

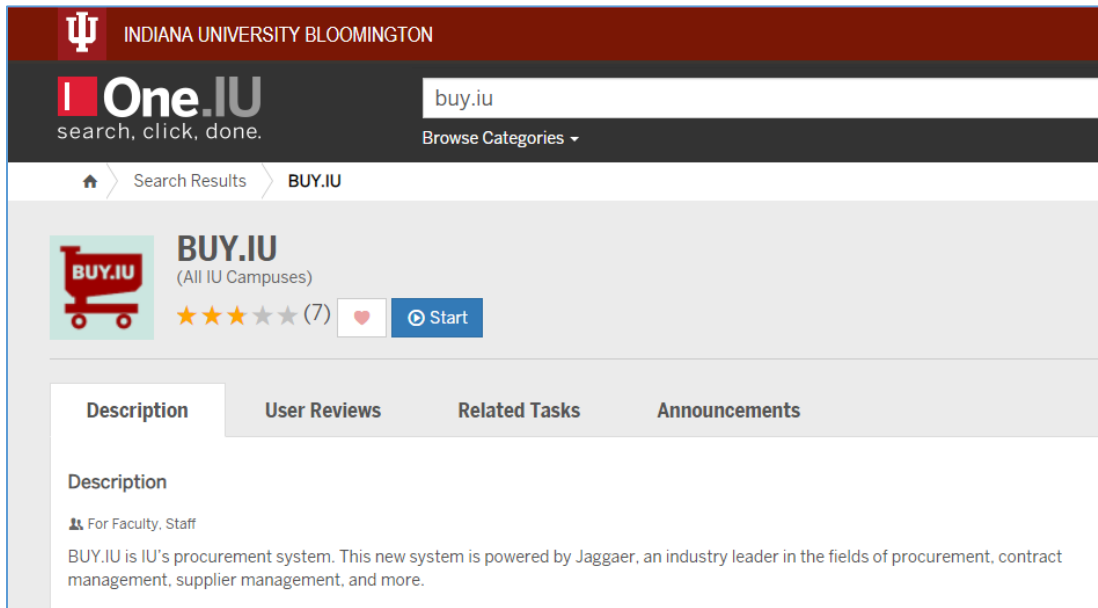
Add a Non-Employee Traveler in Chrome River

By default, Chrome River contains traveler records for all employees and students at IU. To establish a non-employee traveler, submit a Chrome River Non-Employee Traveler supplier request form in BUY.IU, IU's procure-to-pay system.

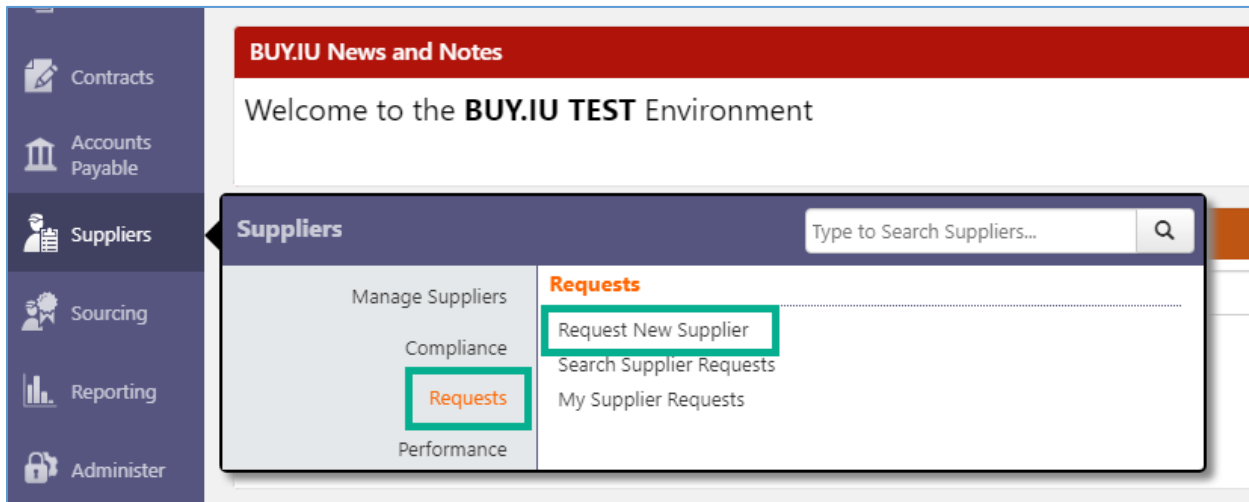
Before you start:

- Search for the traveler in BUY.IU. All supplier records, both active and inactive, are available in Chrome River. Review the [Searching for a Supplier document](#) to learn how to search.
- If the traveler will receive a taxable payment, such as honoraria, establish the traveler using the [Check Request \(Tax ID Required\) supplier request form](#).
- If edits are needed to a current non-employee traveler, such as a change of address, review the [Supplier Edit Request Form document](#).

