

CALS Business Services

Adding Suppliers to SFS - Department Instructions

Requests to add a supplier/vendor are needed only for those suppliers that are new to the University.

To complete this process, you will need:

- Supplier's W9/W8
- Supplier's email address

Before submitting a request to add a new supplier, please verify the supplier does not already exist in WISER. Another department on campus may have already worked with the company or person. If so, this means you may not have to request a W9 to make the payment.

Please email requests to add a supplier to: calsfs@cals.wisc.edu

When submitting the email request, please include the vendor's name to the email subject line to help easily identify each individual request.

Email Subject Line Example: W9 Smith or W9 Smith Organics

The most current IRS W9 form must be used: <https://businessservices.wisc.edu/documents/w-9-request-for-taxpayer-identification-number-and-certification/>.

Review the W9 for the following:

- Verify newest version – October 2018
- Verify form is complete – check line 1 and the classification, line 3. Sometimes people skip this or select two choices for the classification
- Must be signed with a signature, not digital

If any of these are incorrect or missing, contact the supplier and request a corrected W9.

Other Supplier Requests:

- Changes to a supplier's address, email, banking info, etc.: supplierfile@bussvc.wisc.edu.
- To cancel an order: contact the supplier.
- All other issues can go to: uwsaproblemsolvers@uwsa.edu.