

To Pay...

...or Not to Pay

A Workshop on Vendor Registration Procedures

WHY do I have to register a vendor?

- We want to pay our vendors promptly, and the first step is vendor registration.
- Vendors should be set up **prior** to the goods or services being provided so that any problem in obtaining a W-9 does not delay the payment.

How do I request a vendor be registered?

- Complete a Vendor Registration Request Form and fax it to the Office of Accounts Payable and Payroll at 63289. Or this form may be e-mailed to vendorregistration@marshall.edu.
- The Office of Accounts Payable and Payroll will check to see if vendor is already set up and send an email to you which will either include their vendor code or will say that the appropriate paperwork has been requested and you will be informed as soon as they are set up as a vendor.

Completed Vendor Registration Requests

Please refer to your packet for sample request forms:

- Request for individual
- Request for company or organization



Who Requests the W-9 or W-8?

If you are in contact with the vendor, please feel free to ask them to complete the W-9 or W-8. A fax or original will be accepted – not an e-mailed form.

Please note – the vendor must be the one to complete the entire form.

If you prefer to have the Office of Accounts Payable request the W-9 or W-8, please note that on the Vendor Registration Request Form.

Completed IRS Forms

Please refer to your packet for completed IRS forms:

- W-9 for individual
- W-9 for company
- W-8BEN for individual



International Vendors



- It takes longer to process international vendors, so start the process as soon as possible.
- Needed from vendor: W-8BEN, copy of visa, passport, and I-94 card.
- Needed from department: Completed Vendor Registration Request Form and written explanation of goods and/or services being provided along with where they are being provided (US or foreign soil).
- Based on information provided, it will be determined if tax will be withheld from vendor payment.

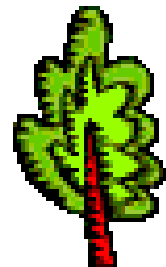
Changes in Information Students and Employees

- For changes in address, complete Name/Address Change Form and submit to Payroll Office.
- For changes in name, complete Name/Address Change Form and submit it along with a copy of Social Security Card to Payroll Office.



Changes in Information Outside Vendors

- For changes in address, submit copy of invoice to Office of Accounts Payable and Payroll (this can be faxed) or send email to Kim requesting that she request a new W-9.
- For changes in name, contact Office of Accounts Payable and Payroll so that they can request a new W-9.



Helpful Hints



- ✓ Register vendor prior to goods/services being provided
- ✓ Department completes Vendor Registration Request Form - please use current version of form
- ✓ Vendor Registration Request Forms can be faxed to 63289
- ✓ W-9s cannot have strikethroughs, erasures, overwrites or white out
- ✓ If a W-9 is faxed, it must come directly from vendor to 63289.
- ✓ Employees and students must be set up as vendors to receive travel reimbursements, etc. A 901-number does **not** mean the person is a vendor.
- ✓ Vendor should complete entire W-9 form.
- ✓ Just because vendor shows "V" checked in FTIIDEN, they may only be set up as MURC vendor, not MU vendor.
- ✓ **Big group? No problem....we makes office calls!**

Contact Information:

Please note our new vendor registration e-mail:

vendorregistration@marshall.edu

Kim Fry

Ph: 696-2237

fry@marshall.edu

203 Old Main

Fax: 696-3289

Juanita Parsons Ph: 696-6520 ocheltreej@marshall.edu

Finance Forms Link:

<http://www.marshall.edu/finance/forms/>

Human Resources Forms Link:

<http://www.marshall.edu/human-resources/forms/>

Thank you!



Before you leave, please complete the
Evaluation Form
and leave it at the end of your row.