Vendor - Submit New Vendor Request - FI Mode Only

Description: In this topic, the user will learn how to submit a new vendor request. Submitting a new vendor request prompts the fiscal intermediary to create a new vendor profile. Vendor profiles must be created to process invoices for vendors.

*Please note: This feature is available for FI mode only and vendor payments must be enabled in the instance.

Role Required: Employer, Client Profile with Vendor Payments enabled, Super User

Permission Required: N/A

Mode: FI

1. Log in to DCI with personal profile
2. Click **Home** on the main menu
3. Click **Vendors** on the submenu
4. Click **Actions**
5. Select **New Vendor Request** from the drop-down menu
6. Complete the form wizard
    a. Vendor Name **(required)**
    b. Vendor Address **(required)**
    c. Phone **(required)**
    d. Alternate Phone (optional)
    e. W9 Attachment **(required)** - A W9 is a request for taxpayer identification number and certification
        i. Click the **Choose File** button
        ii. Select the W9 to upload and click **Open**
        iii. The file uploads and populates under the Choose File button
        iv. If necessary, click the blue **Minus (-) sign** to remove the attachment.
7. Click **Save** and **Yes** to confirm

Related articles

- What is the difference between Service Provider (SP) mode and Fiscal Intermediary (FI) mode?
- System Set-Up - Admin Guide
- Reimbursement - Client Creates Reimbursement Entry - FI Mode Only
- Reimbursements - Create Entries - FI Mode Only
- Employer Profile - Create, View, Edit, or Deactivate - FI Mode Only