



## VENDOR REGISTRATION PROCEDURE

<b>Procedure Type:</b>	Institutional	<b>Initially Approved:</b>	July 1, 2012
<b>Procedure Sponsor:</b>	Vice-President Finance and Operations	<b>Last Revised:</b>	February 5, 2024
<b>Administrative Responsibility:</b>	Finance Department	<b>Review Scheduled:</b>	February 2029
<b>Approver:</b>	President and CEO		

### A. PURPOSE

The Vendor Registration procedure provides guidance on collecting and reviewing information of new suppliers to support the University’s reporting and compliance requirements and enable the Finance department to issue payments. Complete and accurate supplier records must be collected and approved before transacting business with a supplier.

A supplier is an entity that sells products or provides services to the University. A supplier may be an organization or entity (e.g., another university or a city), a small unregistered business or a contractor (an individual).

The following types of transactions do not fall within the scope of this procedure:

- Corporate Purchasing Credit Card (PCard)
- Honorariums

### B. PROCEDURE

1. New supplier information is collected using the Vendor Registration Form. The Vendor Registration Form contains the details needed to successfully transact business with the supplier.
2. When goods or services are purchased from any new supplier, the operational manager should send the Vendor Registration Form to the new supplier for completion and return before approving and sending a requisition for the goods or services for processing.
3. When the completed Vendor Registration Form is returned from the new supplier, the form is sent to Accounts Payable in the Finance Department.
4. Accounts Payable will use the Vendor Registration Form to review and validate the new supplier’s information and set up vendor master data within the financial accounting system.
5. Updates to the Vendor Registration information will be made as required. Suppliers may be requested to complete a new Vendor Registration Form if circumstances impacting the vendor status are known to the University and substantially change the profile information of a supplier.

**C. RELATED POLICIES**

- Purchasing Procedure

**D. RELATED LEGISLATION**

- Post-Secondary Learning Act (PSLA)
- Provincial Trade, Investment and Mobility Agreement (TILMA)
- Interprovincial New West Partnership Agreement (NWPTA)

**E. RELATED DOCUMENTS**

- Vendor Registration Form

**F. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
02/05/2024	Clarified language and process	All sections	Manager Finance and Accounting	VP Finance and Operations
02/07/2014	Policy revisions	-	-	-