

Business Process	Navigation
1. To request a new vendor	1. Main Menu > Finance Navigation > Employee Self-Service > Forms > Vendor Request

Use the following navigation to request a vendor.

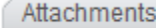
1. From the Menu, select **Finance Navigation** > **Employee Self-Service** > **Forms** > **Vendor Request**
2. Select **Add a New Value**
3. **Subject:** Please enter "Vendor Req-Your Name". Including your name allows everyone working on your request to contact you if they have any questions.
4. The Approver may enter comments in the Approver Comments field after approving the form.

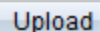
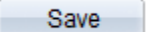
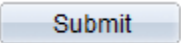
5. **Vendor ID:** If this is an update and you know the Vendor ID, please enter it here.
6. **Name:** Enter 40 characters of the name of the vendor from the documentation you have. For consultants, the convention is Last Name,First Name.

7. **Short Name:** Enter a ten character abbreviated name. This name will not show on the pay document. The convention is the first 10 characters of the name without spaces.
8. **Address Line 1:** Enter the first line of the address.
9. **Address Line 2:** Enter the second line of the address if necessary.
10. **Address Line 3:** Enter the third line of the address if necessary.
11. **City:** Enter the city.
12. **State:** Enter the two digit State abbreviation.
13. **Zip:** Enter the zip code (55123 or 55123-1234).
14. **Country:** Enter the three digit country abbreviation. (USA)
15. **Phone:** Enter the phone number (123/456-1234).
16. **PO Email:** Enter the email address where the purchase order can be emailed.

Vendor Contact Information	
Contact Name:	
Contact Title:	
Contact Phone:	
Contact Email:	
IRS Information	
Default W/H Class:	
TIN Type:	
TIN:	
For AP Use Only	
Persistence:	
Classification:	
Pay Group:	
Payment Type:	
PO Dispatch Method:	
More Information:	

17. **Contact Name:** Enter the contact's name.
18. **Contact Title:** Enter the contact's title.

19. **Contact Phone:** Enter the contact's phone number (123-456-1234).
20. **Contact Email:** Enter the contact's email address.
21. **Default W/H Class:** Choose the withholding class that best describes our payments to the vendor from the drop down list. "Non-Employee Compensation" is the usual choice.
22. **TIN Type:** Choose whether the taxpayer identification number is a Federal Employer ID Number or a Social Security Number from the drop down list.
23. **TIN:** Enter the vendor's taxpayer identification number.
24. For AP Use Only (unless you know these options) **Persistence:** Accounts Payable staff will choose how often this vendor will be used from the drop down list: One Time, Permanent or Regular.
25. **Classification:** Accounts Payable staff will choose the classification the vendor belongs to from the drop down list: Attorney, Employee, HCM (Payroll) or Outside Party.
26. **Pay Group:** Accounts Payable staff will choose the paygroup the vendor belongs to from the drop down list: Payroll or Standard.
27. **Payment Type:** Accounts Payable staff will choose the payment type from the drop down list: ACH, Check, Payment Plus or Wire.
28. **PO Dispatch Method:** Accounts Payable staff will choose how the purchase order will be sent from the drop down list: email or print.
29. Enter any additional information in the More Information field.
30. You must attach a scanned image of the documentation you have regarding the vendor such as the invoice as well as their W9. Click 

31. To upload an attachment, click , then Browse. Select the desired file, and click .
32. Return to the main Form page by clicking .
33. Click  to save the transaction.
34. Click .

ORACLE

Home | Worklist

Favorites | Main Menu > Worklist > Worklist

Detail View

Work List Filters:

Feed

Worklist

Personalize | Find | View All | First 1-17 of 17 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Kenneth Schumacher	04/25/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_81_ASSET_RET_1900-01-01_N_0_AssetRetirementForm_test-18	Mark Worked	Reassign
Kenneth Schumacher	05/06/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_191_VENDOR_ADD_1900-01-01_N_0_VendorRequestVendor-35	Mark Worked	Reassign
Kenneth Schumacher	05/06/2013	Transaction Approved	Approval Workflow	3-Low	FormApproval_192_VENDOR_ADD_1900-01-01_N_0_VendorRequestVendor-36	Mark Worked	Reassign

35. After action has been taken on your form, you will see activity in your worklist: **Main Menu > Finance Navigation > Worklist > Worklist**. If your vendor request was denied please review the comments in the **Approver Comments** field for more information. You may need to add additional information and submit your form again. If it was approved, the newly created vendor ID number will be listed.