

Department of Procurement

Please ensure Email Addresses are included & Triple Check for Accuracy

Adding a New Vendor

- Complete the Vendor Registration Packet
- Have the Vendor provide a completed W-9
- Enter the information into PeopleSoft



ALABAMA STATE UNIVERSITY
PROCUREMENT
VENDOR REGISTRATION FORM

UNIVERSITY CONTACT USE ONLY

Requester ID: _____ Vendor Note: If a facility code is not present, applications will be processed and the vendor must supply.

Requested By: _____

Date: _____

Small complete packet to the Procurement Department
Procurement@asu.edu
OC Procurement Staff

ALL INFORMATION MUST BE PRINTED OR LEGIBLY PRINTED IN THIS SPACE PROVIDED
ON THIS PAGE. On page two through five, check the appropriate categories that apply to your company, after
completing the form, return along with the completed W-9 to ASU Procurement.

Vendor Name: _____ Date: _____

Email: _____ Fax: _____

Street P.O. Box: _____

City/State/Zip: _____

TIN or SSN#: _____

Phone Number: _____

Street Address: _____ (if different from address above)

Vendor Bank Name: _____

Bank Routing Number: _____

City/State: _____ Bank Account Number: _____

Account Type: () Checking or () Savings

Zip Code: _____

SELECT ALL THAT APPLY

<input type="checkbox"/> Small Business	<input type="checkbox"/> Hispanic Owned Business
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Native American Owned Business
<input type="checkbox"/> Veteran Owned Business	<input type="checkbox"/> Asian American Owned Business
<input type="checkbox"/> Black/Middle Eastern/Latino American Owned Business	<input type="checkbox"/> Veteran Owned Business
<input type="checkbox"/> Veteran Veteran Owned Business	<input type="checkbox"/> Individually Owned Business



SELECT ALL THAT APPLY

<input type="checkbox"/> 1. U.S. Citizen or U.S. Resident Alien	<input type="checkbox"/> 16. Foreign Country
<input type="checkbox"/> 2. U.S. State of _____	<input type="checkbox"/> 17. Foreign Country of _____
<input type="checkbox"/> 3. U.S. County of _____	<input type="checkbox"/> 18. Foreign Country of _____
<input type="checkbox"/> 4. U.S. City of _____	<input type="checkbox"/> 19. Foreign Country of _____
<input type="checkbox"/> 5. U.S. Zip Code of _____	<input type="checkbox"/> 20. Foreign Country of _____
<input type="checkbox"/> 6. U.S. State of _____	<input type="checkbox"/> 21. Foreign Country of _____
<input type="checkbox"/> 7. U.S. County of _____	<input type="checkbox"/> 22. Foreign Country of _____
<input type="checkbox"/> 8. U.S. City of _____	<input type="checkbox"/> 23. Foreign Country of _____
<input type="checkbox"/> 9. U.S. Zip Code of _____	<input type="checkbox"/> 24. Foreign Country of _____
<input type="checkbox"/> 10. U.S. State of _____	<input type="checkbox"/> 25. Foreign Country of _____
<input type="checkbox"/> 11. U.S. County of _____	<input type="checkbox"/> 26. Foreign Country of _____
<input type="checkbox"/> 12. U.S. City of _____	<input type="checkbox"/> 27. Foreign Country of _____
<input type="checkbox"/> 13. U.S. Zip Code of _____	<input type="checkbox"/> 28. Foreign Country of _____
<input type="checkbox"/> 14. U.S. State of _____	<input type="checkbox"/> 29. Foreign Country of _____
<input type="checkbox"/> 15. U.S. County of _____	<input type="checkbox"/> 30. Foreign Country of _____

31. Tax Code: _____

32. Tax ID: _____

33. Tax ID: _____

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58. Tax ID: _____

59. Tax ID: _____

60. Tax ID: _____



W-9 Request for Taxpayer Identification Number and Certification

Give Form to the recipient. Do not send to the IRS.

