

INSIDE PROCUREMENT



As your Chief Procurement Officer, I strive to foster transparency, collaboration, and innovation. "Inside Procurement" is a monthly update and one step toward strengthening our communication and celebrating the incredible work you do.

– Ajay Patel

Patience Please: Protecting Against Vendor Banking Fraud

Ensuring the security of vendor banking information is a top priority for the university. To help prevent fraud, we use a trusted third-party verification tool that successfully validates most banks. However, some domestic institutions and international banks cannot be verified through this system. In these cases, additional steps—such as obtaining an official bank letter—may be required to complete the process.

Please understand these extra measures can take time, and we truly appreciate your patience and cooperation. Our team is committed to processing payments as quickly and securely as possible. If you encounter questions or delays, we encourage you to reach out to our office for guidance. Together, we can maintain the integrity of our financial transactions and protect the university community.



VendorInfo Portal

The Emory SIF has transitioned to the new VendorInfo Portal. The excel SIF will no longer be accepted.



[Learn More >](#)

We Heard You

In a commitment to improve our processes based on your feedback, we have made the following updates to the VendorInfo Portal:

- New field to indicate if the purchase is a one time or recurring
- New field for international suppliers to add a bank letter
- New unit field added for the requesting department

Reminder

The vendor section on the VendorInfo portal must be completed by the vendor.

Procurement & Support Services: Here to Help You Every Step of the Way

Navigating procurement processes can sometimes feel overwhelming—but you don't have to do it alone. Our Procurement and Support Services team is committed to making your experience smooth, efficient, and stress-free.

Your Go-To Contacts:

Sourcing and Contracting, sourcingandprocurement@emory.edu

PO orders or requisitions, e-market@emory.edu

AP payments, Emory.FSC@emory.edu

FedEx, fedexrequest@emory.edu

And you can always visit the [Procurement and Support Services Webpage](#) anytime for additional information.

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[Visit the Procurement and Support Services Website](#)