

Request New Vendor

1. Shopper requests from vendor the following information
 - a. W9
 - b. Email address or fax number for Purchase Order distribution
 - c. Vendor contact for processing (this is needed if orders are over \$25K as ACH payment is required)
2. Email items from #1 to its-accountingoffice@nebraska.edu
3. ITS Accounting forwards accordingly to UNL Accounts Payable for processing