

New Vendor Setup Form



Part I - Property Section

Choose One: _____ New _____ Change _____ *If change, enter existing Bell Vendor #*

Vendor will be used for: _____ Operations _____ Rehab _____ Both operations & rehab

Property Name: _____ Prop #: _____

Requestor (Print & Sign): _____ Date: _____
Print name and title *Sign*

Part II - Vendor Section

Vendor Name: _____

Remittance Address: _____

Vendor Phone: _____ Vendor Fax: _____

Vendor Email: _____

Federal Tax ID: _____

OR

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 *If yes, explain:* _____

Type of Business: _____

I have been informed of the requirement to register and be approved in Vendor Credentialing Realpage, 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.

Vendor Name (Print & Sign): _____ Date: _____
Print *Sign*

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
Vendor will be added to CD and expected to comply with VMP *"One-time" vendor*

Part IV - RM Approval

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.

RM Name (Print & Sign): _____ Date: _____
Print *Sign*

Part V - Home Office Use

Vendor Credentialing Realpage Complete: _____ Vendor Credentialing Realpage #: _____

E-Invoice Registration Complete: _____ Yardi Vendor #: _____

Date Property Notified: _____ AP Initials: _____