

# Checklist for Requesting a New Vendor

**First Step:** Check to see if the vendor already exists by using Vendor Inquiry (separate role recommended for voucher and PO users).

1. Use tips for searching in *Section on How to Search for Vendors*.
2. Decide whether this will be a one-time payment or not. See section on one-time vendors below.

## **If the agency needs a new vendor set up:**

1. Contact the payee (individual or business) and request that they complete the proper form and submit it before payment is made.
2. The vendor/payee should return the form to the requesting agency, signed and dated.
3. The agency should complete a [Fax Cover Sheet](#) to fax with the completed form to Vendor Registry on their confidential fax line: **701-328-0108**. Follow up with an email to [spovendor@nd.gov](mailto:spovendor@nd.gov) as directed on the cover sheet.
4. Vendor Registry will enter the new vendor based upon the information on the W-9 or vendor application (substitute W-9). The agency contact person will be emailed the vendor number set up. This contact information comes from the fax cover sheet.

## **One-Time Vendors and W-9's:**

An agency may request a new vendor for a one-time payment only. If so, Vendor Registry personnel will ask the agency what the amount of the payment will be.

- A. **If the payment is more than \$599.99, a W-9 is required** – it does not matter whether or not the payment will be reported on a 1099. Follow the steps on the next page.

1. Contact the vendor for W-9 or vendor application.
2. Fax completed form to Vendor Registry with Fax Cover Sheet.
3. Be sure to mention in the Comments of the cover sheet that the payment is one-time only.

B. If the payment is less than \$600, no W-9 is needed for the initial set up.

1. Send the request via email to [spovendor@nd.gov](mailto:spovendor@nd.gov).
2. Clearly state in the email that the vendor is one-time and the payment amount is under \$600.00.

- One-time vendors go inactive after the voucher is processed. This vendor will not be reactivated for future payments without a W-9 collected up front, regardless of dollar amount.
- Vendor Registry will mark the vendor to prevent it from being used again without proper paperwork.

C. **Exceptions:** Any vendor payment that qualifies for 1099-G or 1099-S reporting will still need a W-9, as the \$600.00 limit does not apply.