v } v [š I v } Á Á Z }? ž }he v } š] (Ç answer is yes to either question, there is a new and improved procedure to help facilitate the setup and update process.

As the requesting department, you can enter the required information yourself or simply direct the Vendor or Payee to complete the respective form. Once setup has been completed, you will be notified by email so the requisition and or form can be submitted and approved.

<u>Benefits</u>:
- x Vendors and Payees can now submit information directly to include W-9, Social Security Number (SSN) and Date of Birth (DOB) submission.
- x Setup/update requests are removed from the Requisition and Payment Request process. This will improve turnaround times and improve Requisition to PO cycle times.

<u>Detailed Process</u>:
1. Form Submission by Requester, Vendor or Payee t if the Vendor or Payee submits the form, be sure to provide them your email and department (required for submission)
   - x <u>Vendor Setup Form</u> (External Vendors)
   - x <u>CSU Payee Setup Form</u> (Student, Faculty or Staff only)
   - x