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Step	Action
1	The **Individual Supplier Registration Form** is used to setup non-business entities such as students, research participants, faculty/staff candidates, etc. as suppliers. This form is not to be used by individuals that are non-resident aliens or those without a tax ID number.
2	Please note that employees (beginning with 90 or 92 IDs) are setup as suppliers in PeopleSoft Financials automatically, after their hire is fully complete in PeopleSoft HR. No additional registration is needed for employees to become suppliers in PeopleSoft Financials.
3	The **Individual Supplier Registration Form** can be used to add a new individual supplier or update an existing individual supplier. Please make the appropriate selection at the top of the form and if updating an existing individual supplier, please provide their Supplier ID that begins with 91.

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INDIVIDUAL SUPPLIER REGISTRATION FORM

PLEASE READ CAREFULLY

Note that you are only eligible to complete this form if you are operating under a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Non-Resident aliens or those without a US Tax ID number will need to complete the appropriate W8 and IIF form. Completed forms should be returned to the department contact.

○ New Supplier   ○ Existing Supplier   Supplier ID (existing suppliers only):

Step	Action
4	The individual should complete the form, providing their basic information such as name, social security or individual taxpayer identification number and mailing address. Please note that all of these fields are required.

SUPPLIER INFORMATION – TO BE COMPLETED BY SUPPLIER

Name: _____ _____ ___ _____
Last Name   First Name   Middle Initial   SSN or ITIN:

Mailing Address: _____
(number, street, and apt. or suite no.)

City: _____   State: _____   Zip Code: _____

Step	Action
5	The individual should select the type of payee that they are to explain their relationship to OU. Please note that only one selection is allowed. If the type of payee is denoted as Other, an explanation of the relationship will be required.
6	The individual should disclose if they are related to a current OU or OUHSC employee. Please note that a relationship to a current employee does not necessarily exclude the individual from being registered as a supplier, but it may require additional scrutiny of the relationship in relation to any contracts or payments.
7	The individual should disclose if they have retired from OU/OUHSC in the past 12 months or the Oklahoma State System of Higher Education in the past 24 months. If they have retired, they should also provide the retirement date. Please note that retiree status does not necessarily exclude the individual from being registered as a supplier, but it may impact the system that their payments are generated from.
8	The individual should decide if they would like to register to received Electronic Fund Transfer (EFT) payments in the future or paper checks. Most individuals receive paper checks for at least their first payment. If an individual only intends to be paid once, they will likely not want to register for EFT payments. Please note that if the individual selects that they do want to receive EFT payments, they will receive communication from the State of Oklahoma regarding their registration process, which will make them eligible to receive EFT payments

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	from all Oklahoma state agencies. Please note that the EFT registration process does take coordination from the individual, their bank and the State. Registration for EFT payments can take several weeks.
9	The individual should select their appropriate residency status. Please note that some statuses may require additional documentation.
10	The individual should read the certification instructions and, if in agreement, sign and date the document.
11	This completed form should then be emailed from the department contact to **Suppliers@ouhsc.edu** for processing. Please note that forms will not be accepted directly from potential suppliers.
12	For departments that are utilizing the **Individual Supplier Registration Form** to obtain information for participants that are being paid via gift card or petty cash, the bottom of the form can be used to record payment.

DEPARTMENT USE ONLY – PARTICIPANT PAYMENT RECORD

Method of Payment: ◯ Check   ◯ Cash   ◯ Gift Card   Amount: _____

Department Signature: _____   Date: _____

Printed Name: _____   Title: _____