



Business Office

Accounts Payable Vendor Creation Procedure

Purpose

The purpose of this policy is to provide for the maintenance and control of an accurate vendor master file within the Banner System. This procedure will help maximize efficiency within the Accounts Payable (AP) function so that the occurrence of duplicate vendor payments and inaccuracies in vendor information is avoided.

Creation and maintenance of vendor files in the Banner system is a process solely controlled by Business Office. The Business Office is responsible for receiving the appropriate documentation from the requestor to establish a new vendor, changing vendor's information and for ensuring that each vendor has only one master vendor file.

Before requesting a new vendor, check the current vendor list (<https://www.centenary.edu/directories/offices-services-directory/business-office/accounts-payable/>). Please allow 5 days for setting up new vendor.

Definitions

- DBA – doing business as
- W-9 form required for Taxpayer Identification Number and Certification for US companies
- W-8BEN form required for foreign vendors

Procedures

- If the vendor does not exist in Banner, Business Office will create a new vendor number using the information provided on the Vendor Request Form.
- The Vendor Request Form should be completed by an employee/requestor and should be approved by their Budget Manager with W-9 form attached for US vendors or form W-8BEN for foreign vendors. This form will ensure that the new vendor has a valid tax identification number and will also provide their legal name and business name if applicable along with their street address.
- A vendor will not be created until a Vendor Request and W9 forms are received.
- The complete paperwork can be faxed to 318-869-5722 or return to the Business Office
- Creation of or changes to vendor numbers related to remittance of payment are made by the Business Office.