Request for New Vendor or Change to Current Vendor

This application is built within the PeopleSoft Financials module and the user must have security granted before they can access the system. Users with the ability to create vouchers are automatically granted access to the Vendor Request pages.

There are 2 ways to access the new vendor request application – through the UM Web Application page and also through the menu in PS Financials. Navigation to each is shown below:

1. Access Request New/Change Existing Vendor from the UM Web Application page.

   Click on Web Applications from the UM Web Applications page https://webapps.umsystem.edu/

   Type your username and password.

Menus will differ depending on your security access.

Select PS Vendor Request Form from the menu.

This will take you directly to the UM Vendor menu in PeopleSoft Financials. If you are not logged into PeopleSoft, you will be required to log in.

2. Access Request New/Change Existing Vendor from the PS Financials menu.

    Navigation is UM Applications > UM Vendor > Request New/Chg Existing Vndr
New Vendor Request

Before you make your request please search to see if the vendor already exists. Use the PS Search Options link on the UM Web Applications page to search for your vendor. Please refer to Sections 1 and 2 of the Non-PO Vouchers Appendix for vendor search instructions https://doit.missouri.edu/training/enterprise (select “PeopleSoft Financials 9.0”, then “Accounts Payable”, then “Non-PO Vouchers 9.0 Appendix”). Also please be aware that when searching under the find an existing value tab of the New Vendor Request page it does not search for existing vendors.

To request a new vendor, click on the Add a New Value tab.

Type in the vendor name and click Add.

The form below will appear.
Please complete the form making sure to include the required fields: vendor name, address (includes the address line 1, city, state, and zip), and the TIN or the SSN of the vendor you are requesting. If there is other known vendor information please fill that out as well on the form. If the vendor is a known vendor please select the “Preexisting Vendor” box and then select the vendor ID and also the address sequence number you wish to be updated. If you have the completed IRS W-9 form (Request for Taxpayer ID) or a direct deposit document for this vendor, then click the Add W9 or Add Direct Deposit Form button and upload the appropriate document. Once you have filled out the required information and any additional information for the vendor request click Save.

Making Changes to an Existing Vendor

To request changes to an existing vendor, click on the Add a New Value tab.
Type in the vendor name and click **Add**.

The form below will appear. Complete all known information.

Click the **Preexisting Vendor** box. The Vendor ID field and SeqNum field will become active. Enter the existing vendor number in the **Vendor ID** field. Enter either the address sequence of the address you want updated or the next available sequence number (if it is a new address) in the **SeqNum** field. Indicate in the **Comments** field if this is a new address.

After all information is completed, click **Save**.
Making Changes to a Request

If you have already saved your request and want to make a change to it, click on the **Find an Existing Value** tab.

Click **Search**. If you want to narrow your results, enter some search criteria before clicking Search.

Select the vendor request you would like to change.
If the fields are editable, you can make your changes and click [Save]. The updated information will be available to the campus accounting office for review.

If the fields are not editable, the request has entered workflow and cannot be modified. You will need to contact your campus accounting office for the changes.
Receiving a response from the campus accounting office concerning your vendor request.

You have now submitted your request to the campus accounting office for their review. They will review your request and possibly make some changes and then they can: approve the request, send the request back for additional information, or deny the request. Please see below for an example of what the email you would receive would look like if your request was sent back.

The email states the request was sent back for additional information and it gives a link to the request so you can update the request. Below the link will be a comment from the accounting office stating what is missing.

Please see below for an example of what the email you would receive would look like if your request was denied.
The email above states the request was denied. Also there is no link for any corrections. All that is included is a comment from the accounting office stating why the request was denied. Many times the request would be denied because the vendor you had requested already existed and the correct vendor number and address sequence number (if applicable) would have been included in the comments.

If the campus accounting office approves your request then the request has to then be approved by the system accounting office. Once your vendor request has both approvals you receive an email stating your request was approved and the new vendor ID is given to you. Please see below for an example.

This completes the instructions for making a vendor request.