Adding a New Supplier to Yo-Mart

Note: Supplier and vendor are terms that can be used interchangeably. Banner uses “Vendor” while Yo-Mart uses “Supplier.”

If the vendor is currently in Banner and has been paid by the university in the last 3 years and the addresses match, the only information needed is the supplier name and Banner ID number. The Banner ID number can be found by using the eprint report FZR_VENDOR.

If the supplier is not in Banner or has not been paid within 3 years or has a new address, users have several options on how to request that the supplier be added/updated in Banner and synched to Yo-Mart. The Vendor Information Packet must be included with each option. The packet is available as a downloadable form on the controller’s office website at https://controller.appstate.edu/downloadable-forms.

1. Users can submit the Vendor Information Packet to Dawn Sturgill through Filelocker (https://filelocker.appstate.edu/login). Dawn will be listed as “Cynthia Sturgill” with a user name of “sturgllcs”.
2. Users can fill out the “New Supplier” form found on the Yo-Mart shopping page, add it to a cart, attach the Vendor Information Packet and submit.
3. Users can fill out the “New Supplier” form, add it to a cart and then add lines for the items to be ordered and submit. Please attach the Vendor Information Packet separately from quotes, etc. as the attachment contains confidential information and will be removed from the requisition once the vendor is created.

New Supplier Form Instructions

1. Click on the Shopping Home page in Yo-Mart, click on the New Supplier Sticker.

2. Enter the supplier’s full name. If you know the Banner ID number, enter it also.
3. Under “Available Actions” from the dropdown in the upper right hand corner, chose “Add and go to cart.” A commodity code is required. The commodity code for “new supplier” is 99999998.
   If you are only wanting the supplier added you can proceed to checkout and place order.
   If you want to add items to the cart to be ordered from the new supplier, choose “Add non-catalog item” on the right side of the screen.

Questions? Call
Dawn Sturgill, Vendor Maintenance/Set-up Officer ext. 6425
or
Vickie Young, Business Systems ext. 4027