

REQUEST FOR SAP VENDOR ID

Fields marked with an (*) are required – no ID can be created if blank

Please send this form via email to jcotner@bloomu.edu along with a copy of the current W9 and completed ACH/Direct Deposit form from the vendor

- By submission of this form, the department certifies that this individual has been chosen based on his/her qualifications and experience and has no familial relationship with any university employee directly or indirectly involved with this assignment.
- If this is an individual, the Human Resource Department **MUST** be contacted to ensure this is not a current/retired faculty/staff member of Bloomsburg University, or a current student.
 - Payments made to faculty/staff (of any PASSHE institutions) must be made via dual employment, contact the Human Resource Department for instructions.
 - Payment made to current students must be made via Student Payroll, contact the Student Payroll Department for instructions.

Special exceptions (i.e. this is a faculty/staff reimbursement, current student who will be graduated at the time services performed, etc.) must be noted here:

* Requestors email: _____@bloomu.edu

* Vendor Name:

Individual/Human resources contacted

Business

Notes or Comments: _____

* Vendor Email address:

* Vendor Contact Name:

* Vendor Contact phone:

* Vendor Fax (required for business):

W9 attached - **Please make sure it is completed, signed and dated** (typed signature is not accepted unless it is with approved digital signature software).

ACH/Direct Deposit attached - **Please make sure it is completed.**

Notes:

- Current W9 is required for completion of request <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- The vendor will be paid ACH/Direct Deposit unless an exception is requested. Please be sure to have them complete the Direct Deposit form found on the Finance & Business website. <http://intranet.bloomu.edu/documents/purchasing/ACHRequest.pdf>