Chrome River Non-Employee Vendor Lookup

These procedures show an end-user how to look in the Finance System or the Chrome River System to see if a Non-Employee Vendor (student or outside party) is already setup in Chrome River for an expense report to be entered on their behalf.

If you have any questions on this process, please contact Josh Dameron at 8/4866 or damerojm@jmu.edu

Chrome River System Lookup

Any full-time or part-time JMU employee (with the exception of Student Employees and Affiliate employees) can login to the Chrome River System to determine if a Non-Employee Vendor is already enrolled.

- Login to https://app.chromeriver.com/login/sso/saml?CompanyID=jmu.edu using your eID and password to access the system.
- Create a dummy expense report header to determine if your vendor is enrolled by clicking on ‘+ New’ and then ‘New Expense Report’ in the upper right corner
• Select ‘Outside Party’ or ‘Student’ as the Type of Traveler and then open up the dropdown box in the Non-Employee field. This is a running list of all Chrome River Non-Employee Vendors, sorted alphabetically and it includes their PeopleSoft Finance Vendor ID. Note that the same list populates for both outside parties and students, as it is a combined list of both vendor types.

• If the vendor you need to enter an expense report for is not in this list, you will need to complete a Non-Employee Vendor Enrollment form on their behalf.

• If the vendor you need to enter an expense report for is on this list, you are all set to proceed with creating an expense report on their behalf.
Finance System Lookup

If you have PeopleSoft Finance System access, you can do a quick review of the vendor in question to determine if they are already in the Chrome River System. If they are already in the system, and no update is required to their address (relevant for outside parties only) then you will not need to fill out a Non-Employee Vendor Enrollment Form.

Step 1 – Access the Vendor Information Page

- Login to Finance using your eID/Password and navigate to the Vendor Information page.

Main Menu -> Vendors -> Vendor Information -> Add/Update -> Vendor
Step 2 – Search for your Vendor

- Make sure that JMDSN is entered as the value in the field ‘SetID’.

- To search by a Vendor ID (PS #), enter that ID number in the empty box to the right of the field ‘Vendor ID’ and click search. A Vendor ID is 10 digits long, so you will need to use leading zeros.

- To search by a vendor’s name, go to the field ‘Name 1’ and change the dropdown selection from ‘begins with’ to ‘contains’. Enter the vendor’s full name, or portion of the name in the empty box to the right of the dropdown menu and click search. This is the most common way to search, and can be used when you are not sure if a vendor is in the system or not.
Step 3 – Review Search Results

- If the vendor you have searched for is not in the system, then you will need to complete a Non-Employee Vendor Enrollment form on their behalf. This form will serve the purpose of getting the vendor setup in both the Finance System, and in Chrome River.

- If the vendor you have searched for is in the system, click on any of the fields displayed for their row to enter the vendor record and determine if they are in Chrome River.
The combination of **Status = Approved** and **Non-Employee Traveler = Yes** indicates that this vendor is already in Chrome River.

If either one of those values are something different, your vendor is not in Chrome River and a Non-Employee Vendor Enrollment Form needs to be completed on their behalf.