Requesting Suppliers & Independent Contractors

As of May 20, 2019



- Identify the various types of vendors/suppliers
- Review vendors/suppliers to see if they are already in the system
- Submit a request for a new Campus Supplier record to be created
- Make changes to an existing vendor/supplier record
- Generalize foreign suppliers
- Submit a request for an Independent Contractor
- Relate policy information
- Resources that can help

Connect

1

An active employee with a Person ID Number or PID. Ex. Staff, Faculty, Student Employees 2

Students with a PID. Ex. Applicants, Admitted, Pre-Matriculated, and Matriculated

3

A Person who is affiliated with the University with a PID. Ex. UNC Hospital Employees

4

A person or company that isn't an affiliate, employee or student with a PID. Ex. Independent Contractors

Employee



Student



Affiliate with PID



Other



В

Department or School

Central Office Vendor Coordinator

Reviewing Suppliers

 Verify whether supplier already exists or not in the system

Gather Supplier Data

- Address, scanned W9
- Bank payment information

New Independent
Contractor
Predetermination
Process if
applicable

Campus Vendor

Requesting a New Supplier

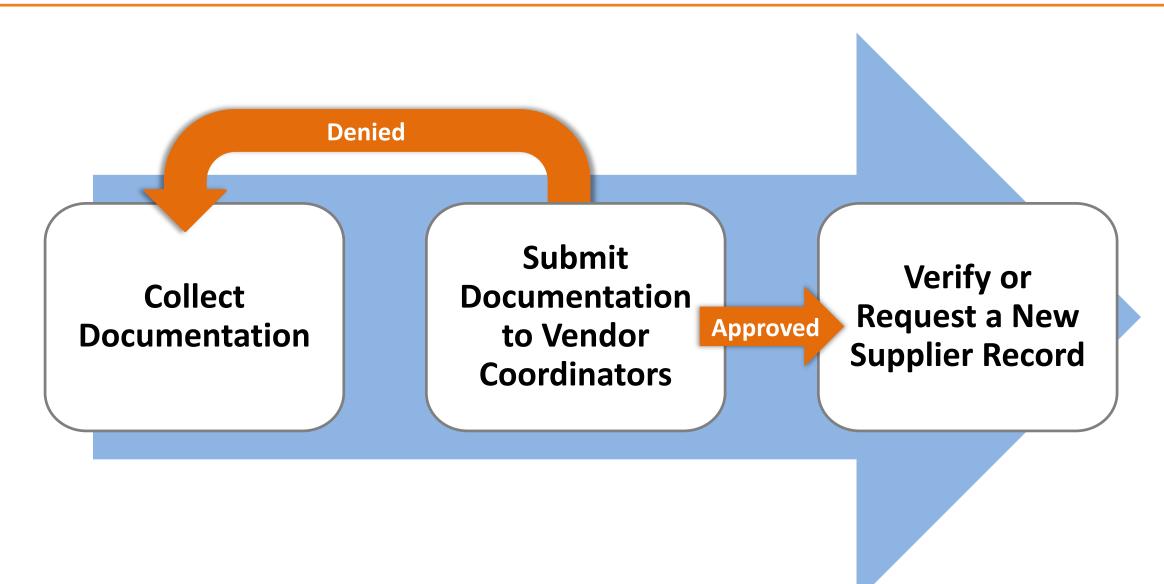
- Name, address, bank payment information
- Attach
 Supporting
 Documentation
 such as W9

Reviews New Supplier Request

- Creates and activates supplier, notifies requestor or
- Denies request with explanation

If Denied





- ✓ Identify the various types of suppliers/vendors
- ✓ Review suppliers/vendors to see if they are already in the system
- ✓ Submit a request for a new Campus Supplier record to be created
- ✓ Make changes to an existing supplier/vendor record
- ✓ Working with foreign suppliers and setting up Independent Contractors
- ✓ Pointed out elements of policy
- ✓ Located resources that can help