



Request for Great Plains Vendor Maintenance

Please refer to Page 2 for instructions on how to use and/or complete this form
Deliver your request to *Rekha Sewraj* in Finance

Section A: SPECIFY THE NATURE OF THIS REQUEST

- Add New Vendor not already set up in Great Plains
- Update Existing Vendor: Active* Vendor Inactive* Vendor
- Activate a Vendor already setup in GP but coded as "inactive"*

*Users cannot select a Vendor ID for requisitions if that Vendor ID is coded "inactive" by Finance. In order for Finance to reset a vendor from "inactive" to "active" status in Great Plains, this form must be completed to provide Finance with up-to-date information. Also, this form is required for any active vendor to whom no payments have been made by BPCA during the past 12 months.

Section B: Initiator Information

Form Initiated By		Phone#		Date	
Goods/Services to be Provided by Vendor					

Section C: Vendor Profile

Vendor Name					
Street Address					
City		State		Zip	
Contact		Phone		Fax	
Title		email			

Section D: Vendor Payment Address (if different from Street Address supplied in Section C)

Payee Name to Display on Check					
Mailing Address for Check					

Section E: Vendor Tax Information *** For setup of all new, and reactivation of all inactive vendors, attach IRS Form W-9 Request for Taxpayer Identification Number & Certification which is available from the following site: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Vendor Tax Structure (i.e., LLP, LLC, Corp, Sole Proprietor)					
Vendor Tax ID			() MBE	() WBE	
Source of Tax Info Entered Above	Name			Phone	
	Title			eMail	

Section F: To be completed by BPCA

BPCA Vendor ID		Set up as 1099-Misc Vendor	() Yes () No
Setup on Great Plains by		Date Setup on Great Plains	

Request for Great Plains Vendor Maintenance

How to Complete and/or Use this Form

1. Answers: Enter your answers in the unshaded boxes.
2. Sections You Must Complete: Complete Sections A, B, C, D, and E **before** you submit the form to Finance.
3. IRS Form W-9 Request for Taxpayer Identification Number and Certification: Correct tax information is required so that BPCA can comply with IRS regulations governing the issuance of calendar year 1099s (1099-Misc). IRS Form W-9 is a standard document used by businesses to confirm a vendor's organizational structure and tax ID. The form must be signed by an officer of the vendor's company. The vendor can print Form W-9 at the IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> A PDF version of the form is also saved on the M Drive/Finance Forms.

****** VERY IMPORTANT:** It is vital to get this information at the time the vendor is setup on Great Plains because:

- a. it ensures that all amounts paid during the tax year to that Great Plains Vendor ID are accumulated in the 1099 tax bucket for that year, thereby ensuring an accurate 1099 amount;
 - b. it prevents BPCA from having to file an amended 1099 Return with the IRS which we must do when we learn that a Vendor was wrongly included in the Return or not included when it should have been. Either event requires BPCA to file an amended return with the IRS.
4. Deliver all vendor requests to Evelin Maisonet. In her absence, deliver the requests to Rekha Sewraj.
 5. Finance will notify originator once the new Vendor ID is established.