

VENDOR INSTRUCTIONS FOR ON-LINE REGISTRATION
(Rev. 4/3/2014)

All vendors doing business with The University of West Florida (UWF) are required to complete the registration process.

Per Federal Tax Law, UWF must be able to determine the vendor's type of business before invoices can be paid in full. Failure to complete the registration process could affect payments from UWF, i.e. deduction of withholding amounts from your invoice.

Required * fields on the form:

1. **FEIN/TIN** or **SSN** – Unless you are a Foreign Vendor, you must supply a valid **ID** number for one of these fields. If you check the “**I am a Foreign Vendor**” box, the **FEIN/TIN** and **SSN** boxes can be left blank and a temporary **ID** number will be generated for you. However, if you supply an ID number, it will be used.
2. **AREA CODE** and **PHONE NUMBER** – A Toll Free Number is preferred. (no spaces, dashes or special characters.)

Optional fields on form:

1. **PHONE EXTENSION.**
2. **EMAIL** – If populated, you will receive two email notifications: the first is a confirmation that your information has been received; the second is a confirmation that your information has been added to our database. Examples are at the bottom of this document.



SEARCH UWF

Procurement and Contracts

Welcome Help

Vendor Registration Form

Welcome to the University of West Florida's (UWF) Online Vendor Registration Form. All vendors doing business with UWF are required to complete the vendor registration.

Per Federal Tax Law, UWF must be able to determine the vendor's type of business before invoices can be paid in full. Failure to submit a vendor registration could affect payments from UWF, i.e. deduction of withholding amounts from your invoice.

FOREIGN VENDORS ONLY: Due to IRS Federal Requirements, foreign vendors MUST also fax (850-474-2090) or Email (procurement@uwf.edu) a current W-8 Form to UWF. For more information regarding IRS requirements, please visit the [IRS forms and instructions](#) web site. If you are a Foreign Vendor and are already registered with UWF, you can update your information by emailing the updated information to procurement@uwf.edu.

In the absence of an FEIN/TIN, a Social Security Number (SSN) is required to enable UWF to comply with IRS regulations regarding the issuance of Form 1099 for reporting Miscellaneous Revenue. Print out a copy of this page and keep it for your records, since it constitutes a written statement of UWF's reason for requiring your FEIN/TIN or SSN.

For those entities that must use a social security number, please note that the SSN number will be protected and your registration will be assigned an ID number. For their protection and privacy, your SSN will not be viewable to the campus community nor the public.

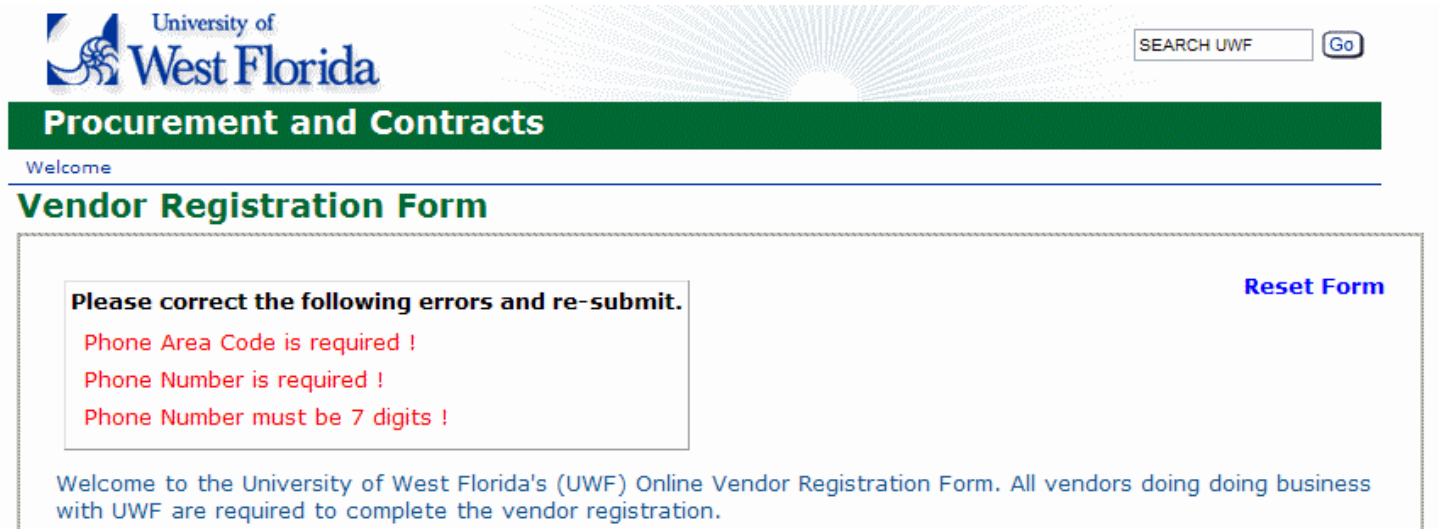
To begin the vendor registration process, fill in all required fields below and click the "Process" button.