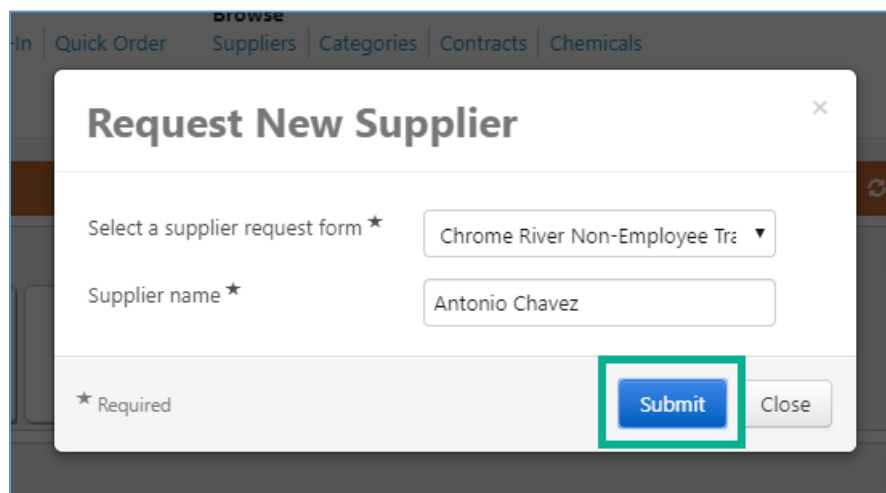
Access BUY.IU by searching for BUY.IU on One.IU and clicking the BUY.IU task tile. You will be prompted to login with your IU credentials and DUO authenticate if you haven't already.



Once logged in, navigate to the **Requests** section of the **Supplier** module in the left-hand menu. Select **Request New Supplier** and a new window opens.



Next, select **Chrome River Non-Employee Traveler** from the drop-down menu and enter the non-employee traveler's name in the **Supplier name** field. Click **Submit** when finished.



Forms fields marked with a star are required.

Review the instructions and click **Next**.

My Supplier Requests

Antonio Chavez

Template: Chrome River Non-Employee Traveler

Request Status: Incomplete

Instructions Print Request | History | ?

Prior to completing this form, search for the supplier/traveler name to ensure it does not already exist in the system.

This document describes how to search for a supplier.

Complete this form to request non-employee travelers for use in Chrome River or to update existing non-employee traveler information.

A valid contact and email address are required by the department for suppliers/travelers requesting payment via direct deposit. Banking information is entered in the supplier portal.

If the supplier is receiving payment for services in addition to travel (such as honoraria) use the Check Request (Tax ID Required) supplier request form to establish the traveler.

Next >

Instructions

Questions

Review and Complete

Supplier Request Workflow

If the supplier existed in the Quali Financial System (KFS), answer “Yes” to the question **Does this supplier already exist in KFS?** and enter the supplier’s KFS vendor number.

Questions - Company Overview Print Request | History | ?

i Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

On This Page

- Supplier Information (11)
- Company or Supplier Address (10)
- Payment Address (9)

Supplier Information

Supplier Name *****

Antonio Chavez

Does this supplier already exist in KFS? *****

Yes No

Please provide the KFS Supplier Number. *****

7896-0

We are entering a new non-employee traveler, so we will answer “No” to the next question, **Is this request to edit an existing supplier in BUY.IU?** If you are updating a supplier record, review the [Supplier Edit Request Form](#) document for guidance.

Questions - Company Overview [Print Request](#) | [History](#) | [?](#)

i Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

On This Page

- [Supplier Information \(11\)](#)
- [Company or Supplier Address \(10\)](#)
- [Payment Address \(9\)](#)

Supplier Information

Supplier Name *****

Does this supplier already exist in KFS? *****

Yes No

Please provide the KFS Supplier Number. *****

Is this request to edit an existing supplier in BUY.IU? *****

Yes No

If the non-employee traveler has requested payment via direct deposit, select the radio button next to “Yes” and enter their email address. They will be invited to complete the supplier onboarding process.

Wire transfer information must be entered into Chrome River directly when processing the non-employee traveler’s expense report. Mark “No” if payment will be made via wire transfer or foreign draft.

Supplier Information

Supplier Name *****

Does this supplier already exist in KFS? *****
 Yes No

Please provide the KFS Supplier Number. *****

Is this request to edit an existing supplier in BUY.IU?
 Yes No

Has the supplier requested payment via direct deposit? *****
 Yes No

Foreign Supplier *****
 false true

Country of Origin ***** ?

Email Address *****

Next, mark “true” if the traveler is a foreign-taxed individual. Select their country from the **Country of Origin** drop-down menu. Country of Origin represents where the individual pays taxes. This field is required for both foreign and domestic non-employee travelers.

Supplier Information

Supplier Name [★]

Does this supplier already exist in KFS? [★]

Yes No

Please provide the KFS Supplier Number. [★]

Is this request to edit an existing supplier in BUY.IU? [★]

Yes No

Has the supplier requested payment via direct deposit? [★]

Yes No

Foreign Supplier [★]

false true

Country of Origin [★] ⓘ

Email Address [★]

Now enter the traveler’s fulfillment address. This address represents where the traveler is physically located.

