

Quick Guide

Vendor Request

This guide outlines the general considerations in processing new vendor requests and current vendor changes through eBuy, ePay, and iTravel. The Accounts Payable unit is responsible for processing vendor requests and processes several thousand requests per year. Campus departments applying the below simple considerations will ensure that these vendor requests are processed routinely, accurately, completely, and timely.

Considerations

1. All new vendor requests and current vendor changes should be initiated through eBuy, ePay, and iTravel. Examples of current vendor changes are new addresses and vendor name changes
2. With certain exceptions, an IRS Form W-9, ***Request for Tax Payer Identification Number and Certification***, is required to establish a vendor
3. A W-9 is also required for all vendor name changes and for certain vendor address changes
4. The requesting department is responsible for obtaining the required W-9
5. All W-9s should be faxed to the Accounting Office, xt23314
6. W-9 is not required for
 - a. non-employee traveler reimbursements processed through iTravel
 - b. refunds processed through ePay