AP VENDOR REQUEST CHECK LIST

A/P NEW Vendor SETUP requests for USA & INTERNATIONAL providing SERVICES:

- Provide VENDOR DATA ENTRY SHEET (VDES).
  - Complete ALL fields and answer ALL questions to avoid rejection.
- Provide W9 FORM required for ALL USA vendors.
- Provide W8 FORM required for INTERNATIONAL vendors that provide services within the USA.
- Provide BANK INFORMATION FORM.
  - REQUIRED for ALL International Vendor requests.
  - REQUIRED for ALL banking setups/updates.
  - Complete Top Vendor Section & Bottom Bank Section to avoid rejection.
- Provide VERIFICATION of the banking instructions.
  - REQUIRED for ALL banking setups/updates (International & USA).
  - Acceptable verification is listed at top of BANK INFO FORM.
- IF the vendor is considered as INDEPENDENT CONTRACTOR status...
  - Provide the completed and signed INDEPENDENT CONTRACTOR SHORT FORM.
  - Complete ALL questions to avoid rejection.
  - Provide ALL signatures (YOUR Departmental & Contractor) to avoid rejection.
  - IF payment will exceed $5k in a calendar year, please contact PURCHASING for further assistance on your IC vendor setup/update.
- IF the vendor is considered as ONCALL PHYSICIAN status...
  - Provide the completed and signed ONCALL PHYSICIAN CONTRACT.
- Provide INVOICE copy (if available)

A/P NEW Non-Employee Travel Vendor SETUP requests for OUT OF POCKET travel expenses:
  (ONLY vendors with USA banking & ALL INTERNATIONAL)

- Provide NON-EMPLOYEE EXPENSE REIMBURSEMENT VENDOR ADD/CHANGE FORM.
  - Complete ALL fields and answer ALL questions to avoid rejection.
- Provide EXPENSE REPORT
- Provide ALL RECEIPTS.
- Provide BANK INFORMATION FORM.
  - REQUIRED for ALL International Vendor requests.
  - REQUIRED for ALL USA vendors requesting direct deposit payments
  - Complete Top Vendor Section & Bottom Bank Section to avoid rejection.
- Provide VERIFICATION of the banking instructions.
  - REQUIRED for ALL banking setups/updates (International & USA).
  - Acceptable verification is listed at top of BANK INFO FORM.
- NOTE: USA ADDRESSED INDIVIDUALS ONLY -- Use Vendor Number "NONEMPTRAV" if payment is via CHECK.

A/P existing vendor CHANGE OF ADDRESS request (USA & INTERNATIONAL):

- Provide VENDOR DATA ENTRY SHEET (VDES)
  - Complete ALL fields and answer ALL questions to avoid rejection.
- Provide current INVOICE copy and/or Vendor’s CHANGE NOTIFICATION.
- Provide current BANKING and VERIFICATION (if International)

A/P existing vendor NAME CHANGE (USA & INTERNATIONAL):

- Provide VENDOR DATA ENTRY SHEET (VDES)
  - Complete ALL fields and answer ALL questions to avoid rejection.
- Provide W9 FORM required for ALL USA vendors.
- Provide W8 FORM required for INTERNATIONAL vendors that provide services within the USA.
- Provide current INVOICE copy and/or Vendor’s CHANGE NOTIFICATION.
- Provide current BANKING and VERIFICATION (if International)