Company Name

Service portal: New Vendor Setup

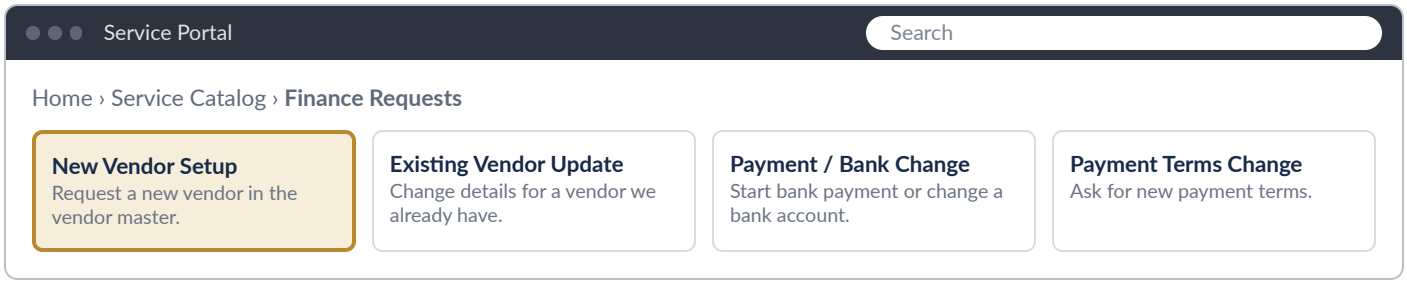
How to enter the request, step by step

Use this to add a company or person we have not bought from or paid before.

Have ready: the completed **Vendor Registration Form** · a **W-9** (U.S. vendor) or **W-8** (outside the U.S.) · a signed **Payment Change Form**, only if the vendor wants bank payment.

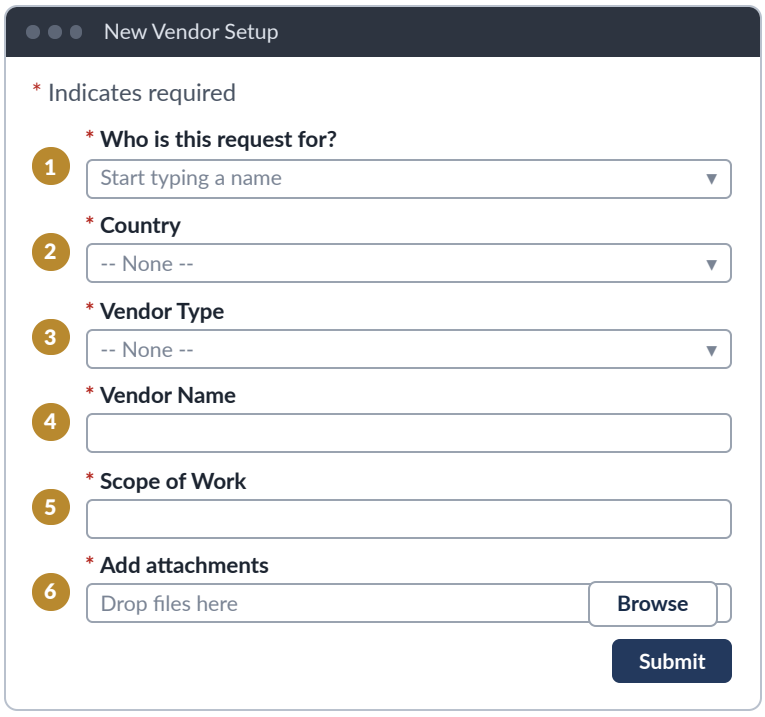
STEP 1 Find the request

Open the service portal. Go to **Service Catalog** › **Finance Requests** and click **New Vendor Setup**. You can also type its name in the search box at the top.



Look for the highlighted tile and click it.

STEP 2 Fill in the request



1. **Who is this request for?**
   Start typing your own name and pick it from the list.
2. **Country**
   Pick the vendor's country.
3. **Vendor Type**
   Pick the one that fits best: Goods, Services or Other.
4. **Vendor Name**
   Type the legal name, exactly as on the W-9 or W-8.
5. **Scope of Work**
   Say in a sentence what this vendor will do for us.
6. **Add attachments**
   The registration form and the W-9 or W-8. The request cannot be submitted without the tax form.

A red * marks a field you must fill in. Screens are drawn for this sample.

STEP 3 What happens next

The Vendor Team reviews it.
Something missing? You get a comment on your ticket saying exactly what.

Procurement approves.
Most new vendors need this. You can watch the status on your ticket.

You get the vendor number.
It is posted to your ticket, and you are notified.