

Using Box File Requests to upload SIF and W-9's
Instructions for the Vendor:

Please follow the steps below to complete the attached form and upload it at the following link:


<https://case.edu/procurement/purchasing/supplier-information-formw9-submission>

1. Fill in all fields marked * are mandatory on the Supplier Information Form. Incomplete submission cannot be processed and will be returned for completion.
 - 1.1. If the address listed is a PO Box, then please provide a second address. Although we can remit payment to a PO Box, we must also have a brick and mortar address on file.
2. Please be sure to sign and complete the bottom section titled, "W9 Certification of Supplier Information". CWRU requires a traditional "wet" signature or digital signature(defined below) by the payee whose name is on Form that authenticates and verifies the submission. We cannot accept any type of font for the signature.
 - 2.1. **Traditional "wet" signature:** Please print out the SIF, sign it and take a picture or scan the form, then we can accept it.
 - 2.2. **Digital signature:** a certificate-based digital signature is a type of e-signature that complies with the strictest legal regulations — and provides the highest level of assurance of a signer's identity. Please see the following link for additional information:
<https://helpx.adobe.com/sign/using/digital-signatures.html>
3. Save the completed form.
4. Click this link <https://case.edu/procurement/purchasing/supplier-information-formw9-submission> which opens
5. From here simply drag and drop the requested SIF or W9 to upload it. Then Click "Submit".
****You don't need to be logged into Box, or even have a Box account to upload the form****

Supplier Information Form/W9 Submission

In order to receive payment from CWRU, 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, the form must be completed and signed by a designated company representative.

Upload files *



Drag and drop files

Select Files

[Submit](#)