



New Vendor Setup Policy

OPERATIONS

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VERSION

1.0

EFFECTIVE

July 2025

REVIEWED

July 2025

POLICY

To maintain high standards of service, safety, and accountability across all properties, Barkan requires that all qualifying vendors undergo a formal vetting process through a 3rd party compliance program prior to engagement. Proper vendor setup is essential for financial processing, legal compliance, and operational consistency. No vendor may perform work or receive payment until this process is completed. This policy outlines the required documentation and procedures for adding new vendors to the accounting and operational systems.

Regardless of insurance requirements, all vendors must

- Register through the vendor compliance platform
- Submit a current IRS Form W-9
- Complete a background and credential review (if applicable)

Waivers for registration, documentation, or associated fees are not available. These requirements support tax compliance, risk mitigation, and responsible business practices. Vendors who meet these standards—or are willing to do so—should be prioritized for use. Utilizing compliant vendors protects the interests of Barkan, its Boards, and Associations.

Registration Requirements

- Corporate contact and licensing details
- Proof of insurance
- Completed W-9 and vendor agreement
- Annual compliance processing fee



Site Conditional Exceptions

If a vendor lacks a specific insurance requirement but has completed all other elements of the compliance process, a Site Conditional Exception may be requested. This allows the vendor to be used at a specific property, pending Board or ownership approval.

To request an exception

1. Ensure the vendor has initiated registration and submitted all available documentation.
2. Email support@barkanco.com to request an exception form.
3. Review the form with the property's Board or ownership and obtain their written approval.
 - a. A separate exception form must be submitted and approved for each property where the vendor is to be used. Exceptions expire with the vendor's insurance policies and must be reviewed annually.

Exempt Vendor Types (No Registration Required)

1. Some vendor categories are exempt from registering in the compliance program. These include, but are not limited to:
 - a. Software/Technology Platforms
 - b. Legal Services
 - c. Government or Municipal Entities
 - d. Financial Institutions
 - e. Off-Duty Law Enforcement
 - f. Utility Providers
 - g. Subscription-Based Services
 - h. Off-Site Retailers
2. To add an exempt vendor, submit the "New Exempt Vendor Request" form found on ADP to support@barkanco.com with all required documentation.

Vendor Registration Instructions

1. Users should make sure the vendor does not already exist in all platforms before inviting them to enroll.
 - a. If the vendor is new, there is an "invite vendor" feature to send the vendor a registration link directly.
 2. Alternatively, vendors should be directed to complete registration through the vendor compliance platform using the enrollment link available at www.barkanco.com (LOGIN, Vendor Insurance).
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3. Once their account has been established, all documents and questions should be submitted through the vendor compliance platform.
 4. Vendors must be set up before submitting invoices or performing work.
 5. Each property is responsible for verifying that the vendor is active and compliant prior to engagement.
 6. Vendors without a completed setup will have delayed payment processing.

Vendors for Financial Services Clients

1. Financial Services clients are not required to vet their vendors through the Barkan's Compliance Program, however they must submit a current and signed exception form if they do not wish to utilize the Program.
2. This form will be renewed annually to ensure any Board or ownership changes are aware of the program and any recommended requirements they are eliminating.