

**NORTHWESTERN UNIVERSITY**  
**VENDOR CODE REQUEST FORM for COMPANIES**

Use this form to ADD or UPDATE information for Companies, "V" vendors having an Federal Employer Identification Number (FEIN), to be paid through Accounts Payable in the financial system. Before submitting the request, confirm that a vendor code does not already exist and/or verify the accuracy of data already entered. This form must be **completely** filled in and legible, and must include the correct FEIN. If completed correctly, entry into the system will be up to two (2) working days. Fax or mail this form to POPS. The following guidelines are important:

- **This form may only be used to add companies, who are organizations or individuals being paid using their FEIN.**
  - **To request codes for individuals who do not have an FEIN use the "Vendor Code Request Form for Individuals".**
  - **Requests to add Companies may be submitted in writing via E-mail or, including information as shown below.**
  - **PHONE OR VOICEMAIL REQUESTS WILL NOT BE ACCEPTED**
- For additional information see the Financial Systems website at <http://nuinfo.northwestern.edu/finsys/polcydoc/plcymenu.htm> or contact POPS.

FEIN \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Fax: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

FEIN \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Fax: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

FEIN \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Fax: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

**Responsible Department Information (REQUIRED INFORMATION)**

Name= \_\_\_\_\_ Department= \_\_\_\_\_

Date= \_\_\_\_\_ Phone= \_\_\_\_\_ Fax= \_\_\_\_\_

For POPS use only. Date processed= \_\_\_ / \_\_\_ / \_\_\_ Initials= \_\_\_\_\_ Rev 5/99