1. Name (as shown on your return) and any name change reported on this form in the last 12 months.

2. Current and former addresses (street, city, state, and ZIP code) for the last 12 months.

3. Taxpayer Identification Number (TIN) or Social Security Number (SSN).

4. U.S. State and ZIP code.

5. Signature of the taxpayer or preparer.

6. Date.

7. Taxpayer Identification Number (TIN) or Social Security Number (SSN).

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99. Taxpayer Identification Number (TIN) or Social Security Number (SSN).

100. Taxpayer Identification Number (TIN) or Social Security Number (SSN).

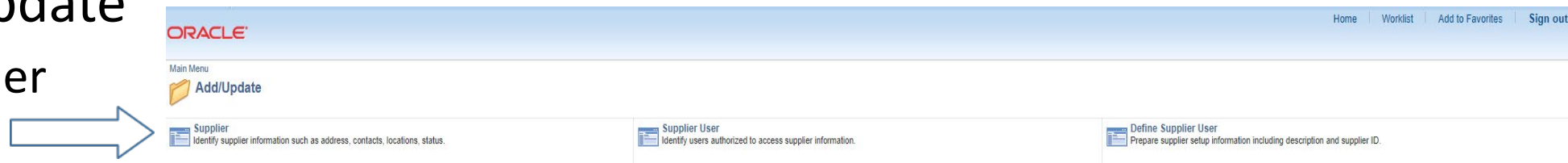
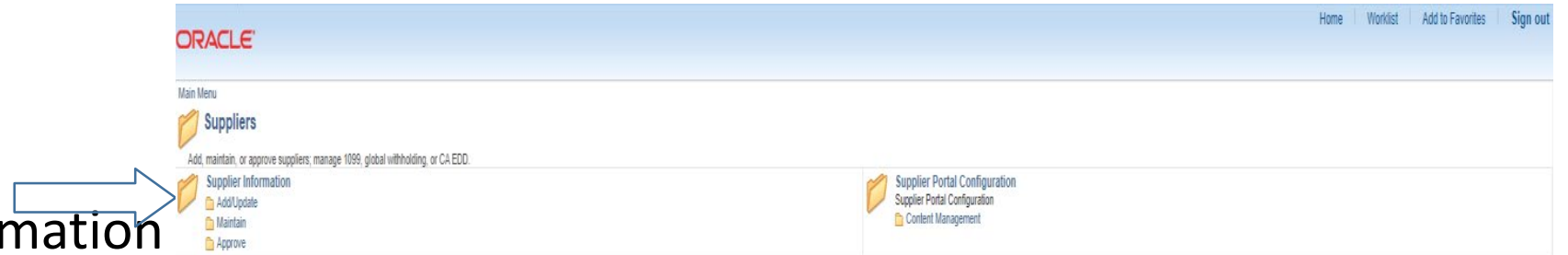


Department of Procurement

How to ADD a Vendor into PeopleSoft

Go to PeopleSoft

- Click on Supplier
 - Click on Supplier Information
- Click on Add/Update
 - Click on Supplier



Department of Procurement

How to ADD a Vendor into PeopleSoft

- Click on Add a New Value
- Click on Add

The diagram illustrates the process of adding a new vendor in PeopleSoft. It starts with a search page on the left, which has a white arrow pointing to it from the left. The search page includes a 'Supplier Information' section with a search criteria form. A blue arrow points from the 'Add a New Value' button on this page to the right. On the right, a simplified 'Supplier Information' page is shown, with a blue arrow pointing down to it from above. This page has a blue 'Add a New Value' button highlighted. A blue arrow points from this button to the 'Add' button on the same page. At the bottom of the right page, there is a link 'Find an Existing Value | Add a New Value'.

