Occasionally when creating a new invoice, the vendor needed may not appear in the **Vendor Name** list. When this happens, create a temporary vendor in Chrome River by performing the steps listed below.

Please remember to securely forward the vendor’s completed W-9 to Financial Operations via dropbox or campus mail. **DO NOT** upload or attach the W-9 to the Chrome River Invoice.

1. Click inside the **Vendor Name** field and select the **Create Temporary Vendor** option.

2. The **Create Temporary Vendor** box will display.

3. In the field provided, enter the vendor's name as it appears on the W-9.

4. Click **Create** when finished.

5. The **Vendor Name** field will populate with the information provided in step 4. The **Vendor Address** field will populate with the value “New Address”.

6. Continue entering the invoice information and submit the invoice for approval. The invoice will route to the Vendor Maintenance queue. Once the W-9 has been received by Financial Operations, the vendor setup will be completed in Banner. The Chrome River invoice will be updated with the permanent vendor record and routed forward in approvals to Accounts Payable.