Enter “Fulfillment” in the **Name** field and select “Fulfillment” from the drop-down menu under **Address Type**. Enter the traveler’s address information in the appropriate fields. If you did not specify an email address previously, you may add one here in the **Email Address** field. This is optional.

Company or Supplier Address
Enter address where the individual lives, or the business is located.
Please select "Fulfillment" from the Address Type dropdown menu and enter "Fulfillment" in the Name field.

Address Type *
Fulfillment

Name *
Fulfillment

Street Line 1 *
500 Hoosier Way

Next, enter the traveler’s remit address. A remit address is required even if the traveler requests payment via direct deposit. Payments made via check are mailed to this address.

Select “Remittance” from the **Address Type** drop-down menu and enter “Remittance” in the **Name** field. The traveler’s fulfillment and remittance addresses may be the same; if this is the case please enter the address again in this section.

Payment Address
Enter the address where the payment should be mailed. (PO Box, Rural Route, etc.)
Please select "Remittance" from the Address Type dropdown menu and enter "Remit" in the Name field.

Address Type *
Remittance

Name *
Remittance

Street Line 1 *
500 Hoosier Way

Street Line 2

Street Line 3

★ Required

< Previous Save Progress Next >

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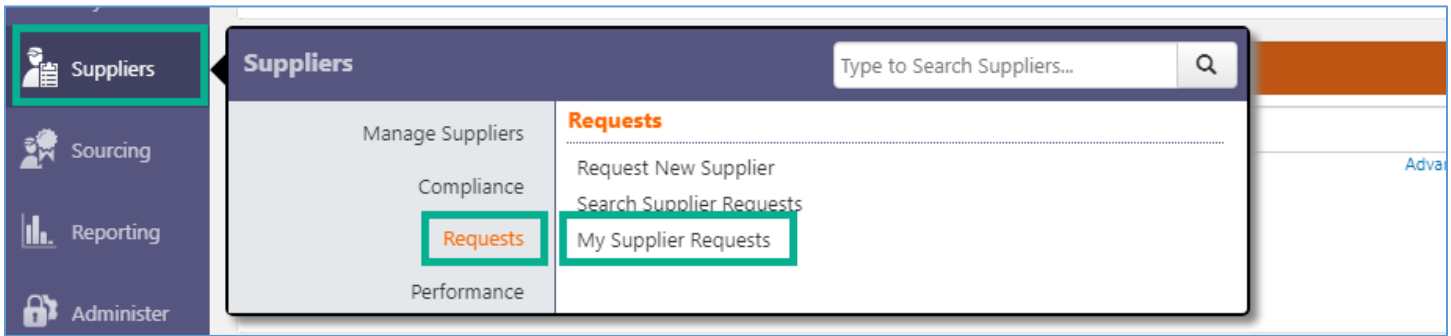
If there is any additional information that you wish to share with the Supplier Data Management Team (SDM), enter it in the **Comments** box. Click **Save Progress** to save your work and click **Next** to move to the next page.

Check the box next to the certification statement and click **Complete Request**.

BUY.IU will ask you to confirm your submission one final time. Click **Yes** to submit.

The request form routes to the Supplier Data Management team in Purchasing for review and approval. If the traveler requested direct deposit, they will be invited to a supplier portal using the email address you provided. Here, they will input their payment details. Their supplier record will not be approved and available until they return this information.

Once the traveler's record is approved and activated, it will be available in Chrome River. Check the status of your request by navigating to **Requests** section of the **Supplier** module, then selecting **My Supplier Requests**.



A Request Status of "Approved" means that the traveler is available in Chrome River. Click on the **supplier's name** to view the supplier's number.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status * Approved Rejected Under Review Incomplete Returned Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
Abed Nadir	One-Time Refund Supplier	Incomplete	-	-	7/6/2019 4:12 PM	7/6/2019 4:12 PM		-	Actions
Craig Pelton	Research Participant Supplier	Incomplete	-	-	7/6/2019 4:33 PM	7/6/2019 4:33 PM		-	Actions
Antonio Chavez	Chrome River Non-Employee Traveler	Approved	-	-	7/8/2019 8:25 PM	7/8/2019 8:16 PM	Antonio Chavez	None	Actions
Herman Holden	Research Participant Supplier	Incomplete	-	-	5/10/2019 2:10 PM	5/10/2019 2:10 PM		-	Actions

The supplier number starts with a lowercase "p." Use this supplier number to book travel on their behalf.

Antonio Chavez

Supplier Number: **u14708640**

Registration Status: Approved

Registration Type: Profile 3 - No Tax ID

[View Supplier Registration](#)

About

Supplier 360

Summary

Supplier 360

Internal Notes

There are no Internal Notes to display.

Supplier Details

- In Network
- Active
- Non-Catalog

Antonio Chavez

Legal Name: Antonio Chavez

DBA: Antonio Chavez

Aliases: -