

BEREA COLLEGE New Vendor Processing	Document No.	FIN017.C
	Effective Date	05/2007
	Revision Date	4/2016
	Pages	1-2
	Approval:	On File in Purchasing

1.0 Purpose

This procedure describes steps to set up new vendors. These steps must also be followed to reestablish terminated vendors in Banner (those who have not had a purchase order or check request within the last 3 years).

2.0 Definitions

Vendor Qualification Form: A questionnaire that may be required of new vendors who are the source of supply that exceeds \$10,000.

W-9: Taxpayer Identification Form

Certificates of Insurance: Verification of vendor's insurance coverage in accordance with Berea College requirements.

3.0 Procedure

3.1 Obtain current W-9 from all new vendors and forward to Purchasing. The W-9 must be signed by the vendor within 1 year of submitting to Purchasing.

3.2 Coordinate with Purchasing Manager to acquire Vendor Qualification Form and insurance certificates where applicable.

3.3 Upon receipt of all required documentation, and approval, Accounting will enter vendor in Banner per instructions for new vendor setup in Banner User Guide

4.0 Forms and Records

4.1 W-9

4.2 Vendor Qualification Form

4.3 Insurance certificates where applicable

4.4 Certificate of Liability Insurance

4.5 Certificate of Worker's Compensation Insurance

5.0 Equipment and Software

5.1 Banner

6.0 Related Documents

5.1 Purchasing Policy