

PROCEDURE FOR SUBMITTING VENDOR REQUESTS

1. When submitting a Purchase Order or allocating charges on INTELLILINK, if the vendor is not on IFAS or on INTELLILINK a Vendor Request via Lotus Notes will need to be completed.
2. Select Workflow in Lotus Notes choose the current fiscal year.
3. At the top of the page in the left hand column, "Enter New Request" button will need to be clicked. Using the scroll bar on the right hand side of the pop up box, scroll to the bottom and click on "Vendor." Then click on OK.
4. In the first set of options, check any and all that apply.
5. In the second set of options, choose one.
 - A. State Check (This is for payment in which the account is a 6 digit number)
 - B. Activity Account with PR (This is for a payment in which the account begins with SA.)
 - C. Activity Account with SFS Credit Card
 - D. Athletic Account (This is for a payment in which the account begins with AT.)
 - E. Fee Account
6. Please provide, if available, either the SSN (Social Security Number) or TIN (Tax Identification Number).
7. If the department has the W9 please check the box below the SSN/TIN. Please hand deliver the W9 to Accounts Payable.
8. Address, City, State, and Zip are required except for all Hotels, Restaurants, and gas stations that are credit card transactions.
9. The additional information for the phone, fax and/or contact person should be completed if available.
10. If the department does not mark the W9 box the Business Office will write for the vendor to send a W-9 if it is required by the State of Kansas. A notation will be made in the comments portion of the form.
11. When the form is completed the "Submit for Approval" will appear. Click "Submit for Approval."
12. When the Vendor Request is approved the person submitting it will receive an email stating that the vendor is approved.
13. If you have questions, please contact the Business Office at 5948.