Vendor Maintenance and Setup Form  
https://busfin.osu.edu/purchasing

*Vendor still needs to complete the Vendor Setup Form. It will be attached before submission. This is just the web form to request a vendor ID.

Vendor Maintenance:
- Select Vendor Maintenance

  ![Vendor Maintenance Online Request Form]

- Click on “Vendor Maintenance Online Request Form.”

  ![Vendor Maintenance Online Request Form]

- Click on the Down Arrow and select “UNIV.”

  ![Requester Information]

- Fill in your First and Last Name, phone number, and work E-mail (name.#@osu.edu).
- For “Vendor Category”, Select New Individual/ Sole Proprietorship, or C Corporation.
  - New Individual/Sole Proprietorship if...
    - There is a Social Security Number and Individual/Sole Proprietorship is checked.
  - C Corporation...
• Only if it is an update of address will you enter it as a C Corporation.

• For “Requested Type”, select one of the following from the drop down menu: New Individuals, Update Individual, and Update Vendor.
  - Update Individual Information – If you have a copy of an invoice that has an individual’s information highlighted and a “98” on it, select “Update Individual Information.”
  - Update Existing Supplier – If you have a copy of an invoice that has a company’s name and information highlighted and a “98” on it, select “Update Existing Supplier.”

• Individual –
  - If you selected “Individual,” a screen similar to the one below will appear. Do the following...

  - **Individual**: Type in the individual’s name on the form into the box. If there is a DBA (Doing Business As), be sure to enter that name here instead.

  - For “Type,” select “U.S. Citizen” unless something different is indicated on the form. For “Status,” select “Non-Employee.”

  - If you selected “Individual” because Individual is checked on the AP Payment Compliance Form and there is a SSN, enter the last four digits here. If you selected “Individual” because Sole Shareholder, Sole Proprietor, Partnership, or LLC (Limited Liability Corporation) is checked and there is an FEIN number (no SSN) enter “9999” into this box.

  - Carefully enter the address, city, state, (county if the vendor is in Ohio), the zip code, phone number, and fax number (only if provided, fax is not a required field).

  - After you have filled in the electronic form, check over all of the information you entered.
• Attach the PDF Vendor Setup Form online.

• **Update Individual Information** –
  o If you selected “Change Individual Information,” a screen similar to the one on the following page will appear. Complete the following as necessary.

  Enter the Vendor ID. Select “U.S. Resident” for Type and set the Status as “Non-Employee” unless you are told otherwise. If you cannot submit the request without a SSN, ask the Office Associate to help you get the last four digits of the SSN.

  The most frequent update you will need to make is an **Address Change**. Select the box for Address Change and enter the Address, City/Town, State, County (if in Ohio), and the Zip Code. Don’t forget to enter the individual’s name in “Prior Name” and select “U.S Resident” and “Non-Employee.” Again, if you need the Last 4 Digits of the SSN, please ask the Office Associate to help you.

  If you are changing the individual’s address, type in, **“Please update vendor remit to address.”**

  If the Update request is not a name change or an address change, ask the office associate or one of the accountants for assistance.

• **Update Existing Supplier** –
  o If you selected C Corporation then select Update Vendor to update the address.

  **“Update Vendor”** is the one you will use most frequently. Follow the steps on the following page.
**Only use letters and numbers no symbols.**

- Enter the Vendor’s name and their Vendor ID number.

- If you are Updating a Vendor’s address, type the new address in the Remit to Address Columbus.

- In the Additional Comments box, enter “Please update vendor remit to address.”

- After submitting, a confirmation email will be sent immediately.
  - Do not close out of the vendor maintenance window until that confirmation email is received.