

New Vendor Setup Form

Part I - Property Section			
Choose One:	_____ New	_____ Change	_____ <i>If change, enter existing Bell Vendor #</i>
Vendor will be used for:	_____ Operations	_____ Rehab	_____ Both operations & rehab
Property Name:	_____		Prop #: _____
Requestor (Print & Sign):	_____	_____	Date: _____
	<i>Print name and title</i>	<i>Sign</i>	

Part II - Vendor Section			
Vendor Name:	_____		
Remittance Address:	_____		
Vendor Phone:	_____	Vendor Fax:	_____
Vendor Email:	_____		
Federal Tax ID:	_____		
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	_____ <u>If yes, explain:</u>
Type of Business:	_____		
<p>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.</p>			
Vendor Name (Print & Sign):	_____	_____	Date: _____
	<i>Print</i>	<i>Sign</i>	

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	
	<i>Vendor will be added to CD and expected to comply with VMP</i>	<i>"One-time" vendor</i>	

Part IV - RM Approval			
<p>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.</p>			
RM Name (Print & Sign):	_____	_____	Date: _____
	<i>Print</i>	<i>Sign</i>	

Part V - Home Office Use			
Compliance Depot Complete:	_____	Compliance Depot #:	_____
E-Invoice Registration Complete:	_____	Yardi Vendor #:	_____
Date Property Notified:	_____	AP Initials:	_____