

Chrome River Non-Employee Vendor Lookup

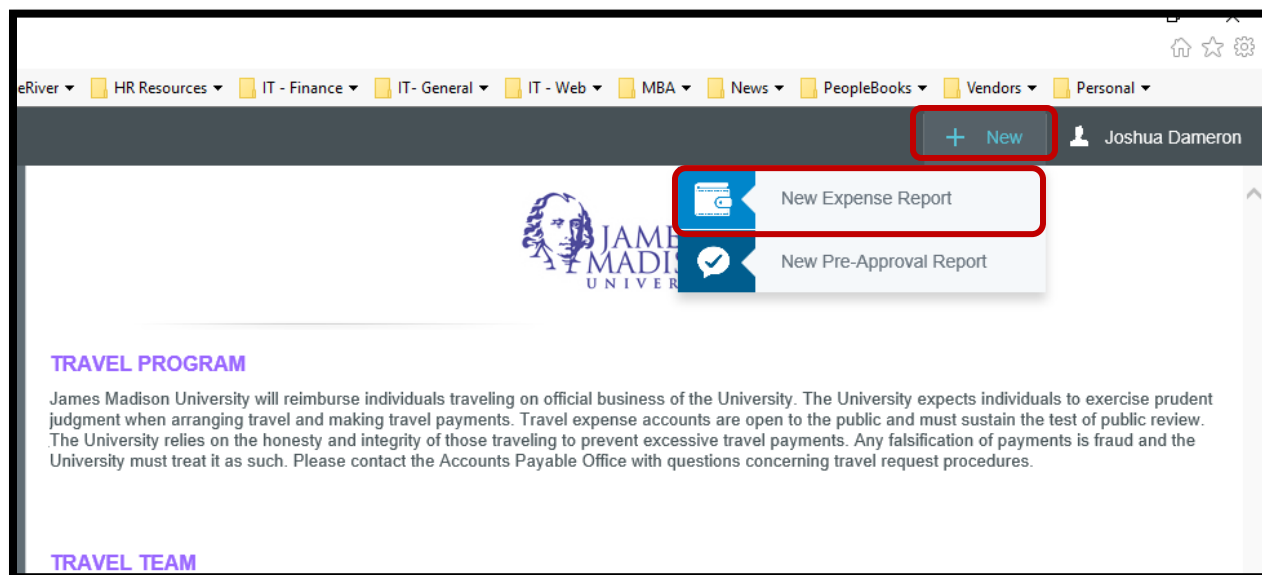
These procedures show an end-user how to look in the Finance System or the Chrome River System to see if a Non-Employee Vendor (student or outside party) is already setup in Chrome River for an expense report to be entered on their behalf.

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



Chrome River Non-Employee Vendor Lookup

- 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.

Cancel Save

Expenses For Joshua Dameron

Report Name	<input style="width: 90%;" type="text"/>
Pay Me In	USD - US Dollars
Report Type	-- Select --
Report Purpose	-- Select --
Type of Traveler	Outside Party
Non Employee	<div style="border: 1px solid #ccc; padding: 2px; min-height: 200px;"> -- Select -- <div style="font-size: 10px; padding: 2px;"> ABDULLAH KHALID R Q - 0000069856 ADEMOLA SILAS I - 0000062453 AKINKOYE AKINGBOLAHAN M - 0000085307 ALEXANDER ODICCI P - 0000081207 ALLBAUGH CARTER M - 0000084829 ANEMA LAUREN T - 0000082975 ANEMA RITA K - 0000064821 ANKRAH ANDREW - 0000069857 ARNOLD CAMBRY - 0000081284 ATARIWA ADEEB J - 0000082071 AUSTIN TAYLOR A - 0000075425 AZANAMA KELVIN T - 0000086537 BACKENSTOSE ALOHA M - 0000081714 BARNETT ALDA H - 0000076105 BARNETT BETSY - 0000086365 BARNEY KATHERINE K - 0000078441 BARNHILL ANGEL A - 0000080203 BARRIER ALEXIS C - 0000084974 BARRON HAILEE F - 0000078681 BATTLE MICHAEL B - 0000068211 BECHTOLD MICHAEL A - 0000085999 BECKMEYER SYDNEY C - 0000087056 BEHAN JENNIFER K - 0000078417 BELL CHARLIE L - 0000078265 BISCHOF GINA N - 0000078259 BODMER ALLYSON E - 0000070445 BOLDEN ALAN L JR - 0000076061 BOLOGNA AMANDA M - 0000087055 BORTELL ALYSON - 0000073635 </div> </div>
Travel Start	
Travel End	
Business Days	

