Vendor Code Request Procedures

for

The University of Texas Health Science Center at Houston

Vendor File Maintenance - Vendor Code Request Procedures for External Vendors:

Departments frequently request entry of vendor codes into the financial management system in order to pay vendors.

To provide an audit trail of vendor listing, comply with IRS regulations regarding payments to certain entities, and maintain the integrity of the financial database, requestors will enter vendor code requests directly into the financial management system.

After Procurement Services receipt of a valid W-9 or W-8BEN form (preferably faxed), the turnaround time for vendor code request entry is usually 24 hours.

In the event that a "U.S. Person" does not agree to submit a W-9 or W-8BEN, the vendor cannot be entered into the financial management system database. Failure or refusal of a "U.S. Person" to submit a W-9 or W-8BEN will be referred to the Assistant Vice President for Procurement Services for disposition. Any exception will be documented in writing and limited to agencies of the federal government for which backup withholding is not required and having a tax identification number (TIN) on file is not necessary for The UTHSC-H to comply with Internal Revenue Service reporting requirements.

W-9 Form (domestic vendor)
W-8BEN Form (foreign vendor)

Key Terms:

Address: The actual location for remittance or the ordering address.

Debarred/exclusion check: UTHSC-H cannot conduct business with vendors who have been "debarred" by certain State and Federal agencies. There are multiple reasons for why a vendor may be debarred. Procurement Services verifies a vendor's debarment status upon setting up a new vendor and upon issuing a purchase order greater than $25,000. A process is in place to randomly re-verify a sample of vendors periodically.

Processor: Procurement staff authorized to add or modify vendor database information.

Requestor: Individual requesting the addition or modification of a vendor in the database.

Vendor: A company that provides goods or services that has a federal tax ID number or operates as a sole proprietorship with a social security number.

W-9: *Request for Taxpayer Identification Number and Certification* is a form from the Department of the Treasury - Internal Revenue Service that states the Federal tax status of the company or individual attempting to do business with UTHSC-H. The form includes the federal mandates the vendor **must** adhere to for the completed form to be accurate and valid. This form is used for tax purposes and becomes part of the vendor's file.

W-8BEN Form: *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding* is a form from the Department of the Treasury – Internal Revenue Service that states the Federal tax status of a foreign company or individual attempting to do business with UTHSC-H. The form includes the federal mandates the vendor **must** adhere to for the completed form to be accurate and valid. This form is used for tax purposes and becomes part of the vendor's file.

REQUESTOR'S RESPONSIBILITIES

A. Verify in the financial management system whether the vendor in question is currently in the database to determine whether a change or an addition is required.

B. Obtain W-9 or W-8BEN and send (fax) to processing department.

C. Enter a Change Request if it is an existing vendor or enter an Add Request if it is a new vendor.

D. Note special instructions in the User Comment Section, is necessary.

E. Monitor the vendor code request for approval status.

PROCESSOR'S RESPONSIBILITIES

A. Ensure receipt of a valid W-9 or W-8BEN form.

B. Perform debarred/exclusion checks with the various entities listed below: (retain copy as support documentation):

- HHS - Office of the Inspector General
- EPLS Excluded Party Listing System
- United States Department of Treasury – Office of Foreign Assets Control
- Debarred Vendor List
- State of Texas Comptroller of Public Accounts – Certification of Franchise Tax Account Status
- Texas Comptroller of Public Accounts – Taxpayer and Account Information

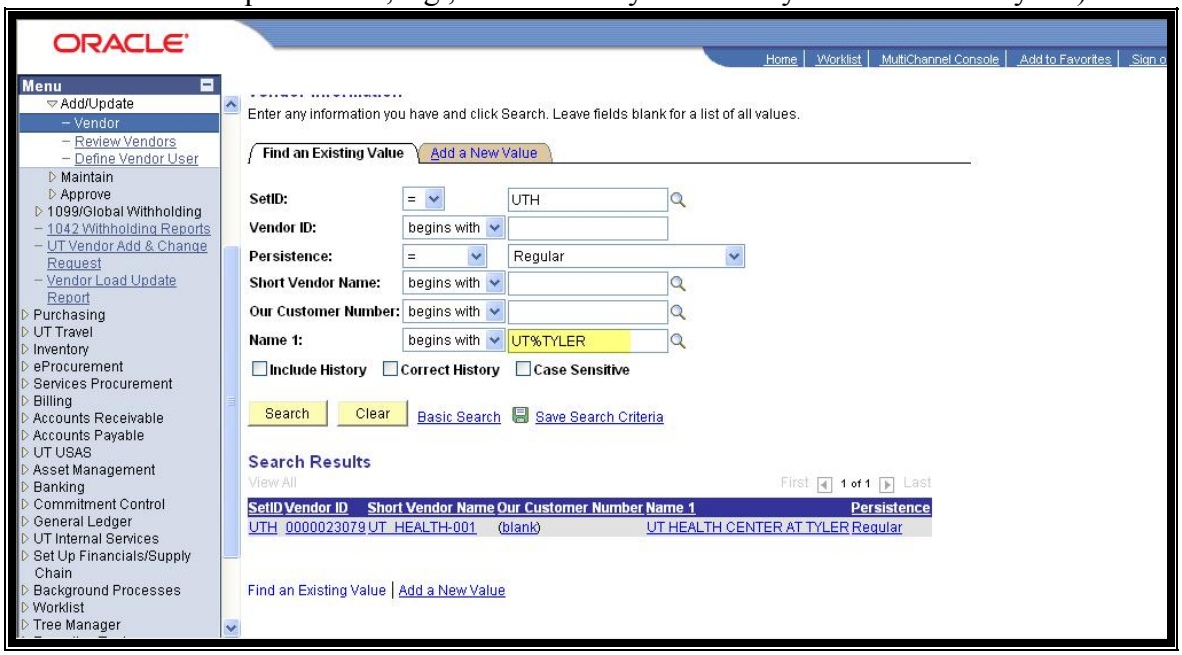
C. Enter/verify certain fields for accuracy
- Name,
- Address
- Phone/fax number
- Government classification
- Enter Name 1
- Tax ID number
- 1099 information

