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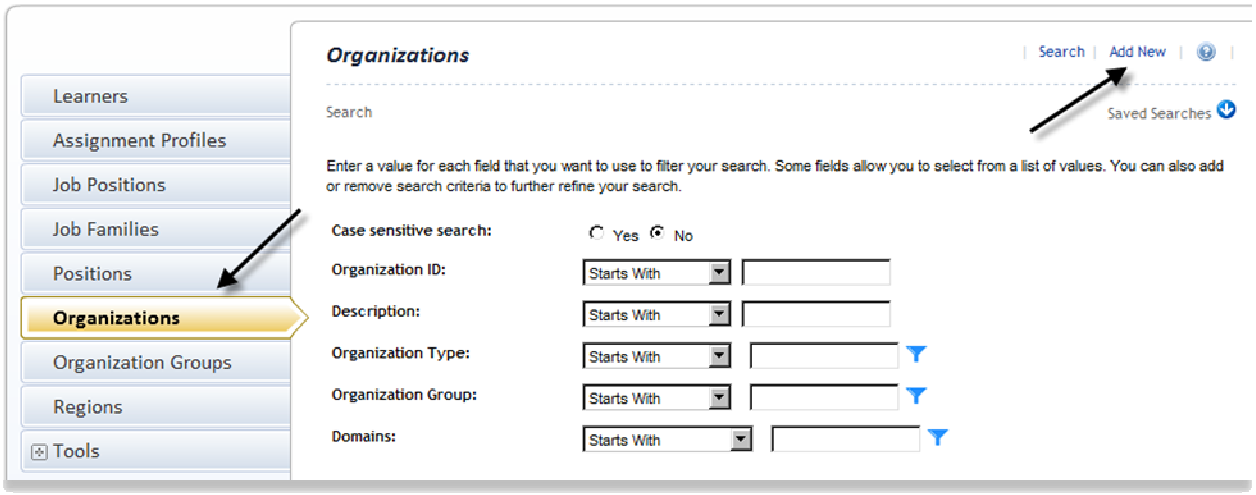
Instructions on How to add a Vendor to the Organization Table

Business rules state that a Vendor must be associated with a Scheduled Offering. Vendors reside in the organization table with a Vendor Type "V" – Vendor. If a vendor does not exist in the Organization Table, it must be added. It is recommended that before adding a vendor to the table you verify that the vendor does not already exist.

Here's what to do

1. Log into **SATERN at https://satern.nasa.gov**.

2. Click on the **Admin** tab > **Learners** tab.



3. Click on the **Organizations** tab and select the **Add New** link.

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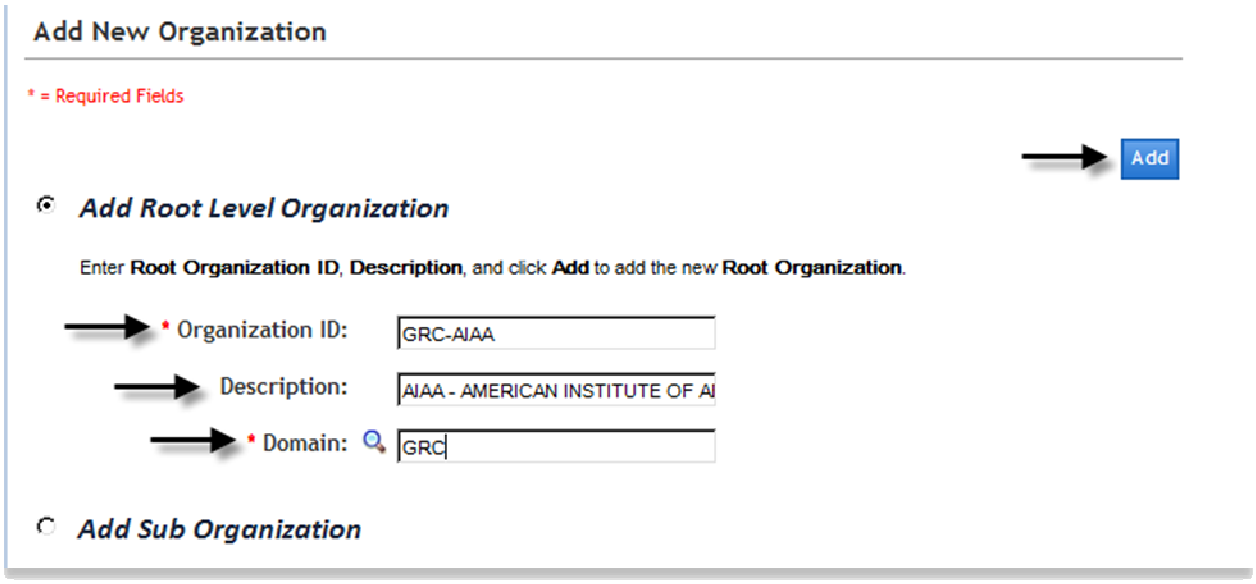

4. Be sure the **Add Root Level Organization** radio button is selected and enter the **Organization Id**, **Description** (vendor name) and **Domain**. Click **Add**.

