

## What is the process to setup a vendor?

A vendor is not permitted to begin work at Rice (i.e. be paid) until certain paperwork has been filled out and the proper tax form is received. Because of the sensitive and confidential nature of the data, setups and changes cannot be taken over the phone or handled through email; they must be entered in the Payables Portal <https://payables.rice.edu/>. Once the information is in the Payables Portal and has been verified as complete, the data must be manually transferred to Banner and Marketplace by Accounts Payable.

Vendor submissions with the appropriate paperwork may take up to three business days to verify and enter into Banner for use. At peak times of the year (beginning and end of semesters) it may take up to five business days. Vendors who have not submitted the proper tax form can delay the process further depending upon how quickly they respond to requests for the additional information. In order to avoid delays in payments, schools and departments should be sure a vendor is setup before work begins. Vendors that have been successfully setup will appear in Marketplace. Accounts Payable will not issue manual checks for vendor setup issues unless they fall outside of the standards set forth above.

### New Vendors

Departments looking to do business with a vendor can do so by submitting a helpdesk ticket to [helpdesk@help.rice.edu](mailto:helpdesk@help.rice.edu). Procurement will review and contact the vendor to submit their information via the Payables Portal.

In the Payables Portal, new vendors must fill out a vendor application form and submit the proper tax forms. Note that a tax form is not required if a vendor is only being reimbursed for travel expenses. If work was performed by a vendor who has not filled out these forms, Rice will not pay the vendor until these items are received. The required forms are:

1. A properly completed vendor form (business name, address, phone number, tax id etc.), and
2. A properly completed tax form based on the vendors type of entity:
  - W-9: For individuals or companies in the United States,
  - W8-BEN\*: For foreign individuals, or
  - W8-BEN-E\*: For foreign companies.

\*Enter 111-11-111 for SSN when prompted

A new vendor may complete the form themselves or the department may elect to complete the form on the vendor's behalf (in which case a university contact number should be provided in the event follow-up is needed). The tax form must also be submitted with the vendor form; if a blank form is needed these forms can be downloaded from the Payables Portal.

### Changes to existing vendors

Any updates to an existing vendor must be submitted via the Payables Portal. Existing vendors will fill out the vendor form as normal and update fields or attach a new W9 as necessary. The verification process will ensure against the creation of duplicates.

Note that students receiving payment still need to fill out a vendor application. While students are automatically set up in Banner, they must be manually added to Marketplace due to system limitations. This can create additional delay so the setups should be requested as soon as it is known a student will be paid.