**eVoucher Application Enhancement – April 29, 2019**

1. When “New Vendor” is checked on for the following **Non-Service eVoucher** type of expense and Payee Type equals Vendor/Business a Vendor Application Form will be automatically sent to the vendor. In the vendor section there will be a message on the eVoucher that states when a vendor application is sent automatically.

* Travel Related
* Miscellaneous
* Food
* Food & Alcohol
* UI Sponsored Conf. Food & Beverage
* Freight

1. When the initiator of the form clicks “Send to Workflow”:

* Vendor Application Form will be emailed to the vendor
* Vendor number assigns
* Vendor loads to PeopleSoft as “Unapproved”
* “Awaiting Vendor Application” displays at the top of the form in red until the Vendor Team receives the application and approves the vendor
* A message displays in the internal comments field “Awaiting Vendor Application Form” and date

1. After the vendor is approved in Peoplesoft the Vendor Team will email the Voucher ID, Vendor ID and Vendor Name to the AP Auditors [evoucher@uiowa.edu](mailto:evoucher@uiowa.edu).
2. In the Voucher Search Center users will be able to search and see if there are vouchers awaiting vendor application forms.
3. The vendor team runs a report daily and sends a vendor application to the new vendors when there isn’t an email address.

This will display at top of voucher until vendor is approved by vendor team.



This comment will display in internal comments.



Voucher Search Center will allow users to search for vouchers awaiting vendor applications when the drop down box = Yes.

