

REQUEST FOR SAP VENDOR ID

Fields marked with an (*) are required – no ID can be created if blank

Please send via email to accountspayable@esu.edu

with a copy of the current W9 (Rev. October 2018) from the vendor

- By submission of this form, the department certifies that this individual has been chosen based on his/her qualifications and experience and has no familial relationship with any university employee directly or indirectly involved with this assignment.
- If this is an individual, the Human Resource Department MUST be contacted to ensure this is not a current/retired faculty/staff member of East Stroudsburg University, or a current student.
 - Payments made to faculty/staff (of any SSHE institutions) must be made via dual employment, contact the Human Resource Department for instructions.
 - Payment made to current students must be made via Student Payroll, contact the Payroll Department for instructions.

Special exceptions (ie: this is a faculty/staff reimbursement, current student who will be graduated at the time services performed, etc.) ***must be noted here:***

* Requestors email: _____@esu.edu

* Vendor Name:

☐ Individual/Human resources contacted

☐ Business

Notes or Comments: _____

* Vendor Email address (required for all):

* Vendor Contact Name:

* Vendor Contact Phone:

* Vendor Fax:

☐ W9 attached **Please make sure it is completed, signed and dated** (*typed signature is not accepted unless it is validated with approved digital signature software*).

Note: Current 2022 W9 is required for completion of request <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

☐ I have requested ACH/Direct Deposit information from the vendor.

They prefer to be paid by check _____ They prefer to be paid by ACH/ direct deposit _____

If the vendor would like to be paid ACH/Direct Deposit, please be sure to have them complete the Automated Clearing House (ACH) Request Form found on the Business Office website