

How to add a W9 to procurePHX Portal

Back Forward	History	Favorites	Personalize	View	Help	
	15		-			
		3				
Invoices	Administ	ration	Messages		_	
Home Create Users Own Data Company Data						
Administration > Company Data						

Step 1. On the Administration Tab click on the Company Data tab.

Click on Change.

Now scroll down to the middle of the screen and look for Attachment.

 Attachment 			
-			
Add Attachme	nt Delete		
Оос Туре	File Name		
W9	W-9 Form.pdf		



Step2. Click on Add Attachment.

	11000000	
Add Attachment		
* Document Type: * File:	W9 🗇	Browse
		Add Cancel

Step 3. Find your W9 on your computer by clicking on Browse and search for a SIGNED and completed W9 form.

Then click Add.

You have now attached you W9.