NOTE: *If a vendor commonly uses an acronym, the description should contain the acronym and be spelled out (e.g., AIAA – American Institute of Aeronautics and Astronautics).*

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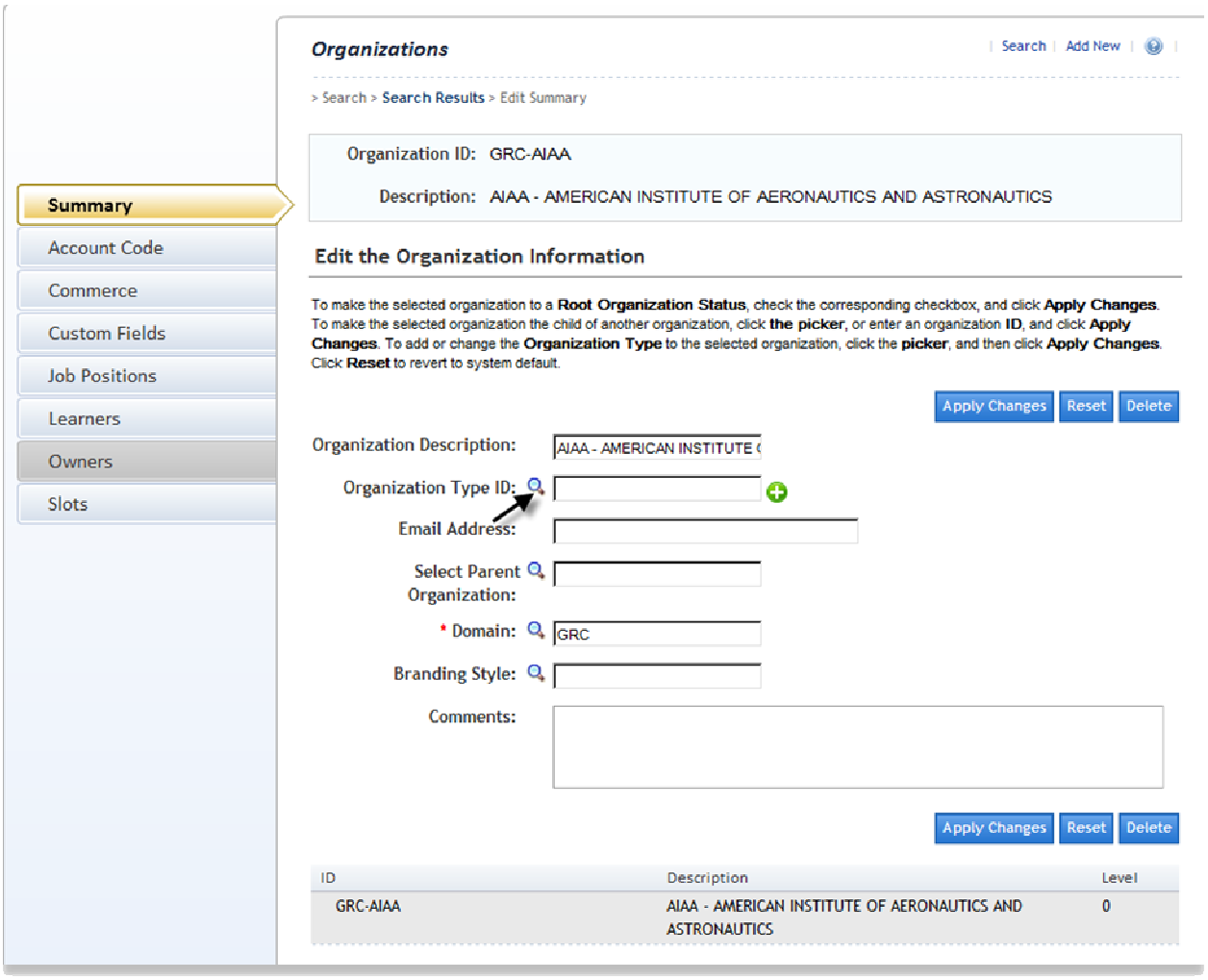
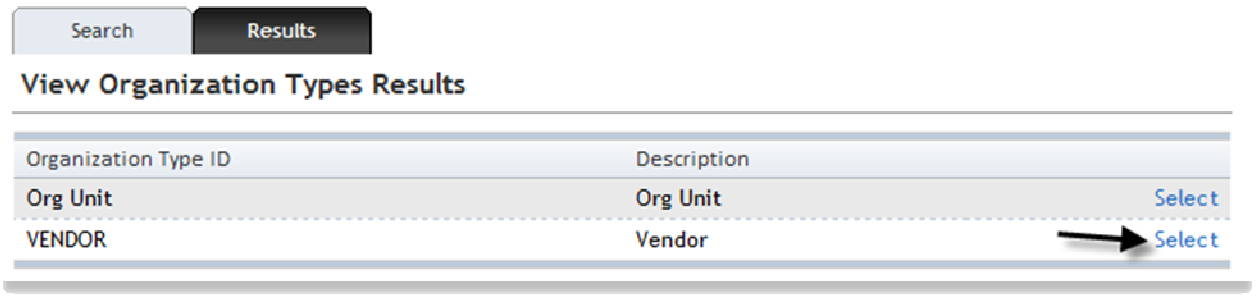


