

THE
UNIVERSITY
OF RHODE ISLAND
DIVISION OF
ADMINISTRATION
AND FINANCE


THINK BIG  WE DO™

PURCHASING DEPARTMENT

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TO: URI Community

FROM: Betty Gil, Director of Purchasing 

DATE: April 11, 2013

SUBJECT: URI Vendor Registration

Effective 4/15/13 all “purchasing vendors” will be required to register through the URI Purchasing Department on-line vendor registration system at http://www.uri.edu/purchasing/Vendor_Registration.html. The vendor registration will include “purchasing vendors” who are currently doing business with the University that are not already registered and vendors interested in doing business with the University.

“Purchasing vendors” are defined as vendors who are receiving or are expected to receive a purchase order from the URI Purchasing Department (issued as a result of a college requisition) or a Limited Value Purchase Order (LVPO) issued by a department.

As part of the URI Vendor Registration process, the vendor is required to complete and submit a W9 form. Therefore, departments will no longer obtain a W9 from a “purchasing vendor”. For your information, we are replacing the URI W9 with the IRS W9 for purchasing vendors.

If you are looking to order goods/services from a vendor that is currently not in PeopleSoft or the vendor has been closed for ordering you will need to inform the vendor that they must register with the University Purchasing Department at http://www.uri.edu/purchasing/Vendor_Registration.html before a Limited Value Purchase Order can be issued. Please note that W9's received in Purchasing without an accompanying vendor registration will not be accepted.

Vendors that are not purchasing vendors; i.e. employees, research sub contracts, etc will continue to be entered and maintained in PeopleSoft by General Accounting.

If you have any questions regarding “purchasing vendors” please contact Purchasing at x42171. If you have any questions regarding non-purchasing vendors please contact General Accounting at x44438.