

VENDOR SETUP

POLICY NUMBER: RESERVED FOR FUTURE USE
POLICY TYPE: ADMINISTRATIVE
RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF PROCUREMENT
RESPONSIBLE OFFICE: OFFICE OF PROCUREMENT

I. POLICY STATEMENT

When requesting a new vendor to be setup in SAP, please use the form located at the bottom of this page and be sure to include company name, address, fax and phone numbers and any additional info that you may have available.

We will be happy to attain all other information necessary to setup and pay the vendor. We can setup a vendor in SAP once we have a Federal Tax ID number, but we must obtain the additional information, in the vendor section of the form, before we can pay a vendor.

Please note, the more information that you can supply the quicker we can setup a vendor in the system. Depending upon the vendor's responsiveness to our request the setup process can be completed very quickly or could take an extended amount of time.

This form must also be filled out to add NKU employees as a vendor for travel reimbursement. When requesting an employee vendor setup, select NKU employee reimbursement from the "Vendor type" drop down box.

Per external audit requirements, **all vendor setup forms must be signed by the department head** of the requesting department before we can add the vendor to SAP.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY	
REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	