Supplier Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID ALASU
Supplier ID begins with
Persistence =
Short Supplier Name begins with
Our Customer Number begins with
Supplier Name begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Supplier Information

Find an Existing Value | Add a New Value

SetID ALASU
Supplier ID NEXT
Persistence Regular

Add

Find an Existing Value | Add a New Value



Department of Procurement

How to ADD a Vendor into PeopleSoft

- Click on Identifying Information
 - Supplier Name
 - Supplier Short Name
 - Additional ID Numbers
 - Hit the arrow and it will bring up the Type
 - Standard Industry Code
 - Code(s) selected by vendor on vendor registration form

The screenshot shows the 'Identifying Information' tab of the PeopleSoft Vendor Registration form. The form is for a supplier with SetID ALASU and Supplier ID NEXT. Fields include Supplier Short Name, Classification (Outside Party), HCM Class, Persistence (Regular), and Supplier Status (Unapproved). There are also fields for Supplier Name, Additional Name, and Supplier Audit. A 'Check for Duplicate' button is present. Below the main form is a 'Supplier Relationships' section with checkboxes for Corporate Supplier and InterUnit Supplier, and fields for Corporate SetID (ALASU) and Corporate Supplier ID (NEXT). There is also a 'Create Bill-To Customer' section with a checkbox. The bottom of the form has expand/collapse buttons, a save button, and a history section with buttons for Add, Update/Display, Include History, and Correct History. Blue arrows point from the text on the left to the 'Supplier Short Name' field, the 'Additional ID Numbers' section, and the 'Standard Industry Codes' section.



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How to ADD a Vendor into PeopleSoft

- Then click on the magnifying glass under “Type”
 - Select TIN if vendor is a business
 - Select SSN if vendor is an individual
 - Enter the 9-digit ID number
- Select Standard Industry Codes
 - Click on magnifying glass under SIC TYPE
 - SELECT ASU
 - Click on magnifying glass under SIC CODE
 - ENTER SIC CODE(s) that vendors have selected on form
- Scroll back up to the top of the screen



Department of Procurement

How to ADD a Vendor into PeopleSoft

- Click the Address Tab
 - Information Required in this section:
 - Description
 - Address 1
 - City
 - State
 - Postal
 - Email ID
 - Phone Information

The screenshot shows the Oracle PeopleSoft interface for adding a vendor. The 'Address' tab is selected. The form includes the following fields and sections:

- Supplier Information:** SetID (ALASU), Supplier ID (NEXT), Short Supplier Name, and Supplier.
- Supplier Address:** Address ID (1), Description.
- Details:** Effective Date (08/11/2022), Effective Status (Active).
- Country:** USA (United States).
- Address Fields:** Address 1, Address 2, Address 3.
- Location Fields:** City, County, State, Postal.
- Email ID:** A text field for the email address.
- Payment/Withholding Alt Names:** A section for alternative names.
- Phone Information:** A table with columns for *Type, Location, Prefix, Telephone, and Extension.

Blue arrows point to the following fields: Description, Address 1, City, State, Postal, Email ID, and the Phone Information section.



Department of Procurement

How to ADD a Vendor into PeopleSoft

- Click the LOCATION tab
 - Type the word “MAIN” in the Location Box
 - Then click SAVE

The screenshot shows the PeopleSoft interface for adding a vendor location. The 'Location' tab is selected, and the 'Location' field is highlighted with a blue arrow. The 'Save' button is also highlighted with a blue arrow.

Identifying Information | Address | Contacts | **Location** | Custom

SetID ALASU
Supplier ID NEXT Short Supplier Name Supplier

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location Default RTV Fees Attachments (0)

Description

Details Find | View All First 1 of 1 Last

*Effective Date 08/11/2022 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax 1099

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Notify Add Update/Display Include History Correct History

