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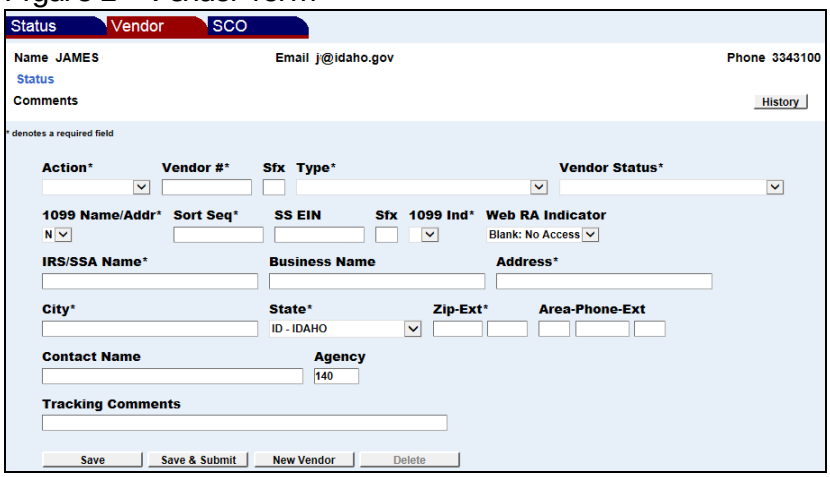
VENDOR MAINTENANCE USER MANUAL

ADD A NEW VENDOR

From the Vendor Maintenance main menu, click **Vendor Form**. Asterisks indicate required fields.

1. Click the **Vendor** tab.
2. Select **Add New Vendor** from the **Action** drop down menu.
3. Enter the vendor number in the **Vendor** field. The vendor number will be the nine-digit Social Security Number (SSN) or Employer Identification Number (EIN) from the vendor's Substitute form W9.
   - Some non-U.S. vendors may not submit a W9, yet still need to be entered on the Vendor form. For an example of a non-U.S. vendor information, log on to STARS, select the Vendor Edit Table, enter an R for Recall, and then press ENTER. The first vendor to be displayed is a Canadian vendor.
4. Enter 00 (zeros) in the suffix (**Sfx**) field.
5. Select a vendor type from the **Type** drop down menu:
   - I: Individual/Sole Proprietor (1099 Ind=Y)
   - C: Corporation/LLC with an exempt payee code of 5 (1099 Ind=N).
   - P: Partnership (1099 Ind=Y)
   - G: Government (1099 Ind= N)
   - N: Non-Profit (1099 Ind=N)
   - O: Other/LLC that does not have an exempt payee code (1099 Ind=Y).
   - E: Employee (1099 Ind=N match EIS) [for state employee]
6. Select **0: New/Active Vendor** from the **Vendor Status** drop down menu.

Figure 1 - Vendor form



7. From the **1099 Name/Addr** drop-down menu, select **Y** (Yes, use this address for 1099 reporting) or **Blank** (There is another suffix that has already been identified as the address to use for 1099 reporting). For vendors with more than one vendor suffix, this determines which address is used when printing the 1099MISC forms. If there is only one suffix for this vendor, then select "Y".
8. Enter a sort sequence identifier in the **Sort Seq** field. This is used to help locate or sort vendors. Enter up to ten alphanumeric characters. Do not use any special characters (hyphens, slash marks, etc.). Do not use "The". You could use a form of the Business Name. For example, a Business Name of Arnolds Pig Farm could be ARNOLDSPIG. If you use an individual's name, enter the last name first. For example, for John Smith, enter SMITHJOHN.
9. From the **Web RA Indicator** drop-down menu, select a web remittance advice indicator:
   - **Blank** – Vendor does not want to view remittance advices on the web
   - **0** – Vendor wants to view remittance advices for this vendor suffix only
   - **1** - Vendor wants to view remittance advices for all suffixes on this vendor number.
10. From the **1099 Ind** drop-down menu, select **Y** (Yes, this is a 1099 reportable vendor) or **N** (No, this is not a 1099 reportable vendor) for the 1099 Indicator. The following vendor types are always an 'N':
    - C – Corporation
    - G – Government
    - N – Non-profit
    - E – State Employee
11. The **SS EIN** field will be automatically filled in based on the Vendor Number that you entered.
12. Enter the **IRS/SSA Name**. If the DBA (doing business as) name if different from the **IRS/SSA Name**, enter it in the **Business Name** field. Do not use special characters or symbols, including &, ', ", <, and \.
13. Enter the **Address** fields, including the **City**, **State**, **Zip** code, and phone number (**Area-Phone-Ext**).
14. Enter the vendor's **Contact Name**.
15. Enter **Tracking Comments**. These will appear on the **History** of this particular vendor form. Do not use special characters or symbols, including &, ', ", <, and \s.
16. Click **Save** to save the form as a draft that you can complete later (within 30 days), or click **Save & Submit** to submit the form to the State Controller's Office (SCO) for approval. You will not need to notify SCO - SCO will monitor submissions and approve forms. A draft form will be automatically removed from the application if it is not submitted to SCO after 30 days of the last date it was saved.
17. When the form is approved by SCO, it will take an overnight process before the vendor name/number will be available in Statewide Accounting applications.

