

VendorInfo Portal

Step by Step Guide

The current Supplier Information Form (SIF) will transition to an online process completed by the supplier; users no longer need to collect SIF information.

1. Does the Vendor Already Exist?

- Before requesting a new vendor, please check to see if that vendor is already in the Emory system.
- You can do this when you are requesting a voucher to be paid.
 - If entering a Check Request through Emory Express:
 1. Open up the [Emory Express Dashboard](#)
 2. Click on the Check Request box under Invoice Payment Forms.
 3. In the Enter Supplier field, begin typing the name of your supplier. A list of suppliers will be retrieved that matches what you have typed. If you do not see your supplier listed, continue to Steps #2 and #3.

2. Submit a Request to Add and or Modify a Vendor's Information

A vendor setup/modification request should be submitted using the [Campus Requestor Form](#) found on the VendorInfo portal.

3. Provide the necessary contact details as prompted.

4. The procurement team will review the request to ensure alignment with Emory's strategic sourcing goals.

- If approved,

- Suppliers will receive a link from VendorInfo to provide their onboarding information and maintain their profiles using the portal's self-service tools.
- Requestors will receive an approval email with the supplier's name and ID.
- If denied,
 - Requestors will receive a communication letting them know the request was denied based on the following reasons:
 - 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

5. Users can view the status of their request within the portal at any time.