

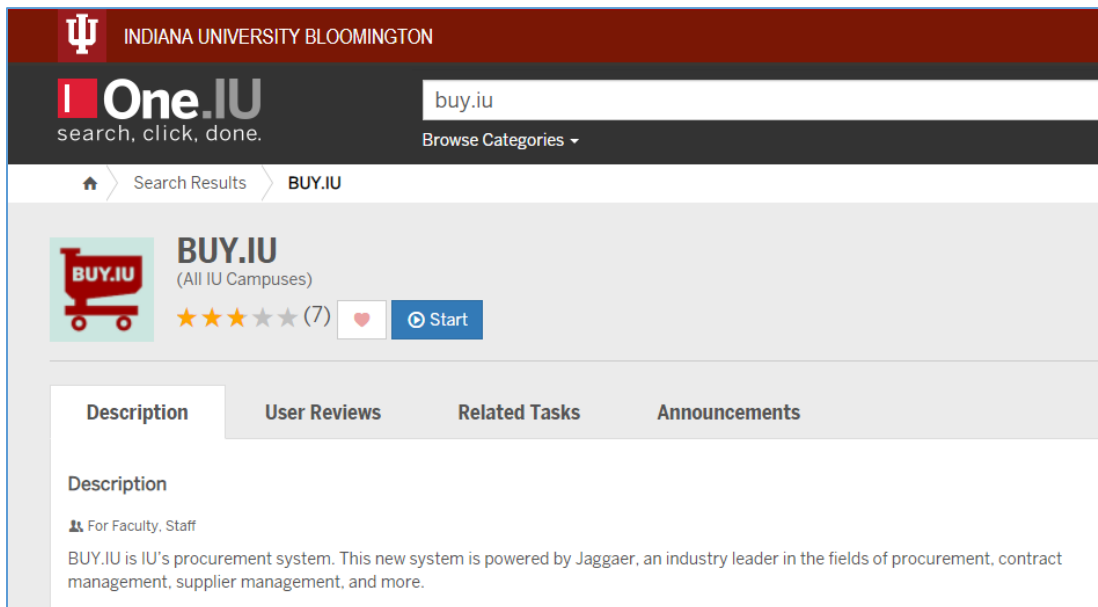
Add a Non-Employee Traveler in Chrome River

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.

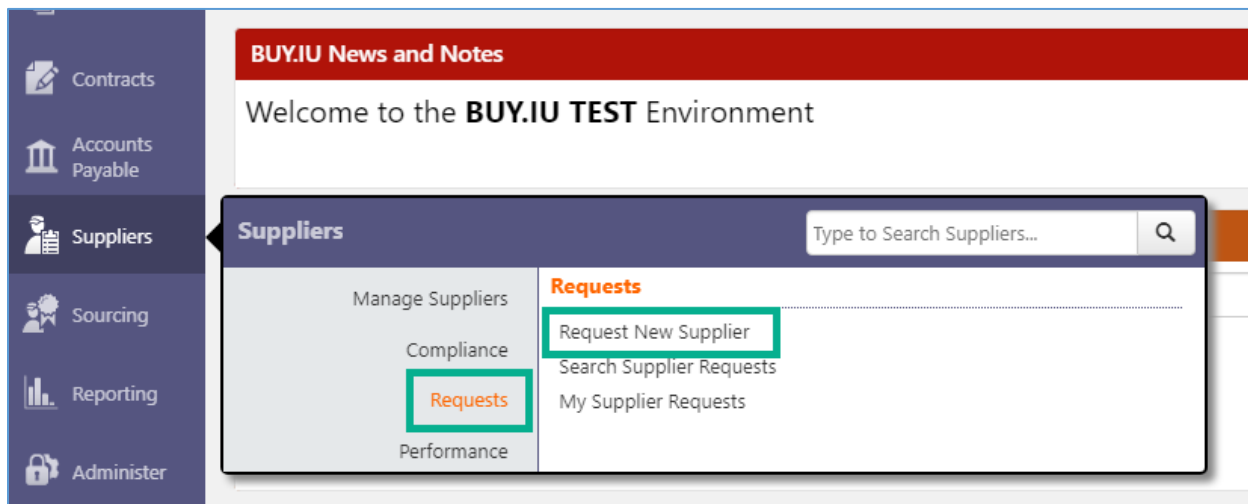
Before you start:

- 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](#).

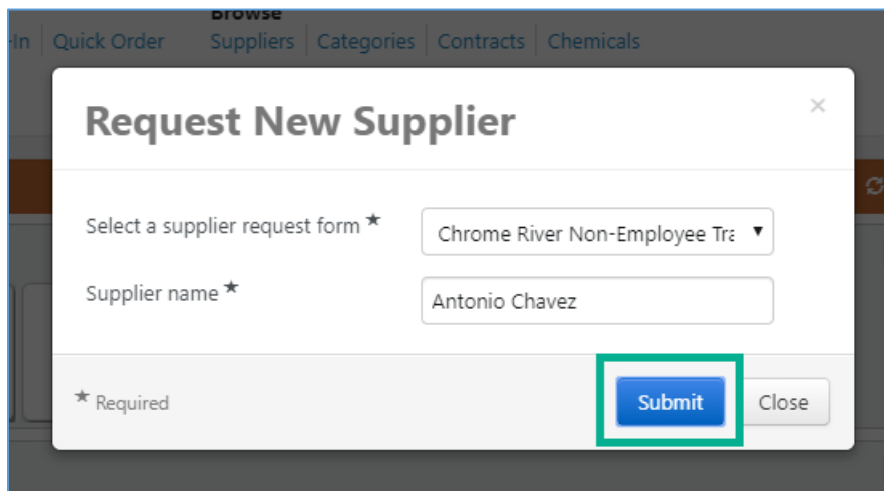
Access BUY.IU by searching for BUY.IU on One.IU and clicking the BUY.IU task tile. You will be prompted to login with your IU credentials and DUO authenticate if you haven't already.



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 Kualu 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."

Questions - Company Overview Print Request | History | ?

Information icon 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. *

This 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.

Questions - Company Overview Print Request | History | ?

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

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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 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 ★

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 [★]

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 [★] ?

United States ▼

Email Address [★]

tonyschavez+1@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.

▼ **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.

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.

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

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete

Certification

I certify that the statements and information in this request are true and correct to the best of my knowledge. I understand this is a request to establish a supplier and does not result in an active supplier record.

★ Required

[← Previous](#) [Complete Request](#)

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

Confirm

Are you sure are ready to complete your new supplier request?

[Yes](#) [No](#)

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**.

Suppliers

Type to Search Suppliers...

Manage Suppliers

Compliance

Requests

Performance

Request New Supplier

Search Supplier Requests

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?

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
- General
- Additional Information
- Supplier Classes
- System Settings
- Contacts and Locations
- Diversity
- Workflow and Review
- Performance
- Legal and Compliance
- Accounts Payable
- eProcurement

[View History](#)

[View Email Logs](#)

Supplier 360

Supplier Actions

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: -

Supplier No.: u14708640

3rd Party Ref No.: -

MBU IDs: -

Date of Last Order: -

Diversity: -

Registration Status: Approved

Business Description: *There is no business description available for this supplier.*