

Things that can help Vendor ID Process

- Always pull vendor forms from the vendor website <http://www.uh.edu/office-of-finance/vendor/>
- Advise vendors to make sure the UH person's email is provided on the coversheet.
- Make sure all the names on all vendor forms matches.
- Make sure all EIN/SSN matches on all vendor forms.
- Vendor ID will not accept "typed" signatures. Signatures we accept are hand signatures or electronic with date and time stamped (see sample below)



- Advise vendors to complete sections 1-6 of direct deposit. Section 4 are only to be completed if the existing vendor is updating their bank information for direct deposit.
- Vendor ID will call vendors for red flags to get verification. Some vendors may take longer to be processed if red flags are present.