



Dear New MSU Vendor:

Thank you for wanting to do business with Mississippi State University. We look forward to doing business with you. If you would like more information on doing business with MSU please see our Vendor Guide at <http://www.procurement.msstate.edu/vendor/vendorguide.pdf>

To enable us to do business with you or your firm, we need your assistance. In order for MSU to make prompt payment to you for any goods or services we must first enter the appropriate information into our accounting system. Please complete the forms shown below, and return them to us according to the following directions:

**DO NOT SEND CERTAIN SECURE INFORMATION VIA REGULAR E-MAIL.**

If your packet contains social security numbers or other sensitive information, send an email to Procurement and Contracts via [aphelp@procurement.msstate.edu](mailto:aphelp@procurement.msstate.edu) that indicates you wish to send us secure documents. You will then receive a request, with instructions, on how to submit your documents through File Locker. If you need the request and instructions sent to an alternate email, please provide that with your original request.

Documents that do not contain a Social Security Number may be sent via email, fax or regular mail, if you so desire.

Mississippi State University, Procurement and Contracts, PO Box 5307, Mississippi State, MS 39762; Fax (662) 325-8640; email [procurement@procurement.msstate.edu](mailto:procurement@procurement.msstate.edu)

**Vendor Information Form-** This form provides us with names, addresses and business type. It is imperative that you provide complete and accurate information so that we can properly pay you as well as report our business transactions. For Individuals this form requires the Social Security Number which should only be sent via secure methods follow the process set forth above. Go to <http://www.procurement.msstate.edu/forms/> click on Vendor Information Form.

**W-9 Form-** This form provides us with appropriate tax information for reporting purposes. For Individuals this form requires the Social Security Number which should only be sent via secure methods follow the process set forth above. Go to <http://www.procurement.msstate.edu/procurement/forms/index.php> and click on Vendor W-9. Return this form with the Vendor Information Form.

**Vendor Authorization Form Direct Deposit-** This form provides us with information needed so that we can pay you via direct deposit. MSU desires to make all payments via electronic means. This Form should be submitted as shown on the form. Go to <http://www.procurement.msstate.edu/procurement/forms/index.php> and click on Vendor Direct Deposit. Return this form as shown at the bottom of the form.

Some people may not be comfortable with direct deposits, so let me explain how they work. When we receive an invoice from you, we make an ach transfer of funds from our bank to your bank account. At the same time we issue you an email advising you of the transaction. The "remittance advice" email will tell you the invoice paid and the amount paid. If we are paying against several invoices, each will be listed individually with the amount paid against the individual invoices.

Again, thank you for your interest in doing business with us.