

# Vendor Registration Portal

## FREQUENTLY ASKED QUESTIONS

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Q: What is the Vendor Registration Portal and how does it work?

- A: The portal is a Qualtrics form that allows either the vendor or the USI department on behalf of the vendor to fill out the required contact information, download a current W-9 and submit vendor information if applicable. Once submitted, the form is automatically routed to Procurement, where they will create the vendor profile in Banner and BuyUSI.

Q: How can I find the link to the form?

- A: Go to the Procurement Website
  - From the left panel chose “How to become a USI Vendor”
  - This will take you to a new window entitled “Opportunity USI”
  - Click the word “Register” in the numerical listing
  - This will take you to the form
- OR use the link below:  
<https://www.usi.edu/procurement/how-to-become-a-usi-vendor/register/>

Q: Why was the Vendor Registration Portal created?

- A: The Vendor Registration Portal was created to eliminate confusion across campus as to who should obtain the W-9 from the vendor, where to send it, how to send it securely, etc. The Qualtrics form provides one place for campus and vendors alike to register as a vendor, submit the required W-9 securely and provide Women, Minority and Veteran owned business status information as applicable.

Q: What is a W-9 form?

- A: The W-9 form is a standard tax document that should be requested when using a new vendor. The purpose of the W-9 is for the vendor to certify their name, tax ID and that they are a US person/entity. USI is required to collect this information in the event that a tax return is filed related to payments made; however, a request for a W-9 does not indicate the payment is reportable income for tax purposes.

Q: Why should the department handle getting the W-9 from the vendor?

- A: The department is in direct contact with the vendor as they are required to submit a quote from the vendor when entering a transaction in BuyUSI. When the department requests a quote (and they have determined that the vendor is not in the system) they should provide the W-9 portal link to the vendor at the same time.
- If the department is not comfortable reaching out to the vendor, they should contact their respective buyer in Procurement.

Q: Where should I send the completed form?

- A: The completed form will automatically be routed to Procurement.

Q: How does the vendor get built and how long will it take?

- A: Procurement will build the profile in Banner as soon as the form is received, assuming that the form is filled out correctly and that the W-9 form is correctly filled out by the vendor.
- The built vendor in Banner will automatically sync to BuyUSI

Q: How will a department know that the W-9 is filled out correctly?

- A: Procurement will review the W-9 form submitted via the Qualtrics link. Instructions on how to fill out the form are included on the downloadable form found on the IRS website: <https://www.irs.gov/>
- Things to look for are:
  - name
  - Federal tax classification
  - exemptions
  - address
  - SSN or EIN
  - Signature and date

Q: How will I know when the vendor profile has been set up?

- A: There is a section on the form where it asks if a USI office or individual contacted the vendor for the W-9. If the vendor checks yes and provides the office or contact name, Procurement will contact that office or person when complete.
- Alternately, users may check BuyUSI to see if the vendor has been entered

Q: Will the form be securely sent?

- A: Yes. The Qualtrics form allows the W-9 form to be sent securely through the portal.

Q: Can I simply email a completed W-9 to Procurement?

- A: No. W-9's sent via email, campus mail or any other method outside of the Qualtrics form will be discarded/shredded.

Q: What do I do if the vendor is in the System but their information has changed?

- A: Direct the vendor to send updates to [procureserv@usi.edu](mailto:procureserv@usi.edu). Procurement will update their profile.

Q: I don't understand why I have to be concerned with minority, women and veteran owned enterprise certification

- A: The University is required by the state to use certified minority owned businesses (MBE), women owned businesses (WBE) and veteran owned businesses (IVOSB) whenever possible. The form helps us identify potential vendors that meet these requirements.

Q: What if we are paying a USI student? Do they have to submit a W-9 form?

- A: They do not have to submit a W-9; however a current address is needed if they are to be paid. Please forward this information to Amber Nation, [aanation1@usi.edu](mailto:aanation1@usi.edu).

Q: What do I do if the company has changed their name?

- A: Send the portal link to the vendor or request a new W-9 and submit the form on the vendor's behalf.

Q: What if my vendor is a foreign vendor?

- A: The Qualtrics form should still be utilized, however the vendor will download form W-8BEN (for individuals) or W-8 BEN-E (for entities) instead of a W-9.

Q: What if we are paying a previous student whose name has changed?

- A: The individual will need to check with the Registrar's office to verify that their name change has been documented.
- Refer to this link for the proper procedure:
- <https://www.usi.edu/registrar/academic-records/change-name-or-ssn>
- The student should let the Department know that they have officially made the change.
- The Department should contact Procurement with the name change and current address.