

## Vendor Setup and Update

A permanent vendor setup is required before a purchase order or payment can be issued **except** in the following situation:

- Employee/student reimbursements

Vendors that are not found in Cardinal Financial system must be added through the Vendor Application Form procedures outlined below.

- It is the responsibility of campus units to look-up vendor identification numbers in Cardinal Financials.
- If you do not have access to Cardinal Financials, please ask the Manager of your Department to contact [Technology Services Department](#) to request access to Cardinal Financials.

The [Vendor Application Form](#) is used to request information from vendors that needs to be established in Cardinal Financials and for updating information, such as address corrections, on existing vendor profiles.

### Instructions for Form Completion:

Please direct the vendor to [Finance Department's Forms](#) website. Domestic and Foreign Vendor Forms can be found under Travel and Other Expense Forms.

1. The vendor must complete the form and [email](#) the form to Accounts Payable Office. The department should not complete the information for the vendors.
2. Foreign vendors providing services within US (including recipients of Royalties from US) must also complete and attach the appropriate [W-8 form](#) or [Form 8233](#).

The University will not disclose the vendor's TIN without the vendor's consent to anyone outside the University except as mandated by law.

Questions regarding this process may be emailed to: [CUA-AccountsPayable@cua.edu](mailto:CUA-AccountsPayable@cua.edu)

## Processing

University Payables will perform the following functions before processing the form:

- Ensure the form is complete and signed
- Validate the tax identification number with the IRS database
- Ensure the vendor is not listed on any excluded parties lists
- Perform other actions deemed appropriate with the University policy

Once validated, the information will be entered into the University's system and a vendor number will be assigned.

## How to Report an Invalid Vendor Address

If you receive notice of an invalid or new vendor address, please contact [Accounts Payables](#). Include any additional documentation (vendor correspondence, invoice, etc.) and vendor contact information (name, phone, email, etc.) that you may have received from the vendor. Accounts Payables will confirm address changes with the vendor.

**Note:** Accounts Payables only handles updates to **vendor addresses**. If you need to report invalid or undeliverable addresses for students, employees, account receivable entities, or grant agencies, please contact the appropriate Departments.