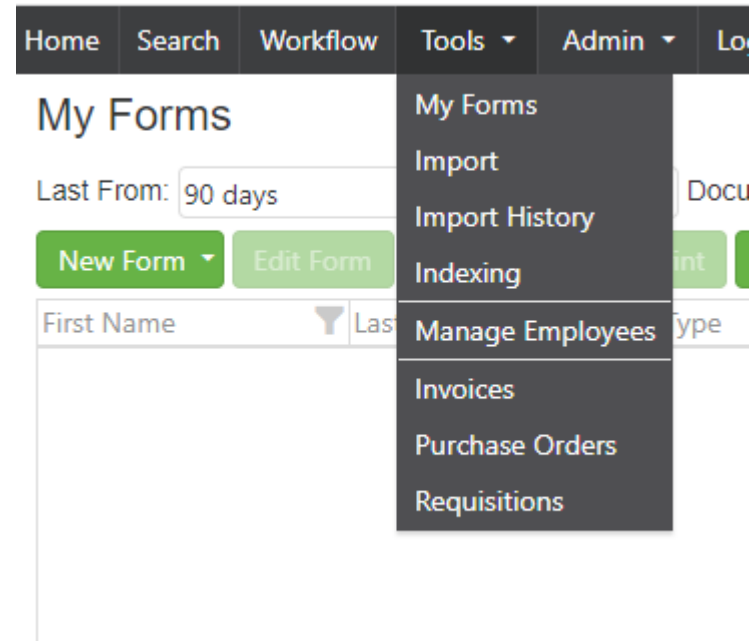


# Add New Vendor (W-9 Upload)

All vendors must be added using this workflow. Emailed W-9's will not be accepted



- Log into SCVIEW
- Go to Tools/My Forms

Home Search Workflow Tools Admin Log Out Madison Local Schools

## My Forms

Last From: 90 days Document Type: Record Disposal Form

[New Form](#) [Edit Form](#) [Export](#) [Batch Print](#) [Clear Filter](#)

First Name	Last Name	Type	Description
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- Click New Form
- Then choose W-9 Upload

y, Hines, 09/23/1966 8/31/2021, 3:30 PM Modified on 8/31/2021 by Anonymous

New Form

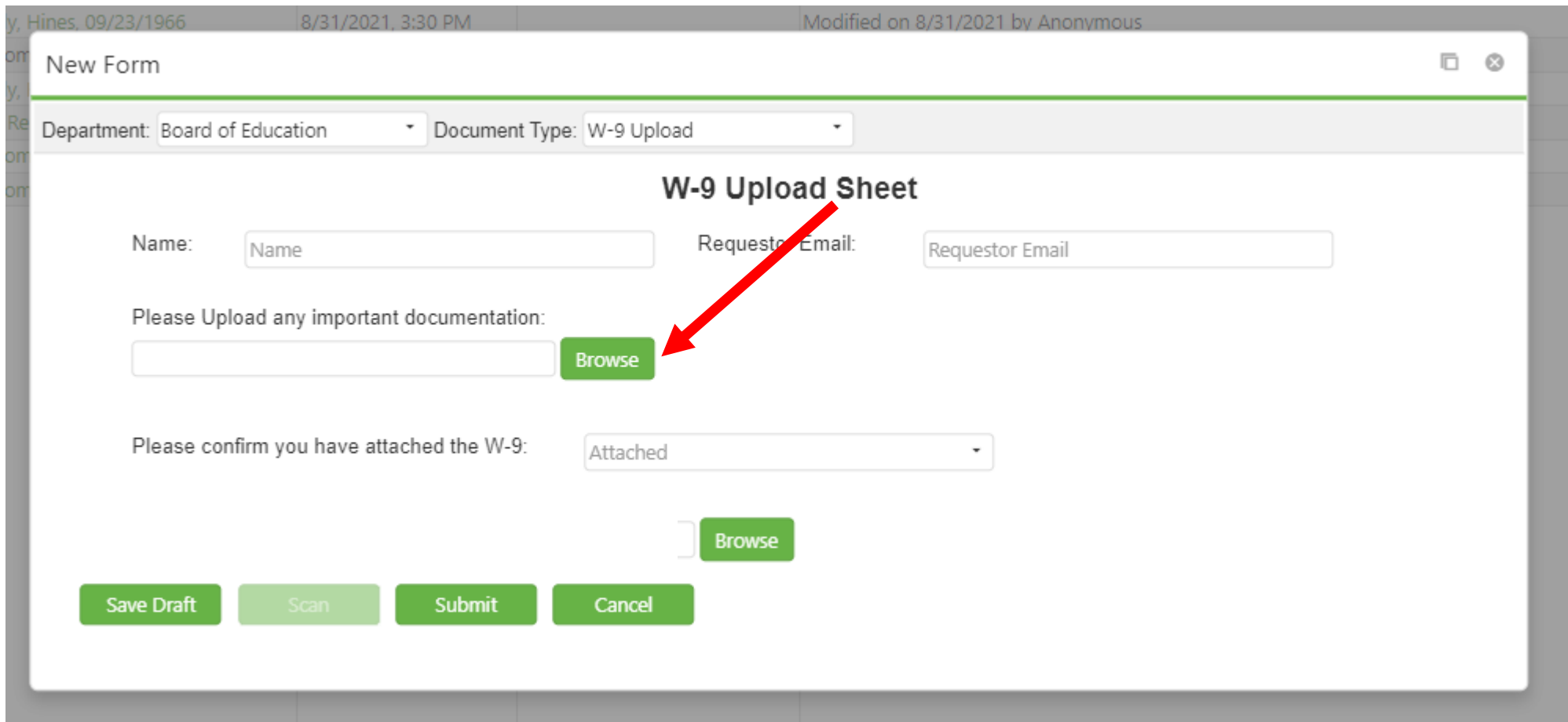
Department: Board of Education Document Type: W-9 Upload

