Emory Community,

The Procurement and Payment Services Department is adopting a new Supplier/Individual Information Form to register vendors. The primary reason we are doing this is so that Emory will have a master list for qualified vendors who meet all the criteria to do business with Emory. This will provide a much faster way for internal customers to access vendors who have already been pre-qualified. As a result, we are instituting a new form which will reflect all the criteria required, starting August 1.

In addition to the IRS required information, the new form will allow us to also capture the following information (which will be verified):

- DUNS Number (required when Federal Funds are utilized)
- Supplier/Individual certification that a Conflict of Interest does not exist
- Supplier certification if registration in the System for Award Management (SAM) (Required if Federal Funds are utilized).
- Supplier/Individual certification that they are not debarred under OFAC
- Business Classification and Diversity Information
- Supplier/Individual contact information
  - Chosen method to receive purchase orders
  - Remit address
  - Payment Terms (Emory standard terms are Net 30 unless supplier states otherwise)

The new form is available on for use effective June 5, 2015 and will be the standard form effective August 1, 2015.

Effective, August 1, 2015, the standard W9 Form will no longer be accepted by Procurement and Payment Services when requesting that a new supplier/individual be added to the master file.

Please contact us at actspay@emory.edu if you have any questions.

Thank you,

Procurement and Payment Services