



## Great Plains Vendor & Vendor Payment Maintenance

Please refer to Page 2 for instructions on how to use and/or complete this form

Deliver your request to **Yipin Benon** in Finance via email at [yipin.benon@bpca.ny.gov](mailto:yipin.benon@bpca.ny.gov)

and/or **Ann Ketring** via email at [ann.ketring@bpca.ny.gov](mailto:ann.ketring@bpca.ny.gov)

### Section A: SPECIFY THE NATURE OF THIS REQUEST-To be completed by BPCA

☐ Add New Vendor not already set up in Great Plains

☐ Update Existing Payment Instructions (ACH)

☐ Update Existing Vendor: ☐ **Active\*** Vendor ☐ **Inactive\*** Vendor

☐ Activate a Vendor already setup in GP but coded as "Inactive"\*

\*Users cannot select a Vendor ID for requisitions if that Vendor ID is coded "Inactive" by Finance. In order for Finance to reset a vendor from "Inactive" to "Active" status in Great Plains, this form must be completed to provide Finance with up-to-date information. Also, this form is required for any active vendor to whom no payments have been made by BPCA during the past 12 months.

### Section B: Initiator Information- To be completed by BPCA

Form Initiated By		Phone#		Date	
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Goods/Services to be Provided by Vendor	
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### Section C: Vendor Profile

Vendor's Legal Name (as displayed on W9)					
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Address (W9)					
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City		State		Zip	
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Business Address (If different from W9)					
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City		State		Zip	
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Contact		Phone		Fax	
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Title		email			
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### Section D: Vendor Payment Address and ACH Information

Payee Name to Display on Payment					
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Payment Remittance Address					
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Bank Name and Address					
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Email for Remittance Notification		Account Type (i.e., Checking, Savings)			
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Routing Number (ABA#)		Account Number			
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**Section E: Vendor Tax Information** \*\*\* For setup of all new, and reactivation of all inactive vendors, attach IRS Form W-9 Request for Taxpayer Identification Number & Certification which is available from the following site: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Vendor Tax Structure (i.e., LLP, LLC, Corp, Sole Proprietor)			
Vendor Tax ID		( ) MBE ( ) WBE ( ) SDVOB	
Source of Tax Info Entered Above	Name		Phone
	Title		eMail
Vendor Signature			

**Section F: To be completed by BPCA Finance**

BPCA Vendor ID		Set up as 1099-Misc Vendor	( ) Yes ( ) No
Setup on Great Plains by		Date Setup on Great Plains	

**Request for Great Plains Vendor Maintenance**

Instructions to Complete this Form

1. Answers: Enter your answers in the unshaded boxes.
2. Sections You Must Complete: Complete Sections A, B, C, D, and E **before** you submit the form to Finance.
3. IRS Form W-9 Request for Taxpayer Identification Number and Certification: Correct tax information is required so that BPCA can comply with IRS regulations governing the issuance of calendar year 1099s (1099-Misc). IRS Form W-9 is a standard document used by businesses to confirm a vendor's organizational structure and tax ID. The form must be signed by an officer of the vendor's company. The vendor can print Form W-9 at the IRS website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> A PDF version of the form is also saved on the M Drive/Finance Forms.

**\*\*\*\* VERY IMPORTANT:** Complete tax information is required prior to setting the vendor up in Great Plains since it:

- a. Ensures that all amounts paid during the tax year to that Vendor ID are accurately accumulated in the 1099 for that tax year, and
  - b. Prevents BPCA from having to file an amended 1099 Tax Return with the IRS, which is required for all Vendor submission errors.
4. Deliver all vendor requests to Yipin Benon via email at [yipin.benon@bpca.ny.gov](mailto:yipin.benon@bpca.ny.gov) and Ann Ketrting at [ann.ketrting@bpca.ny.gov](mailto:ann.ketrting@bpca.ny.gov).
  5. Finance will notify the Initiator once the new Vendor ID is established.