

Supplier Request Process Reminder

As a reminder, Procurement Services now processes all supplier requests, including corporate (EIN) suppliers, individual (SSN) suppliers, and supplier banking information. All supplier creation, update, and ACH banking requests should be submitted through the secure [UCF Substitute W-9 Form](#). The form can be found on the Procurement Services [Suppliers](#) and [Forms](#) pages and under the Vendors Payable section of the [Financial Affairs Forms](#) page.

For questions regarding supplier requests, please email procurement@ucf.edu.

Thank you,

The Procurement Services Team



**Procurement
Services**