Rowan University
OFFICE OF CONTRACTING & PROCUREMENT

Onboarding New Vendors: What to Collect and Upload

Product or Service Vendors, Merchant Vendor, Sponsorship Payments, or Reactivation Requests

- W8/W9
- Vendor Intake Packet

Independent Contractor (Service)

- W8/W9
- Vendor Intake Packet
- IC Determination (if not on file)

Grant Participant, Award/Prize Recipient, or Stipend Recipient

- W8/W9
- Vendor Intake Packet
- Supporting Documentation

Honorarium

- W8/W9
- Supporting Documentation
- Honorarium Request Form (digital version only, do not scan)

Reimbursement

- Supporting documentation
- Recipient contact info: email, address, phone
- Last 4 digits of SSN

Student Emergency Payment (Advancement Only)

- W8/W9
- Recipient contact info: phone and email

All documentation should be uploaded to the Vendor Portal. If payment recipient has an existing Banner ID, make sure to include it in your submission.