

# CFAES Vendor Setup Form

**1** The CFAES unit requesting a vendor addition should complete the following questions

## Basic Transaction Information

eRequest number associated with this vendor request:

Have the goods or services been received?

Amount of request:

Description of goods or services needed:

Business purpose for request:

## Analysis of Vendor Need

Can an internal vendor (OSU vendor) be used instead?  
If yes, please stop here and use the internal vendor process.


Can an existing university vendor be used for this purchase? If no, why not?  
If yes, please stop here and use the existing university vendor.

Can a Purchasing Card be used to pay this vendor? If no, why not?  
If yes, please stop here and use the PCard for your purchase

How frequently do you predict you will need to use this vendor?

**2** Your vendor should complete the two pages of the Vendor Setup Form.

**3** Fax all three pages to your Fiscal Service Center  
FAX Columbus: 614-688-0529      Wooster: 330-263-3713

 THE OHIO STATE UNIVERSITY	OSU Internal Use Only Vendor ID Number
	<b>INSTRUCTIONS:</b> In accordance with Internal Revenue Service and State of Ohio regulations, we are required to obtain the following information for all businesses and individuals to whom we make payments. <ul style="list-style-type: none"><li>• Fill out all the information that applies to your business. ("Individuals" only fill out page 1)</li><li>• See Instruction pages for full details.</li><li>• Submit this completed form to your University contact.</li></ul>
Vendor Setup Form Page 1: IRS Substitute W9	<b>Vendor Setup Form</b> Page 2: Vendor Profile and Business Status Certification



**OSU Internal Use Only**  
**Vendor ID Number** \_\_\_\_\_

**INSTRUCTIONS:**

The Ohio State University, Office of Sponsored Programs and The Ohio State University Wexner Medical Center require this form for all vendors (Individuals excluded)

- Fill out all the information that applies to you/your business.
- Submit these completed forms to your University contact.

**Vendor Setup Form**

**Page 2: Vendor Profile and Business Status Certification**

**Business Information**

Individual Name* (First/Middle/Last) <b>OR</b> Legal Business Name* <small>(*As shown on your federal income tax return)</small>	
Business name/Disregarded entity name (If different from above)	
Contact Person, Title	Website
DUNS Number	Standard F.O.B.
Check all that apply: Government Other _____	Construction Manufacturer Foreign (Foreign entities are required to provide an appropriate <a href="#">W-8 form</a> ) Place of performance: United States Other Location: _____
	Distributor (Whole Sale Trade) Non-Profit Educational Institution Retailer

**Payment Information**

The preferred payment method for The Ohio State University is EFT (Electronic Funds Transfer). See page 3.

Note: If you are an Ohio State University Wexner Medical Center vendor, see [OSUWMC EFT Form](#)

**Federal Supplier Certifications US-based Suppliers Only**

Complete the following section with classification status as defined in [Federal Acquisitions Regulations](#) (FAR) 19.1. It is recommended that you register your company with the U.S. System for Award Management: <https://sam.gov/portal/public/SAM#1#1SAM>

**Check all that apply:**

Small Business: Number of Employees _____	Large Business
Woman-Owned Business	Veteran-Owned Business
Located in Hub zone	Alaska Native Corporations and Indian Tribes
	Historically Black Colleges & Universities/Minority-based Institutions
	Service-Disabled Veteran
	Disadvantaged Business (Minority)

**Ohio Supplier Certifications Ohio-based Suppliers Only**

Complete the following section for all applicable Ohio supplier certifications below; see <http://www.ohio.gov/government/transparency/>.

Minority Business Enterprise (MBE). See <http://eodreporting.oit.ohio.gov/searchMBE.aspx> to verify status and attach your current MBE certification letter.

Encouraging Diversity Growth & Equity (EDGE). See <http://eodreporting.oit.ohio.gov/searchEDGE.aspx> attach your current EDGE certification.

Ohio-Based Suppliers reference Buy Ohio ([Ohio Revised Code](#) Sections 125.09 and 125.11).

No Findings for Recovery: The Supplier warrants that it is \_\_\_\_\_ or is not \_\_\_\_\_ subject to any "unresolved" finding for recovery under Ohio Revised Code Section 9.24.

Name of **County** where business is located: \_\_\_\_\_

**Certification**

Under penalties of perjury, I certify that the information shown on this form is accurate. I certify that the company's principals and/or directors are not public employees which include The Ohio State University. Section 2921.42 of the Ohio revised code prohibits public employees and their families from contracting with The Ohio State University in most instances. I also certify that the company is not debarred in accordance with Federal Acquisition Regulation (FAR) Section 9.4 from receiving federally funded procurements and I certify that the company has no "unresolved findings for recovery" under Ohio Revised Code Section 9.24.

