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

Forward the vendor ID information to Randi Ruff at
subcontracts@purchasing.utah.edu
with a cc to Tara Mleynek (tara.mleynek@osp.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 Tara Mleynek (tara.mleynek@osp.utah.edu)

Tara will update the vendor in eProposal.

if NO

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

In the subject line put:
“OSP Subcontract DSS# 100XXXXX- ‘Name of Vendor’”.

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: Tara Mleynek (tara.mleynek@osp.utah.edu)

Tara will update the vendor in eProposal.