Submitting a Vendor Request

1. Click on ‘Vendor Request’ in the Oracle E-Business Suite screen

2. Search for the vendor to make sure they’re not already in the system (remember to use the wildcard % symbol to make your search more thorough).

3. If the vendor you’re trying to set up does not come up in the search, click on ‘Request a New Vendor’.

4. Fill out all the necessary vendor information (marked with asterisk).

5. Enter your approver information.

6. Click ‘Submit request’.
8. The next screen will provide you with the request ID number. Please write that number in the subject line and email your approver to let them know that the request requires their approval.

9. If a W9 or a FNIF is required, please attach it to the email to your approver. If you do not have the W9, please specify that in the email and SEAS Financial Operations Team will obtain a copy on your behalf.
9. To check the status of your vendor request, go to Vendor request-notifications from your Oracle home screen.

10. You can retrieve your request ID number by clicking on ‘List of my requests’ button in the Vendor request screen.