

## For the Department:

If the vendor entered on the Proposal Information page of the DSS, does not display a vendor ID#, check the UU vendor system to see if we already have a W9 for this vendor.  
(<https://finance.apps.utah.edu/uofu/fin/vendorOrvoucherSearch/vendor>)

if YES

if NO

Forward the vendor ID information to  
Randi Ruff at  
[subcontracts@purchasing.utah.edu](mailto:subcontracts@purchasing.utah.edu)  
with a cc to Ilia Casanova  
([ilia.casanova@osp.utah.edu](mailto:ilia.casanova@osp.utah.edu))

In the subject line put:  
"OSP Subcontract DSS# 100XXXXX-  
'Name of Vendor'".

The department should email their  
contacts at the vendor/subawardee and  
ask for a copy of their W9 (or W8 for a  
foreign vendor). When the W9 is returned to  
the department they need to forward it to  
Randi Ruff at  
[subcontracts@purchasing.utah.edu](mailto:subcontracts@purchasing.utah.edu)

In the subject line put:  
"OSP Subcontract DSS# 100XXXXX-  
'Name of Vendor'".

Randi will add the vendor to the RSR  
research vendor list. She will reply to the  
department when the vendor has been  
added with a cc to Ilia Casanova  
([ilia.casanova@osp.utah.edu](mailto:ilia.casanova@osp.utah.edu))

Ilia will update the vendor in eProposal.

Randi will add the new vendor to the  
UU Vendor list. She will reply to the  
department when the vendor has  
been added and will cc: Ilia Casanova  
([ilia.casanova@osp.utah.edu](mailto:ilia.casanova@osp.utah.edu))

Ilia will update the vendor in eProposal