

New and Existing SHARE Supplier Scenario and Documentation Requirements “Production”

Supplier Address/Banking Scenario	Documentation Required	Validation Procedures	Comments
New SHARE supplier	Current W-9/SIF loaded into the New BOR Onboarding form	Run through entire new supplier validation	
Updates to existing SHARE suppliers	Current W-9/SIF loaded to FTP	Run through entire new supplier validation	Varies depending on when the SHARE supplier was validated last and the documentation in SHARE.
Adding a remittance address from an invoice	<p>If W-9 in SHARE – load an invoice showing the remittance address to FTP and add a note to add the address.</p> <p>If NO W-9 in SHARE, Current W-9/SIF loaded to FTP</p>	Run through entire new supplier validation	<p>Varies depending on when the SHARE supplier was validated last and the documentation in SHARE.</p> <p>If the EIN isn't on the invoice, we may ask you to specify the EIN to ensure the correct supplier is updated should there be more than one with a similar name.</p>
Updates to CAT SHARE suppliers	Current W-9/SIF loaded to FTP	Run through entire new supplier validation	
Unapproved or Inactive SHARE Supplier	Documentation Required	Validation Procedures	Comments
Approve an unapproved or inactive SHARE supplier	Current W-9/SIF loaded to FTP	Run through entire new supplier validation	
Supplier Payment Advice Scenario	Documentation Required	Validation Procedures	Comments
Update to payment advice email address	If W-9 in SHARE – send an email to oneusgsupport@usg.edu or create a ticket with the new email address.	None	

	If NO W-9 in SHARE, Current W-9/SIF loaded to FTP with a note added with upload containing the new email address		
Supplier Payment Alternate Name	Documentation Required	Validation Procedures	Comments
Request to add or change the payment alternate name	If W-9 in SHARE – email to oneusgsupport@usg.edu with the new email address If NO W-9 in SHARE, Current W-9/SIF loaded to FTP with a note added with upload containing the new email address	None	SHARE Approver must specify which address the payment alternate name applies.
International SHARE Supplier	Documentation Required	Validation Procedures	Comments
If the supplier has a US TIN	Current W8-BEN(E)/SIF loaded into the New BOR Onboarding form	Run through entire new supplier validation as much as possible	ONLY US ACH will be validated and added to SHARE.
If the supplier DOES NOT have a US TIN	Current W8-BEN(E)/SIF loaded to FTP	Run through entire new supplier validation as much as possible	ONLY US ACH will be validated and added to SHARE.