Add a Non-Employee Traveler in Chrome River

Chrome River contains traveler records for all employees and students at IU. To establish a non-employee traveler, submit a request form in BUY.IU, IU’s procure-to-pay system.

Always search for the traveler in BUY.IU before submitting a request. All supplier records, both active and inactive, are available in Chrome River.

Access BUY.IU by searching for BUY.IU on One.IU and clicking the BUY.IU task tile. You will be prompted to login with your IU credentials and DUO authenticate if you haven’t already.

Once logged in, navigate to the Requests section of the Supplier module in the left-hand menu. Select Request New Supplier and a new window opens.
Next, select **Chrome River Non-Employee Traveler** from the drop-down menu and enter the non-employee traveler’s name in the **Supplier name** field.

Review the instructions and click **Next**.

If the non-employee traveler has requested payment via direct deposit, select the radio button next to “Yes” and enter their email address. They will be invited to complete the direct deposit section of the supplier portal only.

Wire transfer information must be entered into Chrome River directly when processing the non-employee traveler’s expense report.
Now enter the traveler’s payment address. A payment address is required for all travelers, even if they prefer to receive payment via direct deposit.

Enter “Payment” in the **Name** field and select “Remittance” from the drop-down menu under **Address Type**. Once all address information is entered, click **Next**.
Check the box next to the certification statement and click **Complete Request**.

BUY.IU will ask you to confirm your submission one final time. Click **Yes** to submit.

The request form routes to the Supplier Workgroup in Purchasing for review and activation. If the traveler requested direct deposit, they will be invited to a supplier portal using the email address you provided. Here, they will input their payment details.

Once the traveler’s record is approved and activated, it will be available in Chrome River. Check the status of your request by navigating to **Requests** section of the **Supplier** module, then selecting **My Supplier Requests**.
A Request Status of “Approved” means that the traveler is available in Chrome River.

<table>
<thead>
<tr>
<th>Requested Supplier</th>
<th>Template</th>
<th>Request Status</th>
<th>Workflow Step</th>
<th>Workflow Assignee</th>
<th>Status Last Updated</th>
<th>Created</th>
<th>Supplier Profile</th>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abed Nadir</td>
<td>One-Time Refund Supplier</td>
<td>Incomplete</td>
<td>-</td>
<td>-</td>
<td>7/6/2019 4:12 PM</td>
<td>7/6/2019 4:12 PM</td>
<td>-</td>
<td>Actions ▼</td>
</tr>
<tr>
<td>Craig Pelton</td>
<td>Research Participant Supplier</td>
<td>Incomplete</td>
<td>-</td>
<td>-</td>
<td>7/6/2019 4:55 PM</td>
<td>7/0/2019 4:55 PM</td>
<td>-</td>
<td>Actions ▼</td>
</tr>
<tr>
<td>Antonio Chavez</td>
<td>Chrome River Non-Employee Traveler</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>7/8/2019 8:25 PM</td>
<td>7/8/2019 8:16 PM</td>
<td>Antonio Chavez</td>
<td>None</td>
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<tr>
<td>Herman Holden</td>
<td>Research Participant Supplier</td>
<td>Incomplete</td>
<td>-</td>
<td>-</td>
<td>5/10/2019 2:10 PM</td>
<td>5/10/2019 2:10 PM</td>
<td>-</td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>