




Step	Action
1	Suppliers often change or add remit to addresses, as noted on their invoices. When this occurs for an existing supplier, departments should coordinate with Suppliers@ouhsc.edu to have the correct address added in PeopleSoft Financials.
2	For individual suppliers, a new Individual Supplier Request Form can be completed and submitted to Suppliers@ouhsc.edu to process the update. Please ensure that at the top of the form, the Existing Supplier box is checked and the Supplier ID number , beginning with a 91, is listed.
<div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>THE UNIVERSITY OF OKLAHOMA INDIVIDUAL SUPPLIER REGISTRATION FORM</p> <p>PLEASE READ CAREFULLY</p> <p>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.</p> <p> <input type="radio"/> New Supplier <input checked="" type="radio"/> Existing Supplier Supplier ID (existing suppliers only): </p> </div>	
3	For business entities, please DO NOT submit a new onboarding request. This will cause confusion with the supplier as they are already registered in PeopleSoft Financials. Instead, please forward the documentation, usually an invoice, with the updated remit to address, to Suppliers@ouhsc.edu .
4	The Supplier team will work with the supplier to validate their address. The supplier's tax identification number will be required to make any updates. If this number is not provided, the Supplier team will contact the supplier to confirm this information.
5	Often, it's just a matter of confirming with the supplier that it is their new address however, a new address could also indicate that the supplier has been bought by another company or changed how they do business. In these instances, a new supplier ID number may need to be established and the previous ID inactivated. It is for this reason that address additions could take more than a few days to update, depending upon the response from the supplier.
6	Please note that employee suppliers (beginning with 90 or 92 IDs) needing an address update must change their information through PeopleSoft HR. Updates in that system will feed overnight into the Financial System but cannot be manually changed in the Financial System.