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

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