Also, by signing below, the company agrees with The Ohio State University Office of Sponsored Programs' standard purchase order (PO) terms and conditions available online at: <http://osp.osu.edu/documents/purchasing/OSURFTermsAndConditions.pdf> and/or

The Ohio State University Purchasing Department standard PO terms and conditions available online at:

[http://purchasing.osu.edu/FileStore/PDFs/OSU\\_TermsAndConditions.pdf](http://purchasing.osu.edu/FileStore/PDFs/OSU_TermsAndConditions.pdf) and/or

The Ohio State University Wexner Medical Center standard PO terms and conditions available online at:

<http://wexnermedical.osu.edu/~media/Files/WexnerMedical/Utility/Footer-Pages/Supplier-Interaction/OSUHS-PO-Terms-and-Conditions.pdf?la=en>

\*Important: If a potential for conflict of interest exists, or the company is prohibited to sign, or cannot agree to the certifications and all applicable PO terms and conditions; return completed form unsigned with an attached explanation.

Print Name	Title
Signature (Original Ink Only)	Date

The Ohio State University reserves the right to request information concerning, but not limited to: financial status of applicant, business references, names of principal shareholders of corporation, and equal employment opportunity compliance.

\*If you do not respond to inquiries for the above information, your name may be removed from our supplier database.



# THE OHIO STATE UNIVERSITY

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS OF ELECTRONIC FUND TRANSFER (EFT) PAYMENTS

- TYPE or PRINT the information requested.
- All information provided must be legible, and completed in full.
- Any account changes must be reported to The Ohio State University, Central Accounts Payable department, at least thirty (30) days prior to actual change.
- It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information.

### SECTION 1 – CONTACT INFORMATION

TYPE OF TRANSACTION: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE / REVISION <input type="checkbox"/> CANCEL / REMOVE	
PAYEE NAME:	
ADDRESS:	
CITY, STATE, ZIP:	
CONTACT PERSON:	
CONTACT PHONE:	
CONTACT E-MAIL:	
PAYMENT REMITTANCE E-MAIL:	
FEDERAL TAX ID or SSN:	

### SECTION 2 – FINANCIAL INFORMATION

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

### SECTION 3 – NEW FINANCIAL INFORMATION (Changes Only)

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

### SECTION 4 – AUTHORIZATION

<ul style="list-style-type: none"> <li>• Read instructions in full (pg 6) and double-check each section above.</li> <li>• Check off all boxes as confirmation, then sign and date the form.</li> </ul> <p> <input type="checkbox"/> Instructions    <input type="checkbox"/> Section 1    <input type="checkbox"/> Section 2    <input type="checkbox"/> Section 3    <input type="checkbox"/> Section 4 </p> <p><b>SUBMIT THIS COMPLETED FORM WITH A VOIDED CHECK</b></p>	
SIGNATURE: _____	DATE: _____

## Vendor Setup Form Instructions

Thank you for your interest in The Ohio State University. This form is used to add a new vendor to the vendor database, or to change information to an existing vendor. Purchase orders and payments can only be issued for vendors that are in the database. We have provided this information to assist you in completing the required University form.

### Return the completed form to your University contact. (Pages 1-3 only)

All information on this form is required unless noted.

**Note:** If the tax classification of "Individual" is selected, complete only page 1. All others must complete both page 1-3.

### Page1: IRS Substitute W-9

Page 1 of this form is a Substitute W-9. Per the IRS, "If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9." (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

General Information	
<b>OSU Employee</b>	Check YES or NO if you are currently an OSU employee. If you select yes, you will be contacted for further information.
<b>Individual or Legal Business Name</b>	Enter the complete Individual or Legal business name. This is the name used with the IRS.
<b>Business/ Disregarded Entity name (DBA) Addresses</b>	Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.  Enter all applicable addresses: Address-Payee's residence or Order-to location. Remit To Address- Address where payment should be sent. Foreign Address- Required for all Non-resident Aliens; must include US address if currently residing in the US.
<b>Phone/Fax/Email</b>	Enter all information.
Federal Tax Classification	
<b>Tax Classification</b>	Check the appropriate box (as defined by the IRS. Reference IRS form W-9 Specific instructions, Page 2, Name.) <ul style="list-style-type: none"> <li>• Individual*: If you are an individual, also provide your date of birth *You only need to fill out page 1 of the form <ul style="list-style-type: none"> <li>○ Check one of the following as it pertains to you: <ul style="list-style-type: none"> <li>▪ US Citizen</li> <li>▪ Resident Alien</li> <li>▪ Non-Resident Alien: provide your country of citizenship. If already in the US or coming to the US, provide copy of your passport and proof of visa type. You may be contacted for further information.</li> </ul> </li> </ul> </li> <li>• Sole Proprietor/ Single Member LLC (disregarded): provide your date of birth</li> <li>• Other: provide tax classification if not listed on form</li> <li>• FATCA: <a href="http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA">http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA</a> <ul style="list-style-type: none"> <li>○ Enter your reporting and exempt payee code (if applicable)</li> </ul> </li> </ul>
Taxpayer Identification Number	
Enter the IRS issued Federal Employer Identification Number (FEIN) or a Taxpayer Identification Number (TIN). Individuals must list their Social Security Number (SSN). This will be a nine digit number.	
Certification	
Enter your name, date and title. Signature must be in ink; electronic signatures are not acceptable at this time.	

