

NEW SUPPLIER REQUEST OR CHANGE FORM

Instructions: Acquire Supplier's current-year W-9 Form. Acquire all required contact information to ensure the Supplier can receive a purchase order electronically via e-mail (preferable) or facsimile. Attach this completed form and Supplier's W-9 to your eProcure Requisition or Expenditure Authorization. For supplier revisions, please attach any back-up documentation (e.g. supplier notification of address change, business name change, etc.)

| Requestor: | Department: | Date Submitted: |
|------------------------------|--|-------------------|
| Add New Supplier | Revise Existing Supplier Information | Change AP Default |
| Terminate Supplier (reason): | Vendor Number: | |
| | Add New Address (below) to Replace : | |
| | Add New Address (below) to Inactivate : | |

| | |
|------------------------------|---|
| Last Name (for individuals): | Business Name: |
| First Name: | Taxpayer ID Number*: |
| Middle Name: | (*Use CWID for CofC individuals, SSN for individuals & EIN for businesses.) |

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| Address Type: Street Address (no PO Box): City: State or Province: Zip or Postal Code: County: Nation: Mailing Address for payments is same as Street Address Mailing Address for payments differs from Street Address (list below, PO box permitted) | Phone Type: Phone: E-Mail Type: E-Mail 1: E-Mail 2: Fax Type: Fax: E-Mail (maximum of 2 addresses) is default method of receiving purchase orders. PO's will be sent via fax if no e-mail address is provided. Either e-mail or fax MUST be provided. |
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Approvals (Digital Signatures Permitted)

| Accounts Payable | Date | Human Resources | Date | Payroll Services | Date |
|------------------|------|-----------------|------|------------------|------|
| | | | | | |

Procurement / AP Data Entry

Supplier to Receive 1099 Yes No TIN is IRS Verified Yes No

Procurement Date Received: Procurement Date Processed: Procurement Processing by (initials):