



Today's Session

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NORTHWESTERN UNIVERSITY

DEPARTMENT OF ACCOUNTING

VENDOR CODE PROCESSING & PROCEDURES





NORTHWESTERN

UNIVERSITY OF TORONTO

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Step 1

Before requesting to add a vendor,
check first to see if it is already in the system:

[Vendor Lookup](#) (Cognos Supply Chain folder access required)

You can also navigate to the query:

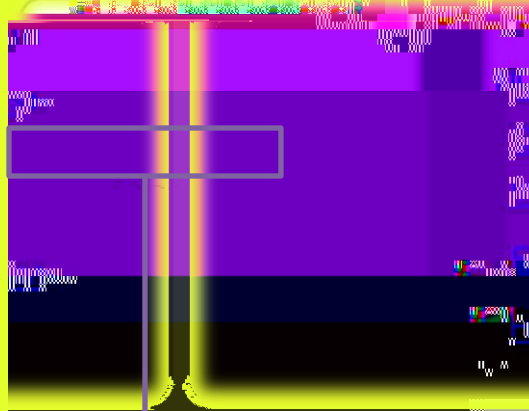
[Login to Cognos, Cognos Financing & Approval Data, Reports, Cognos Supply Chain](#)

Request a New Vendor

Individual / Sole Proprietor

Step 2: Request

[Submit](#)



2025 - Search Engine Optimization - Keyword Research



the display of certain information helps a user search again to reduce the number of search results.



Review Vendors

Search Criteria

*SofID:

Vendor ID:

Name	Classification	Type	Address	City	Country	State	Postal	Bank Account #	Withholding Tax ID	Vendor Selection

City: Address: Equal to

Country:

State:

Postal:

Bank Account #:

Customer Number:

ID Type: Text ID

VAT Registration ID:

Withholding Tax ID:



Message from webpage



You are not authorized to access this component. (40,20)



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Go to myNU Page

Financial

Accounting

Budgeting

Purchasing

Payments

Financial News

[System Status/Issues](#)

Be sure to check our [Status](#) page.

To see all news items, click icon at left.

[Budget Details](#)

[Financial Policies & Procedures](#)

[Budget Error Explanation](#)

[Monthly Close Calendar](#)

[Office of Budget Planning](#)

[Deposit & Bank Transactions](#)

[Sponsored Project Accounting](#)

[Request Forms](#)

[Field Request Form](#)

[Request Paper Form](#)

[Report Inventory](#)

[Security Access Forms](#)

[Tree Viewer](#)

[Budget](#)

[Chart](#)

[Deposit](#)



NORTHWESTERN UNIVERSITY

DEPARTMENT OF CHEMISTRY

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The screenshot displays a web interface for a vendor request system. At the top right, there is a navigation bar with the text "Vendor Request" and "Add New Vendor". Below this, a large text box contains the following instructions:

Step 1:
Before requesting to add a vendor,
please first to ensure it is already in the system:

- [verify a vendor](#)
- [add a new vendor](#)
- [update a vendor](#)
- [delete a vendor](#)

Below the instructions, there are two main sections:

- New Vendor**: This section contains a form with a "Request" button.
- Step 2: Request a New Vendor**: This section contains a form with a "Submit" button.



New Vendor - Individual/Sole Proprietor

★ **First Name:**

Lukas J. Smith

Middle Name:

Last Name:

