



## Vendor Information Form Instructions

This form should be utilized to obtain information directly from the payee to create a vendor record in UAccess Financials (PVEN). Accounts Payable will obtain any official tax documents as needed to initiate payment.

### Department Information:

- Send the form to the payee/individual or vendor via email to collect the information required to initiate a vendor record (PVEN) in UAccess Financials. Add your email address to the bottom of the form for the vendor to return the form to the sender.
- Upon receipt of the form from the payee/individual or vendor, complete the following fields in UAccess Financials > Vendor create record:
  - Vendor name: Legal name of payee
  - Vendor type: Purchase Order (PO) or Disbursement Voucher (DV)
  - Tax Number Type: Click: NONE
  - Ownership type: Type of payee indicated on completed form
  - Conflict of interest: Identify if a relative is employed at the University
  - Default payment method: A- ACH/Check
  - Vendor address: Address provided on form
  - Primary Email address: Email address provide on form
  - Supplier Diversity: Selected option provided on form
  - Notes/Attachments: Add note indicating the type of payment to be disbursed such as reimbursement, payment for services, etc. Attach completed Vendor information Form and Accounts Payable will obtain any additional documentation required to initiate payment.

### Payee/Individual or Vendor:

Complete the attached form and return to the individual indicated at the bottom of the form as additional steps are required by the requesting department to proceed with establishing the vendor record in the University Financial System.



## VENDOR INFORMATION REQUIRED

Welcome NEW University of Arizona Vendor,

The University of Arizona would like to establish you as a vendor in our financial system and requires the following details:

Legal Individual/Vendor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Primary email address: \_\_\_\_\_

Current University Employee: Yes  No

Current University Student: Yes  No

Foreign Vendor/Individual: Yes  No

Do you have a relative employed at the University? Yes  No

Type of Payee:  Individual/Sole Proprietor or Single-member LLC  
 Corporation  
 S Corporation  
 Partnership  
 Trust/Estate  
 Limited Liability Company (  C Corp/ S Corp/ Partnership)

Supplier Diversity:  HUBZone  
 Service-Disabled Veteran Owned  
 Non-Profit  
 Small Business/Individual  
 Foreign Business  
 Woman Owned Business  
 Veteran Owned Business  
 Trust/Estate  
 Limited Liability Company (  C Corp/ S Corp/  Partnership)

Based on the information provided you may receive a University of Arizona substitute Form W-9 and/ or an Automated Clearing House (ACH) Authorization form via email from our Accounts Payable office. If payment received requires tax reporting, you may be required to provide the Form W-9, Independent Contractor Form (ICON), W8-BEN, or other documentation before payment will be disbursed.

Payee/Vendor Digital Signature: \_\_\_\_\_

Please return form to: \_\_\_\_\_