

To Add a Vendor to CSU PUEBLO Kual

1. Department obtains a completed W-9 from the vendor. (The blank W-9 form can be found at the following website - <https://www.csupueblo.edu/purchasing/doing-business-with-csupueblo/purchasing-process.html>). You may search for the vendor in Kual utilizing the tax id number on the W-9. The tax id number will prevent duplicate vendors being created.
2. Department obtains a completed Vendor Self Certification form. The Vendor Self Certification form can be found at the following website: <https://www.csupueblo.edu/purchasing/doing-business-with-csupueblo/purchasing-process.html>
3. Department emails a request to add a vendor with both a completed W-9 and Vendor Self Certification form to the Purchasing Department.
4. The Purchasing reviews the documents for completeness.
5. If there are errors or additional information is needed, the submitting Department will be notified to correct or to provide information.

Otherwise, the vendor information will be entered into Kual and submitted.

6. The Kual Document will then be processed by CSU Ft Collins A/P