

 <b>VILLANOVA</b> UNIVERSITY	<b>Policy: Updated New Vendor Registration</b>
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Financial Affairs Department Procurement Department Policies and Procedures	Approved: 1/31/2005

### Policy

Any Department requesting a new vendor to be added to the University vendor list must have that vendor approved by the Procurement Department and Insurance Manager. The vendor must be approved prior to any purchase or commitment of University funds. Villanova University will not be held liable for the payment of any vendor's invoice without prior approval by the Procurement Department.

### Procedure

1. All new vendors must complete a vendor profile and review the University vendor terms and conditions. This form must then be submitted to the Procurement Department for review and approval. Departments may request this information from the vendor prior to submitting a requisition or the Procurement Department will request this information from the vendor once the requisition is received. Honorariums and guest speakers can complete a W-9 form only - see 1099 Reporting Policy. See vendor profile form for complete instructions on how to complete this form.
2. Vendors requiring 1099 status must comply with Villanova University 1099 Reporting Policy.
3. Any vendor that will be performing services or delivering product to the University must have a current Certificate of Insurance on file in the Procurement Department before arriving at the University. See Policy - Insurance Requirements for Vendors, Contractors, and Guest Groups.
4. If the vendor's insurance does not meet the standard insurance requirements set forth by Villanova University, the Insurance Manager will determine if the vendor's insurance coverage is adequate for the type of service that will be performed.
5. Once the vendor has been approved by the Procurement Department and Insurance Manager, the Procurement Department will add the vendor to the University's vendor database.

6. The Procurement Department will notify the requesting Department that the vendor has been added to the Villanova vendor database and the requisition can be processed.

NOTE: See *New Vendor - Quick Reference Guide* for further clarification.

Attachments:

[NEW VENDOR REGISTRATION FORM](#)

[QUICK REFERENCE GUIDE](#)