New Supplier Setup Process

Do you want a new supplier set up?

- Yes
  - Send UCB Substitute W9 & Supplier Information Form to the supplier to be completed and signed
  - The Supplier can submit the form to Vendoring as long as Section 2 for UCB contact is completed

- No
  - The form must always have a TIN and be signed by supplier
  - Section 2 UCB contact is preferred
  - Supplier update requests only need to complete the part of the UCB Substitute W9 & Supplier Information Form that needs to be changed
  - For Supplier updates follow the same process as a new supplier set up

Complete and sign UCB Substitute W9 & Supplier Information Form

Fax the completed form to Vendoring (510) 664-7209

Vendoring

- Send notification email to department contact when the supplier setup is complete
- Email to include Supplier ID# for new suppliers

- Setup Supplier in BFS
- 1099 Withholding Entry
- Set up/update supplier within 5 business days after receipt of completed form
- Forward EFT Forms to Accounts Payable

Department

- UCB Substitute W9 & Supplier Information Form

Supplier

- Notification Email