



Transforming East Alabama Mathematics

The East Alabama Partnership for the Improvement of Mathematics Education

Auburn University

January 28, 2015

Tuskegee University

Alexander City
Schools

Dear TEAM-Math Participants,

Auburn City
Schools

This is a message regarding registration on the Auburn vendor system. The University has restructured their financial system. As a result of this process teachers or administrators who have participated in or will participate in TEAM-Math events are required to register as a vendor. When registration is complete a vendor number will be assigned. This number will be used to submit all payments. The new system will not recognize any payment request submitted without a vendor number.

Barbour County
Schools

Bullock County
Schools

The following steps **MUST** be completed by all participants (with the exception of those paid through Temporary Employment Services) before any payments can be processed.

Chambers County
Schools

Elmore County
Schools

- Go to <http://vendor.auburnuniversity.net> and click on New User Registration
- Set your password (choose individual/sole proprietor as vendor type)
- Click on continue
- Under Fast Paperwork Management click on basic information
- Complete Basic Data - enter
- Complete the Fast Management Paperwork

Lanett City
Schools

IRS W-9 Form - *replaces the paper W-9 form*
Payment Verification – *how payment is to be received.*
Supplier Information – *check “Educational Services”*
Address Verification – *verify information*
Contact Directory – *verify information*
User Profile – *verify information*

Lee County
Schools

Macon County
Schools

Opelika City
Schools

Note:

- In order to avoid complications with registration, please allow ample time to complete the entire registration process upon initial registration.
- You will receive an email from procurement and payment verifying your completion of registration. Please forward this email to Lisa to complete the payment process.

Phenix City
Schools

Russell County
Schools

Tallapoosa County
Schools

Tallassee City
Schools

If you have any questions please contact:

Lisa Ross rosslis@auburn.edu 844-6881