

# QUICK REFERENCE GUIDE

## DocuSign Supplier Forms

A Supplier Form is required to be completed by any Supplier seeking payment from the University, including individuals or businesses, at the time it is determined that we are acquiring a good or service.

When engaging with a Supplier for a good and/or service please request the appropriate form to be completed:

- [Supplier Form-Individual](#)
- [Supplier Form-Business](#)

The link can be sent via email by copying the appropriate link above and using pasting option "Keep Source Formatting". Once the Supplier receives the link and they have clicked on it, they will be prompted to enter their name and email address.

Upon entering their email, the Supplier will then be asked to enter their access code.

Please enter the access code to view the document

University of Northern Iowa - Demo

The sender has requested you enter a secret access code prior to reviewing the document. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed to viewing the document.

Access Code  **VALIDATE** **I NEVER RECEIVED AN ACCESS CODE** [Show Text](#)

The Supplier will receive an email that will provide an access code. They will enter the Access code in the appropriate field and then click Validate.

Once validated the Supplier will be taken to the appropriate Individual or Business form.

UNIVERSITY OF NORTHERN IOWA SUPPLIER INFORMATION FORM  
DEMONSTRATION DOCUMENT ONLY  
INDIVIDUAL

INSTRUCTIONS: Please provide all information as requested in the questionnaire. The IRS requires that you provide information which will allow us to complete 1099 reporting. Your payments may be subject to backup withholding if you fail to provide a correct Taxpayer Identification Number and tax reporting address. Only supplier may complete this form.

Individual Name:  First  Middle  Last  
US SSN or TIN:

If no, are services being provided in the U.S.?  Yes  No

Address:  City:  State:  Zip:   
Phone:  Cell Phone:   
E-Mail:

**DIRECT DEPOSIT (ACH) AUTHORIZATION**  
AGREEMENT: I hereby authorize and request the University of Northern Iowa to retain credit entries and, if necessary a debit entry in accordance with NACHA rules governing a card present transaction, to deduct amounts from my account. The direct deposit data remains in effect until withdrawn by my written authorization to the University, my death or legal incapacity, or the financial institution, or if I receive notification in writing.

Name of your Financial Institution:  City/State:   
Bank Routing Number:  Bank Account Number:   
Checking  Savings   
Payment notification e-mail:

SIGNATURE:   
DATE:

THIS FORM MUST BE SIGNED AND DATED BY PAYEE OR REPRESENTATIVE. Signature signifies acceptance of Agreement above.

The Supplier will click on START to navigate the form and must complete all required fields noted in RED. Optional fields can be completed at the discretion of the Supplier.

Signature requirements are noted with the following symbol:



After clicking the Sign image the Supplier will be prompted to adopt a signature and sign. They do have the option to change the style if desired.

### Adopt Your Signature

Confirm your name, initials, and signature.  
\* Required

**Full Name\***  Christina Geweke

**Initials\***  CG

**SELECT STYLE** **DRAW** [Change Style](#)

**PREVIEW**

DocuSigned by:  
DS  
Christina Geweke  
0127BDF96B7F47F...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** **CANCEL**

Here's what an adopted signature will look like:



The Supplier will use the NEXT Button on the left hand side of the document until they have completed the required fields. Once the NEXT button disappears, the Supplier will click FINISH in the upper right hand corner of the document.

**FINISH** **OTHER ACTIONS ▾**

Once the Supplier clicks Submit, they will be asked if they would like to keep a saved copy of the document.

Upon submission, the form will automatically route to the UNI Supplier Entry team for processing.

For questions, please contact Business Operations at 3-2162 or email [protrav@uni.edu](mailto:protrav@uni.edu)

Created 08/30/19 by cmg

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