Steps for Confirming a Vendor’s Legitimacy

1. Check a vendor’s legitimacy begin by calling the vendor’s phone number listed to see if they answer as the business

2. Check online with 3 different telephone sources to see if the phone number is listed for the vendor with the corresponding address

3. Check online to see if a website for the vendor exists and if it appears legitimate

4. Confirm the vendor has not been debarred by the Federal government using the Excluded Parties List System: https://www.epls.gov/ This step should be done even if you do not think Sponsored funds are being used for the current purchase. Once a vendor is set up anyone can select it in the system and could use sponsored funding in the future.

5. Check the Better Business Bureau website to see if the vendor exists on their site and note any issues with vendor: http://www.bbb.org/

While one can never be totally sure a vendor is not fraudulent we must take these steps to try and mitigate most issues. Once the vendor has passed these checks it is ok to set up a new vendor.