

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 includes a navigation bar with tabs for Welcome, Identifying Information (active), Addresses, Contacts, Payment Information, and Submit. Below the tabs are navigation buttons: Exit, Previous, and Next. The main content area is titled 'Identifying Information - Step 2 of 6'. It contains two sections: 'Unique ID & Company Profile' and 'Profile Questions'. The 'Unique ID & Company Profile' section has fields for Tax Identification Number, * Entity Name, http://URL, * Classification, and * Supplier Short Name. The 'Profile Questions' section has two questions: 'Please attach W-9 Form' and 'Please attach a direct deposit form if applicable'. Each question has an 'Attachment' link highlighted with a red box. Below these is a 'Comments' section with a text area and a 'Submit' button. At the bottom are 'Exit', 'Previous', and 'Next' buttons.

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

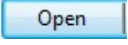
The screenshot shows the 'Profile Attachments' page. It includes a navigation bar with tabs for Favorites, Main Menu, Suppliers, Supplier Registration, and Register Suppliers. Below the tabs are navigation buttons: Home, Add to Favorites, and Sign out. The main content area is titled 'Profile Attachments'. It contains a table with the following columns: Attached File, Attachment Description, Upload, and View. The table has one row with the number '1' in the 'Attached File' column. Below the table are buttons for 'Upload', 'View', and 'Return'. At the bottom are 'Exit', 'Previous', and 'Next' buttons.

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 



The screenshot shows the 'Profile Attachments' page of the University of Missouri System's FSQA (Financial Statement Quality Assurance) system. The page has a dark blue header with navigation links: Favorites, Main Menu, Suppliers, Supplier Registration, and Register Suppliers. The University of Missouri System logo and name are on the left, and 'Home', 'Add to Favorites', and 'Sign out' are on the right. The 'FSQA' logo is in the top right corner. Below the header, the page title 'Profile Attachments' is displayed. A 'Help' link is in the top right corner. The main content area features a table with the following structure:

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

Below the table is a 'Return' button. The page also includes a 'Personalize' link, a 'Find' search bar, and pagination controls showing 'First', '1 of 1', and 'Last'.

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 