★ **Tax Type:**

Social Security Number

★ **Tax Identification Number:**

426129984

W-9 Form

★ **Conflict of Interest Attachment**

H:\GLADIC\WU Financial

COI Guidance

COI Form

★ **Classification:**

Independent Contractor

★ **Unreimbursed Payments:**

None

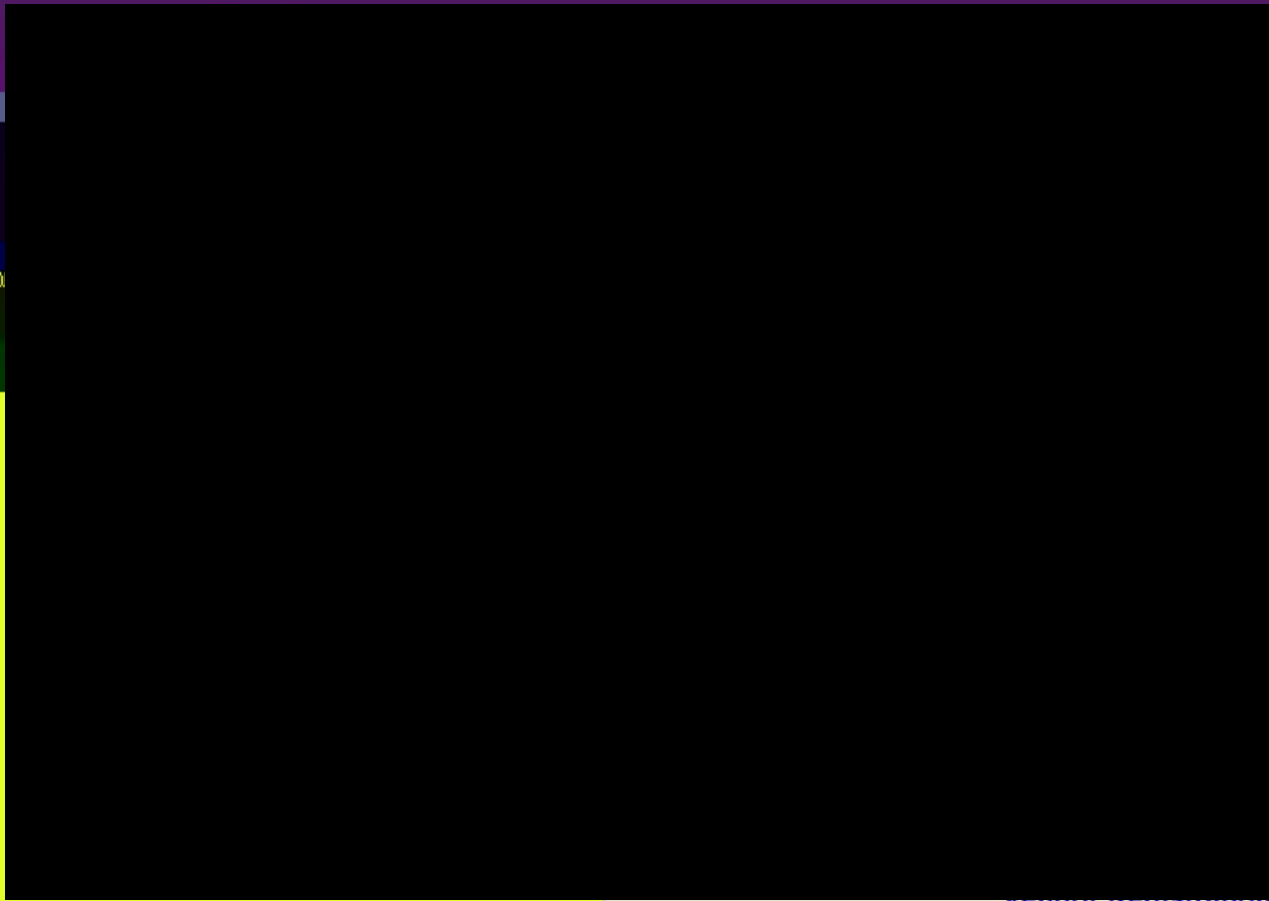
Reimburse

Step 1

Next

Cancel

Back



[Vendor Registration Definition.xls](#)

Size:

Diversity

Company Name	Company Address	Company Phone	Company Fax	Company Email	Company Website

Master/Quoted

Company Name	Company Address	Company Phone	Company Fax	Company Email	Company Website
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Additional Information

[< Back](#) **Step 2**

[Submit Request](#)



Confirmation Page

Your Vendor Request has been submitted successfully.

Your Reference number is: 62535

print



Visual Compliance





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DEPARTMENT OF CHEMISTRY

180 EAST STATE STREET

EVANSTON, IL 60208

WWW.NORTHWESTERN.EDU





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Independent Contractor Questionnaire

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- Do not give this form to the vendor!





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PHYSICAL CHEMISTRY

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Corporation, Partnership/Attorney





Refund or Reimbursement

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PAYMENTS FOR AWARDS





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UNIVERSITY OF TORONTO





Payroll or Accounts Payable?

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Decisions to make

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Decisions to make (cont'd.)

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Decisions to make (cont'd.)

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How to Pay an Award to Individual Currently on Payroll

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Steps to Requesting a Vendor Code

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Paperwork to send to Accounts Payable

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RESOURCES AND HELP





Resources

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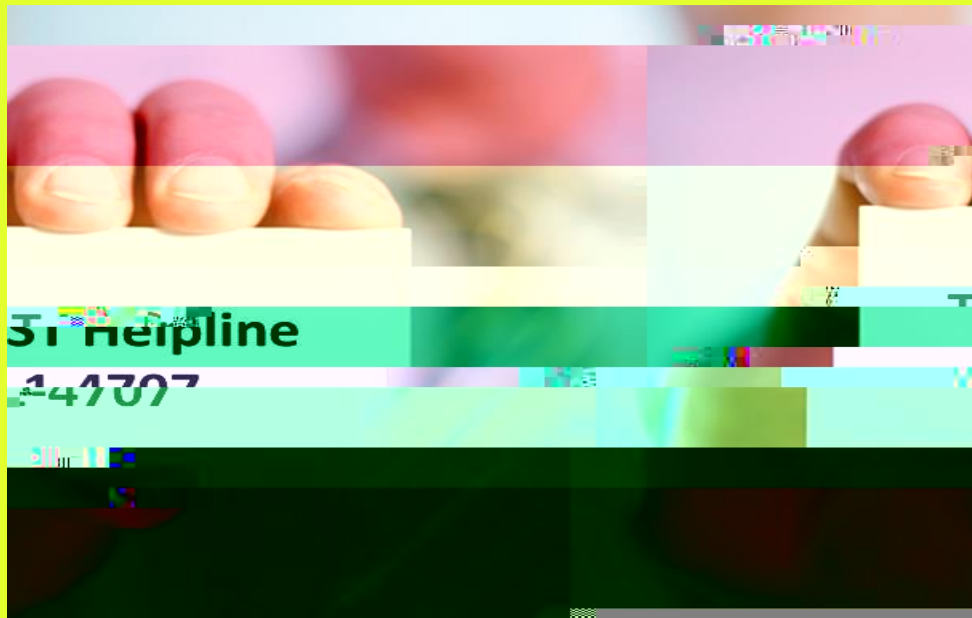
Additional Information

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For More Information





Questions?

