

Dear Valued Supplier,

This form is used to establish or update a record within our financial system along with a signed IRS Form W-9 or W-8. In an effort to improve process efficiency, provide timely and more secure payments, Embry-Riddle offers electronic payments. The two preferred payment methods available are ACH Direct Deposit or Payment Plus (VISA Credit Card). Contact Accounts.Payable@erau.edu or (386) 226-6264 with questions or for further assistance. Please choose your preferred payment method and have an authorized company representative complete and return the form.

- ACH Direct Deposit (U.S. Banks only)

Provides secure electronic funds transfer directly to your bank account making funds available more quickly than paper checks. You will receive an automated remittance email for each payment.

- Payment Plus (Visa Credit Card) we pay upon approval of invoices, which may result in significant acceleration of payment.

You will receive an automated remittance email for each payment which contain a link to a secure web portal where you will obtain a unique Visa credit card account number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile your payments. The credit card account will change with each payment so you will not need to keep this information on file.

**Please return the completed forms to the Embry-Riddle Department who requested the information by faxing or sending via encrypted email.**

<b>Supplier Setup Information</b>	Please provide completed Form W-9 or W-8 – Required for set up prior to any payments being made. Note: Line 1 must match IRS Name and Tax ID; If invoice uses a different company name, include on Line 2 and in Remittance Name below. Purchase Orders must match billing/Invoice name. Suppliers with Professional or Environmental Liability - Please provide a Certificate of Insurance – detailed requirements can be found on <a href="https://erau.edu/procurement/vendors/">https://erau.edu/procurement/vendors/</a>
Company Name: (matches Line 1 of W-9 or W-8)	
Address:	
City, State, Zip:	
Sales Contact:	
Sales Address:	
Sales City, State, Zip:	
Remittance Name: (matches Purchase Orders and invoices)	
Remittance Address: (as it appears on your invoices)	
Remittance City, State, Zip	
Remittance Contact Name/Title:	
Remittance Contact Phone:	
Remittance Email(s):	
Federal Tax ID #	
	<b>PLEASE CHOOSE ONE PAYMENT TYPE</b>
	<input type="checkbox"/> <b>ACH Direct Deposit*</b> <input type="checkbox"/> <b>Payment Plus (Visa Credit Card)</b> <input type="checkbox"/> <b>Check</b>
<b>ACH Direct Deposit Info*</b>	If ACH Direct Deposit is chosen please provide the information below. Not needed for Payment Plus or Check payments.
*Name of U.S. Bank:	
*Bank ACH Routing Number:	
*Bank Account Number:	
*Name on Bank Account: (if different from above)	
*Accounts Receivable Email address: (required for ACH)	

# **EMBRY-RIDDLE**

## **Aeronautical University**

### **Supplier Set Up and Invoice Payment Check List**

Embry-Riddle Aeronautical University (ERAU) looks forward to establishing a successful relationship with our Suppliers. Once a bid or purchase order has been completed please provide the following documents so that your record can be set up completely and accurately.

#### Supplier Setup:

- ✓ Current Form W-9 or W-8 is required for IRS regulatory compliance. Name on Line 1 must match IRS records. Purchase orders issued must match the billing name shown on the invoice. If needed, Line 2 should match the billing/invoice name.
  - U.S. companies and individuals who are U.S. citizens or U.S. resident aliens must provide Form W-9 Request for Taxpayer Identification Number and Certification
  - Non U.S. companies must provide Form W-8BEN-E Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
  - Individuals who are not resident aliens for tax purposes must provide Form W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
- ✓ Supplier Setup Information form for remittance
- ✓ [Consulting Agreement](#) for Suppliers providing consulting services
- ✓ Certificate of Insurance as described:
  - [ERAU Insurance Requirements-Vendors with Professional Liability](#) (i.e., Accountants, Architects, Auditors, Brokers, Computer Programmers, Consultants, Engineers, Environmental Consultants, Lawyers, Medical Professionals, etc.)
  - [ERAU Insurance Requirements-Vendors with Environmental Liability](#) (i.e., hazardous substance/waste removal, environmental contamination remediation, etc.)

Documents can be found on our website: <https://erau.edu/procurement/vendors/>

**Please return the completed forms to the ERAU Department who requested the information by faxing or sending via encrypted email.**

Invoice Payment: In order to pay invoices in a timely manner, the following requirements must be met on submitted invoices:

- ✓ Per University policy, all invoices submitted to the University for payment must reference a current purchase order number. The name on the purchase order must match the billing/invoices. Any invoices that do not reference a purchase order number may be returned to the Supplier, unprocessed, until the information is provided.
- ✓ All invoices must match the purchase order company name, and detail for items ordered, quantity and price listed. If the invoice generated does not match the purchase order, please contact Procurement Services for assistance prior to submitting the invoice: (386) 226-6252.
- ✓ All invoices are to be mailed or emailed to the Accounts Payable Department at the following address. Do not submit invoices directly to the ordering Department.

#### **Mail invoices to:**

**Embry-Riddle Aeronautical University**  
Attn: Accounts Payable Department  
600 S. Clyde Morris Blvd.  
Daytona Beach, FL 32114-3900  
Accounts Payable Fax: (386) 226-6220  
email: [Accounts.payable@erau.edu](mailto:Accounts.payable@erau.edu)

**Embry-Riddle Aeronautical University**  
Attn: Accounts Payable Department 3700  
Willow Creek Road  
Prescott, AZ 86301-3721  
Accounts Payable Fax: (928) 777-3740  
email: [prap@erau.edu](mailto:prap@erau.edu)