

Pittsburg State University Supplier Request Process Version 1.0 11/9/23

QUICK REFERENCE: Updated Supplier Request Process

- 1. Have supplier information ready:
 - a. W9 or W8 in PDF
 - b. Invoice copy (if remit/payment address is different than W9)
 - c. supplier contact information
- 2. Fill out supplier request form at https://www.pittstate.edu/office/purchasing/vendor-information.html

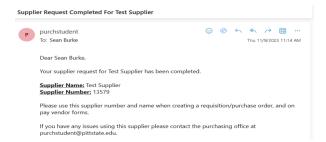




3. Receive confirmation email from <u>purchstudent@pittstate.edu</u> with request number.



- 4. The Purchasing Office will contact you or the supplier if any additional information is needed.
- 5. Receive request completion email from purchstudent@pittstate.edu.



6. Include the supplier name and number from the completion email on the pay vendor form sent to invoicescan@pittstate.edu.