

**University of Maine System NEW  
Supplier Request THIS FORM  
SHOULD BE COMPLETED BY THE  
SUPPLIER. This information need  
only be completed once. If you have  
submitted this information in the past  
DO NOT submit it again.**

FOR UNIVERSITY STAFF:  
CREATING THE SUPPLIER RECORD OR MAKING PAYMENTS TO THE  
SUPPLIER MAY BE DELAYED IF INFORMATION IS INCOMPLETE OR  
MISSING. COPY THE LINK BELOW AND SEND IT TO THE SUPPLIER  
REQUESTING THEY SUBMIT THE INFORMATION.

[WWW.MAINE.EDU/UMSVENDOR](http://WWW.MAINE.EDU/UMSVENDOR)

FOR THE SUPPLIER:  
Welcome to the University of Maine System (UMS) Supplier Information  
website. The information provided here will be used to create a  
supplier record in the UMS E-Procurement and Accounts Payable  
System.

For more information on doing business with the University of Maine  
System please visit our website: [http://www.maine.edu/about-the-  
system/system-office/strategic-procurement-2/](http://www.maine.edu/about-the-system/system-office/strategic-procurement-2/)

\* Required

**Need help completing this form?**

NOTICE: THIS FORM SHOULD ONLY BE USED TO REQUEST NEW  
SUPPLIERS. UPDATES TO EXISTING SUPPLIER RECORDS SHOULD BE  
SENT VIA EMAIL TO [adam.corrigan@maine.edu](mailto:adam.corrigan@maine.edu) OR FAXED TO (207)  
581-2698.

Please direct questions to the UMS Supplier Database Team by  
emailing [umsvendor@maine.edu](mailto:umsvendor@maine.edu) or by calling (207) 581-2674.  
Supporting documentation may also be faxed to (207) 581-2698.

**Please do not abbreviate company Legal Name or DBA**

If available, please enter NAICS Code at the end of this document

Company Legal Name / Your Name if an Individual \*

Your answer \_\_\_\_\_



**Legal name as you want in  
to appear on the check.**

~~DBA (Doing Business As)  
If different than Legal Name~~

~~Your answer \_\_\_\_\_~~

Name to appear on payments.

If company legal and dba names are different, dba name will appear on  
payments unless specified otherwise.

Your answer \_\_\_\_\_

Independent Contractor (READ FIRST then Check if applicable)  
Independent Contractor means an individual (as opposed to a  
company) providing services (as opposed to selling goods) to UMS.

Yes

Purchase Orders must be sent to a valid company address.

Address Line 1 \*

Your answer

Address Line 2

Your answer

Address Line 3

Your answer

City \*

Your answer

State or Province \*  
Abbreviation Requested

Your answer

Zip Code \*

Your answer

Country - ATTENTION - IRS FORM REQUIREMENTS BELOW - PLEASE READ \*

Abbreviation Requested

Your answer **USA**

Preferred Purchase Order Dispatch Method. For Email or Fax make sure to provide the Email Address or Fax Number. \*

How would the company like to receive Purchase Orders from UMS? (\* ) PRINT DOES NOT AUTOMATICALLY SEND THE PURCHASE ORDER TO THE SUPPLIER (REQUIRES THE END USER TO MANUALLY SEND THE PURCHASE ORDER), THUS POTENTIALLY CAUSING DELAYS .

Choose ▾

**Choose EMAIL**

Order Department Telephone

eg., XXX-XXX-XXXX

Your answer

Order Department Fax

eg., XXX-XX-XXXX

Your answer

Order Department Email

eg., [orderdept@company.com](mailto:orderdept@company.com)

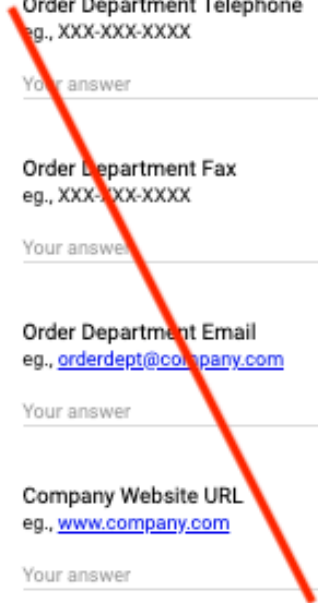

Your answer

Company Website URL

eg., [www.company.com](http://www.company.com)

Your answer

**REMIT Address: is the address you want your check to physically be mailed to**



## Payment Address

When making payments to suppliers we must have a Remittance Address in our system that matches the Remittance Address on the supplier's invoice.

If Payment Address is the same as above, check the box below and skip to Discount/Payment Terms section.

Payment Address is the same as address above

### Payment Address Line 1

If different from Ordering Address:

Your answer \_\_\_\_\_

### Payment Address Line 2

Your answer \_\_\_\_\_

### Payment Address Line 3

Your answer \_\_\_\_\_

### City

Your answer \_\_\_\_\_

### State or Province Abbreviation Requested

Your answer \_\_\_\_\_

### Zip Code

Your answer \_\_\_\_\_

### Country Abbreviation Requested

Your answer \_\_\_\_\_

### Accounts Receivable Telephone eg., XXX-XXX-XXXX

Your answer \_\_\_\_\_

### Accounts Receivable Fax eg., XXX-XXX-XXXX

Your answer \_\_\_\_\_

### Accounts Receivable Email eg., [acctsrec@company.com](mailto:acctsrec@company.com)

Your answer \_\_\_\_\_

### Discount Payment Term, if applicable

The University's standard Payment Term is NET30, unless Discount Payment Terms are offered.

