Quick Guide
for Submitting a Vendor Add Request On-Line

I. Information required to add a vendor:
   ✓ Vendor name – if vendor has a DBA (doing business as) make sure you add that as well. If you enter a name and it already exists in iProcurement, but you know it is not the same person/company that you’re trying to add, please add a ‘1’ after the name
   ✓ Permanent address – this is the tax reporting address, where a tax document (if one is required) will be mailed to after calendar year end. No PO Box address is allowed unless there’s a reason for the exception.
   ✓ Remit address – if different than permanent address.
   ✓ Vendor type – if in doubt, verify with the vendor.
   ✓ Tax ID number – in case of Individuals, that means the Social Security Number, for companies it is the TIN. The SSN is not required for Non-U.S. Citizens without Entry to the US.
   ✓ Harvard HUID# - when setting up a Harvard Employee. Check off the ‘Load Office Address’ box and the ‘Direct Deposit’ box if the person receives direct deposits from Harvard. Please note, that the Vendor Setup Team will verify if the individual qualifies to receive direct deposit – in some cases (depending on the type of appointment) paper checks are the only option available.
   ✓ FNIF – required for every Non-U.S. Citizen setup. Please make sure the FNIF is complete with all the visa information (if the person has never been to the US, check off the ‘No entry to U.S’ in section C). Find the Request ID number in the ‘List of my requests’ under ‘Vendor setup’ and write the number on the FNIF. Fax the complete FNIF to 6-3196. In the ‘Notes to approver’ field write ‘FNIF faxed’.

II. Adding a vendor in iProcurement:
1. Log into Oracle
2. Click on “Vendor Request” responsibility
3. Conduct a Vendor Search to ensure the vendor does not already exist
4. Click on “Request New Vendor”
5. Fill in vendor information
6. 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, If FNIF is needed, fax FNIF to Vendor Hotline (6-3196) and enter FNIF faxed on date (MM/DD/YY) in Notes section
7. Enter your tub and org (if you do not know it, enter tub: 325 org: 28533)
8. Select the SEAS vendor add approver for the type of vendor you are adding:
   o Adding a vendor to make a purchase:
     ▪ Approvers are (select one):
     ▪ Carol Dale dale@seas.harvard.edu
- Joanna Curry  jcurry@seas.harvard.edu
  - Adding a vendor to pay an invoice in Payment Request or to set up a post doc or PI for reimbursement:
    - Approvers are (select one):
      - Hera Daldalian  hera@seas.harvard.edu
      - Noemis Ortiz  nortiz@seas.harvard.edu
  - Adding a vendor to pay for colloquium expenses, speaker’s fees, visiting scholar’s or visiting student’s fees or related expenses:
    - Approvers are: **Your Area Dean Administrator** (select one):
      - Jill Larson  jlarson@seas.harvard.edu
      - Arlene Stevens  astevens@seas.harvard.edu
      - Tristen Dixey  tristen@eecs.harvard.edu

9. Click Submit Request

10. Send email to your approver with subject: “Vendor add request awaiting your approval”.

11. For Vendor Set Up Questions and System Issues:
  - Contact the University Financial Services Customer Relations Team at 617-495-8500 or email vendorsetup_ufs@harvard.edu
  - Vendor HOTLINE FAX 6-3196 (needed only if FNIF form required)