

HOW TO SET UP A VENDOR

Before requesting a vendor is set up as a vendor in the system, there are a few things to keep in mind:

- SB 1467 prohibits university employees from contracting with any University department to provide goods or services as an independent contractor.
- A former University employee may not enter into a contract as an independent contractor for two years from the date of separation.
- A University employee or department may not buy goods or services for UCLA from a vendor who is a member of the employee's family
- A University employee or department may not buy goods or services for UCLA from a vendor where an employee owns or controls at least 10% of the business.

When possible, it is best to use the many existing vendors and contracts that have already been established by the University. However, if a new vendor is needed for a unique product or service, departments must submit a new vendor set up request.

If the vendor does not violate any conflict of interest, please initiate an email to your fund manager and the vendor to indicate the purpose of setting up the vendor and justification as to why the vendor is selected over the existing vendors and contracts that have already been established.

The vendor will need to provide the following information to the fund managers in order to be set up as a vendor:

- Name
- Address
- City
- State
- Zip code
- Business email
- Business phone number

Once these information is inputted into the system, the fund manager will provide vendor with a unique QUE Number.

They will then need to upload a current, signed, and dated W-9 form to the following secure website:

<https://vendor.accounting.ucla.edu/w9>

Vendors will need to enter in their name as they appear on their W-9s; DBA name, if applicable; and the QUE numbers along with uploading the W-9. **DO NOT email, mail, or fax in vendor's W-9 to fund managers. Vendors are required to upload their own W-9.**

The set up requests normally takes between 3-5 business days.

Further information for vendors, including how to set up electronic fund transfers can be found on the purchasing website: <https://purchasing.ucla.edu/for-vendors> and <https://purchasing.ucla.edu/for-vendors/information-for-vendors>

Additional information on policies, including conflicts of interests can be found on the following webpages:

- <https://purchasing.ucla.edu/purchasing/departmental-buyer/conflict-of-interest-employee-vendor-relationships>
- <https://purchasing.ucla.edu/purchasing/departmental-buyer/conflict-of-interest-sb-1467>

FOR FUND MANAGERS – HOW TO SET UP A VENDOR on BruinBuy

1. Log in to BruinBuy, under “Suppliers & Catalogs,” select “New Vendor Setup Request”
2. Make sure that “Set up a New Vendor” is selected
3. Enter the name, address, city, zip code, business email, business phone number are entered as they appear on the W-9 of the vendor
4. Please enter in 000-00-000 for the vendor’s SSN or 00-0000000 for the employer’s ID. Vendors are going to provide their Tax ID on their W-9 and AP will update this information when adding the vendor into the system. DO NOT take the vendor’s W-9, as it contains this confidential information.
5. Enter the payee’s information as follows:
 - a. Payee Name: Last Name, (space) First Name
 - i. No titles, periods, or acronyms allowed
 - b. Address Field: Abbreviate Street Suffixes, using the US Postal Code abbreviations
 - i. No punctuation allowed
 - ii. US Address does not need a country code – leave this blank
6. Foreign address does not require the State or Zip code – leave these blank
 - a. Postal code may be entered before or after the city name
 - b. Use tax id 00-0000000/E (Employer ID) if work is not done in the United States. Indicate where the work is being done on the business contact field.
 - c. Leave income reportable and income reportable tax code as blank for companies

Example for US Address vendor:

PAYEE NAME: BRUIN, JASPER
ADDRESS: DBA JASPER ELECTRONICS
ADDRESS: 45 CASPER BLVD STE 415
CITY: CASPER
ST: WY
ZIP CODE: 80125
COUNTRY CODE: **[Leave Blank]**

Example for Foreign Vendor:

PAYEE NAME: JOHN WILEY UK LTD
ADDRESS: 25 BRUSSELLS
CITY: LONDON 1T5 6k2
ST: **[Leave Blank]**
ZIP CODE: **[Leave Blank]**
COUNTRY CODE: **GBR**

Specific questions can be directed to Accounts Payable at ap@finance.ucla.edu or ext. 41097