

Southern Illinois University Edwardsville  
**Instructions – NEW/CHANGE SUPPLIER REQUEST**

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**Use:**

To add a supplier to or change information on an existing supplier in AIS.

**Access:**

Access the New/Change Supplier form via the [AIS eforms](#).

**Department/Contact Information:**

Provide information for individual Purchasing may contact with questions regarding the form.

**Supplier Information:**

To search for a supplier in AIS, use the [AIS Vendor Search](#). If you are unsure whether a supplier is new, please contact the Purchasing Supply File Manage for assistance, ext. 3255.

An answer to the question ‘Is this supplier, or a family member of the supplier, currently an employee on any SIU campus?’ **must** be provided.

Supplier Name:

If supplier is new, enter as shown on W-9. If supplier is existing, enter as shown in AIS.

W-9 attached?

For any new companies, not already in AIS, a completed and signed W-9 form will be required.

Vendor Type:

The classification assigned by the IRS to the Vendor/Supplier – can be derived from the W-9 or W-8 form. Companies classified as LLCs may require additional information. Contact the Supply File Manager for assistance ext. 3255.

W-8 attached?

A W-8 form is required for non-US citizens. Will automatically be linked to the W-8 form within the IRS website. Contact Human Resources, ext. 2190, for assistance.

Note:

International Tax: Payments made to or on the behalf of nonresident aliens are subject to special tax laws and regulations. International Tax Specialist must monitor all nonresident alien payments to ensure that Southern Illinois University is in compliance with the tax laws and regulations. An Alien Information Collection Form must be attached to the Contractual Service Voucher when it is presented to Accounts Payable for payment. The Collection Form is designed to collect the information necessary to determine the U.S. tax status of a non U.S. Citizen. If there are any questions about the International Tax Status, please contact International Tax Specialist in HR, ext. 2190.

**Questions:**

Contact Purchasing Department, Supply File Manager at 618-650-3255

**Routing:**

Submit completed form and supporting documents to Purchasing Department, Campus Box 1012 or fax to ext. 3251.