

New Supplier Requests and Supplier Updates

- Before requesting vendor set up for a purchase requisition or direct payment, make sure that there is not already a supplier on a mandatory contract for the commodity being purchased.
- Make sure the supplier you are purchasing from is not on the ineligible vendor list.
- If you are having trouble locating a supplier or a supplier address, reach out to purchasing@uww.edu for assistance in selecting the correct supplier.
- If a new supplier needs to be added, make sure the W-9 obtained meets the following criteria:
 - Most current W-9 form (2018 version) or W8-BEN form from the IRS website, also linked on the Financials Services Forms page.
 - Manually signed or digitally signed within the past two years with validation by a service such as DocuSign or AdobeSign. Contact Purchasing for assistance, if needed.
 - Classification information completed.
 - Clear and accurate TIN. Purchasing will verify the TIN matches with the IRS database before proceeding.
- Please submit the W-9 to Purchasing. Email is okay if the W-9 has an EIN. W-9s with SSNs should be dropped off, faxed, or mailed to Purchasing.
- Please do not print a digitally signed W-9 without validating the signature—otherwise it just looks like a font signature when it comes over to Purchasing.
- If you have an invoice or PIR and the remittance address is different than what is on the W-9, submit a copy of the invoice or PIR to Purchasing noting it is being sent for address documentation purposes. Purchasing will not process the document for payment, but needs written verification of the address or remittance name requested.
- Additional verification steps are required for *any* changes to an existing supplier. A current W-9 will be required and purchasing will need to independently validate the information provided. It is important for all W-9s coming to Purchasing to note the department they are from. If you are asking a supplier to send a W-9 to Purchasing, please email purchasing letting them know that you have requested the W-9 so that we can know who to reach out to if there is a problem with the W-9 or difficulty obtaining the necessary supplier validation information.