Add a Non-Employee Traveler in Chrome River

Chrome River contains traveler records for all employees and students at IU. To establish a non-employee traveler, submit a 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.
- If the traveler will also 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, 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.

Review the instructions and click Next.

Form fields marked with a star are required.

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

If you are unsure if the supplier existed in KFS, select “No.”
The information helps Purchasing review your request.

We are entering a new non-employee traveler, so we will answer “No” to the next question, **Does this supplier already exist in BUY.IU?** If you are updating a supplier record, review the Supplier Edit Request Form document for guidance.

**Supplier Information**

Supplier Name *

Antonio Chavez

Does this supplier already exist in KFS? *

- Yes
- No

Please provide the KFS Supplier Number. *

7890-0
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 portal using the email address provided.

Wire transfer information must be entered into Chrome River directly when processing the non-employee traveler’s expense report. Do not enter email information if payment via wire transfer was requested.

**Supplier Information**

Supplier Name

Antonio Chavez

Does this supplier already exist in KFS?  

- [ ] Yes
- [ ] No

Please provide the KFS Supplier Number.

7896-0

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

tonyschavez+1@gmail.com
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 Form]

- **Supplier Name**: Antonio Chavez
- **Does this supplier already exist in KFS?**
  - Yes
  - No
- **Please provide the KFS Supplier Number**: 7895-0
- **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
- **Country of Origin**: United States
- **Email Address**: tonyzychavez1@gmail.com
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.

Next, enter the traveler’s remit address. A remit address is required even if the traveler requests payment via direct deposit.

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.

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 Master 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.

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