



EMORY  
UNIVERSITY

Procurement and  
Support Services

# UPDATE

## **TOPIC: Coming Soon- New Vendor Request Portal Launching in September 2025**

### **What's changing?**

We are launching a new Vendor Information Portal process for requesting suppliers, where vendors will enter and manage their own data directly. The current Supplier Information Form (SIF) process will be retired.

### **Why is this changing?**

This transition streamlines the supplier onboarding experience, reduces manual data collection, and introduces enhanced verification to ensure vendors align with Emory's strategic sourcing goals.

### **New Process:**

To initiate a new supplier request, log onto the portal and provide the necessary contact details. Once submitted, the procurement team will review the request. If approved, vendors will manage their own onboarding and maintain their profiles using the portal's self-service tools

### **Questions?**

Training sessions will be offered ahead of the launch, and more detailed information will be shared soon. In the meantime, if you have any questions, feel free to reach out to the Procurement team at [emory.fsc@emory.edu](mailto:emory.fsc@emory.edu).