UCLA Institute of the Environment & Sustainability

Vendor Set Up Request Form

Updated 9.24.25

Notes:

This form is used when you are using a vendor for the first time and they are not yet set up in the Purchasing system.

Please note that vendor set up can take up to 3 weeks to activate. Please plan accordingly.

Note that international vendors can take longer.

Only complete forms will be processed by the purchaser.

Request submitted by: ______________________ **Date submitted:** ______________

Vendor Set up Information:

Vendor Name or DBA (First and last name for individuals): ______________________

Vendor Email (where PO will be sent): ______________________

Vendor Address: ______________________

Service/ Goods or Both (If goods, attach QUOTE; if service, attach SCOPE OF WORK): ______________

LUMP SUM (one invoice) or DECLINING BALANCE (multiple invoices): ______________

Will the vendor perform additional work not indicated in SOW or quote? Yes/No: ______________

Where will this service take place? (Within/Outisde CA; Within/Outside US; On UC Premises): ______________

FAU (Required for onboarding) ______________________

IMPORTANT!

Requestor Responsibilities:

1. Check with the vendor if they received the onboarding email from payment works. Remind them to check their spam/junk folders.
2. If the vendor hasn't received an email, notify purchaser immediately.
3. Check with vendor if they completed onboarding. If yes, notify purchaser.
4. Confirm with purchaser that vendor has been onboarded.

*** If vendor does not complete the onboarding we cannot move forward with processing payments etc.**