



Supplier Information Form (2 pages)

FORM PURPOSE

What is the purpose of filling out this form:

- New Supplier Setup or New Individual Setup
- Update Existing Information

Check any that apply:

- Supplier is a foreign individual or entity performing work for CWRU in the USA.
- Supplier is a foreign individual or entity perform work for CWRU outside of the USA

SUPPLIER INFORMATION

NAME(as registered with the IRS)

TRADE NAME/DBA

PRIMARYHEADQUARTER&DDRESS

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CWRUREQUESTER INFORMATION			
3	CWRU CONTACT NAME	CWRUDEPARTMENT	CWRUEMAIL
SUPPLIER SIGNATURE REQUIRED			

The CWRU Conflicts of Interest Policy can be found [here](#). Does anyone in the requisitioning CWRU department (fBT /TT1

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## Invoicing Instructions

- x Invoice Submission: Send invoices to [invoices-pds@case.edu](mailto:invoices-pds@case.edu) in PDF format. Only include 1 (one) invoice per email.
- x Payment Status Questions: Send questions to [acctpay@case.edu](mailto:acctpay@case.edu)
- x Common Invoice Rejection/Processing Delay Causes :
  - o No PO

**ACH Enrollment Form**  
Electronic Funds Transfer Authorization

FORM PURPOSE (check one)	New Supplier Add	Update Existing Supplier Information
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**PAYEE/COMPANY INFORMATION**

1	NAME
	ADDRESS
	CITY, STATE, and ZIP+4 CODE
	A/R CONTACT NAME

BUSINESS EMAIL ADDRESS (for payment notification)