Required Fields *

FEIN / TIN <input type="text"/> *		OR	SSN <input type="text"/> *	
Area	Phone	Extension		
PHONE NUMBER	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="checkbox"/> I am a Foreign Vendor (Non-US)
EMAIL	<input type="text"/>			
(You must enter an email address to receive registration confirmation.)				
<input type="button" value="Process"/>				

[Contact Us](#)

If **Required** fields have not been supplied or if there is an error in the information, **Error** Messages will be displayed at the top of the form.



The screenshot shows the top of the University of West Florida Procurement and Contracts website. The header includes the university logo, a search bar with 'SEARCH UWF' and a 'Go' button, and a green navigation bar with 'Procurement and Contracts'. Below this is a 'Welcome' link and the main title 'Vendor Registration Form'. A central box contains the following error messages:

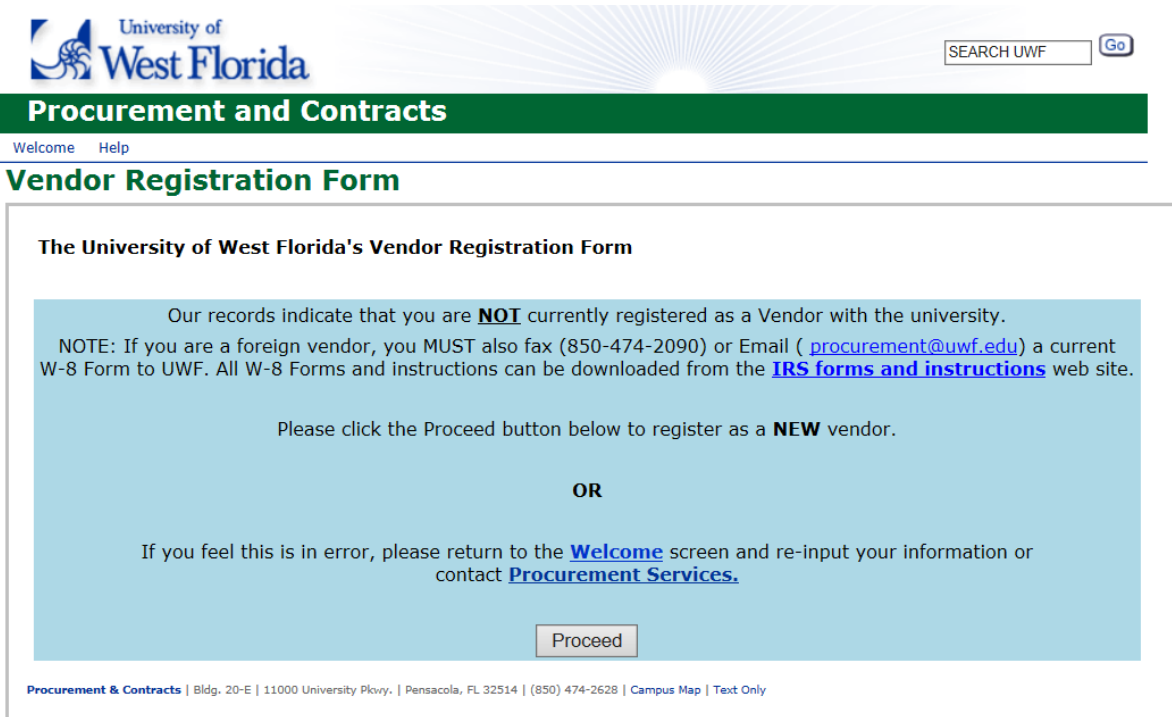
Please correct the following errors and re-submit.

