V E N D O R S E T- U P R E M I N D E R S

 **W-9 is Required:**

* New US Companies and individuals who are US Citizens or Permanent Residents
* Reactivating an inactive vendor
* Do not submit the W-9 form until your approver has approved the request

**W-9 is Not Required:**

* Reactivating an inactive site within an active vendor
* For Registered Harvard Students (US Citizens only) (Use new vendor type ‘Harvard Registered Student’ for active Harvard students enrolled at least half-time in a degree program) Include HUID in notes field

**Foreign National Individuals and Requirements**

* When adding new individual vendors who are not US Citizens/Non-US residents (including non-US Harvard Students) The Glacier email has now taken the place of the FNIF
* When reactivating or requesting a new site for a non-US vendor/individual, please include the email address of the individual in the notes field.

**ADDRESS STANDARDS**

* Postal Lookup within the request form to look up 4-digit zip code extension
* Address Standards link within the request form to enter address in proper order
* When requesting new site for tax reporting or permanent legal address, remember to check the box which appears below the address you are requesting on the vendor request form
* Do not use punctuation in name or address except for: period, hyphen (-) or backslash (/)

**REMINDERS**

* You can check the status of a request by viewing your list of notifications....it will tell you where in the process a request is. When you see the status of "IN PROCESS" you can generally assume we are waiting for the required documents, whether a W-9 or the Glacier paperwork, unless we have contacted you for something more specific.