

**Online Vendor Maintenance Form enhancements**

The Online Vendor Maintenance form has recently been modified, including the following:

1. When any Vendor Category is selected, “Reactivate” is now “Reactivate/Re-Open”:  
You can learn the difference between the two on our [Vendor Maintenance FAQ’s](#) posted on the purchasing website.

**Requester Information:**

\*Business Unit: UNIV

\*Name: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_ Format: (000)000-XXXX

\*Email: \_\_\_\_\_ Complete email address required.

\*Vendor Category: C Corporation  
Selecting a vendor category will route your request to the appropriate Business Unit. See UNIV Instructions.pdf for questions.

\*Requested Type: Reactivate/Re-Open Vendor [More info](#)

2. Information regarding Foreign Entities/Business has been added as a quick link: (<http://purchasing.osu.edu/FileStore/VendorMaintenance/W-8Statement.pdf>):

**Vendor Information:**

\*Vendor Name: \_\_\_\_\_

\*Country/Region:  USA \_\_\_\_\_  
W-8 required if Foreign Entity/Business

3. A box for the individual or business “General email” has been added to help with communication:

\*Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*City/Town: \_\_\_\_\_

\*State: Select a State

\*Zip Code: \_\_\_\_\_ [Zip Code Lookup](#)

**General Email:** \_\_\_\_\_ Complete email address required.

Remit To Address:  Same as Order From Address

\*Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*City/Town: \_\_\_\_\_

\*State: Select a State

\*Zip Code: \_\_\_\_\_ [Zip Code Lookup](#)



- 4. For Vendor Maintenance requests to UPDATE an existing Vendor in our database, you can now upload supporting documentation along with your request:

*Phone Number:	<input type="text"/>	Format: (XXX)XXX-XXXX
Fax Number :	<input type="text"/>	Format: (XXX)XXX-XXXX
*Describe Change:	<div style="border: 1px solid gray; height: 60px;"></div>	
<small>Because of security concerns, please use only letters and numbers in your comments.</small>		
Supporting documentation (ie: Quote, invoice, letter, etc)	<input type="text"/>	Browse...

- 5. To help reduce the amount of time it takes to deliver your completed request, if your request is submitted missing information (such as the Vendor Profile Form, AP Compliance Form, W8 form for Foreign Vendor, eRequest PR#, Quote/Cost/Description of goods or services being provided) it will be forwarded to the initial requester. Once all appropriate items are collected, submit it to the [BF-PRSM-Webform@osu.edu](mailto:BF-PRSM-Webform@osu.edu) inbox. NOTE: A new request will not be necessary. We ask that you only submit requests that are complete with all required attachments.  
**(University Instructions)**

Are you providing the required forms?

Please note: Incomplete requests will be returned to the requester.