

FM Notice: Vendor approval request (7-business day processing time)

McLaine, Karen

to erpusers, da, dm, Lisa, Michael

Dear Colleagues,

To enter a vendor into PeopleSoft you need to send the FM Vendor Team the SAM registration for that vendor. Please contact EJ (SPP - Purchasing) to obtain the full SAM information. If the vendor is not registered in SAM, then the vendor needs to submit the complete vendor packet/information (see link below):

<https://lweb.cfa.harvard.edu/fm/forms/forms.html>

After FM receives the SAM registration or complete vendor packet/information, please allow **seven business days** for processing (from entry/update to approval). Please submit all vendor entry/update requests to: fm-vendor@cfa.harvard.edu.

Sincerely,
Karen and Ria

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