

# Procurement Helpful Tips

## Who has to be set up as a vendor?

A vendor file must be set up for each and every individual or company that does business with Lee County.

A vendor file is the main mechanism available in our system by which an employee, individual, or company can be paid.

## New Vendor Set-Up

In order to establish a new vendor, the department needs to supply Procurement with a completed Vendor Pay Application, and a completed W-9 form, to be set up in Address Book. County employees are not required to complete an application and W-9 form.

To ensure accuracy, we recommend that you direct the vendor to the Procurement webpage link [here](#) and have them fill out the [Vendor Pay Application](#) and [W-9 Form](#). Once you have received back the form, please send an email to [Procurement@leegov.com](mailto:Procurement@leegov.com) with the documents attached and please let us know how you will be using this vendor, e.g. purchase of parts, landscaping, and services. If the vendor will be coming onto County property, we are required to have insurance on file prior to setting them up as a vendor in Address Book.

We cannot set up a vendor with incomplete information. Missing information does slow down the process.

Here are some examples of items that will slow down the process:

- Company located in State of Florida and is not registered with Florida Department of State, Division of Corporations aka Sunbiz
- Company located in State of Florida and their Local Business Tax Number wasn't provided on their application
- W-9 Form not submitted with Vendor Pay Application
- Outdated W-9 Form
- W-8 BEN or W-8 BENE Form not attached (for Foreign Vendors)
- Insurance provided is not correct
- Documents provided by vendor is illegible due to handwriting, faded, etc.