

BANNER VENDOR CODES

Purpose

USNH requires that a vendor code be created for all companies or individuals conducting business with USNH, regardless of the payment amount. Vendor codes are created to gather information about a company or individual necessary to facilitate purchases and payments (e.g., addresses, contacts, payment terms, type of business). A vendor code provides the ability to do research, reports, and ensure compliance for state and federal reporting requirements.

In some instances, a vendor code may not be required. For more information, see the document Direct Pay Invoice – No Vendor Code [http://www.unh.edu/purchasing/direct_pay_no_vcode.pdf].

Vendor codes will be created & maintained by each campus purchasing office. Person records will be created by each campus HR office and loaded into the Banner Finance instance through a nightly feed until HR goes live with Banner HR. After July 1, 2003, USNH Purchasing will create persons records in Banner for new vendors while KSC & PSU will continue to go through their campus HR office.

All USNH employees (including student employees) will automatically be loaded into Banner through a nightly feed from HUM until HR goes live. Certain employee classifications will be automatically be set-up as a vendor. For other employees, an email must be sent to purchasing to request that an employee be setup as a vendor.

Code Structure

Taxpayer identification number (TIN) will be used as the vendor code. For all persons, this will be a social security number (SSN). For all companies, this will be an employer identification number (EIN). Foreign companies may require an auto-generated number and the vendor code and will begin with an “@” sign. It may be necessary for certain foreign individuals to obtain an individual taxpayer identification number (ITIN) or SSN in which case this number would be used as the vendor code. Otherwise, USNH Purchasing will assign a unique tracking number prior to July 1, 2003, after which a Banner auto-generated number can be used and will begin with an “@” sign.

Requesting a new vendor code

It is assumed that prior to requesting a vendor code, the user has verified that the purchase could not have been made using the USNH Pcard or convenience check. Always check the vendor table (FTIIDEN/FTMVEND) to determine if a vendor code exists.

An email request is acceptable for the following vendor requests as long as the payment is not 1099 reportable (See Substitute W9 Form Required section for more information):

- Reimbursement to non-employees who will not have an ongoing relationship with USNH (include SSN, name and address)
- Adding an address for an existing vendor (include current Banner ID and the address needed)
- Vendor existed in CUFS, but is not in Banner (Include the CUFS vendor code and any changes to the information; otherwise purchasing will create the vendor with the information from CUFS)

- Person or company is in Banner, but not marked as a vendor (include Banner ID and address needed)
- USNH Students not already in Banner (include SSN, name and address)

Substitute W-9 Form Required

The IRS requires that a Form W-9, Request for Taxpayer Identification Number, be on file for any company or individual who receives a Form 1099Misc. Generally, payments for services over \$600 in a calendar year are reportable on a 1099. (For more information on the types of reportable payments, go the IRS web site <http://www.irs.gov> to view the most current 1099 instructions). USNH uses a Substitute W-9 Form to satisfy this requirement and to solicit the information necessary to establish a vendor code (i.e., small business, women owned, minority owned, corporations, etc.). The form includes instructions regarding the information that is required if the vendor is an individual, sole proprietor or other business entity. Certain information is required for to meet federal and state requirements. Each campus purchasing office is responsible for maintaining a file copy of the completed Substitute W-9 form.

The business unit should access the Substitute W-9 form from the USNH Purchasing web site [<http://www.unh.edu/purchasing/forms.html>] for each request and complete the “Requester” section and then forward the form to the vendor. The vendor completes the form and returns it as indicated by the business unit on the form. If received by the business unit, they will forward to the appropriate campus purchasing office for processing. Purchasing will review the information for accuracy and when all information is in good order, a vendor code will be created. Purchasing will notify the business unit when the vendor code has been created.

Request a change to an existing vendor code

Documentation to support all changes to existing vendor codes should be forwarded to the appropriate campus purchasing office (e.g., invoice, email, letterhead, registration form). Documentation should include a note regarding the change needed and contact information for the person requesting the change. The requestor will be notified when the change has been made. Common changes include: change of address, new address, new contact person, phone/fax numbers, and corrections (spelling, typo, etc).

Name changes: Contact the appropriate campus purchasing office for assistance with all name changes. These types of changes require research to ensure that the business entity is properly represented in the vendor file.

(In some instances, a change may require a new Substitute W-9 form be completed)

USNH Purchasing Contact Information

Campus Address: USNH Purchasing & Contract Services, 11 Brook Way
Email: vendor.request@unh.edu (or vendor.request in the Outlook Global Address Book)
Fax: 862-3390