**Page2: Vendor Profile and Business Status Certification**

<b>Business Information</b>	
<b>Individual or Legal Business Name</b>	Enter the complete Individual or Legal business name. This is the name used with the IRS.
<b>Business/ Disregarded Entity name (DBA)</b>	<p>Enter if applicable. (DBA= Doing Business As) certain vendors may use a business name that is different than the name they use with the IRS.</p> <p>Enter all information as requested</p> <p>If Foreign entity is selected, you must provide an appropriate W8 form (as required by the IRS)</p> <p style="text-align: center;"><a href="http://www.irs.gov/">http://www.irs.gov/</a> (search W8)</p>
<b>Payment Information</b>	
<p>The preferred method of payment for The Ohio State University is EFT (Electronic Funds Transfer) via Automated Clearing House (ACH). OSU, OSU Office of Sponsored Programs and OSU Wexner Medical Center have separate Purchasing and Accounts Payable departments and require unique enrollment forms. Please follow the instructions for how to complete and return it along with the other required new vendor paperwork. If you are unsure of which unit you are working with, please ask the person that provided you with the new vendor forms.</p>	
<b>Federal Supplier Certifications US-based Suppliers Only</b>	
<p>Complete this section with classification status as defined in <a href="#">Federal Acquisitions Regulations</a> (FAR) 19.1. It is recommended that you register your company with the U.S. System for Award Management: <a href="https://sam.gov/portal/public/SAM#1#1SAM">https://sam.gov/portal/public/SAM#1#1SAM</a>. Select all that apply.</p>	
<b>Ohio Supplier Certifications Ohio-based Suppliers Only</b>	
<p>Complete this section for all applicable Ohio supplier certifications; see <a href="http://www.ohio.gov/government/transparency/">http://www.ohio.gov/government/transparency/</a>          Attach additional documents as necessary.          Verify No Findings for Recovery and select appropriate box.          Indicate the name of the <b>county</b> where the business is located in Ohio.</p>	
<b>Certification</b>	
<p>Read and understand the certification.          Enter your name, date and title. Signature must be in ink; electronic signatures are not acceptable at this time.</p>	

**Page 3: Authorization Agreement for Direct Deposits of Electronic Fund Transfer (EFT) Payments**

Dear Valued Vendor of The Ohio State University:

The Accounts Payable department has been working to improve our processes through various methods and is pleased to be able to share those with you at this time.

- 1. EFT (Electronic Funds Transfer) payment method.** Moving to EFT means you will no longer receive paper checks; your payments will be directly deposited into your bank account. When an invoice is paid, you will receive an email with an Excel attachment that contains all of the necessary information needed for you to apply your payment. Signing up for EFT means no more waiting for the check in the mail, filling out deposit slips, or trips to the bank. There is NO FEE to participate and signing up is easy. Please submit the attached EFT form to sign up for electronic payments.
- 2. Electronic invoice submission.** Accounts Payable now accepts invoices via email. By changing our process and allowing vendors to submit their invoices electronically, we can save you time and money by eliminating the need for the use of the U.S. Postal services. To submit your invoices electronically, please refer to the email address on your purchase order. As always, please include your ten digit purchase order number on ALL invoices and credits to ensure that your invoices are processed in a timely manner.

Invoice Submission

Central University (not Med-Center or Research Foundation).....: [apinvoices@osu.edu](mailto:apinvoices@osu.edu)

**INSTRUCTIONS**

- \* This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the vendor in writing, or terminated by The Ohio State University (the university).
- \* All information provided must be legible, and completed in full.
- \* Any account changes must be reported to the university at least thirty (30) days prior to actual change.
- \* It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information.
- \* If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement, and voided check.
- \* By signing this agreement, you, as representative of the vendor authorize the university to initiate credit entries to your account in the financial institution identified above and also debit entries, if necessary, for any credit entries that are determined to be in error.
- \* Once EFT has been set up, all payments will be made via EFT.
- \* EFT payments may take several days for processing through the banking system before they appear in your bank account.
- \* When an EFT payment is processed, a system generated remittance e-mail is sent containing the payment information, and an Excel attachment.
- \* The system generated e-mails can go only to the address specified on the EFT form. Multiple e-mails can not be sent.
- \* HTML format is required to read and open the system generated EFT remittance e-mails and attachments.
- \* It is the vendor's responsibility to "white list" [APNotify@ctrl.ohio-state.edu](mailto:APNotify@ctrl.ohio-state.edu) and [OSURF\\_Direct\\_Deposit@rf.ohio-state.edu](mailto:OSURF_Direct_Deposit@rf.ohio-state.edu), to ensure e-mails are received properly.
- \* If the remittance e-mails are not being received by you, please contact the university to see if the e-mail was returned as "undeliverable" at [apcustomerservice@osu.edu](mailto:apcustomerservice@osu.edu)
- \* If the e-mails are not being returned to the university as "undeliverable" this indicates that they were successfully sent, and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue.
- \* The university will not re-create remittance notifications not received due to your inability to properly receive or handle e-mails.
- \* Failure to properly handle EFT remittances and apply EFT payments may result in termination of payments via EFT.