



**MOREHOUSE**

## New Vendor Onboarding

What is a vendor? A vendor is a person or entity that provides a product or service.

(Note: vendors are not students/employees please see below for students and employees)

- A. The vendor may not, under any circumstance, perform any services or provide any goods before they have been approved through this vendor setup process.
- B. New vendor requests must include a proposal or quote from the vendor.

When is a new vendor packet required?

In order for Morehouse College to provide a purchase order and pay for goods or services, a vendor must be registered in Morehouse procurement system.

What is a Vendor Application Package?

A vendor application is a formal request from a business entity or individual to become a provider of goods/services to Morehouse College.

Required Documents:

- Signed IRS Regulation Form
  - [W-9 \(US entity\)](#)
  - [W-8BEN \(foreign individual\)](#)
  - [W-8BEN-E \(Foreign Entity\)](#)
- [Morehouse Vendor Registration Form](#)
- [Morehouse ACH Payment Form](#)

Vendor applications can be obtained by emailing [procurement.support@morehouse.edu](mailto:procurement.support@morehouse.edu).

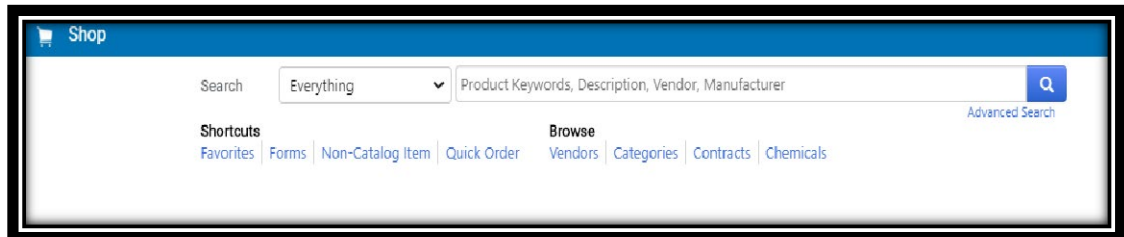
How to complete and submit vendor forms.

- C. A vendor application should be submitted when the goods or services needed cannot be provided by the business entities and individuals that currently doing business with Morehouse College.

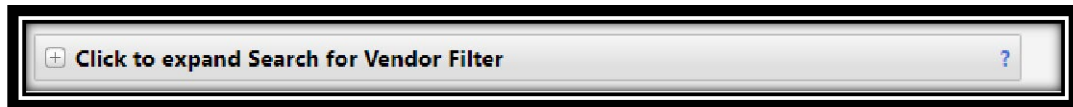
- D. Employees seeking to create new vendor relationships must send the application packet to the company/individual for whom they want to procure goods and /or services. The applicant must send the completed forms back to the original requestor and/or their associated campus department. It is the responsibility of the contact employee to make sure that all required information has been provided and that all pages are signed before submitting the application packet through TigerExpress.
- E. All the documents within the vendor application package must be returned in their entirety. An authorized business contact must fully complete all of the application's required data fields and signature lines. The application will be immediately rejected, if authorizing signatures are not present. The ACH form on the last page of the vendor application must be completely filled out. The ACH form is required of all vendors if they want to do business with Morehouse College.

Determining whether there is a business entity/individual currently in the Morehouse database that is can supply the goods or services needed.

- A. Check the provider categories under the punch-out menu on the Shopping Dashboard
- B. Search for the vendor by name through the Vendor Search
  - On the Shopping Dashboard click on Vendors



- Click to expand Search for Vendor Filter



- In the search box next to Vendor type in the vendor's name and click on the Search button

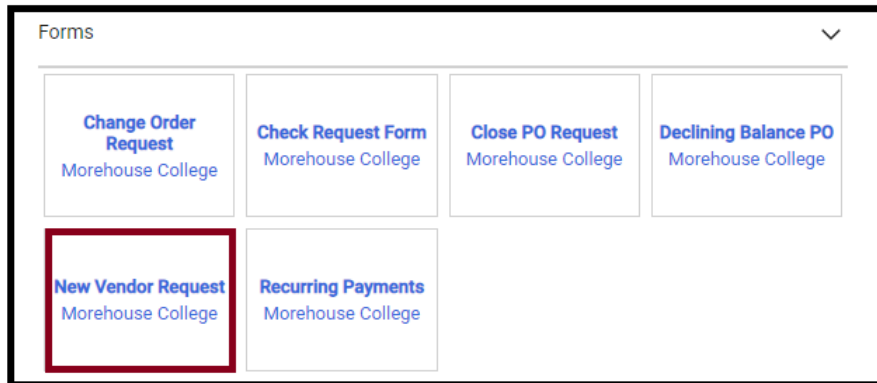


The Procurement and Contract Management Office encourages the campus to contact existing vendors about their need for a particular good or service before requesting the setup of a new vendor.

