



VENDOR INFORMATION UPDATE REQUEST

INSTRUCTIONS

This form is used to update vendor information in Yardi or Strongroom. It is used only for vendors who are Exempt in VIVE.

If the vendor is enrolled in VIVE, they will have to log into their own account and make the changes. Those changes will then automatically be integrated into our systems.

If information updated in VIVE does not match with what is in Strongroom or Yardi, email support@barkanco.com to manually update any changes.

For Exempt Vendors

- Collect and send all documents from the vendor that confirm changes (for address change - W9, Invoice, Letter; for insurance change - updated COI).
- Complete the form below.
- Save form as a PDF under "Vendor Name"; DO NOT print then scan.
- Send form and all other documents to support@barkanco.com.



VENDOR INFORMATION UPDATE REQUEST

Property Name: _____

Property Number: _____

Your Name: _____

Today's Date: _____

Vendor Name: _____

Vendor's Tax ID: _____

Vendor Number from Yardi or Strongroom: _____

Vendor Status in VIVE: _____

- ☐ Update Insurance Information (Attached COI)
- ☐ Change address or contact information (Attached verification)

Check the box(es) for the information that needs to be updated and fill-in the corresponding space to indicate what is currently in our systems and what the requested change should say.

	Current Information	Requested Change
☐	Vendor Name: _____	_____
☐	Address: _____ _____	_____ _____
☐	Contact Person: _____	_____
☐	Phone Number: _____	_____
☐	Email Address: _____	_____

Once complete, save this form as 'Vendor Name'.
Send completed form to: support@barkanco.com

Vendor will be available to use within FIVE BUSINESS DAYS of receipt of forms, when submitted correctly, with all required documentation.