http://appsrvdev.pace.edu/VendorMgt/

To create a new vendor

➢ Open web browser and type in URL: http://appsrvdev.pace.edu/VendorMgt/

Step 1

Please Sign In Below

Username: [   ]

Password: [   ]

[Login]

Please Note: This system works in any Firefox versions and Internet Explorer Version 8 ONLY

Enter Login Credentials and click **'Login'**

Step 2

Click **'New Vendor'** button

Step 3

General Information

Federal ID/SSN * [   ]

1099 Vendor? * ◉ Yes ○ No

First Name * [   ]
Middle Name [   ]
Last Name * [   ]

Income Type * Select...

Company Type * Select...

PO Delivery Preference * By Fax

Type of Services or Commodity * [   ]

Participate in E-Procurement? * ○ Yes ○ No

Next

Fill out the "**General Information**" fields and click on "**Next**" to continue to the next tabs listed at the bottom of the form.
- Primary Contact
- Business/Primary Address
- Billing Address
- Remittance Address
- Electronic Funds Information
- Comments
- Confirm

General Information	Primary Contact	Business/Primary Address
Billing Address	Remittance Address	Electronic Funds Information
Comments	Confirm	

Step 4

Confirm

A red checkmark icon indicates that some field is missing or filled out with invalid data. If all the steps have a green checkmark icon, your entry is complete. Please confirm that all the information was correctly filled in.

Prev

[Confirm]

Click on the **'Confirm'** button to complete the form