Quick Guide

for Submitting a Vendor Add Request On-Line

- Log into Oracle
- Click on “Vendor Request” responsibility
- Conduct a Vendor Search to ensure the vendor does not already exist
- Click on “Request New Vendor”
- Fill in vendor information and ask the vendor to complete any required forms (W9, FNIF)
- Enter notes to CRT (Approver) – tell the approver anything you want her/him to know about this vendor add request. For Post docs – enter Lab/Group Name, PI Name and student ID
- Enter your tub and org (if you do not know it, enter tub: 325 org: 28533)
- Select the SEAS vendor add approver for the type of vendor you are adding:
  - Donesia Cummings  cummings@seas.harvard.edu
  - Hera Daldalian  hera@seas.harvard.edu
  - Noemis Ortiz  nortiz@seas.harvard.edu
- Click Submit Request
- The system will generate a ‘Vendor Request ID number’: write that number in the subject line and send the email to your approver letting them know that the request is awaiting their approval. Please attach the W9 or the FNIF to the email. If you do not have the W9 please notify your approver so they can obtain it on your behalf.