- Phone Area Code is required !
- Phone Number is required !
- Phone Number must be 7 digits !

To the right of this box is a 'Reset Form' link. Below the error messages is a welcome message: 'Welcome to the University of West Florida's (UWF) Online Vendor Registration Form. All vendors doing doing business with UWF are required to complete the vendor registration.'

Once you have corrected the errors and submitted the information, you will receive one of four confirmation messages.

1. **New Vendor** – the information you provided has not been matched to an existing Vendor within our database. Please click the **“PROCEED”** button.



The screenshot shows the same website header as above. The main content area is titled 'The University of West Florida's Vendor Registration Form'. It contains the following text:

Our records indicate that you are **NOT** currently registered as a Vendor with the university.

NOTE: If you are a foreign vendor, you MUST also fax (850-474-2090) or Email (procurement@uwf.edu) a current W-8 Form to UWF. All W-8 Forms and instructions can be downloaded from the [IRS forms and instructions](#) web site.

Please click the Proceed button below to register as a **NEW** vendor.

OR

If you feel this is in error, please return to the [Welcome](#) screen and re-input your information or contact [Procurement Services](#).

At the bottom of the message box is a 'Proceed' button. Below the message box is a footer: 'Procurement & Contracts | Bldg. 20-E | 11000 University Pkwy. | Pensacola, FL 32514 | (850) 474-2628 | Campus Map | Text Only'

2. **New Vendor** – Your ID number has not been matched to an existing Vendor within our database, however your phone number has been matched. At this point you can use your browser's **BACK** button to return and correct your phone number, or you can proceed to the registration form. If you proceed, the phone number you provided will not be carried forward and you will be prompted to supply a new one.

The University of West Florida's Vendor Registration Form

Our records indicate that you are **NOT** currently registered as a Vendor with the university.

We have matched your phone number with an existing VENDOR, however your **SSN** did not match.

Please proceed to register as a **NEW** vendor

OR

If you feel this is in error, please return to the [Welcome](#) screen and **edit** your information or contact [Procurement Services](#).

Proceed

Procurement & Contracts | Bldg. 90 | 11000 University Pkwy. | Pensacola, FL 32514 | (850) 474-2000 | [Campus Map](#) | [Text Only](#)

- Existing Vendor** – your **FEIN/TIN** or **SSN** you provided has been matched to an existing Vendor within our database. At this point you may **PROCEED** to enter information you wish to have updated.



SEARCH UWF [Go](#)

Procurement and Contracts

[Welcome](#) [Help](#)

Vendor Registration Form

The University of West Florida's Vendor Registration Update Form

Our records indicate that you are currently registered as a Vendor with the university.

Please click the Proceed button below to update your information.

Proceed

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- Existing Vendor (Foreign)** – Currently this system does not accept updates to Foreign Vendor's information. Please follow the email link (procurement@uwf.edu) to send any update requests to our Procurement & Contracts department for review and processing.

The University of West Florida's Vendor Registration Update Form

Our records indicate that you are currently registered as a Vendor with the university.

However, you have indicated that you are a Foreign Vendor.

This system only allows for the registration of NEW foreign vendors.
Please email procurement@uwf.edu the information you wish to update.

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If you are a vendor who has not registered with the University of West Florida, you will see the following Vendor Registration Form Parts A & B.


Please provide information in all fields. **Note:** No spaces, dashes or other special characters in "Phone" fields.

If you are using an **FEIN/TIN**, the form will require a **Business Name**. If you are using an **SSN**, the form will require a **First and Last Name**.

If you have provided a valid email address, you will be sent a confirmation email that your information has been accepted and, pending review, will be added to our database. After your information has been processed and added to our database, you will receive another confirmation email.

Reminder: Error messages will be displayed at the top of the form.

PART A.



Procurement and Contracts

[Welcome](#) [Help](#)

Vendor Registration Form

* Denotes a **Required** field. [Reset Form](#)

PART I. General Information

Payee Name OR Business Name (as appears on income tax return)

Last Name First Name MI

For individuals, please provide your social security number (SSN).

Business Name/disregarded entity name, if different from above *

Doing business as, (DBA), if applicable

For businesses, please provide your employer ID number (FEIN/TIN). *

	Mailing Address *	Street Address (if different)	Remit Address (if different)
Street or PO Box	<input type="text"/> *	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	<input type="text"/> *	<input type="text"/>	<input type="text"/>
State	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Zip Code	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Nation	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Phone	Area * <input type="text"/> Phone * <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>
Toll Free Phone	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>		
	(You must enter an email address to receive registration confirmation.)		

