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/.