



Submit completed, signed Supplier Information Form to-
 Email scan: customercareteam-pds@case.edu Procurement Policy: <http://www.case.edu/bizpolicies/>
 Fax: Customer Care Team 216-368-5088
 Mail: Customer Care Team
 10620 Cedar Avenue
 Cleveland, OH 44106-4909

Supplier Information Form

In order to receive payment from Case, the recipient must be added to PeopleSoft as a vendor. All fields marked * are mandatory on the Supplier Information Form. Incomplete submission cannot be processed and will be returned for completion. For businesses: Must be completed and signed by a designated company representative.

Supplier Information

*Name of Company or Individual _____

*Supplier Type

- Individual Partnership
 Sole Proprietor Non-Profit Organization
 Corporation Government Entity
 Limited Liability Company Exempt Payee
 CWRU Student

DBA (Doing Business As, if applicable) _____

Business Type

- Contractor Retailer
 Distributor Broker
 Manufacturer Other (please specify) _____

Business Size Small Business Concern Large Business Concern

*Please Check One Add as a new vendor to PeopleSoft Update existing entry (ID or Short Name) _____

Supplier Diversity Information

Check all that apply (Please attach copy of SBA certification)

- Small Business Enterprise (SBE) Minority-Owned Business (MBE)
 Disadvantaged Business Enterprise (DBE) HUB Zone - Historically Underutilized Business Zones
 Disabled Veteran Business Enterprise (DVBE) HBCU / MI
 Women-Owned Business Enterprise (WBE) Other (please specify) _____

Supplier Business Addresses & Payment Information

*Remit to Address – Payment will be mailed here

*Address (Number, Street, and Apt or Ste number) _____

*City _____ *State _____ *Zip Code _____

*Email Address _____ *Phone Number _____ Fax Number _____

Supplier's Address (if different than address above) –or – Previous Address (if updating existing PeopleSoft entry)

Address (Number, Street, and Apt or Ste number) _____

City _____ State _____ Zip Code _____

Businesses, Do You Accept Credit Card Payments? Yes No Ecommerce / PeopleSoft? Yes No

Supplier Contact at Case Western Reserve University

*Case Contact Name _____ *Contact Email _____ *Contact Phone _____

*Contact Department _____ *Contact Signature _____

W9 Certification of Supplier Information

The IRS requires that you provide information which allows us to complete 1099 reporting. Your payments may be subject to backup withholding if you fail to provide a correct Taxpayer Identification Number (TIN).

Note: US Persons filling out this form do NOT have to fill out a W-9, non US Persons must fill out a W-8BEN in addition to this form.

*Please enter your TIN (SSN or EIN) below

W9 Certification: Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number, and I am not subject to backup withholding as a result of a failure to report all interest or dividend income, and I am a US citizen or US person.

_____ *Sign Here  _____ *Date _____