1. Access the **ARC Vendor/Payee Request Web Form** found on the Vendor Management web page or in the Finance Gateway Forms Library:
2. If you need to check whether a vendor exists in the system, you can search for the vendor, and the web form will return relevant results.

In order to get started, please enter one of the following pieces of information:

- Vendor Name
- Employee Identification Number (EIN)
- ARC Vendor Number (if the Vendor/Payee already exists)

NEW / EXISTING VENDOR INFORMATION:

David Letterman

Submit
3. If there are no results found, the system will return this message, and you can click the ‘Add New’ button.
4. Select the Nature of Transaction from the pull-down list provided. Also provide details regarding the nature of the transaction.
5. Enter basic identifying information for the new Vendor to be set up in ARC system. After reviewing the submitted information, Vendor Management will be able to complete the process of setting the Vendor up in ARC. At any time during this process, you can check the status of your request as well as submit any required documentation by visiting the Procurement Documentation web application (EDM Upload Form).

Note: For Petty Cash Custodian vendor set-ups, the Payee Name should be the name of the custodian, and enter the words “Petty Cash Custodian” in the Payee Name 2 box. Also include the PC# in the Nature of Transaction box.
6. You will then click the “Review and Submit” button at the bottom of the page. A summary screen of the information you entered will appear. You will verify the information and, if correct, click the “Submit” button. Once you have submitted the request, an e-mail message will be generated to the Vendor indicating that a request has been initiated for them to be added to the system. The email will contain an ID so that they can log into the system and complete the required information (W9 forms, etc.). You will then be able to search for the Vendor on the web form and make modifications as needed (see the Vendor Request Form – Vendor Modifications job aid).