

Is Northwestern considered the Supplier being paid or is Northwestern the Buyer purchasing the good or service?

BUYER

SUPPLIER

**Procurement and Payment Services**

**Tax Exemption**

When a department or school is making a purchase from a supplier, they may ask for Northwestern's tax exemption certificate. In this occasion, please send the request in writing to [procurement@northwestern.edu](mailto:procurement@northwestern.edu) and include:

- Supplier name
- Name of person who requested the certificate
- Email address or fax number
- Your name and contact information

Procurement will send the tax exemption certificate directly to the supplier to protect the integrity of Northwestern's tax exempt status. Once the tax exemption certificate has been sent to the supplier, we will respond to your email request to confirm.

**Credit Application**

When a department or school is making a purchase from a supplier, the supplier may ask for Northwestern to complete a Credit or Direct Billing application. In this occasion, please send the request in writing to [procurement@northwestern.edu](mailto:procurement@northwestern.edu) and include:

- The application attached as a work document or pdf file
- Be certain to complete the company information section with your department name, address, phone number, and contact person
- Supplier name
- Name of person who requested the certificate
- Email address or fax number
- Your name and contact information
- Please do not sign the vendor applications as you may not have signature authority and this may be asking you to agree to terms the University does not agree with

Procurement will send the credit application directly to the vendor at your request. Once the credit application has been sent to the supplier, we will respond to your email request to confirm.

**Accounting Services**

**W-9 (to supplier)**

When a department or school is selling a good or service to another company, the supplier may ask for Northwestern's W-9 form and direct billing information so Northwestern can be added to their system. In this occasion, please forward the request to Shawn Cabinian at [shawn.cabinian@northwestern.edu](mailto:shawn.cabinian@northwestern.edu) or contact Accounting Services at 847-491-5337. In your request, please include:

- Supplier name
- Name of person who requested the certificate
- Email address or fax number
- Your name and contact information

Accounting Services will send the W-9 form directly to the supplier and email confirmation once it has been sent.