

New Vendor Setup Form



Part I - Property Section

Choose One: _____ New _____ Change _____ *If change, enter existing Bell Vendor #*

Vendor will be used for: _____ Operations _____ Rehab _____ Both operations & rehab

Property Name: _____ Prop #: _____

Requestor (Print & Sign): _____ Date: _____
Print name and title *Sign*

Part II - Vendor Section

Vendor Name: _____

Remittance Address: _____

Vendor Phone: _____ Vendor Fax: _____

Vendor Email: _____

Federal Tax ID: _____

OR

Name on SSN: _____ SSN: _____

Is Vendor Incorporated _____ Yes _____ No

Payment Terms (choose one): _____ 30 Day _____ 45 Day _____ Other (describe) _____

Do you offer early pay discounts? _____ No _____ Yes *If yes, explain:* _____

Type of Business: _____

I have been informed of the requirement to register and be approved in Compliance Depot, as well as the requirement to register for electronic invoicing or managed catalog through Yardi P2P. I understand both requirements must be met in order to conduct business with any Bell Partners Inc. community and that there are fees associated with each requirement. I also agree to maintain current and accurate information in both systems.

Vendor Name (Print & Sign): _____ Date: _____
Print *Sign*

Part III - Standard Exemptions or Special Vendors

Standard Exemptions:

_____ Municipalities/City Government/Courts	_____ Nonprofit
_____ State/County Government/Courts	_____ Insurance Company
_____ National Government/IRS/Courts	_____ Health Provider
_____ Police, Fire, Ambulance	_____ Utility Company
_____ School District	_____ Cell Phone/Pagers
_____ University/College	_____ Newspaper
_____ Mortgage Co, Lender, Credit, Bank	_____ Church
_____ Professional Association	_____ Restaurant/Caterers
_____ Resident/Employee Reimbursement	_____ Attorney

Emergency Vendor already used: _____ Vendor will be used again _____ Vendor will not be used again
Vendor will be added to CD and *"One-time" vendor*
expected to comply with VMP

Part IV - RM Approval

I approve the use of this vendor as there is not a suitable vendor already established at Bell to service this property. I also understand that "one-time" vendors cannot be used a second time without complying with VMP.

RM Name (Print & Sign): _____ Date: _____
Print *Sign*

Part V - Home Office Use

Compliance Depot Complete: _____ Compliance Depot #: _____

E-Invoice Registration Complete: _____ Yardi Vendor #: _____

Date Property Notified: _____ AP Initials: _____