

The university has implemented PaymentWorks to manage vendor records that are used in Banner. New vendors and existing vendors will receive an invitation to register into PaymentWorks by Purchasing.

PLEASE do not request, nor attach, a W9, W8-BEN, or W8-BEN-E to this form or email.

Instructions: To **ADD** a vendor, complete the name, address (if known), email and phone number.

Vendor Name: _____

Email Address: _____

Address: _____
(If known)

City _____

State: _____ Zip (Postal) Code _____

Nation/Country _____

Phone Number: _____

Contact Name: _____

Request To Change Existing Vendor Information: *(Must provide reason for request to inactivate.)*

Reason for Change: Invoice Vendor Request Quote Returned Mail

Vendor Name: _____

Vendor Number: _____

Email Address: _____

What is requesting to be changed: Name Legal Address Billing Address Email Address Other

Explain Other: _____

Requested By: _____ ULID: _____ -

Date: _____ DEPT: _____ -

Email: _____ Phone : _____ -