

## Vendor Request Form – What you need to know

*Read and follow the instructions on the form. Required fields that must be filled out are shown with an \* (asterisk). The basic Workflow process should be familiar to those who create Workflow Check Requests.*

If your vendor does not appear in the IFAS vendor lookup (Reports > Campus Reports > Accounts Payable > Vendor Lookup) or if the address you need to use for the vendor is not listed, you can request an update with this form.

A few key things:

- To update the Vendor info, please include the V-number of the vendor. (1)
- For individuals, please enter Last Name first, followed by a comma, then First Name. (2)
- Include the business phone number for corporate vendors. (3)
- Email and contact information for the vendor is helpful; please include it if available. (4)

**\* = Required Fields**

### Vendor Request / Update Form

Please provide information regarding your request/update:

*Select One:	New	1
Update Vendor ID:	<input type="text"/>	(leave blank for NEW vendor) 2
*Vendor Name:	<input type="text"/>	(Last Name, First Name -- for individuals)
*Vendor Type:	Please Select From Below	

**Address Details:** (Please use Remit To addresses only)

*Address Code:	A0	Please check ALL available address codes and select an empty code before updating. For NEW Vendor always choose A0.	
*Addr 1:	<input type="text"/>	Please restrict address details to 1st two lines unless absolutely necessary.	
Addr 2:	<input type="text"/>		
Addr 3:	<input type="text"/>	Please use this line only if absolutely necessary.	
Addr 4:	<input type="text"/>	Please use this line only if absolutely necessary. 3	
*City:	<input type="text"/>	Business Phone:	<input type="text"/>
*State:	<input type="text"/>	Fax:	<input type="text"/>
*Zip:	<input type="text"/>	Indiv./Alt. Phone:	<input type="text"/> ● Cell Phone ● Home
Email:	<input type="text"/>	Contact:	<input type="text"/>

4

**Tax Information:**

The Federal Tax ID is vital. Please be sure to include it.

Attach a .pdf scan of a W9 form or invoice for documentation. (4)

Once the form is complete and the documentation is attached, click the push pin next to **Accept** to send it to Endowment. (5)

**Tax Information:**

Federal Tax Id:	<input type="text"/>	<input type="text"/>
only digits, no dashes	(EIN)	(SSN)

  

Date	5/26/2010	*Requestor:	<input type="text"/>	*Phone	<input type="text"/>
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Please attach valid documentation (preferred in .pdf format) proving this Vendor exists or even for any Vendor updates. Invoice (with Vendor Name, Remit To Address and Tax Identification Number) or W9 (preferrable) for all non-individual vendors is acceptable. For individuals please provide email address for verification. If taxable payment to an individual, provide W9 or Contractual Services form (only when W9 is unavailable). SSN/EIN must match payee or sole proprietor's name. EIN/SSN is necessary for services performed.

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**Action Bar:**

Once the system has accepted your information, you will receive a confirmation.

*At this point, you will need to go to your Workflow Task List in IFAS to verify your input and approve and submit for the request to be sent to Endowment.*

Once your request has been processed, the Endowment office will send you an email confirmation that it is complete. The new/updated vendor is now ready to be used.

