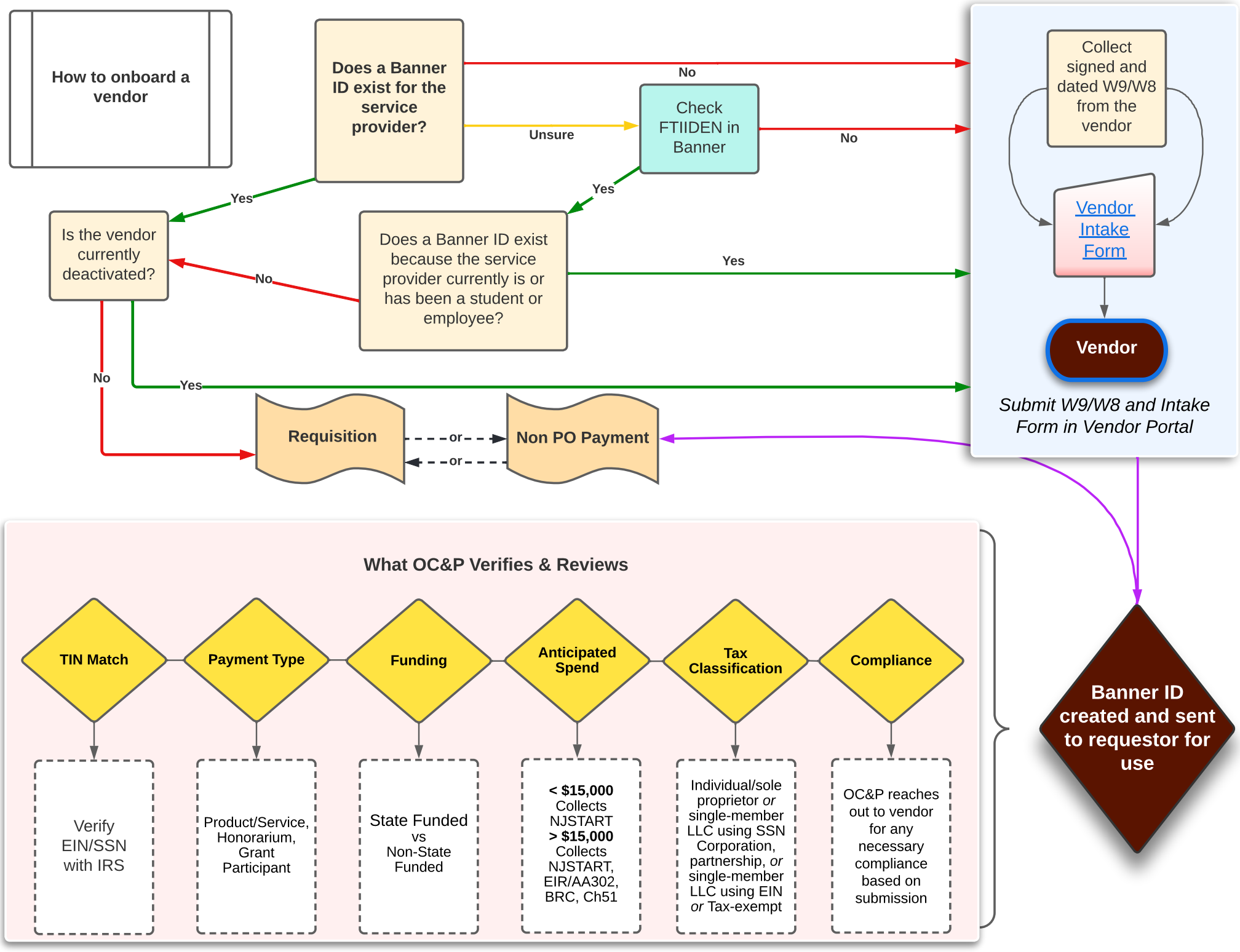
How to onboard a vendor
Does a Banner ID exist for the service provider?
No
Unsure
Check FTIIDEN in Banner
No
Yes
Yes
Is the vendor currently deactivated?
No
Does a Banner ID exist because the service provider currently is or has been a student or employee?
Yes
No
Yes
Collect signed and dated W9/W8 from the vendor
Vendor Intake Form
Vendor
Submit W9/W8 and Intake Form in Vendor Portal
Requisition
or
or
Non PO Payment
What OC&P Verifies & Reviews
TIN Match
Payment Type
Funding
Anticipated Spend
Tax Classification
Compliance
Verify EIN/SSN with IRS
Product/Service, Honorarium, Grant Participant
State Funded vs Non-State Funded
< $15,000 Collects NJSTART
> $15,000 Collects NJSTART, EIR/AA302, BRC, Ch51
Individual/sole proprietor or single-member LLC using SSN Corporation, partnership, or single-member LLC using EIN or Tax-exempt
OC&P reaches out to vendor for any necessary compliance based on submission
Banner ID created and sent to requestor for use