Your answer \_\_\_\_\_

## IRS FORM REQUIREMENTS (Important Instructions Below)

For U.S. Suppliers: A current W-9 form is required (link to IRS W-9 Form below) - W-9 Forms must be either mailed to: Univ of Maine System, Office of Strategic Procurement, 5761 Keyo Building, Orono, ME 04469-5761 faxed to: (207) 581-2698 or emailed to: [umsvendor@maine.edu](mailto:umsvendor@maine.edu) (fax or email preferred). NOTE: Sending forms to any other address or location may delay this request.

For Non-Resident Alien Service Providers: A current W-8BEN form is required from individuals. Form W-8BEN-E is required from entities. Generally, withholding is required for services performed in the United States. If individual Non-Resident Alien Service Providers qualify for treaty benefits a current Form 8233, including a US Taxpayer Identifying Number, is required. Links to all IRS Forms are below. Please read the instructions carefully. NOTE: These forms must be submitted to the UMS Campus Department who is contracting/doing business with the supplier. The UMS Department must forward copies of Forms W-8BEN and Form 8233 to the UMS Office of Strategic Procurement, 5761 Keyo Building, Orono, ME 04469-5761 faxed to: (207) 581-2698 or emailed to: [umsvendor@maine.edu](mailto:umsvendor@maine.edu) (fax or email preferred). NOTE: Sending forms to any other address or location may delay this request.

## IRS Forms with Instructions

### FORM W-9 AND INSTRUCTIONS

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

<http://www.irs.gov/pub/irs-pdf/iw9.pdf>

### FORMS W-8BEN / W-8BEN-E AND INSTRUCTIONS

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> (for individuals)

<http://www.irs.gov/pub/irs-pdf/fw8bene.pdf> (for businesses)

<http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

<http://www.irs.gov/pub/irs-pdf/iw8bene.pdf>

### FORM 8233 AND INSTRUCTIONS

<http://www.irs.gov/pub/irs-pdf/f8233.pdf>

<http://www.irs.gov/pub/irs-pdf/i8233.pdf>

## IRS FORM STATUS (Required)

Select appropriate box,  
either you already sent w9  
or you will do so shortly

In order to expedite this request we must know the status of the IRS Form(s). Has the appropriate form(s) been submitted to UMS? \*

- Yes, the appropriate form(s) has been submitted
- No, however the appropriate form(s) has been requested and is forthcoming
- No, the appropriate form(s) has not been requested. NOTE: In this case, please understand that your request will be delayed .

## Information about the Submitter of this Form

IN ORDER TO EXPEDITE THIS SUPPLIER REQUEST THE INDIVIDUAL LISTED BELOW MAY BE CONTACTED DIRECTLY.

WE PREFER THIS FORM BE SUBMITTED BY THE VENDOR RATHER THAN UMS EMPLOYEES

Complete \* Sections  
(Contact/Name/Tele #/ Email)

### Contact \*

- Employee of UMS
- Not an Employee of UMS

### Submitter Name \*

Your answer \_\_\_\_\_

### University Department, if applicable

Your answer \_\_\_\_\_

### Submitter Telephone \*

eg., XXX-XXX-XXXX

Your answer \_\_\_\_\_

### Submitter Email \*

[company@business.com](mailto:company@business.com)

Your answer \_\_\_\_\_

Thank you! Your supplier request will be input as soon as possible!

Please feel free to leave a note, if applicable:

Your answer \_\_\_\_\_

**Minority Business Classification Status, if applicable. Check all that apply.**

Full descriptions of these classifications can be found at [http://www.maine.edu/pdf/Vendor\\_Classifications.pdf](http://www.maine.edu/pdf/Vendor_Classifications.pdf)

- Disadvantaged Business Enterprise (DBE)
- Disadvantaged Veteran Enterprise (DVE)
- HUBZone Certified
- Minority Business Enterprise (MBE)
- Small Disadvantaged Business (SDB)
- Women Business Enterprise (WBE)
- Veteran Business Enterprise (VBE)
- Disabled Owned
- Disabled Veteran Business Enterprise (DVBE)
- Historically Black Colleges/Universities & Minority Institutions (HBCU/MI)
- Minority-Owned
- Service Disabled Veteran Owned Small Business (SDV OSB)
- Women-Owned
- Veteran Owned
- Vietnam Veteran
- Other:

**NAICS Code if known.**

**No need to complete this section unless you want to do so.**

Your answer

**Please note: In submitting this form you acknowledge that you have read the University of Maine System's Purchase Order Terms & Conditions at [http://www2.maine.edu/system/stratProcure/po\\_terms.php](http://www2.maine.edu/system/stratProcure/po_terms.php)**

Further information about doing business with the University of Maine System can be found at [http://www2.maine.edu/system/stratProcure/strategic\\_procurement\\_v\\_end\\_guide.php](http://www2.maine.edu/system/stratProcure/strategic_procurement_v_end_guide.php)

**SUBMIT**



Never submit passwords through Google Forms.