

University Vendor Maintenance Online Request Form Instructions

These instructions are provided to help you navigate through the Vendor Maintenance Online Request Form (Internal Use ONLY; to access the form, you will need your OSU username and password).

*Please note that this form is only supported by Microsoft Internet Explorer (IE).

All University (UNIV) Vendors are created by the University Purchasing Department Vendor Maintenance Team.

All OSP (OSURF) Vendors are created by OSP Vendor Maintenance Team.

All OSUWMC are created by OSUWMC Vendor Maintenance Team.

If UNIV is selected, the following information may be helpful:

Vendor Maintenance Contact Information for General Questions	Vendor Category Options
<p>University Vendor Maintenance Team: BF-PRSM-WEBFORM@osu.edu</p> <p>Do not send vendor forms directly to this email. Forms are received via the upload feature on Vendor Maintenance Online Request Form.*</p>	<p>C Corporation Government Agency or Organization (tax-exempt) Individual/Sole Proprietor/Single Member LLC (disregarded) Limited Liability Company C Corporation Limited Liability Company Partnership Limited Liability Company S Corporation Partnership S Corporation Trust/Estate</p>

The following actions can be requested for each Category type, with the required forms attached:

<p>Requested Action</p> <p>All requests are reviewed and may require further approval</p>	<p>You will be required to attach the following form(s) during the online submission process to complete the request. Do not send vendor forms directly by email. If you have questions contact a member of the Vendor Maintenance team.</p> <p>If there are Exceptions, requester will be notified by Vendor Maintenance Staff</p>
New Vendor	Vendor Setup Form (EFT info highly recommended) Foreign vendors require W-8
Change Vendor Name	Vendor Setup Form (EFT info highly recommended) Foreign vendors require W-8
Reactivate (Inactive/Closed status) or Re-Open (Approved/Closed status) existing Vendor	Vendor Setup Form (EFT info highly recommended) Foreign vendors require W-8
Update existing Vendor	Vendor Setup Form (EFT info highly recommended) <small>If not on file</small> Foreign vendors require W-8 <small>If not on file</small> Any Backup to explain the update

Full Contact list of all Vendor Maintenance Teams

*Due to the restricted data contained on the documents, we recommend that you do not save on your desktop, email directly, or upload them into eRequest.

6/12/2017