5. On the Summary Tab, Edit the Organization Information page, select the Search Icon next to the **Organization Type ID** field.



6. Select **Vendor** from the search results screen.

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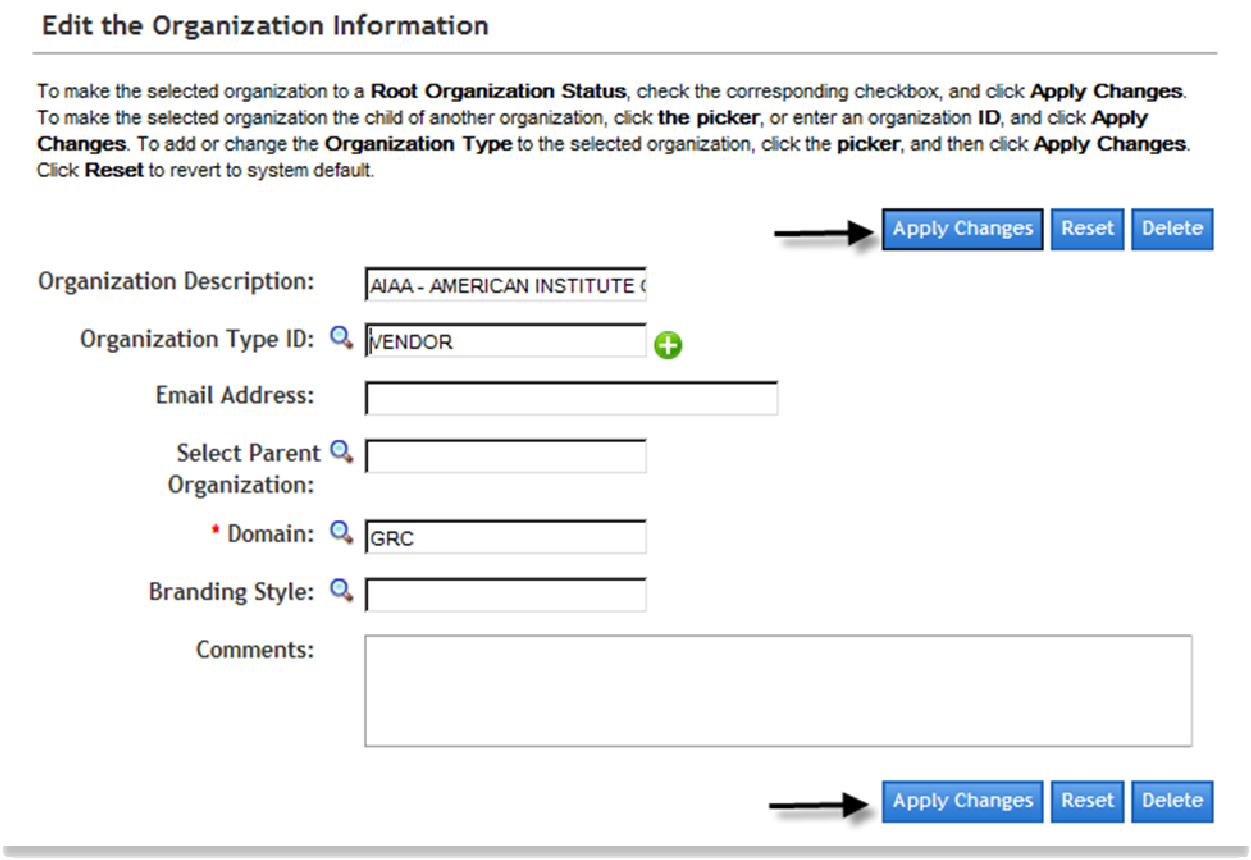

7. Click on the **Apply Changes** button.

The process is complete. However, if you want to add additional vendor information, such as address, telephone number, and fax number, you must fill in all the marked required fields. This information will populate the Vendor Address, Telephone Number and FAX Number in the SF-182 External request.

