

Create Temporary 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.

The screenshot shows a dropdown menu for the 'Vendor Name' field. The 'Create Temporary Vendor' option is highlighted with a yellow arrow. Below it, a vendor entry for 'X10002362-Dell Marketing Lp' is visible, including its ID, check/ACH type, and employment status.

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

The screenshot shows the 'Create Temporary Vendor' dialog box. It has a title bar with a close button, a prompt 'Please Provide a temporary vendor name', an empty text input field, and 'Cancel' and 'Create' buttons at the bottom.

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

The screenshot shows the 'Create Temporary Vendor' dialog box with the text 'Top Notch Training Company' entered in the input field. A yellow arrow points to the text. The 'Create' button is highlighted in blue.

4. Click **Create** when finished.

The screenshot shows the 'Create Temporary Vendor' dialog box with 'Top Notch Training Company' entered. A yellow arrow points to the 'Create' button, which is highlighted in blue.

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".

The screenshot shows the 'Vendor Name' dropdown menu. The selected item is 'Top Notch Training Company'. Below it, the 'Vendor Address' field is populated with 'New Address'. Both items have a plus icon and a keyboard icon to their right.

6. Continue entering the invoice information and submit the invoice for approval. The invoice will route to the Vendor Maintenance queue and the vendor setup will be completed in Banner. The Chrome River invoice will be updated with the permanent vendor record and routed forward in approvals to Accounts Payable.