



Shamrock New Vendor Onboarding FAQs

“I didn’t receive the form”

The request comes to you via email, which contains instructions on how to submit the form.

“What am I supposed to do with this?”

Follow the instructions below to either submit your vendor information to Shamrock or reject the request.

“The link does not work”

If you have tried the button in the email request and it isn’t working, please reach out to EDM_Maintenance@shamrockfoods.com

Follow the steps below to either Accept or Reject a Vendor Onboarding request from Shamrock Foods.

1. You will receive an email from Shamrock asking you to submit your vendor information to them
2. To Submit your vendor information to Shamrock Foods, follow the steps below.
 - a. Select the *Accept This Request* button.
 - b. This should bring you to the New Vendor Request Form in the Syndigo platform.
 - c. You will then need to complete the required data for Shamrock Foods within the form.
 - i. *Note – You can select the “*Save and Continue Later*” button in the top right corner of your screen to save your changes and work on the form again at a later date.
 - ii. **You must keep the original email request with the *Accept This Request* button**, this is the only way to access the form at any time during the submission process.
 - iii. If you wish to have other individuals access the webform to input information, you must share this email and have them use the *Accept This Request* button to access the webform.
 - d. Once you have verified the required data is complete, click the blue Submit button in the top right corner.
3. To Reject the Vendor Onboarding request, select the *Reject This Request* button. When brought to the prompted page, type in any notes you wish to convey to the Shamrock Foods team. Then click the Submit button to reject the request.