



CITY OF BUFFALO, MINNESOTA

To All New City of Buffalo Vendors:

Thank you for your interest in becoming a Vendor with the City of Buffalo, MN. Organizations doing business with the City for the first time will need to complete the forms included in this packet prior to submitting invoices for payment.

As a City of Buffalo Vendor, please take a moment to read the following information in our Vendor Information Packet regarding:

- Required Vendor set-up information
- Purchase Order (PO) Requirements
- Invoicing and Payment Procedures

We hope that by outlining our requirements, we will ensure that we will be able to process invoices and payments promptly.

Sincerely,

The Finance Team

City of Buffalo



CITY OF BUFFALO, MINNESOTA

# VENDOR INFORMATION PACKET

## Introduction

The purpose of the Vendor Welcome Packet is to outline the details necessary for a vendor to do business with the City of Buffalo. This manual is intended to be the primary reference document that vendors can use to become familiar with the processes that will improve communication with the City of Buffalo as well as inform vendors about procurement and disbursement policies and procedures that should be followed so timely payment of invoices can be made.

## Required Vendor Setup Information:

As the first step to working with the City of Buffalo as a vendor, we will need the following information returned immediately to our finance department:

- Vendor Information Form **(Required)**
- W-9 Form **(Required)**
- Certificate of Insurance **(Required if working or delivering onsite)**
- ACH Authorization Form **(Optional)**

Please submit completed forms via email to [AccountsPayable@ci.buffalo.mn.us](mailto:AccountsPayable@ci.buffalo.mn.us)

## Questions

If you require additional assistance, please feel free to contact the Finance Department:

Email: [AccountsPayable@ci.buffalo.mn.us](mailto:AccountsPayable@ci.buffalo.mn.us)

Phone:

Lana: 763-684-5409

Chrissie: 763-684-5415

## Purchase Orders

Vendors must accept purchase orders for all purchases that are over \$200.00 unless otherwise approved. The City will not be responsible for payment for goods or services provided to the City without an approved purchase order. Please ensure all invoices reference the assigned purchase order (PO) number.

## Invoicing

All vendors providing goods and services to the City of Buffalo are required to provide an acceptable invoice. Payment processing may be delayed if invoices have missing or incorrect information.

**All vendor invoices must include the following information:**

- Vendor name and address
- Date of invoice
- Invoice number
- list of goods or services, including the date service was provided
- The name of the City of Buffalo department staff initiating the purchase
- Total amount due
- Tax must be broken out and itemized separately if applicable (The City of Buffalo is tax-exempt, except for Buffalo Wine & Spirits, Wild Marsh Golf Course, and the Electric Department.)

**Invoices MUST be emailed (preferred) or mailed to the following:**

**AccountsPayable@ci.buffalo.mn.us**

**City of Buffalo  
Attn: Accounts Payable  
212 Central Ave  
Buffalo, MN 5531**

The City is not responsible for any lost invoices, late charges, or finance charges for invoices sent to any other address or email.

## Payment

The City can issue payments by check or ACH. To enroll in ACH payments, please contact AccountsPayable@ci.bufflao.mn.us and request the ACH Authorization Form.

Payments are sent the day after our City Council meetings. City Council meetings are held on the first and third Monday of each month. Invoices are paid within 30 days after receipt of the invoice.

All payment inquiries should be directed to the Finance Department.

## Vendor Account Changes

It shall be the responsibility of the vendor doing business with the City of Buffalo to inform the City of any changes such as W-9, name, address, phone, email, etc. The Finance Department manages the process of setting up new vendors and maintaining existing vendor files. If a vendor needs to update their information, they should fill out the appropriate forms and email them to AccountsPayable@ci.buffalo.mn.us for processing.



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# VENDOR INFORMATION FORM

Request Type:  New set-up  Change in account

## BUSINESS INFORMATION

Name as it appears on invoices: \_\_\_\_\_

Remit Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Physical Address (if different): \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Business Type/Service brief description: \_\_\_\_\_

City Department(s) you will be working with:

### TAX EXEMPT DEPARTMENTS

- |   |  |
|---|--|
| <input type="checkbox"/> Administration   | <input type="checkbox"/> MIS           |
| <input type="checkbox"/> Airport          | <input type="checkbox"/> Police        |
| <input type="checkbox"/> Civic Center     | <input type="checkbox"/> Streets/Parks |
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Water         |
| <input type="checkbox"/> Fire             | <input type="checkbox"/> Sewer         |

### TAXABLE DEPARTMENTS

- Electric
- Buffalo Wine & Spirits
- Wild Marsh

City employee you have been working with:

\_\_\_\_\_

## ACCOUNTS RECEIVABLE CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Office Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## AUTHORIZATION

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_