



University Shared Services

SUPPLIER REQUEST

**Please fill out all information below to create a new supplier and email to:
musharedservices@missouri.edu.**

Effective February 10, 2025, the University of Missouri transitioned to a supplier management system called PaymentWorks. This system helps prevent supplier fraud and streamlines the supplier verification processes. PaymentWorks, a third-party platform, manages the collection, validation, and maintenance of supplier information. It is widely used by many higher education institutions.

With this change, Finance Shared Services will no longer accept W9/W8 or direct deposit forms.

Please ensure your department plans accordingly. Once the supplier has completed their registration, the turnaround time is 4-5 days. Finance Shared Services (FSS) will receive the supplier id once the supplier request has been approved and will then provide your department with the supplier id.

Do you need to create a new supplier? *If yes, Finance Shared Services (FSS) will send the invitation to the supplier by email.*

Complete the following:

Company/Individual Name:

Company/Individual Email:

Description of Goods and Services: :