Oneida Licensing, Accounting, and Risk Management will be taking measures to reinforce the current vendor set up process.

All new vendor set ups are required to come thru the Licensing department:

**New Vendors determined by Licensing to be Exempt:**

- **Please note:** Vendors determined to be exempt from licensure are not automatically exempt from insurance requirements. Lisa Moore in Risk Management can answer any questions regarding a Certificate of Insurance.
- When a vendor agrees to provide goods or services to the Nation they are required to show they have purchased general or professional liability insurance, auto liability and workers’ compensation insurance via a Certificate of Insurance and are considered the first named insured in the event of a liability claim made against operations, products or services provided us. Exceptions can be made on a case by case basis.
- Lists of exemption categories can be found on the Intranet. Even if a vendor is only used once they may still be required to apply for a license.
- Vendors who will be exempted from the License are still required to complete the following forms for set up:
  - W-9 Tax Form
  - Vendor Information Form

**New Vendors determined by Licensing who require a Vendor License:**

- All Vendors who provides over $1000 worth of business with in one calendar year from set up date (i.e. March 2017 – March 2018), regardless if they are only a one time vendor need to apply for a vendor license. Application forms for a vendor license can be found on the Intranet. All forms, proof of insurance if required, and fee must be received for set up.
- If a non-exempt vendor who was previously set up as less than $1000 exceeds this dollar amount within a calendar years’ time they will be required to apply for a license.
- If a business unit sends their vendor set up requests directly to the Central Accounting _Vendor Email they will be re-directed to Licensing and Risk Management for approval and potentially delaying the process.
- Employees, who are doing business with the Oneida Nation outside of job duties, will need to have a separate vendor number set up in order to receive payment. (Exemption to be determined based on services or dollar amount)

If you have questions please feel free to contact Licensing, Risk Management or Accounting:

Please Note: When setting up a new vendor the complete process may take up to three business days once all required information is received.

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