Chrome River Non-Employee Vendor Lookup

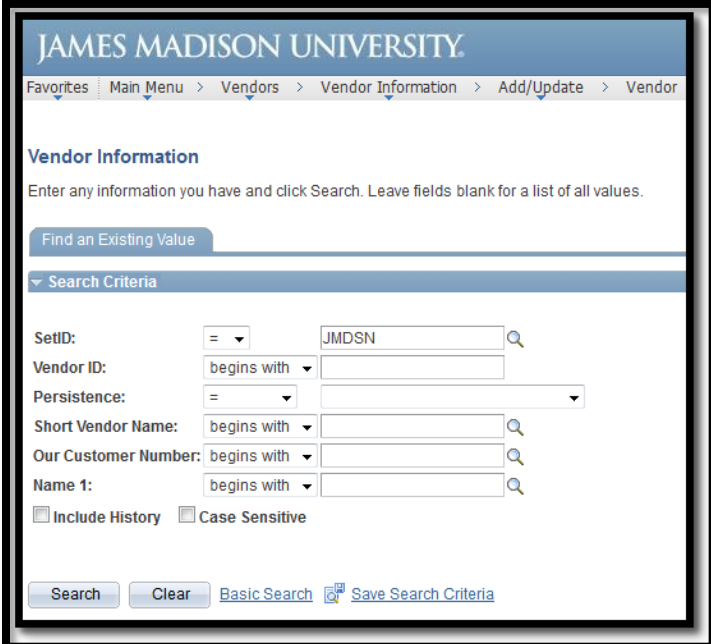
Finance System Lookup

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



The screenshot shows the 'Vendor Information' search page in the PeopleSoft Finance System. The page header includes 'JAMES MADISON UNIVERSITY' and a breadcrumb trail: 'Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor'. Below the header, there is a 'Vendor Information' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. The 'Search Criteria' section contains several search fields: 'SetID:' with a dropdown set to '=' and a text box containing 'JMDSN'; 'Vendor ID:' with a dropdown set to 'begins with' and an empty text box; 'Persistence:' with a dropdown set to '=' and an empty text box; 'Short Vendor Name:' with a dropdown set to 'begins with' and an empty text box; 'Our Customer Number:' with a dropdown set to 'begins with' and an empty text box; and 'Name 1:' with a dropdown set to 'begins with' and an empty text box. There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Chrome River Non-Employee Vendor Lookup

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.

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID: = JMDSN

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: contains

Include History Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Chrome River Non-Employee Vendor Lookup

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.

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = JMSDN

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: contains Accu

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
JMSDN 000000022	Regular	ACCU-TECH-001	(blank)		ACCU-TECH CORPORATION
JMSDN 0000027625	Regular	ACCU-TECH-001	(blank)		ACCU-TECH CORPORATION
JMSDN 0000041437	Regular	ACCURICYT-001	(blank)		ACCURICYTOMETERS INC
JMSDN 0000018843	Regular	XXACCU-TECH-001	(blank)		ACCU-TECH IMAGING RESOURCE INC
JMSDN 000000023	Regular	ACCUWEATHER-001	(blank)		ACCUWEATHER INC
JMSDN 0000030388	Regular	MACCUBBIN-002	(blank)		MACCUBBIN KRISTEN LEE
JMSDN 0000024260	Regular	XXMACCUBBIN-001	(blank)		MACCUBBIN TYLER ALEXANDER
JMSDN 0000020166	Regular	XXNACCU	(blank)		NACCU

- 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.

Chrome River Non-Employee Vendor Lookup

- 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.

Summary	
SetID:	JMSDN
Vendor ID:	[REDACTED]
Vendor Short Name:	[REDACTED]
Vendor Name:	[REDACTED]
Order:	[REDACTED]
W9 Date	06/13/2012
Status:	Approved
Persistence:	Regular
Classification:	Outside Party
Non-Employee Traveler:	Yes
Open for Ordering:	Yes
Withholding:	Yes
VAT:	No
Last Modified By:	DAMEROJM
Last modified date:	04/13/2017 1:02PM
Created By:	PITCHASE
Created Date/time:	06/14/2012 2:22PM
Last Activity Date:	04/13/2017

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)