

P to P

Prepare to Procure

May 9, 2011

RIT Procurement Services
475-2107

[http://finweb.rit.edu/purchasing/
purchase@rit.edu](http://finweb.rit.edu/purchasing/purchase@rit.edu)

New Supplier Set Up Process

Effective immediately, the Procurement Services Office (PSO) will set up new suppliers that you'll be utilizing to make purchases through the Oracle purchasing system. All supplier set ups require a "New Supplier Set Up" form and a "Form W9" (signed and dated within one year of submission to RIT). Both forms are located at: <http://finweb.rit.edu/purchasing/forms.html>. Fax the completed forms to Procurement Services at (585) 475-7171.

Please continue to send Form W-9 and the new Supplier Set Up form to Accounts Payable for payments to be processed on an Invoice Payment Form (IPF). It may take up to five (5) business days to set up the supplier, as Accounts Payable will work with Procurement Services to ensure that payment utilizing an IPF is appropriate. Refer to the Procurement Services web site for details to assist you in determining the appropriate procurement method: <http://finweb.rit.edu/purchasing/policies/manual.html#methods10>.

Please note: If you are procuring services, please include the "Statement of Citizenship" form found at <http://finweb.rit.edu/controller/forms.html#accountspayable>.

If you have any questions about the new supplier set up process, please contact either Becky Kiely in the PSO at rlkpur@rit.edu or Accounts Payable at accpay@rit.edu.

