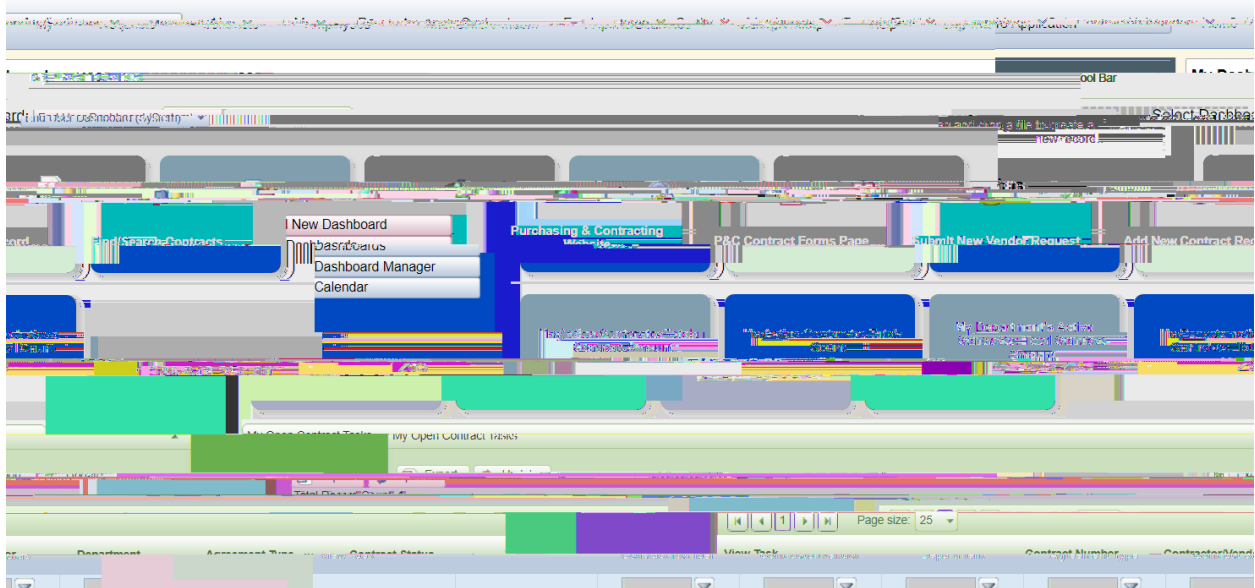## New Vendor Request in Cobblestone

Click the "Submit New Vendor Request" button on your dashboard:

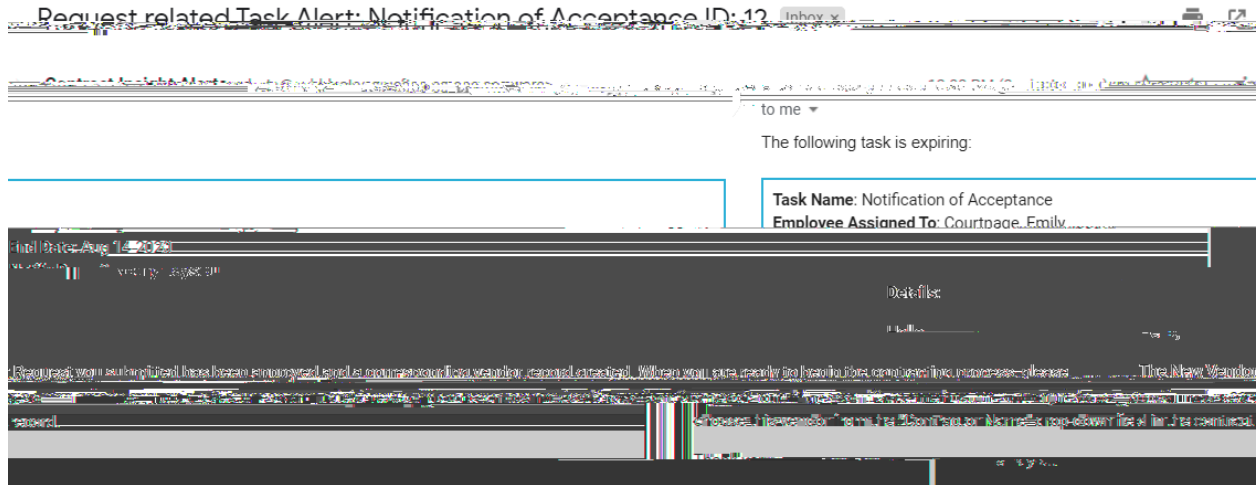On the vendor request page, complete the **Vendor Details** and **Contact Details** sections:

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 ̉ t sͰ Ͱ ͅ

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

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.