I am a (choose one) *

UWF Employee Non-Employee UWF Student Foreign Vendor (Non-US)

Select appropriate federal tax classification *

S Corporation Partnership Individual/Sole Proprietor C Corporation

Trust/Estate Limited Liability Company

If you are a Limited Liability Company, please choose the appropriate tax classification below

C Corporation S Corporation Partnership

PART B.

PART II. Check only one classification that is the most applicable.*

State of Fla Certified Minority Business Enterprise (CMBE)	Non-Certified Minority Business Enterprise (NCMBE)	Federal and Non-Minority Business Enterprise (NMBE)
<input type="radio"/> FL Cert MBE African American (H)	<input type="radio"/> Non-Cert MBE African American (N)	<input type="radio"/> Other (A)
<input type="radio"/> FL Cert MBE Hispanic (I)	<input type="radio"/> Non-Cert MBE Hispanic (O)	<input type="radio"/> Small Bus Florida (B)
<input type="radio"/> FL Cert MBE Asian/Hawaiian (J)	<input type="radio"/> Non-Cert MBE Asian/Hawaiian (P)	<input type="radio"/> Small Bus Fed (C)
<input type="radio"/> FL Cert MBE Native American (K)	<input type="radio"/> Non-Cert MBE Native American (Q)	<input type="radio"/> MBE Federal (D)
<input type="radio"/> FL Cert MBE American Woman (M)	<input type="radio"/> Non-Cert MBE American Woman (R)	<input type="radio"/> FL Cert Disabled Veteran (DV)
<input type="radio"/> Non Profit (CMBE) (V)	<input type="radio"/> Non Profit (Non CMBE) (U)	<input type="radio"/> Govt Agency (E)
		<input type="radio"/> Non Profit Org (F)
		<input type="radio"/> Non-Employee (NE)
		<input type="radio"/> Student (ST)
		<input type="radio"/> Foreign Vendor (XX)

PART III. Certification (FOREIGN VENDORS - Skip this section)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or
3. I am subject to backup withholding because: I have been notified by the Internal Revenue Service that I am currently subject to backup withholding because I have failed to report all interest and dividends on my tax return; and,
4. I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting. If you are claiming exemption from FATCA reporting you must provide UWF a current W-9 Form indicating the applicable FATCA Exemption Codes. The appropriate codes are contained in the instructions to the W-9 Form at <http://www.irs.gov/pub/irs-pdf/iw9.pdf>. W-9 Form can be emailed to UWF at procurement@uwf.edu.
5. I am a U.S. person (including a U.S. resident alien), and,

Certification instructions: You must choose either number 2 or 3 above by clicking in the box next to that number. Number 4 is chosen only if applicable. For real estate transaction, items 2 and 3 do not apply. Exceptions: mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends.

I certify that the above statements are true and accurate. *

Name of Person Certifying. *

If you ARE a Foreign Vendor, please provide the name of the person submitting/certifying the application.


*

Submit

If you are a foreign vendor who has not registered with the University of West Florida, you will see the following Vendor Registration Form Parts A & B.

Please provide information in all fields. **Note:** No spaces, dashes or other special characters in "Phone" fields.

PART A.



Procurement and Contracts

Welcome [Help](#)

Vendor Registration Form

* Denotes a **Required** field. [Reset Form](#)

PART I. General Information

You have been assigned a temporary IDENTIFICATION NUMBER. If you provide an SSN or FEIN/TIN, it will replace the temporary ID. You must also provide either a First Name and Last Name or a Business Name.

Payee Name OR Business Name (as appears on income tax return)

Last Name First Name MI

For individuals, please provide your social security number (SSN).

Business Name/disregarded entity name, if different from above

Doing business as, (DBA), if applicable

For businesses, please provide your employer ID number (FEIN/TIN).

	Mailing Address *	Street Address (if different)	Remit Address (if different)
Street or PO Box	<input type="text"/> *	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	<input type="text"/> *	<input type="text"/>	<input type="text"/>
State	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Zip Code	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Nation	<input type="text"/> *	<input type="text"/>	<input type="text"/>
Phone	Area * <input type="text"/> Phone * <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>
Toll Free Phone	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>		
	(You must enter an email address to receive registration confirmation.)		

