

Supplier Center Documentation Processing  
October 2, 2017

In response to the Supplier Center documentation questions, the following details are provided:

- The Supplier Center must be used to request new Suppliers and update existing data. A Supplier Request must be entered to begin the add/update process.
- A W-9 is required for all add requests and name changes.
  - Contact the Company/Individual (Supplier) and request a W-9.
  - Submit a Supplier Request in the Financial System to add/update the Supplier.
  - Create a PDF of the W-9 and add the PDF by upload to the Supplier Request.
  - Shred the W-9.
  - Trash/Remove the PDF file from your computer.
- The preferred method of payment is ACH/EFT. An ACH Enrollment Form is required for the supplier to be paid by ACH/EFT. The preferred method of receiving the ACH Enrollment Form is for the departmental user to notify the Supplier (when requesting the W-9) to send the ACH Enrollment Form to AP by Fax or US mail.
- If the departmental user receives the ACH Enrollment Form from the Supplier, the following action is required:
  - Create a PDF of the ACH Enrollment Form and add the PDF by upload to the Supplier Request.
  - Shred the ACH Enrollment Form.
  - Trash/Remove the PDF file from the computer.
- The Supplier Center will allow the departmental user to submit an add request without uploading an ACH Enrollment Form. If the ACH Enrollment Form is not received within 30 days, the Supplier Request will be approved as a one-time supplier with a payment method of check.
- Note: It is important for the departmental authorized user to enter the Supplier Request in the Financial System as soon as the W-9 is received. If the Supplier Request is not entered in a timely manner, and AP receives the ACH Enrollment Form from the Supplier, the form will be pending in AP until the Supplier Request is entered. If a Supplier Request is not entered within six months, the ACH Enrollment Form will be shredded.

Please let me know if you have any questions.

Thanks,  
Kim Kelley