



Undergraduate
Research Programs

Supplier Info Form FAQ

- YOU are the supplier. Someone in the SURE office will be the employee. Please leave the top section blank.
- Only fill out the FIRST page. Leave the other pages blank.
- You may leave the DUNS number and DBA name blank as well as the entire second page.
- The **contact name** is the name you use in regular communication if you generally use a name that is NOT your legal name.
- In most cases the **TIN**, Taxpayer Identification Number is your social security number.
- Please check the "Individual" box for entity type
- For the certifications at the end, please be sure to answer questions 5-8 check boxes appropriately (including YES you agree to Net30)
- Please **sign** the form in ink and scan back to pdf.
- Do NOT email the completed form to the address listed on the form.
- Upload your complete form to the survey link emailed to you.
- Email ec.sure@emory.edu if you have any questions.