I am a (choose one) *

Foreign Vendor (Non-US)

PART B.

PART II. Check only one classification that is the most applicable.*

Federal and Non-Minority Business Enterprise (NMBE)

Foreign Vendor (XX)

PART III. Certification (FOREIGN VENDORS - Skip this section)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or
3. I am subject to backup withholding because: I have been notified by the Internal Revenue Service that I am currently subject to backup withholding because I have failed to report all interest and dividends on my tax return; and,
4. I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting. If you are claiming exemption from FATCA reporting you must provide UWF a current W-9 Form indicating the applicable FATCA Exemption Codes. The appropriate codes are contained in the instructions to the W-9 Form at <http://www.irs.gov/pub/irs-pdf/iw9.pdf>. W-9 Form can be emailed to UWF at procurement@uwf.edu.
5. I am a U.S. person (including a U.S. resident alien), and,

Certification instructions: You must choose either number 2 or 3 above by clicking in the box next to that number. Number 4 is chosen only if applicable. For real estate transaction, items 2 and 3 do not apply. Exceptions: mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends.

I certify that the above statements are true and accurate.*

Name of Person Certifying.*

If you ARE a Foreign Vendor, please provide the name of the person submitting/certifying the application.

*

Submit

If you are a vendor who is already registered with the University of West Florida, you will see the following Vendor Registration **Update** Form Parts A & B.

Please provide information in all fields.

If you are using an **FEIN/TIN**, the form will require a **Business Name**. If you are using an **SSN**, the form will require **First and Last Name**.

If you have provided a valid email address, you will be sent a confirmation email that your new information has been accepted and, pending review, will be updated in our database.

Reminder: Error messages will be displayed at the top of the form.

PART A.



SEARCH UWF

Procurement and Contracts

Welcome [Help](#)

Vendor Registration Update Form

***** Please populate **ONLY** the fields you want to update

[Reset Form](#)

PART I. General Information

Payee Name OR Business Name (as appears on income tax return)

Last Name First Name MI

Business Name

Doing business as, (DBA), if applicable

For businesses, please provide your employer ID number (FEIN/TIN). **770503060**

(To change your FEIN/TIN, you must go [HERE](#) and register as a new vendor using the new FEIN/TIN.)

	Mailing Address	Street Address (if different)	Remit Address (if different)
Street or PO Box	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
City	<input type="text"/>	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>	Area <input type="text"/> Phone <input type="text"/> Ext. <input type="text"/>
Toll Free Phone	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Fax	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text" value="cperez@uwf.edu"/>		

I am a (choose one) *

- UWF Employee Non-Employee UWF Student Foreign Vendor (Non-US)

Select appropriate federal tax classification *

- S Corporation Partnership Individual/Sole Proprietor C Corporation
 Trust/Estate Limited Liability Company

If you are a **Limited Liability Company**, please choose the appropriate tax classification below

- C Corporation S Corporation Partnership

PART B.

PART II. Check only one classification that is the most applicable.

State of Fla Certified Minority Business Enterprise (CMBE)	Non-Certified Minority Business Enterprise (NCMBE)	Federal and Non-Minority Business Enterprise (NMBE)
<input type="radio"/> FL Cert MBE African American (H)	<input type="radio"/> Non-Cert MBE African American (N)	<input type="radio"/> Other (A)
<input type="radio"/> FL Cert MBE Hispanic (I)	<input type="radio"/> Non-Cert MBE Hispanic (O)	<input type="radio"/> Small Bus Florida (B)
<input type="radio"/> FL Cert MBE Asian/Hawaiian (J)	<input type="radio"/> Non-Cert MBE Asian/Hawaiian (P)	<input type="radio"/> Small Bus Fed (C)
<input type="radio"/> FL Cert MBE Native American (K)	<input type="radio"/> Non-Cert MBE Native American (Q)	<input type="radio"/> MBE Federal (D)
<input type="radio"/> FL Cert MBE American Woman (M)	<input type="radio"/> Non-Cert MBE American Woman (R)	<input type="radio"/> FL Cert Disabled Veteran (DV)
<input type="radio"/> Non Profit (CMBE) (V)	<input type="radio"/> Non Profit (Non CMBE) (U)	<input type="radio"/> Govt Agency (E)
		<input type="radio"/> Non Profit Org (F)
		<input type="radio"/> Non-Employee (NE)
		<input type="radio"/> Student (ST)
		<input type="radio"/> Foreign Vendor (XX)

