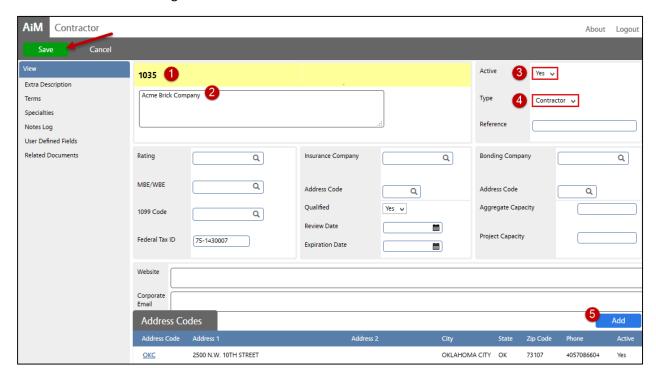# AiM – Adding Contractors

For purchases that originate in OK Corral, there is no need to create a contractor record in AiM. The SciQuest interface automatically create contractors, as needed, to support the import of new purchase orders into AiM.

However, in other circumstances, contractor records will be manually created in AiM, such as credit card purchases from new vendors. If anyone in FM needs a new contractor record created in AiM, they should contract **Procurement Services.**

Before beginning this process: Check OK Corral to determine if the contractor exists. If so, note the OK Corral Contractor ID.

1. From the **Contract Administration** module, click: **NEW** (next to *Contractor*)

2. Enter the following information:

a.   **Contractor ID**. *Replace with OK Corral Vendor ID.*

b.   **Description.** Vendor description.

c.   **Active.** Yes

d.   **Type: Contractor** *This setting will allow the purchase of materials and services in AiM.*

e.   **Address Codes.** Add information, click: **DONE**

3. Click: **SAVE**

The contractor has been setup in AiM and now you may enter your Purchase Card transaction.