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**.

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### My Supplier Requests

**Antonio Chavez**

<table>
<thead>
<tr>
<th>Template</th>
<th>Chrome River Non-Employee Traveler</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Status</td>
<td>Instructions</td>
<td>Complete this form to request non-employee travelers for use in Chrome River or to update existing non-employee traveler information.</td>
</tr>
</tbody>
</table>

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

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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.

### Questions - Company Overview

- 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**:
  - 78906-0
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.
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.

<table>
<thead>
<tr>
<th><strong>Supplier Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplier Name</strong></td>
</tr>
<tr>
<td>Antonio Chavez</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Does this supplier already exist in KFS?</strong></td>
</tr>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Please provide the KFS Supplier Number.</strong></td>
</tr>
<tr>
<td>7896-0</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Is this request to edit an existing supplier in BUY.IU?</strong></td>
</tr>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Has the supplier requested payment via direct deposit?</strong></td>
</tr>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Foreign Supplier</strong></td>
</tr>
<tr>
<td>False ☐ True ☐</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Country of Origin</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td><a href="mailto:tonychavez+1@gmail.com">tonychavez+1@gmail.com</a></td>
</tr>
</tbody>
</table>
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**

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**
- **true**

**Country of Origin**

United States

**Email Address**

tonyschavez1@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. 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.
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.

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