

VENDOR ID TIPS

To assist your vendors in successful set up, Vendor ID has identified the tips below:

- The most important tip is to use the correct fax number for Vendor ID: 713-743-0521
- Vendor ID cannot process a vendor request that they do not receive
- Always pull vendor forms from the vendor website <http://www.uh.edu/office-of-finance/vendor/>
- Forms can change, so always get the most current version
- Advise vendors to make sure the UHS contact person's email is provided on the coversheet
- Vendor ID will not process a new vendor set up unless they are working with a System employee to be set up
- Make sure that the same vendor name is used on all vendor forms.
- Make sure the same EIN/SSN is used on all vendor forms
- Vendor ID will not accept "typed" signatures. Signatures we accept are hand written signatures (including use of signature pads) or electronic with date and time stamped.
- Complete the Direct Deposit forms correctly:
 - A new vendor must provide all information in sections 1 – 3 and 5 – 6, with the exception of the bank representatives' signature in section 3.
 - New vendors should never complete section 4
 - An existing vendor that needs to update their banking information must also complete section 4