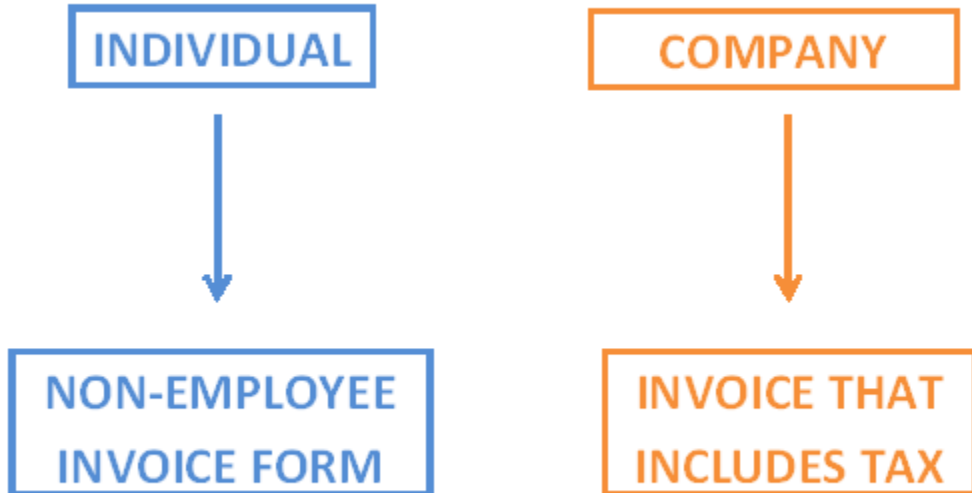


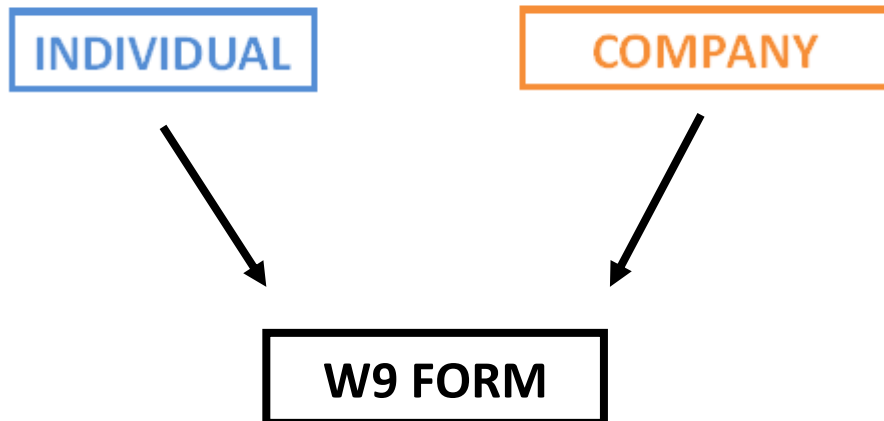
FORMS FOR VENDORS

Are they being paid as:



****Note:** The Non-Employee Invoice Form should be in individual's name –not the company name.

NEW to our Kuali sytem?



****Note:** On the W9 Form

- **Businesses must use their EIN**
- **Individuals must use their SSN**

Purchase Orders

P.O. stands for "Purchase Order". This is the way that all University of Hawaii schools pay for items and services.

A Purchase Order guarantees payment from the school, however it takes 4-6 weeks to process through our Business Office so it is important that vendors turn in the requested paperwork as soon as they can. The later the paperwork is turned in, the longer processing will take and the longer payment will be.

A Purchase Order is legally binding, meaning the school will get into trouble if payment is not made once processing is done. If a vendor contacts you asking about payment, verify that the correct forms were turned in and tell the vendor you will get back to them after checking where the Business Office is in processing. Reassure them that payment will be made, they just have to wait for processing to be completed.