

NEW VENDOR SETUP REQUEST DOCUMENTS

In order to setup a new vendor we need the following:

- ZVR1 – Vendor Master Request Form (**with a vendor name**)
 - **Filled out in all CAPS**
- IRS W9 (Revision October 2018) form
- ACH Authorization Form (the vendor may forward directly to SAPVendor@portlandoregon.gov) or **fax 503-865-3291**
- Voided check or Bank Letter validating the bank account

Reminder:

T-code, ZVR1 shows the vendor name when submitted in SAP; expedites process

ZVR1 forms saved on desktops don't show vendor's name; slows the process

Please forward this information to anyone in your bureau who submits new vendor setup requests.

If you have an immediate vendor setup need, please send an email directly to Sharon Nickleberry Rogers (Sharon.nickleberryrogers@portlandoregon.gov) and a carbon copy to the SAP Vendor Inbox (SAPVendor@portlandoregon.gov)