New E2 forms and processes Revised 7.13.23

E2 Forms can be found on the ESC Travel Website: [ESC: Travel Services Branch](https://www.esc.gov/Services/TravelServices/TravelServicesBranch)

Confidential Travel Vendor Request form can be requested from [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) or your Travel POC.

**E2 New Profile Setup: (2 step process)**

1. Complete Confidential Travel Vendor Request form – form must be encrypted

* Request specific passphrase to encrypt the Confidential Travel Vendor Request form

Contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for passphrase.

* Send completed form for processing to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov)

**\*Note: Travel arrangers will need to encrypt and send the Confidential Travel Vendor Request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov for Invitational Travelers. Forms will not be accepted unless they come from a government email address.**

* Supplier set up team will email E2 New User an Employee ID/Supplier number (they are the same 100xxxxxx) when setup is complete in the financial system (Delphi)

1. Complete E2 New Profile form

* Employee ID/Supplier number will need to be added to the E2 New Profile form
* Send completed form to [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for processing

**Direct Deposit/Financial System (Delphi) update only** *(without a name change)*

1. Complete Confidential Travel Vendor Request form

* Request specific passphrase to encrypt the Confidential Travel Vendor Request form

Contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for passphrase.

**\*Note: Travel arrangers will need to encrypt and send the Confidential Travel Vendor Request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov for Invitational Travelers. Forms will not be accepted unless they come from a government email address.**

* Send completed form for processing to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov)
* Supplier set up team will reply to email sent stating the financial system (Delphi) has been updated.

**Name Changes - Update financial system and E2 (2 step process)**

1. Name change, update banking and/or address in the financial system (Delphi)

Complete Confidential Travel Vendor Request form and a W-9 *(link to W-9 is on the Confidential Travel Vendor Request form and the E2 Modification form)*

* Request specific passphrase to encrypt the Confidential Travel Vendor Request form

Contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for passphrase.

* Send completed form for processing to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov)
* Supplier set up team will email E2 New User an Employee ID/Supplier number (they are the same 100xxxxxx) when setup is complete in the financial system (Delphi)

1. Name change in E2

Complete E2 Modification Profile form

* Complete E2 Modification Profile form
* Have form approved
* Send completed form to [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for processing

**E2 profile update only- update hierarchy, routing templates and access levels**

Complete E2 Modification Profile form (Name changes should follow the steps above)

* Complete E2 Modification Profile form
* Have form approved
* Send completed form to [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for processing