### W-9 Upload Sheet

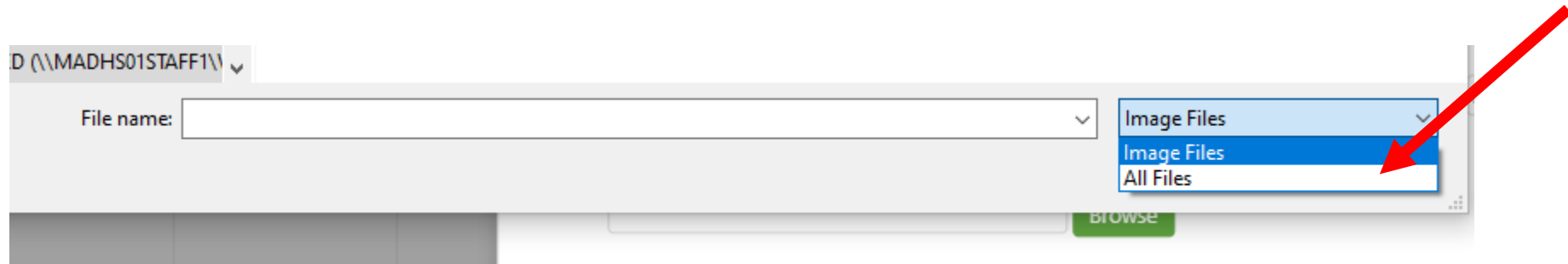
Name:  Requestor Email:

Please Upload any important documentation:

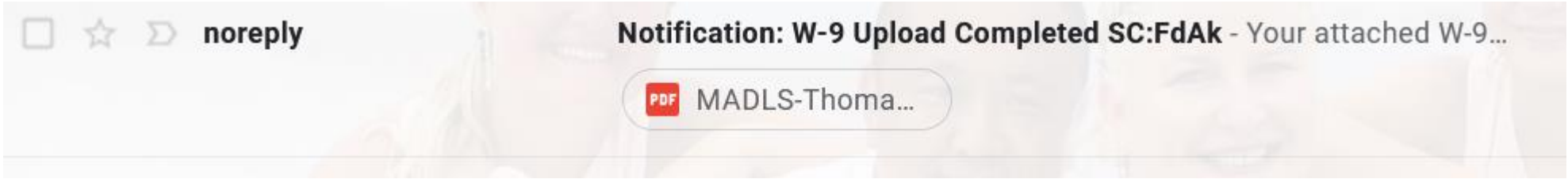
Please confirm you have attached the W-9:



- Enter your name (Last name, First name)
- Requestor Email (This is your email address)
- Click on browse to find the W-9 of the vendor you want to add
- The W-9 must be a PDF



- Change the file type to “All Files”
- Find the W-9 in your drive to upload
- Confirm that you have attached the W-9
- Then submit



Notification: W-9 Upload Completed SC:FdAk External Inbox x

**noreply@myscview.com**  
to lthoman ▾

11:05 AM (2 minutes ago)

Your attached W-9 Upload form has been approved.



Reply

Forward

- You will receive an email when the vendor is ready to use
- You can go to SCVIEW and enter your requisition by searching for the vendor by name