

Create New Vendor

Occasionally when creating a new invoice, the vendor needed may not appear in the **Vendor Name** list. When this happens, create a temporary vendor in Chrome River by performing the steps listed below.

Please remember to upload or attach the W-9 to the Chrome River Invoice.

1. Click inside the **Vendor Name** field and select the **Create Temporary Vendor** option.

A screenshot of a dropdown menu titled "Vendor Name". The menu is open, showing a search bar at the top. Below the search bar, there is a blue button with a plus sign and a keyboard icon, labeled "Create Temporary Vendor". A yellow arrow points to this button. Below the button, there is a list item for "X10002362-Dell Marketing Lp" with a clock icon, and below that, "X10002362", "Check or ACH: 1A", and "Employment Status: N".

2. The **Create Temporary Vendor** box will display.

A screenshot of a dialog box titled "Create Temporary Vendor" with a close button (X) in the top right corner. The dialog contains the text "Please Provide a temporary vendor name" above a text input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Create".

3. In the field provided, enter the vendors name as it appears on the W-9.

A screenshot of the "Create Temporary Vendor" dialog box. The text input field now contains "Top Notch Training Company". A yellow arrow points to the text in the field. The "Cancel" and "Create" buttons are visible at the bottom.

4. Click **Create** when finished.

A screenshot of the "Create Temporary Vendor" dialog box. The text input field contains "Top Notch Training Company". A yellow arrow points to the "Create" button at the bottom right of the dialog.

5. The **Vendor Name** field will populate with the information provided in step 4. **The Vendor Address** field will populate with the value "New Address".

A screenshot of a form field titled "Vendor Name". The field contains "Top Notch Training Company" and has a plus sign and keyboard icon to its right. Below it, there is another field titled "Vendor Address" which contains "New Address" and also has a plus sign and keyboard icon to its right.

6. Continue entering the invoice information and submit the invoice for approval. An address is not required to be entered in this section. The Accounts Payable team will update the address in Banner based on the invoice attached. For new vendors, a formal invoice on company letterhead is required. For individuals, the address should be keyed in the Special Handling section. This is only required for the first payment made to the vendor/individual.