

# REQUEST FOR SAP VENDOR ID

PURCHASING VENDOR FOR INPUT IN AN ON-LINE REQUISITION

**Fields marked with an “✎” are required – no ID with be created if blank.**

- By submission of this form, the department certifies that this individual has been chosen based on his/her qualifications and experience and has no familial relationship with any university employee directly or indirectly involved with this assignment.
- Payments made to faculty/staff (of any SSHE institutions) should be made via dual employment, contact the Human Resource Department for instructions.
- Payment made to current students should be made via Student Payroll, contact the Student Payroll Department for instructions.



**✎ Your Email address:** \_\_\_\_\_



✎ Name: \_\_\_\_\_

✎ Social Security # if individual: \_\_\_\_\_

Federal ID # if company: \_\_\_\_\_



✎ Address: \_\_\_\_\_

✎ City/State/Zip: \_\_\_\_\_

Please be sure to give full mailing address including street address/PO Box.

9 9 9 9 9

✎ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ (required if company)

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Please send via email to: [Purchasing.Department@Millersville.edu](mailto:Purchasing.Department@Millersville.edu)