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
  - Yes: Vendor status in buyW&M is “Invited”?
    - Yes: Note invitation date and contact vendor to encourage them to take action on invitation email
    - No: Vendor status in buyW&M is “In Progress”? If not, Vendor status in buyW&M is “Approved”? If yes, Contact vendor to encourage them to complete their registration.
    - No: Vendor status in buyW&M is “Approved”? If yes, Vendor can receive orders and/or payments

- No: 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