October 22, 2025

TOPIC: VendorInfo Portal
Important Reminders

What has changed?

The new vendor onboarding and setup process for requesting suppliers, the VendorInfo Portal, went live on September 15, 2025. As we reach the one-month mark with the new portal, here are a few important reminders to help ensure smooth processing:

1. Check for Existing Vendors First
   - For companies: Search in **Emory Express**
   - For individuals and international vendors: Search in **Compass**

2. Supplier Information Form (SIF) Is Now Online
   The SIF is now completed directly by the supplier through the portal. Users no longer need to collect or submit SIF details. The Excel SIF has been discontinued.

3. Vendor Setup Must Occur Before Contract Execution
   Vendors must be entered into the VendorInfo portal **before** any contract is finalized.

4. Campus Requestor Form (CRF)
   The **Emory employee** must complete the CRF in the VendorInfo portal.
   - Do **not** send the CRF to suppliers.
   - Employees should **not** complete a Supplier Information Form (SIF).

5. Provide a Clear Justification
   Include a brief explanation of the business need or strategic value for adding the vendor to the system.

6. Avoid Duplicate Requests
   Do **not** submit supplier requests in both Emory Express and VendorInfo—this creates unnecessary duplication.

Reasons why a supplier may be denied:

- The requester provided incomplete or insufficient information
- A similar supplier already exists in the system
- The request requires competitive sourcing
- The expense is more appropriate for payment via PCard
- The request does not align with current strategic priorities
- The vendor did not pass Emory's compliance and validation testing (such as account validation, TIN matching, etc.)

New Process:

Why did the process change?

The new process minimizes manual data collection, streamlines the supplier's onboarding process, and introduces enhanced banking verification protocols. These improvements not only reduce staff's administrative burden but also strengthen Emory's risk mitigation efforts.

Questions?

Review the Vendor Set Up job aid. If you still have questions, reach out to the Procurement team at emory.fsc@emory.edu.