

GSU PURCHASING - VENDOR ENTRY REQUEST FORM
PLEASE COMPLETE AND FAX TO PURCHASING at 404-413-3165

This form is only needed to update vendor entries already in the Spectrum system.

Note that while anyone receiving payment from GSU is considered a vendor, (students, faculty, staff, outside suppliers) this form is only needed where outside suppliers and students are concerned. The Purchasing Department cannot add or update a vendor that is also an employee (person is on the GSU payroll). This form is not to be used to Add/Update GSU Employees.

FEIN _____ SSN _____ Panther ID _____

In order to add a new vendor, outside supplier, a W-9 is required. Federal tax regulations now require GSU to secure, in writing, a tax id number (SSN or FEIN). This is done by way of the W9 tax form. In order for Georgia State to be in compliance with IRS regulations and reporting requirements, it is necessary to have a form W-9 on file for every vendor in our database; again this does not apply to employees. This form can be found on Purchasing's website at www.gsu.edu/purchasing under Forms. This is a legal form and must have a signature applied only by the vendor's representative. The form can be mailed to Georgia State University, Purchasing Department, P.O. Box 4016, Atlanta, Georgia 30302-4016 or fax'd through at 404.413-3165. Unless this form has been received by the Purchasing Department, the vendor is not eligible to receive payment from Georgia State.

If this request is being made to update an existing vendor entry, describe the change that is to be made.

(1) Address change (2) Vendor Name Change (3) FEIN correction or (4) Additional Address:

(1) **Change Address:**

from _____ to _____

City _____ State _____ Zip code _____

(2) Change Vendor's Name from _____ to _____

(3) The current FEIN of _____ is incorrect and should read _____

(4) Additional address: _____

City _____ State _____ Zip code _____

This above is being requested by _____ on _____
(requestor's name) (today's date)

Requestor's Department Name _____ and telephone extension _____