



THE UNIVERSITY of MISSISSIPPI

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Guide to Updating Your Vendor Information

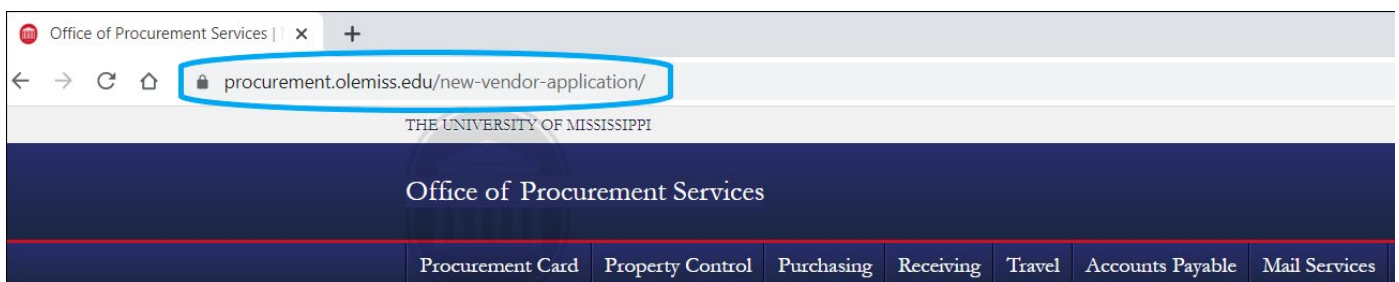
Welcome, Vendor!

The University of Mississippi is excited to have you working with us, and from time-to-time, we will request updated information for your vendor account. The updated W9 and Procurement and Accounts Payable information form that we request ensures that we have your most current account information for payment and contact. It is important that you take the time to complete this information in as much detail as possible for us to have an accurate business record.

Getting Started

Step 1

Visit the Vendors page on the Procurement website at <https://procurement.olemiss.edu/new-vendor-application/>.



Step 2

Scroll down and find the area under “Vendor Application.” Here you will find the forms for W9 and Procurement and Accounts Payable Information. There is also a package that includes all forms in one PDF to make uploading the files easier.

Vendor Application

Forms will no longer be accepted via email and must be uploaded to the Vendor Application Upload Portal at the link below. Please email vendors@olemiss.edu for assistance.

- [Form W9](#)
- [Procurement and Accounts Payable Information Form](#)
- [Commodities Listing](#)
- [Vendor Application Package](#)

[Vendor Application Guide](#)

[Updating Vendor Information Guide](#)

[Vendor Application Upload Portal](#)

Step 3

Click on each form, completely fill in your information, and save the forms so that you can upload them to the portal. Below are clickable links for the forms.

- [Form W9](#)
- [Procurement and Accounts Payable Information Form](#)
- [Commodities Listing](#)
- [Vendor Application Package](#)
- If you need help in completing your W9, please visit the following link for “How to Complete Form W-9” from the IRS
<https://www.irsvideos.gov/Individual/Resources/HowToCompleteFormW-9>
- If you are requesting to either add banking information or change your existing banking information, please be aware that we will call the phone number in our vendor records as a security precaution.

Step 4

Upload the forms to the “Vendor Application Upload Portal” by clicking on the link. The portal link is located in the instructions above the form links. Please **do not email** any of these forms. Only submit these forms through the secure Vendor Portal or mail hard copies to Procurement Services. Below is a clickable link to the portal.

[Vendor Application Upload Portal](#)

Step 5

Check out the additional links included on the website with resourceful information about purchasing requirements for The University of Mississippi.

All purchases are governed by the [University of Mississippi \(“UM”\) Terms and Conditions](#)

Please visit the links below to familiarize yourself with our Purchasing requirements:

- [Downloadable Tax exempt letter](#)
- [Basic guidelines for how to buy goods and services](#)
- [State Contract Purchases – Current Item Listing](#)
- [ITS Express Products list – For Software & Computer Supplies](#)
- [Requirements for Rental of Non University Owned Space](#)
- [Downloadable Vendor Rental Agreement](#)
- [Procurement Manual/Purchasing Guidelines](#)
- [Current Bids Listing](#) Provides the time and date of bid file openings.

If you have any questions, please do not hesitate to call Procurement at 662-915-7448 or email vendors@olemiss.edu. Our staff is more than willing to help you through the process of updating your vendor information by answering questions or providing technical assistance you may need.

Thank you for working with The University of Mississippi!