

ASU Procurement Process Training

How to Update Vendor Information

ASU Procurement Department:

Staneshia Thomas (Interim Director)

Emony Johnson (Staff Associate)

Shunqulla Moore (Staff Associate)

Department of Procurement

Updating Vendor(s) Information

- *When to Use....*
 - updating existing vendor information
- *Ensure all information is included on form:*
 - Address
 - Email
 - TIN or SSN
- *What's New.....*
 - ACH (Direct Deposit) Payment Information
 - Vendor Bank Name
 - Vendor Bank Routing Number
 - Vendor Bank Account Number
 - Account Type (Checking or Savings)
- **Next Step:** Forward Document to Procurement Team

ALABAMA STATE UNIVERSITY PROCUREMENT DEPARTMENT
1301 West Fifth, Facilities Mgmt. Building, Room 104, Montgomery, AL 36104
Phone: 334-229-4406 Fax: 334-229-4954
PLEASE EMAIL FORM & REQUIRED ATTACHMENTS TO: Procurement@alasu.edu
CC: Procurement Members

UPDATE VENDOR FORM

This document is to be filled out by a University Official Only

CIRCLE ONE: ADDRESS CHANGE NAME CHANGE ACH CHANGE REMIT ADDRESS

Vendor Name _____
PeopleSoft Supplier ID _____
Requested By _____ DATE _____
Email _____

PLEASE INDICATE VENDOR TAX CLASSIFICATION BELOW (#1099 TAX REPORTABLE PAYMENTS):

CIRCLE ONE: BUSINESS PROFESSIONAL/INDIVIDUAL

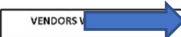
Name _____
TIN/ EIN # _____
SSN # _____

ADDRESS/ REMIT (CHECK "PAYMENT" ADDRESS):

STREET: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____
EMAIL: _____

ACH PAYMENT: Please attach VOIDED CHECK or DIRECT DEPOSIT FORM.

Bank Name: _____ Account Type (CIRCLE): CHECKING or SAVINGS
Bank Routing: _____
Bank Account: _____

VENDORS  ED WITHOUT FEDERAL TAX ID (OR SSN) and A W-9 (W-8) FORM.

Procurement Approver: _____ Date: _____

Please ensure Email Addresses are included & Triple Check for Accuracy



Department of Procurement

CONTACT INFORMATION



➤ **Mrs. Staneshia Thomas**, *Interim Director of Contracts and Acquisitions*

- sthomas@alasu.edu
- Office: 334-229-4605



➤ **Ms. Emony Johnson**, *Procurement Staff Associate*

- ejohnson@alasu.edu
- Office: 334-229-5156



➤ **Ms. Shunqulla Moore**, *Procurement Staff Associate*

- sqmoore@alasu.edu
- Office: 334-229-4406

