

2009 SUPPLIER INFORMATION FORM

The Purchasing Vendor Application and the Oracle Supplier Setup Form have been combined into one document.

PLEASE DISCARD ALL YOUR OLD FORMS. Make sure all department staff responsible for recruiting speakers, ordering from vendors, or any other type of dealings where a check will need to be printed, are aware of the new form and are provided with a copy.

Page one is instructions. This maps out exactly what sections need to be completed if you are a company (top portion) and if you are an individual/sole proprietor (bottom portion). There are corresponding letters on the form that match the instructions. Please read this page carefully and contact us if there are questions.

Who needs to complete the supplier form? Everyone you are paying. There is no such thing as a “one time” payment any more. If you want a payment issued, you must have the person or company set up in Oracle first. This is true if we are paying them one time for speaking at a workshop or if they are a multi-million dollar company that you will order from multiple times.

EXCEPTIONS:

- 1 – Refunding money to a person or company does not require a form. Entering the information on the RFP will be sufficient. Refund means they have paid us money and now we need to return some or all of it. For example: ticket overpayment or camp cancellation.
- 2 – Travel. This can be done on the travel form with no supplier form completed.
- 3 – Suppliers already setup in Oracle.

When does a student need to complete the form? If you are paying a student for ANYTHING other than a reimbursement or refund, you **MUST** have them do the supplier form. So, departmental awards, proctoring an exam, contest winnings, workshop participants, soccer officials...ANYTHING other than a refund/reimbursement **REQUIRES** the student to complete the form.

What form do foreign persons/companies complete? There is a new form called a W8 BEN in MEMFIS forms to use. You may also link to the form at the bottom of page one instructions on the new supplier form. This form tells us that the person or company is a citizen from another country. We can then look up treaty agreements and decide about taxability for this payment. It is helpful if they also fill out the address information on the supplier form as well as any items pertaining to their business.

When is the best time to have an individual complete the form? When the person you are paying is here on campus, or before they arrive. But definitely, before they leave campus. The form can be faxed back and forth. It can be completed on the computer or written by hand. It can be part of the contract or other paperwork you have them complete. Everyone must provide some kind of paperwork in order for a check to be written. Make this part of that process at the front end and you won't be in the position of having to get the form after the person has returned home. And the check will not be delayed.

Please contact Penny (3-3539) or Joyce (3-6441) in Business Operations if you have any questions regarding this process.