

CHANGE ANNOUNCEMENT: Supplier Setup/Independent Contractor Process

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To: PURCHASING@LISTSERV.USF.EDU <purchasing@listserv.usf.edu>

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Hello Procurement Friends,

October 2, 2023 substantial changes are being made to our New Supplier Request form and our business processes for Independent Contractor engagements.

(Independent Contractors are suppliers who are an Individual, Sole Proprietor or Single Member LLCs disregarded for federal income tax purposes)

CURRENTLY, determination of whether a supplier meets criteria for an Independent Contractor or employee is done through an Independent Contractor Worksheet submitted at the time of your contract or requisition request. That is about to change!

FROM OCTOBER 2, thanks to collaboration between Procurement, AP, HR, Tax, Compliance & Ethics, and Payroll, the New Supplier Request form will be revised to collect information necessary to make an Independent Contractor determination at the time of Supplier Request! This update should have the benefits of reducing administrative load, saving time, and removing additional forms. Not to mention it's easier on our suppliers!

WE KNOW YOU'LL HAVE QUESTIONS Job Aids and Information have been updated on Procurement and AP's websites. There will also be 3 hosted demonstration/Q&A sessions the week prior to launch. All links are below.

Helpful Links:

[New Supplier Request Form Job Aid](#) (step-by-step guide on submitting a New Supplier Request Form)

[New Supplier Request Form Checklist](#) (used to collect necessary information from suppliers to complete the request)

[Doing Business with an Independent Contractor at USF](#)

Training Demo/Q&A:

[Monday September 25, 11:30 - 12:00 PM](#)

[Tuesday September 26, 11:30 - 12:00 PM](#)

[Thursday September 28, 12:30 - 1:00 PM](#)

As always - if you have additional questions, please reach out to our helpdesk!

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