



Failure to follow these instructions will delay the application process. New vendor applications must be submitted to the purchasing office directly via a UM department request. Applications directly submitted by a vendor will not be accepted.

Vendors must fill out the current version of the application found on our website using the link below. Older versions of the vendor application will not be processed.

http://www.miami.edu/finance/index.php/purchasing/vendors_corner/vendor_forms/

1. Applications should be typed and not hand written, to avoid errors.
2. Name, address (where PO will be sent), remit to address (*were payment will be sent*)
3. Contact Phone & Fax number must be provided. (*if the vendor does not have a fax number this should be indicated on the application*)
4. Zip Code must be the 9 digit extended code (*Please refer to the link below and click on the "Look up a Zip Code" then type in your address to get your full 9 Digit Zip Code. Example 33122-XXXX*)
<https://www.usps.com/>
5. DUNS# must be provided, if one is not available please indicate this on the application.
<http://www.dandb.com/businessdirectory/search>
6. Business Classification and corporate names of officers must be provided.
7. Corporate Active Certification (Copy). (*For Florida State use <http://www.sunbiz.org/index.html>*)
8. Minority classification, if not a minority enter (N/A).
9. If vendor provides services at UM, they must submit their insurance certificate along with the vendor application for review.
10. The application MUST be signed and dated or it cannot be processed.
11. A commodity code must be chosen from the UNSPSC Code.
12. Tax ID# complete with W9 form. <http://www.irs.gov/pub/irs-pdf/fw9.pdf> (*W9 must be filled out completely, signed and dated.*)
13. For individuals a Service Agreement needs to be submitted. (*Individual Taxpayer Identification Number (ITIN) or Social Security# with the W9 form*)
14. The University of Miami Participation section must be filled out to verify if a family member of the vendor is also an employee of the University of Miami.

***Please note that Foreign Vendor** applications require additional steps:

- A. Tax ID complete with W8BEN Tax form <http://www.irs.gov/pub/irs-pdf/fw8.pdf> for individuals
<http://www.irs.gov/pub/irs-pdf/fw7.pdf>
- B. A "Foreign Status Determination Form" should be completed and submitted along with all required documents to the Director of Accounts Payable. (Hazel Burgess)

Applications must be forwarded to the Purchasing office with an email from the requesting department via:

supplychain.supplierapp@miami.ed