

How do I become an UTHealth approved Vendor?

Below is an overview of the process along with what will be required from you in order to become an approved UTHealth supplier.

UTHealth is using Coupa’s Supplier Information Management (SIM) solution to manage the onboarding process of new vendors.

1. The UTHealth employee that is seeking to utilize your products and/or services will need to submit a request to the UTHealth Vendor Management team.
   1. To help expedite the initial review performed by the UTHealth Vendor Management Team, it would be helpful if you provided the UTHealth requester with the following information listed below.
      1. Supplier Name
      2. DBA Name; if applicable
      3. Supplier Tax ID
      4. Supplier Contact Information
         1. Contact Name
         2. Contact Email
         3. Contact Phone
2. The request will then be reviewed by UTHealth’s Vendor Management team. After the review is successfully completed you will receive an email from UTHealth requesting you to provide additional information.
   1. Primary Business Address
   2. Primary Supplier Contact
   3. Tax Documents; W9 for domestic or W-8BEN for International Suppliers
   4. Payment details
   5. Remittance and email addresses
   6. Business Hub Classification & documentation; if applicable.
3. Upon submission, the UTHealth Vendor Management and HUB (if applicable) teams will review the information submitted.
4. Once approved by the Vendor Management and HUB (if applicable) teams you will be notified that you are an approved supplier for UTHealth.

If you have questions, please reach out to [vendorcode@uth.tmc.edu](mailto:vendorcode@uth.tmc.edu)