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			
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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:

Scroll down to Files/Attachments and drag and drop the vendor of the states of the second sta

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

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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.