

Banner Vendor Setup and Update

University Payables (UPAY) is responsible for establishing and maintaining vendor profiles in **Banner**. A permanent vendor setup is required before a purchase order or payment can be issued *except* in the following situations.

- Refunds of any kind
- Non-employee reimbursements
- Payments to human subjects totaling less than \$100 in a calendar year

Vendors that are not found in the system through Querying a Vendor and that do not meet the criteria above must be added through the Vendor Information Form procedures outlined below.

- It is the responsibility of campus units to look up vendor identification numbers in **Banner**.
- If you do not have access to **Banner**, please contact your Unit Security Contact (USC) to request query access to **Banner** Finance forms.

For details and more information on establishing and maintaining vendor profiles in **Banner**, navigate to the Vendor Setup and Update section on the OBFS website at <http://www.obfs.uillinois.edu/payments-vendors-students/vendor-setup-update/>.