

Vendor Maintenance Request Instructions

These instructions are provided to help you navigate through the Vendor Maintenance Request Form (formerly Add/Change Supplier Form).

University Vendors are created by both the University Purchasing Department and Accounts Payable. This form will route your request accordingly by type of Vendor Category selected.

Department and Contact Information	Vendor Category
OSP Purchasing Department RFPurchasing@osu.edu	C Corporation S Corporation Limited Liability Company C Corporation Limited Liability Company S Corporation Government Agency or Organization (tax-exempt)
OSP Accounts Payable Department RFPurchasing@osu.edu	Individual/Sole Proprietorship Partnership Trust/Estate Limited Liability Company Partnership

Full list of Vendor Maintenance Contacts can be found [here](#).

The following actions can be requested on each Category type, with the required forms attached:

Requested Action	Form(s) required <u>before</u> submitting online Form: OSP Purchasing Department (see Categories above)	Form(s) required <u>before</u> submitting online Form: OSP Accounts Payable Department (see Categories above)
New Vendor	OSP AP Compliance Form Vendor Profile Form	OSP AP Compliance Form
Change Vendor Name	OSP AP Compliance Form Vendor Profile Form	OSP AP Compliance Form
Reactivate existing Vendor	OSP AP Compliance Form Vendor Profile Form	OSP AP Compliance Form
Update existing Vendor	OSP AP Compliance Form Vendor Profile Form	OSP AP Compliance Form