

# UConn HEALTH

## Supplier Profiles Procedure

The creation and maintenance of supplier profiles in UConn Health's HuskyBuy e-procurement system is an important component of the institution's financial controls.

UConn Health's Procurement & Supply Chain Operations Department is responsible for creating and maintaining supplier profiles in UConn Health's e-procurement system.

New suppliers will be added to UConn Health's HuskyBuy e-procurement system only as they are actually needed by UConn Health. New suppliers must complete UConn Health's New Supplier Application, which includes an IRS tax form (a W-9 or one of the W-8 series forms for foreign vendors) and other required information. Suppliers are also checked against state and federal debarment and sanctions databases prior to being set up in UConn Health's system and at regular intervals thereafter. Purchase Orders cannot be issued to a new supplier until all the required documents have been received, the sanctions and debarment checks have been successfully completed, and the supplier's profile has been created in the e-procurement system.

Any changes to a supplier's name, tax identification number, sanctions/debarment status, or other pertinent information must be reported to UConn Health immediately.

Instructions, including links to UConn Health's New Supplier Application forms, are available here: [New Supplier Application Guideline](#)