This Process is to be used by UWF employees for entry of
• PCard Vendors
• UWF Students Vendors (UWF Student can enter themselves also)

This internal registration process can ONLY be used to register PCard Vendors and Student Vendors. UWF students are considered vendors when they will receive payment from UWF for travel reimbursements, prizes, etc.

Do not enter the PCard Vendor until the auto-email is received saying the PCard charge has posted and the Account/Business Manager has 14 days within which to approve the charge. It is no longer required to obtain the PCard Vendor’s 9-digit Tax ID (FEI) Number. Do NOT enter anything in that field on the form.

Vendors for Purchase Orders and Direct Payments will NOT be processed through the internal registration page and the vendor must complete the online external registration process, in order to meet all Federal, IRS and security regulations.

The introduction page for internal registration of PCard and Student Vendors is located at:

http://uwf.edu/offices/procurement/vendor-information-for-departments/internal-pcard-student-vendor-registration-page/
Please read all information on the intro page (link above) before proceeding to the registration form itself.

After reading all information on the intro page (link above)
- click on the PCard Vendor Registration Button at the bottom of the page;
- at the “Central Authentication Service” screen, enter your UWF Username and Password; and then
- click “Log In”.

The internal user will enter PCard Vendor information in required fields (indicated by red asterisks) and optional fields, if information is available. See screen shot below.

Required * fields on the form:

Transaction Information Section
1. PCard Holder (Name)
2. Purchase Dollar Amount
3. Transaction Date (the date the transaction feeds to the Bank)

Vendor Information Section
1. Vendor Name
2. Vendor Street Address
3. Vendor City
4. County
5. State
6. Zip
7. Nation

Optional fields on form:

1. Vendor Phone
   - Type Area Code in first field only;
   - Type remaining 7 digits of phone number in middle field;
   - Notice the last field is for an Extension – NOT the last 4 digits of phone number.
2. **Vendor Email** – If populated, the vendor will receive an email notification requesting them to go to the External Vendor Registration and enter an Update.

   It is extremely important to enter an email address if the PCard Vendor is foreign. Due to IRS requirements, a foreign vendor must also provide UWF their applicable W-8 IRS Form.

   If a Foreign Vendor is being registered, it is the **internal user's responsibility** to EITHER
   
   - obtain the applicable IRS W-8 Form from the Foreign PCard Vendor (and then forward the W-8 Form to Procurement); OR,
   - enter the foreign PCard Vendor’s email address in the “Vendor’s Email” field to assure the Foreign Vendor gets auto-email instructions on where to get the applicable W-8 Form and where to send it.

3. **Vendor FEI/TIN** – Please leave this field blank even if you have the Vendor’s 9-digit FEI/TIN.

After all Transaction and Vendor information is entered, click “Process” button.

If you entered a 9-digit FEI/TIN and the PCard Vendor is already in Banner System, you will see a screen notification similar to the one below:

Go back to the “Vendor FEIN/TIN field and remove the number and click “Process” again.
You will see a page titled “Vendor Registration Form (Part 2).

- Click “Skip This Step”

You will receive a screen confirmation that the PCard Vendor has been accepted for processing:

You will receive a confirmation email when the PCard Vendor has been processed into Banner and is available for approving PCard charges.
Internal User will receive the following email AFTER the PCard Vendor is processed into Banner by Procurement and Contracts.

Note: If Procurement has to process the vendor “manually”, you should receive an email from the person in Procurement who processed the PCard Vendor. The email from Procurement will contain the info the Account/Business Manager needs to process the PCard charge. If you do not receive an email, periodically check in Banner for the PCard Vendor.

If an email address was entered, the PCard Vendor will receive the following email:
To enter another PCard Vendor

- Click "Welcome"

- Scroll to bottom of page and click the "PCard Vendor Registration" button as in previous steps
- Follow previous steps to enter additional PCard Vendors

If you have any questions, please contact Candace Perez, Ext. 2630, cperez@uwf.edu; or Bob Pacenta, Ext 2627, rpacenta@uwf.edu
The introduction page is located at:

http://uwf.edu/offices/procurement/vendor-information-for-departments/internal-pcard-student-vendor-registration-page/

After reading all information on the intro page (link above)

- click on the Student Vendor Registration Button at the bottom of the page;
- at the “Central Authentication Service” screen, enter your UWF Username and Password; and then
- click “Log In”.

To search by student’s first or last name

- Type the student’s first or last name in that field “Search By First OR Last Name”
- Click “Submit”

If the name that populates in that field is not the name of the student you are searching for

- Click the “search arrow”
- Scroll through the list until you see the student’s name you need
- Click on that name
• Click Submit
• All student information will be populated into the applicable fields.
• Click “Submit”
To search for a student using their UWF ID (9-digit number beginning with 97)

- Type the 9-digit UWF ID Number in the "Student ID" field under "Enter Student ID"

- Click "Submit" (screen shot below)
If you have a different address than what is showing, you can make changes on this screen. You can also add a Phone, Toll Free Phone, or Fax Number and Email Address.

- Click “Submit”

To enter another Student Vendor

- Click “Welcome”
- Click the “Student” icon as in previous steps
- Follow previous steps to enter additional Student Vendors

When a Student Vendor has been processed into Banner and can be used, the internal user will receive the following email notification:

NEW STUDENT VENDOR REGISTRATION - CONFIRMATION

Procurement and Contracts has received and processed your Student Vendor Submission for (Amanda Boyd) and the Student is now available in Banner

The Banner ID Number is 970033231.

Thank you for using this service!

Procurements and Contracts