NON-US (FOREIGN) VENDOR EXAMPLE

Select the Vendor Edit Table in STARS, enter an R for Recall, and press ENTER. The first vendor to be displayed is a non-US vendor. Use the example below to enter the vendor information (note the City, State, and Zip Code fields). You will need to identify the type of foreign vendor being added and obtain the appropriate W-8 form from the IRS.

```
 VERSION 3.1       STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY        S021

 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

VENDOR NUMBER: ACCENTINN 00 DMI:   VENDOR AGY: 000   AUTHENTICATION IND:

VEND TYPE: O VEND STATUS: 0 CHG AGY:     W-9 AGY: 951    1099 NAME/ADDR:
                            AGENCY 1:      2:      3:      4:      5:
 SORT SEQUENCE: ACCENTINNS SS EIN NUMBER: ACCENTINN 00   1099 INDICATOR: N

 VENDOR NAME..: ACCENT INNS
 VENDOR NAME 2:
VENDOR ADDRESS: 1140 HARVEY AVE
          CITY: KELOWNA BC CANADA V1Y 6E7    STATE: XX ZIP CODE: XXXXX XXXX
PHONE:              CONTACT NAME: JRA
ABA NO:           FINANCIAL INSTITUTION:
FINANCIAL INSTITUTION ACCT NO:                   ACCT TYPE:
PRENOTE IND:      PRENOTE DATE:
                                                     LAST PAID DATE: 082808
EFF START DATE:        EFF END DATE:                 LAST PROC DATE: 072108
```

E-MAIL NOTIFICATION

When SCO personnel approves, disapproves, or returns a form, the originating agency employee is notified of the action by e-mail. Open the form in Vendor Maintenance to view the **Tracking Comments**.

AGENCY RESPONSIBILITIES

Before requesting an addition or a change, agency employees have the responsibility of verifying that neither the name nor the number is already on STARS. If not, then the employee needs to obtain a Substitute Form W9 and enter the information into the Web Vendor Maintenance application. Agencies should keep the Substitute Form W9. Agencies are responsible for following their internal control policies and procedures to ensure that vendor information is appropriately secured.

SCO RESPONSIBILITIES

SCO personnel perform the verification, review and approval process on forms from all agencies. SCO personnel will verify that the submitted vendor name/number combination matches either IRS information or SSA information and review forms for completeness and reasonableness of information.

SCO will also check the vendor against the System for Award Management web site. That web site is provided as a public service by the General Services Administration (GSA) for the purpose of providing a way to determine if vendors are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits.

SCO personnel will select each vendor and review the following:

- Does the submitted name/number match IRS or SSA records?
- If the vendor number looks like an SSN, is there an individual's name listed as the IRS/SSA Name?
- Does the Sort Sequence make sense for the IRS/SSA Name or Business Name and does it follow the abbreviation conventions?
- Is the vendor *number* already on STARS? If not, use 00 as the vendor suffix. If yes, the next available sequence number will be used.

If the vendor is found on the System for Award Management web site, the form will be returned to the agency with an explanation that the vendor is on exclusion records from on the System for Award Management web site and that the agency will need to verify that payment is not being made out of federal funds.

Based on the review, SCO personnel can select a vendor and then take any of the following actions:

Menu Item	**Function**
Save & Approve	The vendor form passes all the verifications and reviews *and* the information has been loaded in STARS.
Disapprove	The reason for disapproving a form will be noted in **Tracking Comments**.
Return	If the form needs to be returned to the originating agency employee, SCO personnel will be include the reason in **Tracking Comments**.

When the form is approved by SCO, the vendor will immediately be available for use in Statewide Accounting applications.

SORT SEQUENCE NAME, STATE, OR REGION ABBREVIATIONS

See also the USPS web site for official state abbreviations.

Normal Spelling	Abbreviation
And	& (Use "and" unless ampersand is part of the vendor name)
America/American/Americas	AMER
Association/NatlAssn (of/for)	Only the association name, not Assoc of XXX or XXX Assoc
Boise State University	BSU
Bureau/Division etc. (of/for)	Only the bureau name, not Bureau of XXX or XXX Bureau
Coeur d'Alene	CDA
Commission	COMM
County (of)	Only the county name, not County of XXX or XXX County
Department (of/for)	Only the dept name, not Dept of/for XXX or XXX Dept
Government	GOVT
Idaho State University	ISU
Idaho Transportation Department	ITD
Incorporated/Corporation etc.	Only the name of the corporation, leave off INC or CORP
Intermountain	INTMTN
International	INTL
Mountain	MTN
National/National Assoc of	NATL
Saint	ST (only abbreviate "Saint" if it is in the IRS name that way)
State (of) for a specific state	Use the state abbreviation, not State of XXX, or XXX State
Transportation	TRANS
United States	US
University	UNIV
University of Idaho	UOFI

STATE AND REGION ABBREVIATION TABLE

State/Region	Abbreviation	State/Region	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
American Samoa	AS	District of Columbia	DC

State/Region	Abbreviation	State/Region	Abbreviation
Federated States of Micronesia	FM	Guam	GU
Marshall Islands	MH	Northern Mariana Islands	MP
Palau	PW	Puerto Rico	PR
Virgin Islands	VI		