections:

Add New Request Record

Add New New Vendor Request Record

Details

*Request Type

New Vendor Request

Review Group

Contracts Team

01. Vendor Details

*Contractor/Vendor Name

*Corporation Type

Start typing...

*Street 1

Street 2

*City

*State

*Postal Code

*Country

Website

02. Contact Details

*Primary Contact Name

Contact Email

*Contact Phone

Click **Save & Continue** at the bottom of the page

The Request Details page will appear with a reminder to attach the W9 to the request:

Request Details

This record has the following validation message(s):

- Notice: Please ensure that an updated copy of the vendor's W9 is attached to this request.

Request Status

Current Request Status: Request Pending

- Select Request Status -

Update Status

Details

Request Type	Review Group
New Vendor Request	Contracts Team

01. Vendor Details

Contractor/Vendor Name	Corporation Type	Street 1
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Scroll down to **Files/Attachments** and drag and drop the vendor's W9:

Files / Attachments

Upload File(s) Info.

File Notes:

File Category:



Access Level:




Single File Upload:

Drop Files Here

A vendor setup request will be sent to the Purchasing & Contracting Contracts Team.

You will receive an email notification when the vendor setup is complete:

Request related Task Alert: Notification of Acceptance ID: 12 Inbox x  

Contract Insight Alerts <alerts@cobblestone.software> 12:08 PM (2 minutes ago)   

to me ▾

The following task is expiring:

Task Name: Notification of Acceptance
Employee Assigned To: Courtnage, Emily
End Date: Aug 14 2020
Notify Days: 0
Details:

Hello,

The New Vendor Request you submitted has been approved and a corresponding vendor record created. When you are ready to begin the contracting process, please log into Cobblestone and initiate a new contract by choosing "Add a New Contract Record" from the "Contracts" menu at the top of the page. You will now be able to choose this vendor from the "Contractor Name" drop-down field in the contract record.

Thank you.

Once the vendor setup is complete, you can set up a new contract record in Cobblestone, and the vendor will be available to select from the Contractor Name drop-down field.