Fort Hays State University

PROCEDURE FOR SUBMITTING VENDOR REQUESTS

03/02/2012
Updated: 08/01/2013, 04/27/2015

1. When submitting a Purchase Order or allocating charges on INTELLILINK, if the vendor is not on IFAS or on INTELLILINK a Vendor Request via Lotus Notes will need to be completed.

2. Select Workflow in Lotus Notes choose the current fiscal year.

3. At the top of the page in the left hand column, click on "Enter New Request." Using the scroll bar on the right hand side of the pop up box, scroll to the bottom and click on "Vendor" to highlight it, then click on OK.

4. In the first set of options, check **all** that apply.

   A. FHSU Employee
   B. FHSU Student
   C. New Vendor
   D. New Address
   E. Intellilink

5. In the second set of options, **choose one**.

   A. State Check (This is for payment in which the account is a 6 digit number)
   B. Activity Account with PR (This is for a payment in which the account begins with SA.)
   C. Activity Account with SFS Credit Card
   D. Athletic Account (This is for a payment in which the account begins with AT.)
   E. Fee Account (Typically used by SFS, Lock Shop, & Student Health. Call 4166 with questions.)

6. Please provide, if available, either the SSN (Social Security Number) or TIN (Tax Identification Number).

7. If the department has the W-9, please check the box below the SSN/TIN. "W-9 coming from department." Please hand deliver the W-9 to the Business Office

8. Address, City, State, and Zip are required **except** for Hotels, Restaurants, and gas stations that are credit card transactions.

9. The additional information for the phone, fax and/or contact person should be completed if available.

10. When the form is completed the "Submit for Approval" will appear. Click "Submit for Approval."

11. If the department does not mark the W-9 box, the Business Office will write the vendor for a current W-9. A notation will be made in the "Notes" section of the Vendor Request using the following format. (YYYY/MM/DD W-9 MAILED)

12. W-9s are required for all State, AT and SA vendors in which a PR/PO will be submitted. W-9s are not necessary for INTELLILINK vendors.

13. When the Vendor Request is approved the submitter will receive an email stating that the vendor is approved.

14. If you have questions, please contact the Business Office at 5948.