

Requesting a New Vendor to Banner

Step 1. Type in your vendor name on the vendor tab of the requisition.

The screenshot shows the Banner system interface for a Purchase Requisition (R1600235). The 'Vendor Information' tab is selected. A search dropdown menu is open, showing 'Searching...' and a blue arrow points to the search input field.

Step 2. If the vendors name is not found on the list, or the list is to long to sort through, proceed to ULink link and do a Vendor Query.

The screenshot shows the Banner ULink menu with the following options:

- Requisition Entry (FPAREQN)
- Requisition Approval Form in Banner 9 (FOAUAPP)
- Vendor Query (FTMVEND)** ←
- View Document
- Banner Document Management (BDM) Query
- Banner Training Resources

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Step 3. If the query returns with no results you must request to have the vendor added to Banner. On the Purchasing website open the Vendor Information Form under the Forms tab.

Vendor Forms

Taxpayer Identification Number & Certification Form (W-9) (Blank, for Vendor Registration)

Vendor Application Form

Vendor Information Form (For Departmental use when adding a vendor or altering an existing vendor)

Step 4. Complete the Vendor Information Form and obtain a **COMPLETED** and **SIGNED** W-9 form. (Do not fill in the W-9 for the vendor as it is an official tax form.)

Step 5. E-mail both completed documents to purchasing@louisiana.edu to be entered into Banner.

Step 6. Purchasing will e-mail you the vendor ID number.

Step 7. Enter the vendor ID number into the Choose Vendor field and select the vendor.

R1600235

1 Requestor Information | 2 Vendor Information | 3 Add Item & Accounting

Choose vendor for me

Vendor

Choose Vendor x ▲

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