

Hello,

The University of Wisconsin-La Crosse would like to conduct business with your organization.

You will be receiving a New Supplier Request invitation from the email supplierfile@bussvc.wisc.edu, the University of Wisconsin System's Supplier Management Portal. Please accept and complete the registration.

You will need to create a password and enter a business name, address, TIN, and federal tax classification into the secure portal. You can then select a W-9 to be auto-populated to sign digitally within the portal, or you can upload a current, signed W-9.

Please note, only the fields with an asterisk are required for registration. The process should take 10-15 minutes.

Please check your Inbox and Spam folders. If you do not receive the email from supplierfile@bussvc.wisc.edu within 48 hours, please let me know.

Thank you,