

CHROME RIVER VENDOR UPDATE PROCEDURES

Non Pace Employees

All new vendors who will be receiving a T&E reimbursement must be set up prior to entering the reimbursement. Please use the VMS (Vendor Management System). VMS is the automated system for adding new vendors and/or modifying existing vendors.

<http://appsrv.pace.edu/VendorMgt/>

Pace Employees and Students

If an employee or student to be reimbursed is not in Chrome River for travel and expense payments. Please copy and paste the information below and place into an email to accountspayable@pace.edu for activation. You should receive a response within 24 -48 hours. Thank you.

RE: Chrome River vendor update

Please update the following information below for processing in Chrome River.

Name:

Banner U#:

Remittance address: