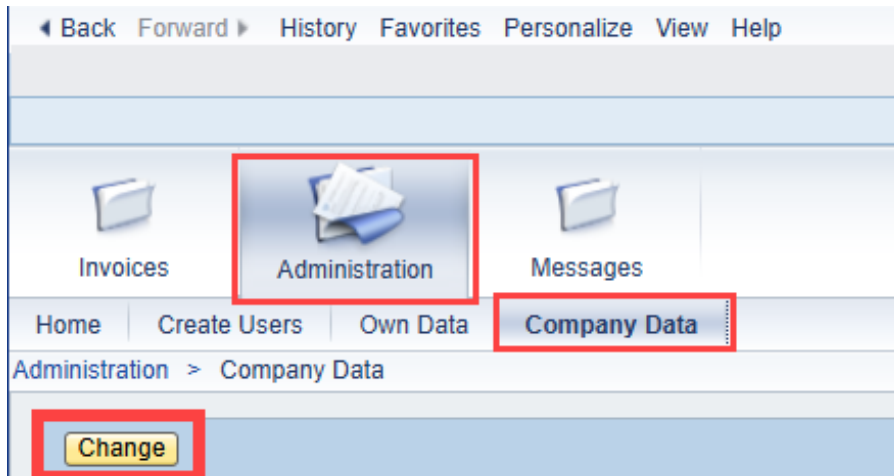




How to add a W9 to procurePHX Portal



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

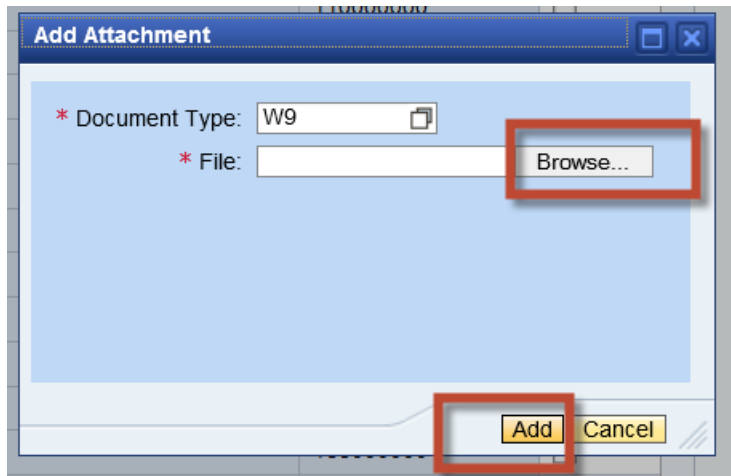
Click on Change.

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





Step2. Click on Add Attachment.



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.