Quick Guide
for Submitting a Vendor Site Add Request On-Line

• Log into Oracle
• Click on “Vendor Request” responsibility
• Conduct a Vendor Search to find the vendor in the database
• Click on “Sites” to make sure the site doesn’t already exist (if it does, please make sure there’s isn’t an “Inactivation date” next to it. If so, click on the date to submit a “Site reactivation request”)
• Click on “Request New Site”
• Fill in address information
• Enter notes to CRT (Approver) – tell the approver anything you want her/him to know about this vendor site add request. For Post docs – enter Lab/Group Name, PI Name and student ID, If an updated FNIF is needed (the visa type has changed since the vendor was last updated, etc.), email FNIF to your SEAS approver referencing the Request ID number in the subject line
• Enter your tub and org (if you do not know it, enter tub: 325 org: 28533)
• Select the appropriate SEAS vendor request approver:
  Donesia Cummings   Cummings@seas.harvard.edu
  Hera Daldalian   Hera@seas.harvard.edu
  Noemis Ortiz   Nortiz@seas.harvard.edu
• Email your approver the request ID number and let them know a request is waiting for their approval