

How to attach W-9 or Direct Deposit Form to Supplier Request Form

On Step 2 of the Supplier Request Form

The screenshot shows the 'Identifying Information' step of the supplier registration process. The page title is 'Identifying Information - Step 2 of 6'. The 'Profile Questions' section contains two questions, each with an 'Attachment' link highlighted in a red box:

- Question 1: 'Please attach W-9 Form' with an 'Attachment' link.
- Question 2: 'Please attach a direct deposit form if applicable' with an 'Attachment' link.

Other fields in the 'Unique ID & Company Profile' section include: Tax Identification Number, * Entity Name, http://URL (with an 'Open URL' link), * Classification (dropdown), and * Supplier Short Name.

In the Profile Questions section, attach the supplier's W-9 or Direct Deposit by clicking the **Attachment Link**. [Attachment](#)

The screenshot shows the 'Profile Attachments' page. It features a table with one attachment:

Attached File	Attachment Description	Upload	View
1		Upload	View

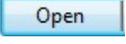
Below the table is a 'Return' button. The page also includes navigation options like 'Personalize', 'Find', and 'First 1 of 1 Last'.

The Profile Attachments page will display.

Click the **Upload** button [Upload](#)

Click the **Browse** button [Browse...](#)

Locate the files on your computer and select it

Click the **Open** button 

Click the **Upload** button 



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Profile Attachments

Attachments

Attached File	Attachment Description	Upload	View
1 Carter-Waters_W-9.pdf			



The file will display in the **Attached File** column. To view the file, you click the **View** button

Click the **Return** button to go back to the **Identifying Information** page 