



Adding a New Supplier/Vendor

Adding/Updating a Vendor in Banner AND YoMart

Required if

- **The vendor is new**
- **The vendor has not been paid within 3 years**
- **The vendor has a new address**

- 1. Download and fill out the Vendor Information Packet which can be found on the controller's website at <https://controller.appstate.edu/downloadable-forms>.**
- 2. Upload the Vendor Information Packet into Filelocker at <https://filelocker.appstate.edu/login>.**
- 3. Share the uploaded file with Dawn Sturgill**

The screenshot shows a help window with a title bar that says "Help" and a close button. On the left side, there is a "Topic" list with several items: "What can I do with Filelocker?", "How do I upload a file?", "How do I upload large files?", "How do I share a file?", "How do I share a file publicly?", "How do I send a message?", "How do I use Filelocker CLI?", and "What else can I do with Filelocker?". The "How do I share a file?" item is highlighted in blue. On the right side, the selected topic is expanded, showing the title "Learn how to share an uploaded file on Filelocker" and a list of four numbered steps. Step 1: "After uploading a file, click on the file that you want to share and click the 'Share This File' button that appears in the drop-down window." Step 2: "When the pop-up box appears, you can either select to share with a user by searching for them or share with a group by selecting the 'Share with Groups' tab." Step 3: "If sharing with a single user, simply type in their Purdue career account alias into the box. After a few characters have been entered, a drop-down selection box will appear with matching results so that you can select the correct user. You may also search for a user by click the 'Name' box and typing in the user's full name or just last name. If sharing with a group, you must first create a group and add members to it. Then, click the 'Share with Groups' tab and simply click the 'share' button. When sharing with either a single user or a group, you may select the checkbox to notify the user(s) via email so that they know you have shared a file." Step 4: "Finally, for single-user sharing, click the button with the user's career account in it."