Vendor Create Process

Is vendor found in Finops tool (finops.wm.edu)? → **Yes** → Is vendor found in buyW&M production (https://buy.wm.edu)? → **No** → Complete vendor request form in buyW&M

Is vendor found in Finops tool (finops.wm.edu)? ↓ **No** ↓

Is vendor found in buyW&M production (https://buy.wm.edu)? ↓ **Yes** → Vendor status in buyW&M is "Invited"? → **Yes** → Note invitation date and contact vendor to encourage them to take action on invitation email

Complete vendor request form in buyW&M ↓

Vendor Create Team sends vendor registration invitation email through buyW&M ↓

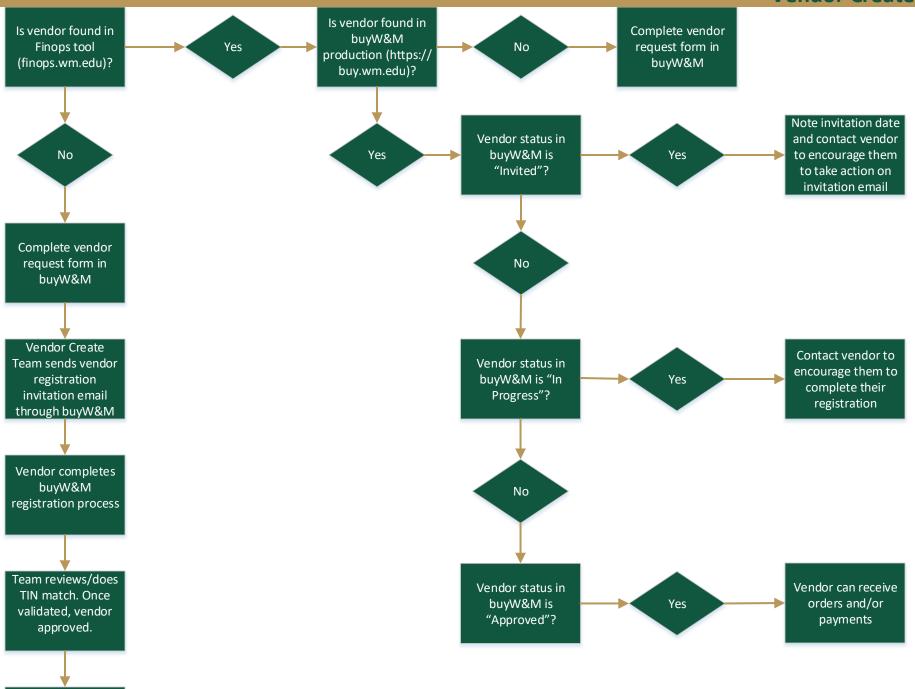Vendor completes buyW&M registration process ↓

Team reviews/does TIN match. Once validated, vendor approved. ↓

Vendor record imported to Banner

Vendor status in buyW&M is "Invited"? ↓ **No** ↓

Vendor status in buyW&M is "In Progress"? → **Yes** → Contact vendor to encourage them to complete their registration

Vendor status in buyW&M is "In Progress"? ↓ **No** ↓

Vendor status in buyW&M is "Approved"? → **Yes** → Vendor can receive orders and/or payments