

## 9.2. Pre-requisite for Vendor Creation

To onboard the new vendor, you must create an agent in agent's module which we select from "contact person" field search dropdown while new vendor creation.

Left Menu -> Agent -> New Agent

The screenshot shows the 'New Agent' registration form in the Asseto system. The left sidebar contains a menu with 'Agents' and 'New Agent' highlighted. The main content area is titled 'Agent Registration Details' and contains the following fields:

- First Name \***: divi new
- Last Name \***: jang
- Email ID \***: divyajanga9@gmail.com
- User Name \***: divim
- Roles \***: CUSTODIAN (selected)
- Profile \***: Building Manager (selected)
- Skill Set \***: Electrical Engineer (selected)
- Primary Phone Number \***: +60 01156244669
- Secondary Phone Number**: (empty)
- Status \***: Active
- Contact Address**: kl
- Gender \***: Female
- Date of Joining \***: 25/01/2011
- Date of Leaving**: 28/01/2011

The form also includes a 'Supervisor' field at the bottom.

Fill the all-mandatory fields then only the save button will be enabled.

The screenshot shows a web form for adding a new agent. It is divided into three main sections: 'Vendor Details', 'Resource Group', and 'Other Details'. Each section has a blue header and a small blue circle with an 'i' icon in the top right corner. The 'Vendor Details' section contains a checkbox labeled 'Is Vendor'. The 'Resource Group' section contains a dropdown menu with 'Resource Group' selected. The 'Other Details' section contains a text input field labeled 'Sample Text Field'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box. Below the form, there are links for 'Terms of Use' and 'Privacy Policy'.

Click on save button, confirmation message “agent registered successfully” message will be display and system navigated to agent’s dashboard page. In the agents list we can see newly added agent on the top of the list.

For more details, please refer to 2. Agent module -> 2.3. New Agent.

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