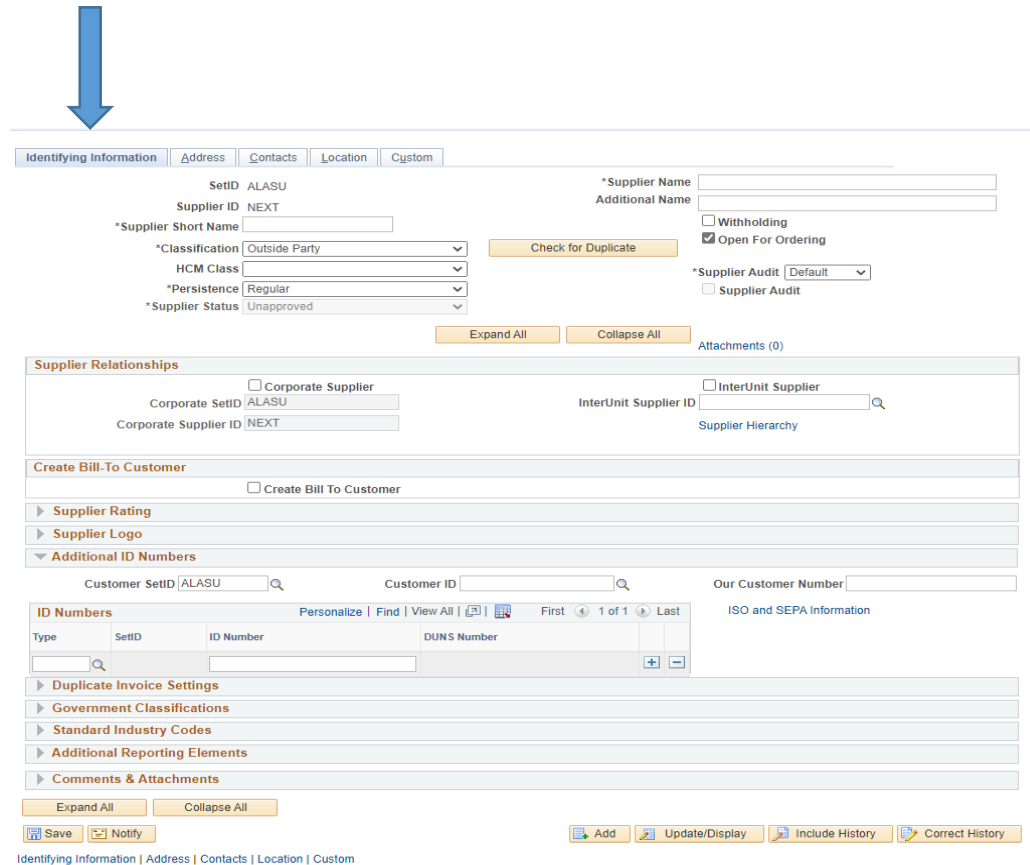
Identifying Information | Address | Contacts | **Location** | Custom



Department of Procurement

How to ADD a Vendor into PeopleSoft

- Scroll back to the Top
 - Click on Identifying Information tab
 - A 10 digit # should appear next to Supplier ID
 - Add number to the New Vendor Form
 - Submit Vendor Form & W9 to Procurement



The screenshot shows the 'Identifying Information' tab of a PeopleSoft vendor form. A blue arrow points to the top navigation tabs: 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The form fields include:

- SetID: ALASU
- Supplier ID: NEXT
- *Supplier Short Name: [Text Field]
- *Classification: Outside Party (dropdown)
- HCM Class: [Text Field]
- *Persistence: Regular (dropdown)
- *Supplier Status: Unapproved (dropdown)
- *Supplier Name: [Text Field]
- Additional Name: [Text Field]
- Check for Duplicate: [Button]
- Expand All / Collapse All: [Buttons]
- Supplier Relationships: Corporate Supplier (checkbox), Corporate SetID: ALASU, Corporate Supplier ID: NEXT, InterUnit Supplier (checkbox), InterUnit Supplier ID: [Text Field]
- Create Bill-To Customer: Create Bill To Customer (checkbox)
- Supplier Rating: [Section Header]
- Supplier Logo: [Section Header]
- Additional ID Numbers: Customer SetID: ALASU, Customer ID: [Text Field], Our Customer Number: [Text Field]
- ID Numbers: Table with columns Type, SetID, ID Number, DUNS Number. Includes search and pagination controls.
- ISO and SEPA Information: [Section Header]
- Duplicate Invoice Settings: [Section Header]
- Government Classifications: [Section Header]
- Standard Industry Codes: [Section Header]
- Additional Reporting Elements: [Section Header]
- Comments & Attachments: [Section Header]
- Expand All / Collapse All: [Buttons]
- Save / Notify: [Buttons]
- Add / Update/Display / Include History / Correct History: [Buttons]

Identifying Information | Address | Contacts | Location | Custom