PART III. Certification (FOREIGN VENDORS - Skip this section)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or
3. I am subject to backup withholding because: I have been notified by the Internal Revenue Service that I am currently subject to backup withholding because I have failed to report all interest and dividends on my tax return; and,
4. I am exempt from FATCA (Foreign Account Tax Compliance Act) reporting. If you are claiming exemption from FATCA reporting you must provide UWF a current W-9 Form indicating the applicable FATCA Exemption Codes. The appropriate codes are contained in the instructions to the W-9 Form at <http://www.irs.gov/pub/irs-pdf/iw9.pdf>. W-9 Form can be emailed to UWF at procurement@uwf.edu.
5. I am a U.S. person (including a U.S. resident alien), and,

I certify that the above statements are true and accurate.

Name of Person Certifying.

If NOT a Foreign Vendor, please provide the name of the person submitting the update.

*

Submit

Upon acceptance of your Vendor Registration Form or Vendor Registration Update Form, you will see Part 2.

Although this information is not required to complete the registration process, it is very important that you select **all** the applicable Commodity or Service Codes in order to appropriately identify the services and/or commodities your company provides. A vendor must be registered with assigned commodity codes to be considered as a viable recipient for future quote and solicitation notices. Ensure that you enter a permanent email address for your company in order to receive future quote and solicitation notices.

If you do not see the commodity or service that applies, please email procurement@uwf.edu to have particular commodity/service codes added to your vendor information in our database. Please include in your email your complete business name and Tax ID Number (FEI/TIN)

Vendor Registration Form (Part 2)

Please select all that apply


<input type="checkbox"/> AC-Heating-Ventilating - Equip-Parts-Access	<input type="checkbox"/> Abrasive Supplies
<input type="checkbox"/> Abrasives	<input type="checkbox"/> Accelerator-Graphics Math Co-Proc
<input type="checkbox"/> Accessories for Animals Birds Marine Life (Live)	<input type="checkbox"/> Accounting - Auditing Consulting Svcs
<input type="checkbox"/> Accreditation Fees	<input type="checkbox"/> Acoustical Tile Insulating Materials & Supplies
<input type="checkbox"/> Addressing Copying Mimeograph Supplies	<input type="checkbox"/> Advertising (Notice of Bid Solicitation)
<input type="checkbox"/> Advertising - Employment Job Opp	<input type="checkbox"/> Advertising - Internet
<input type="checkbox"/> Advertising - Legal	<input type="checkbox"/> Advertising - Newspaper/Publications
<input type="checkbox"/> Advertising - Radio/Television	<input type="checkbox"/> Advertising Outdoor Billboard
<input type="checkbox"/> Aerial Photography Services	<input type="checkbox"/> Aerial Surveys
<input type="checkbox"/> Air Compressor Accessories	<input type="checkbox"/> Air Compressor Parts
<input type="checkbox"/> Air Compressors and Accessories	<input type="checkbox"/> Air Conditioning-Heating Equip Parts

<input type="checkbox"/> Vehicle - Vessel Registration Svcs	<input type="checkbox"/> Vehicles and Related Transportation Equip
<input type="checkbox"/> Venetian Blinds - Awnings - Shades	<input type="checkbox"/> Vessel-Boat Chartering Services
<input type="checkbox"/> Video Cassettes - CD's - Tapes (Prerecorded Only)	<input type="checkbox"/> Wastewater Treatmnt Plant (Ops-Testng-Maint)
<input type="checkbox"/> Water - Wastewater Treating Chemicals	<input type="checkbox"/> Water Production Testing-Monitoring Services
<input type="checkbox"/> Water Sply-Grnd Water-Sewage Treatment	<input type="checkbox"/> Water Supply Equip Maintenance and Repair
<input type="checkbox"/> Water Testing Kits	<input type="checkbox"/> Water Treatmnt Chemicals
<input type="checkbox"/> Welding Equipment and Supplies	<input type="checkbox"/> Welding Services
<input type="checkbox"/> Windows - Aluminum	<input type="checkbox"/> Windows - Steel
<input type="checkbox"/> Windows - Vinyl	<input type="checkbox"/> Windows - Wooden
<input type="checkbox"/> Wipes for Safety Equip	<input type="checkbox"/> Wood Services
<input type="checkbox"/> Work Clothes	

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ON-SCREEN NOTIFICATIONS:

Existing vendors submitting updated information will see the confirmation notice below when your updated information has been accepted for review.



