

# Concur Profile/Vendor ID Request Form

*Note: If you are requesting just a Vendor ID, please complete Section 1 only.*

**Section 1: Vendor ID** For EFT Agreement regarding direct deposit, please also complete the EFT form.

---

Will the user need a Concur Profile?	Will this user need to access to Concur?	Does the user currently have a Vendor ID?
Yes	Yes, send the user their Login ID	No, we need one created
No	No, I would like for the user to have a delegate	Yes, current ID is:

*Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that will be presented at the airport. Due to increased airport security, a traveler may be turned away at the gate if the name on their identification does not match the name on the ticket.*

Guest Last Name	Guest First Name	Middle Initial
-----------------	------------------	----------------

Home Address	City, State	Zip Code
--------------	-------------	----------

E-Mail Address	Phone Number
----------------	--------------

Social Security Number	Department Name
------------------------	-----------------

Signature of UC Department Head or Manager	Print Name of UC Department Head or Manager	Date Submitted
--	---	----------------

Reason for Request

## Section 2: Required Information to Create a Concur Profiled Guest

---

What Roles in Concur will the User need access to? (select all that apply)

Book Travel	Create ExpenseReports
Create Request	Delegate to UC Employee

User Type: (select only one)

Emeritus	Recruit	Graduate Assistant
Candidate	Speaker	Other
Contractor	Volunteer	Student Worker

UC Identification (6 +2) for user	UC M-Number for user
-----------------------------------	----------------------

Profile Category ? (select only one)

Fund	Cost Center	Functional Area	Grant	General	*UCP/HEALTH
				Athletics	Guest

Name of UC Employee requesting delegate

\*UCP/HEALTH Default Approver Name and M Number

## INSTRUCTIONS FOR COMPLETING THE CONCUR GUEST PROFILE /VENDOR ID REQUEST FORM

Complete this form to process reimbursements in Concur for a Non-UC employee.

A Vendor ID is required for reimbursing Guests in Concur.

If a Concur Profile is also needed, please indicate that in Section 1 and Section 2 of this form.

(AP will forward the request to the Travel Resource Office if a Profile is needed.)

A **Guest Profile** in Concur is recommended for **Non-UC employees** who will be reimbursed **more than 5 times a year**. This could include **Emeriti, Co-op students, Student workers, or Graduate assistants** who will require access to Concur to act as a delegate for a UC employee, or who will travel on behalf of the University of Cincinnati.

**Reimbursement through Financial Aid will remain outside of Concur.**

### Section 1

- Indicate if you are requesting a Vendor ID, or if the Guest already has a Vendor ID (if so, please provide the ID).
- Indicate if a Concur Profile is required. (If a Concur Profile is required, please also complete Section 2.)
- Indicate if the user will need to access Concur themselves, or if an UC employee will act on their behalf in Concur.
- Enter the complete name of the Guest - this must match their government identification
- Enter the complete address, email and phone number for the Guest.
- Sign your name; print your name and date.

For new Vendor ID requests only, please e-mail this form to Accounts Payable for processing:

**Email to: [APTandETeam@uc.edu](mailto:APTandETeam@uc.edu)**

### Section 2

**If the Guest already has a Vendor ID, please request only a Concur Profile.**

- Verify that the Guest Name in Section 1 is complete and **identical** to their government identification.
- Indicate which Roles in Concur the guest will require access to.
- Enter the Guest's UC M-Number - this is required for a Concur Profile. (For additional information on how to obtain an M-Number, please go online to *GETit* with *UCit* before completing this form.)
- Provide a default Accounting String to be charged for the Guest.
- Indicate the Guest User Type.

For Concur Guest Profile Requests **ONLY**, please e-mail this form to the Travel Resource Office:

**Email to: [concurquestions@uc.edu](mailto:concurquestions@uc.edu)**

**Once the Guest Profile and/or Vendor ID has been completed, you will receive notification from the appropriate office.**