VENDOR MAINTENANCE USER MANUAL..... 1

CHANGE A VENDOR'S ADDRESS 1

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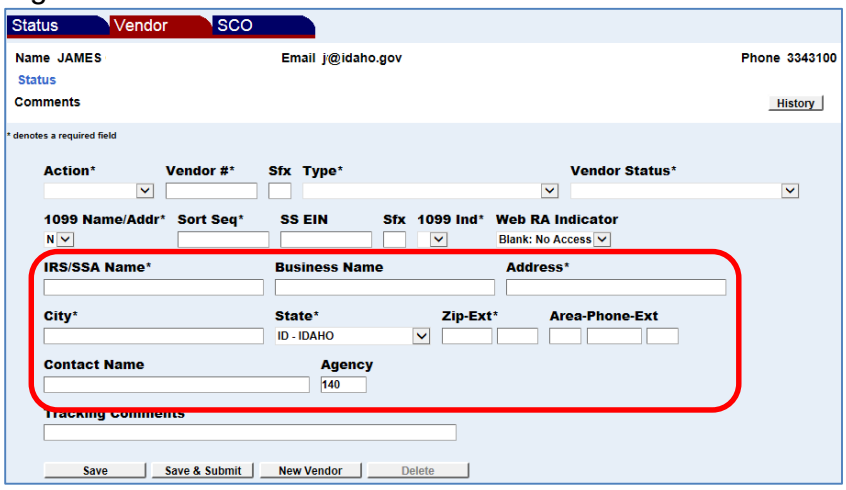
Before requesting an addition or a change, agencies have the responsibility of verifying that neither the name nor the number is already on STARS. If not, then the agency needs to obtain a Substitute Form W9 and enter the information into the Vendor Maintenance application. Agencies should keep the Substitute Form W9.

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

1. Click the **Vendor** tab.
2. Select **Chg Name/Addr** 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 will be a non-U.S. vendor.
4. Enter the vendor Suffix in the **Sfx** field.
5. Select the vendor type from the **Type** drop down menu:
   - I: Individual/Sole Proprietor (1099 Ind= Y)
   - C: Corporation (1099 Ind=N)
   - P: Parternership (1099 Ind=Y)
   - G: Government (1099 Ind= N)
   - N: Non-Profit (1099 Ind=N)
   - O: Other (1099 Ind=Y)
   - E: Employee (1099 Ind=N match EIS)
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 the sort sequence identifier in the **Sort Seq** field. Enter up to ten alphanumeric characters. Do not use any special characters (hyphens, slash marks, etc.). Do not use "The".
9. From the **Web RA Indicator** drop-down menu, select the 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 new address information in 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.

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, agencies have the responsibility of verifying that neither the name nor the number is already on STARS. If not, then the agency needs to obtain a Substitute Form W9 and enter the information into the 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**.