SEARCH UWF

Procurement and Contracts

Welcome Help

Vendor Registration (Update) Confirmation


Your UPDATED information has been submitted for processing. Thank you!

If you selected #4 under "Part III Certification," you MUST also submit a completed current W-9 Form (Rev. August 2013). Updated W-9 can be emailed to procurement@uwf.edu

CONTACT US

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New Vendors will see the confirmation notice below when your information has been accepted for review.



SEARCH UWF

Procurement and Contracts

Welcome Help

Vendor Registration Confirmation

YOUR INFORMATION HAS BEEN SUBMITTED FOR PROCESSING.THANK YOU.

You will receive a confirmation email when the registration is processed.

If you selected #4 under "Part III Certification," you MUST also submit a completed current W-9 Form. Updated W-9 can be emailed to procurement@uwf.edu

FOR FOREIGN VENDORS: All foreign vendors MUST submit the appropriate W-8 form in addition to completing the on-line Vendor Registratin Form. Visit the **IRS forms and instructions** (W-8 Forms) web site.

Download both the applicable W-8 Form and Instructions. Send the completed and signed W-8 to The University of West Florida, Procurement and Contracts, 11000 University Pkwy., Bldg. 20-E, Pensacola FL 32514. You can also fax (850-474-2090) or email procurement@uwf.edu the completed W-8 Form.

CONTACT US

Procurement & Contracts | Bldg. 20-E | 11000 University Pkwy. | Pensacola, FL 32514 | (850) 474-2628 | [Campus Map](#) | [Text Only](#)

EMAIL NOTIFICATIONS:

For existing Vendors submitting updated information, if you have provided a valid email address, you will receive the following email shortly after you have completed the update process.



UPDATE VENDOR INFORMATION - SUBMISSION NOTIFICATION

1024 Management

Congratulations! You have successfully submitted your update information to the University of West Florida vendor database. Procurement & Contract Services will review your information. You will only be contacted in the event of a problem. Thank you for using this service. All suggestions for improving our services will be appreciated and can be sent via email to procurement@uwf.edu, please include a contact name and telephone number.

Thank you again.

For New Vendors, if you have provided a valid email address, you will receive the following email shortly after you have completed the registration process.



NEW VENDOR REGISTRATION - SUBMISSION NOTIFICATION

1955 LLC

Congratulations! You have successfully completed the University of West Florida online vendor registration process. Procurement & Contracts will review and process your information. In the event of a problem, you will be contacted. If you have provided an email address, you will be notified when the registration process has been finalized.

NOTE: If you are a foreign vendor, this registration is temporary until UWF receives a W-8 Form from you. In order to complete the registration and ensure your continued business and payment, you MUST fax ([850-474-2090](tel:850-474-2090)) or email (procurement@uwf.edu) a current applicable W-8 Form to UWF. All W-8 Forms and Instructions can be downloaded from the [IRS forms and instructions](#) (W-8 Forms) web page.

Thank you for using this service
Procurement and Contracts
Phone: [850-474-2630](tel:850-474-2630) or [850-474-2627](tel:850-474-2627)
Fax: [850-474-2090](tel:850-474-2090)

For New Vendors, once UWF has reviewed your input and added you to our database, you will receive the following confirmation email notification.



NEW VENDOR REGISTRATION - FINAL NOTIFICATION

This is your confirmation that your vendor registration with the University of West Florida has been finalized.

IMPORTANT NOTE: If you are a foreign vendor, your registration is **not** finalized until you fax ([850-474-2090](tel:850-474-2090)) or email (procurement@uwf.edu) a current applicable W-8 Form to UWF. If you fail to provide UWF a W-8 Form, your registration will be terminated 30 days from the date of your initial data entry. All W-8 Forms and Instructions can be downloaded from the [IRS forms and instructions](#) (W-8 Forms) web site.

Thank you for using this service
Procurement and Contracts
Phone: [850-474-2630](tel:850-474-2630) or [850-474-2627](tel:850-474-2627)
Fax: [850-474-2090](tel:850-474-2090)