



Completed, signed Supplier Information Form should be uploaded via the CWRU Procurement Supplier link provided to the vendor by a CWRU employee.

Instructions for CWRU Employees on how to process this form can be found here: https://case.edu/procurement/purchasing/supplier-information-form

DO NOT EMAIL FORMS TO PROCUREMENT

To follow up on a submitted form, contact PDS Customer Care at 216-368-5088 or customercareteam-pds@case.edu

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

DBA (Doing Business As), if applicable

Business Type

- Contractor
- Distributor
- Manufacturer
- Retailer
- Broker
- 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)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Women-Owned Business Enterprise (WBE)
- Minority-Owned Business (MBE)
- HUB Zone - Historically Underutilized Business Zones
- HBCU / MI
- 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 / Jaggaer? Yes No

Supplier Contact at Case Western Reserve University

*Case Contact Name

*Contact Email

*Contact Phone

*Contact Department

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 _____