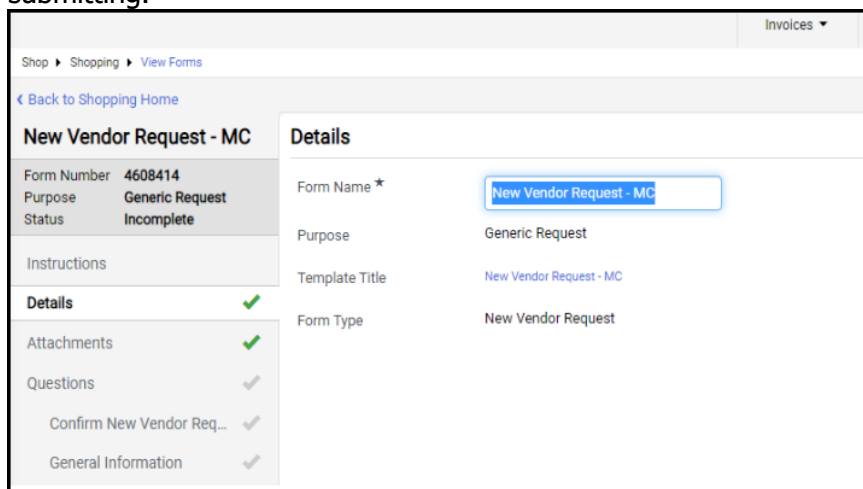
- C. Contact procurement staff for assistance in finding a vendor in the system that may provide the goods or services needed.

### Submitting a Vendor Application

- A. Go to TigerExpress and scroll down to the Forms section on the Shopping Dashboard.
- B. Click on New Vendor Request Form.



- C. After reading the instruction page click on Next in the bottom right of the form.
- D. On the Detail Page change the Form Name to the name of the Vendor you are submitting.



[Back to Shopping Home](#)

### New Vendor Request - MC

|             |                 |
|-------------|-----------------|
| Form Number | 4608414         |
| Purpose     | Generic Request |
| Status      | Incomplete      |

Instructions

**Details** ✓

Attachments ✓

Questions ✓

Confirm New Vendor Req... ✓

General Information ✓

Review and Submit

### Details

|                |                         |
|----------------|-------------------------|
| Form Name *    | ABC Company, Inc.       |
| Purpose        | Generic Request         |
| Template Title | New Vendor Request - MC |
| Form Type      | New Vendor Request      |

E. Answer the questions and upload the vendor application.

*Note: Submitting a vendor application does not guarantee that a vendor will be added to the system. All vendors must go through a background check. Morehouse College payment terms are NET 30.*

We hope that you find this information helpful. If you require additional information, please contact the Procurement and Contract Management Office at [procurement.support@morehouse.edu](mailto:procurement.support@morehouse.edu).

### Submitting Student and Employee Payment Details

- A. All Morehouse enrolled students must fill out a W9 and the AUTOMATIC DEPOSIT (ACH) REQUEST FORM – Student/Employee. All students who are participating in a Morehouse sponsored program and are not students of Morehouse or former Morehouse students must fill out the entire vendor application packet.
- B. Employees only need to fill out the AUTOMATIC DEPOSIT (ACH) REQUEST FORM- Student/Employee for reimbursement.

### **Change to an Existing Vendor Profile**

Upload the change request (name, address, contact information, or addition of a new remittance or location address) to TigerExpress with the following documentation:

- Change of vendor's name, address, or Tax ID Number: New Vendor Application Packet is required.
- Change of vendor's contact person's name, email, phone number or email address: include details on changes in the email to [procurement.support@morehouse.edu](mailto:procurement.support@morehouse.edu) . Usually, nothing further will be required but any exceptions will be communicated to you.
- Addition of new address: A copy of an invoice or other communication from the vendor stating address is required. Due to heightened payment fraud attempts across the country, a verbal verification of the new address will be preformed which may cause a delay until the vendor can be reached.

### **Reactivating an Inactive Vendor**

Reactivation of inactive vendors will be treated as brand new vendor requests.