

Using Box to Upload Vendor Paperwork

1. Save the completed forms and attachments on your computer. Verify all signatures on the documents are wet signatures or 3rd party verified digital signatures.
2. Click this link <https://cwru.app.box.com/f/ae9f53a2ab524abda8424ba9d9ef285f> which will take you to the Web page shown below in the images below. You do not need to be logged into Box, or even have a Box account to upload the documents.
3. Drag and drop the forms. Then Click "Submit". **ALL FORMS AND ATTACHMENTS MUST BE INCLUDED IN YOUR SUBMISSION.** Incomplete submissions will not be processed.

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