

<b>BEREA COLLEGE</b>  <b>New Vendor Processing</b>	Document No.	FIN017.C
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## **1.0 Purpose**

This procedure describes steps to set up new vendors.

## **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 W-9 from all new vendors and forward 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, Purchasing 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