

# 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.**

Tonya Webster – Licensing Administrator- 920-496-5311 [TWebster@oneidanation.org](mailto:TWebster@oneidanation.org)

Lisa Moore – Risk Management Coordinator 920-490-3512 [LMoore@oneidanation.org](mailto:LMoore@oneidanation.org)

Heidi Janowski – Accounting Manager – 920-490-3556 [HJanowsk@oneidanation.org](mailto:HJanowsk@oneidanation.org)