


## PROCEDURE: 200.03.04

<b>SECTION:</b> Finance	
<b>TOPIC:</b> Vendor Registration Procedure	
<b>EFFECTIVE DATE:</b> July 1, 2012	<b>REPLACES:</b>
<b>LATEST APPROVAL DATE:</b> February 7, 2014	
<b>NEXT REVIEW:</b> February 2017	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b> 	
Original signed by President + CEO	

### Intent

This procedure is intended to provide guidance to line managers when considering the purchase of goods for the College from new suppliers. This procedure should be followed for all new suppliers when goods or services are first purchased from the supplier.

### Procedures

1. The Vendor Registration procedure is designed to gather information about a potential supplier (the "Applicant Supplier") to ensure the supplier will meet the needs of the College. Potential supplier information is recorded on the attached *Vendor Registration Form* for review and validation.
2. Completion of the *Vendor Registration Form* is a key part of the College's vendor validation process. The information is used to gain assurance the vendor is reputable and the return policy is acceptable, and to ensure the College is aware of Related Party Transactions.
3. When goods or services are purchase from any new supplier, the line manager should send the *Vendor Registration Form* to the new supplier for completion and return prior to approving and sending a requisition for the goods or services for processing. The completed form is to be attached to the requisition.
4. Completion of only the "Applicant Supplier" and "Related Party Disclosure" sections of the *Vendor Registration Form* is required, when one of the conditions below is met:

- a. A vendor is a recognized large national, multi-national, or locally established reputable corporation (eg Safeway; Home Depot; Microsoft; Grand and Toy; Encana; Fraser, Milner, Casgrain, etc.);
  - b. The vendor validation has been made through a competitive tendering process requiring formal selection or pre - qualification such as a Request For Proposal/Information
  - c. A College procurement card was used to purchase the goods or services; or
  - d. The purchase is an emergency purchase.
5. When the completed *Vendor Registration Form* is received back from Applicant Supplier, the form is sent to the Bookstore with the approved purchase requisition. The Bookstore will forward the completed *Vendor Registration Form* to Accounts Payable in the Finance Department where the information will be reviewed and validated.
  6. If the requisition is for a service to be purchased directly and not through the Bookstore ( eg for professional services) the form is to be attached to the approved requisition and sent to the Accounts Payable staff in the Finance Department where the information will be received and validated.
  7. Accounts Payable will retain a copy of the approved Vendor validation until the vendor is used, at which time the vendor will be set up in the master vendor listing within the financial accounting system.
  8. Updates to the Vendor Registration information will continue on an ongoing basis as required. Suppliers may be requested to complete a new *Vendor Registration Form* if an update is considered necessary in situations where circumstances impacting the vendor status are disclosed or known to the College that substantially change the profile information of a supplier .

### **Attachment**

Vendor Registration Form