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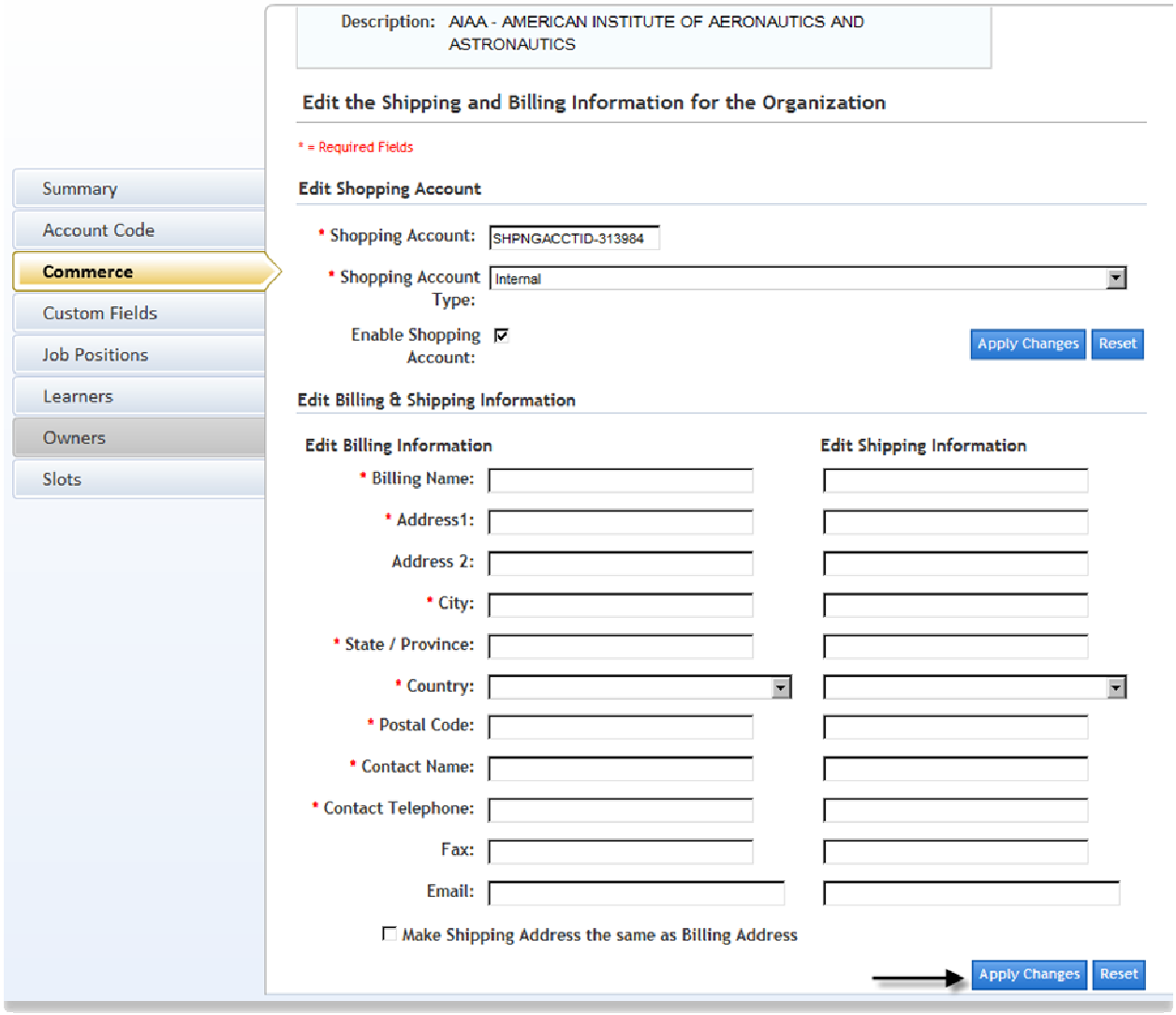

8. To add this additional information, click on the **Commerce Tab** and add the required information in the **Edit Billing & Shipping Information** section of the screen and click the **Apply Changes** button.

***Note**: Both Billing and Shipping Information are required if you populate anything on this screen.*