


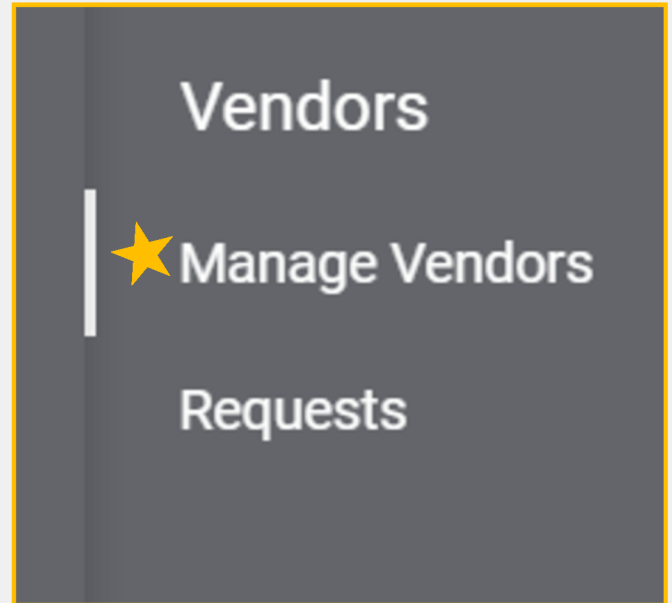


NEW VENDORS

in RealSource

1 SEARCH FOR A VENDOR

- Hover over the **Vendors** icon, then **Manage Vendors**.
- Click **Search for a Vendor**.
- In the **Quick Search** field, enter the vendor's name.
- Click the *magnifying glass* to search.
- A list of vendors will appear. Click the vendor you wish to shop with.
- In the third column, you will see the **Vendor Classes**, indicating whether the vendor is considered *Certified*. Look for the  icon.



Vendors ► Requests ► Request New

Request New Vendor

Select a vendor request form ★

Vendor name ★

Submit

2 REQUEST A NEW VENDOR

- Hover over the **Vendors** icon.
- Click **Requests**, then **Request New Vendor**.
- Fill out the required information fields and click **Next**.
- Review all fields carefully, then click **Submit**.

Note:

- This will route the request to Vendor Support for approval.
- If the vendor is expected to receive 10 or more purchase orders, they will be asked to register in RealSource. Notify your vendor if this applies.

3 CHECK REQUEST STATUS

- Hover over **Vendors** and click **Requests**.
- Click **My Vendor Requests**.
- The current status of all submitted requests will populate.

Approved	9/18/2025 9:50:15 AM	Individual Request
Returned	9/18/2025 9:33:56 AM	Individual Request
Approved	9/18/2025 9:30:22 AM	Company Request