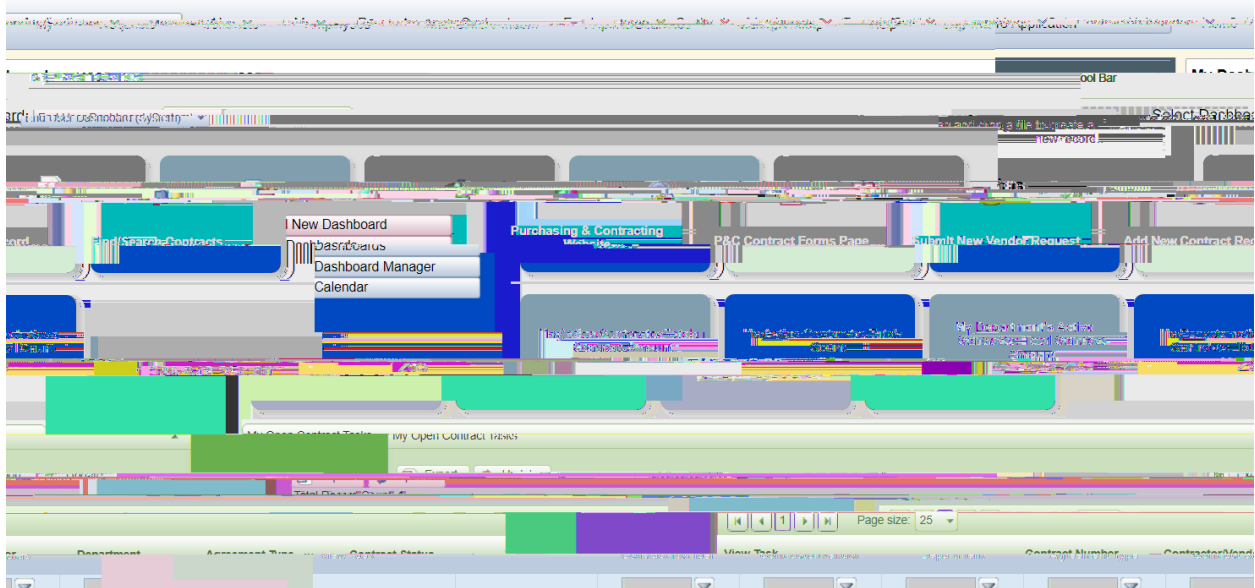


## New Vendor Request in Cobblestone

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:  Review Group:  \*Request

**01 Vendor Details**

\*City  \*State  Street 2

**02 Contact Details**

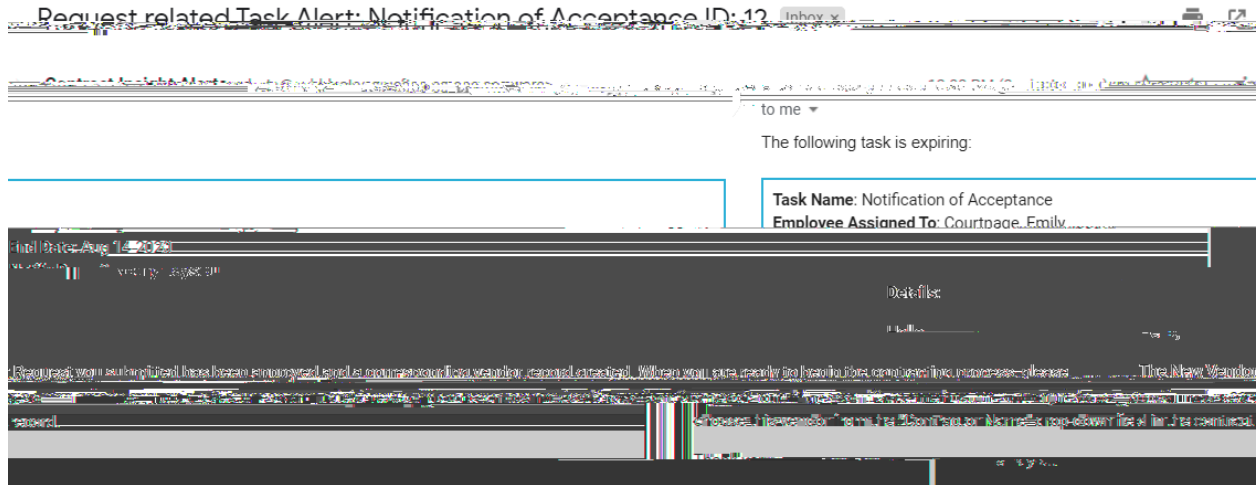
Business Contact Name  \*Contact Phone

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:

Scroll down to **Files/Attachments** and drag and drop the vendor's W9 to the **Files/Attachments** section.

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.