Arkansas Tech University New Vendor Request Process

1. Complete the new vendor request form located on the Procurement website.
2. To make the process as efficient as possible, please include all of the vendor contact information.
3. Submit the form to Procurement via email or fax.
4. Make sure the form has two signatures, yours and your supervisor's.
5. Procurement will contact the vendor and request the necessary paperwork.
6. Once the paperwork is received and verified, a T number is created for the vendor.
7. Purchasing contacts you via email, fax, or phone with the T number.