D. Approve or disapprove request:
  - Incomplete or inaccurate data:
    - Disapprove the request with a note in Processor's Comment Section identifying the reason for disapproval. System generated email will be sent to the requestor
  - Complete and accurate request
    - Approve and upload request
    - Scan all documents
    - File

PROCEDURES:
FIND AN EXISTING VENDOR

FIND AN EXISTING VENDOR

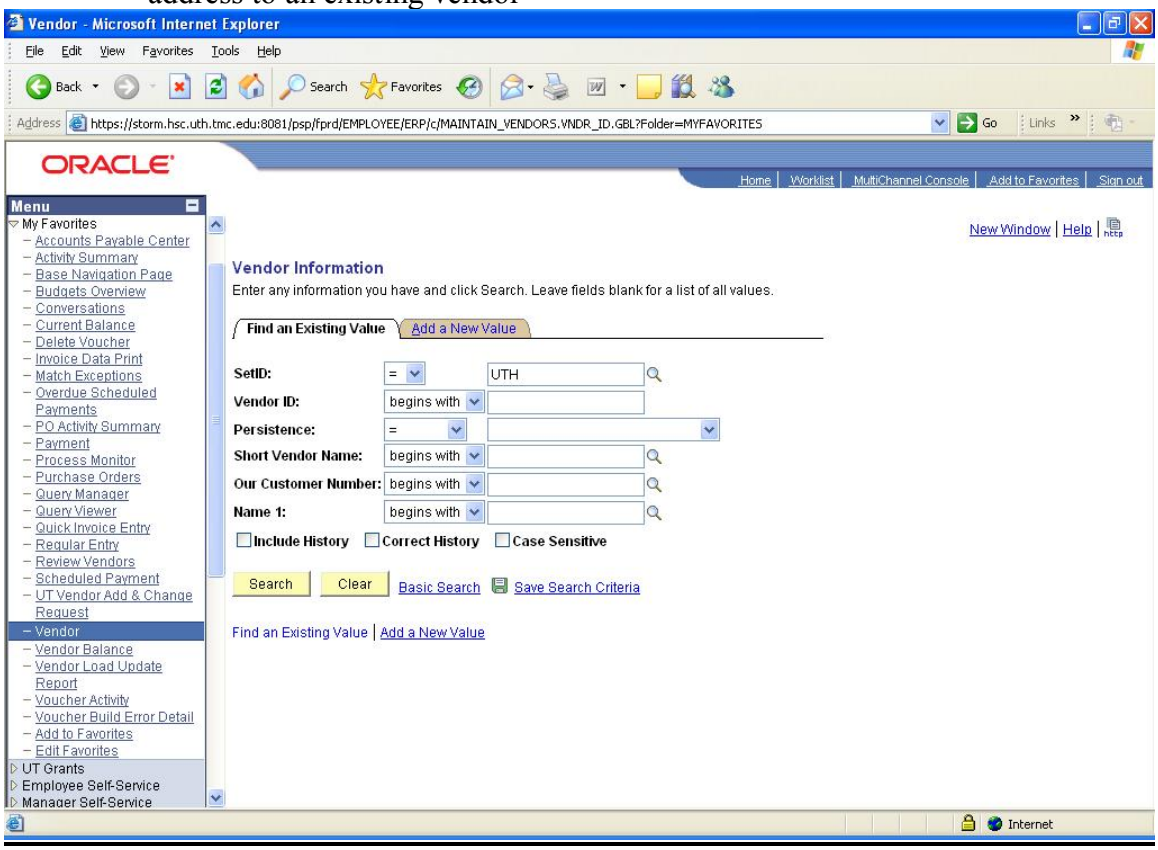
1. In the financial management system (FMS) use the following path:
   - **Vendors/Vendor Information/Add/Update/Vendor**
   - Enter last name in Name1 field
   - Search by using contains or by %vendor name (be sure to search using unique content, e.g., for University of Tx at Tyler enter "UT%Tyler")



2. If the search produces no results,
3. Go to:
   - **Vendors/UT Vendor Add & Change Request of FMS**
   - See *"Add/Change Request"* section add a new vendor

FIND AN EXISTING VENDOR (Continued)

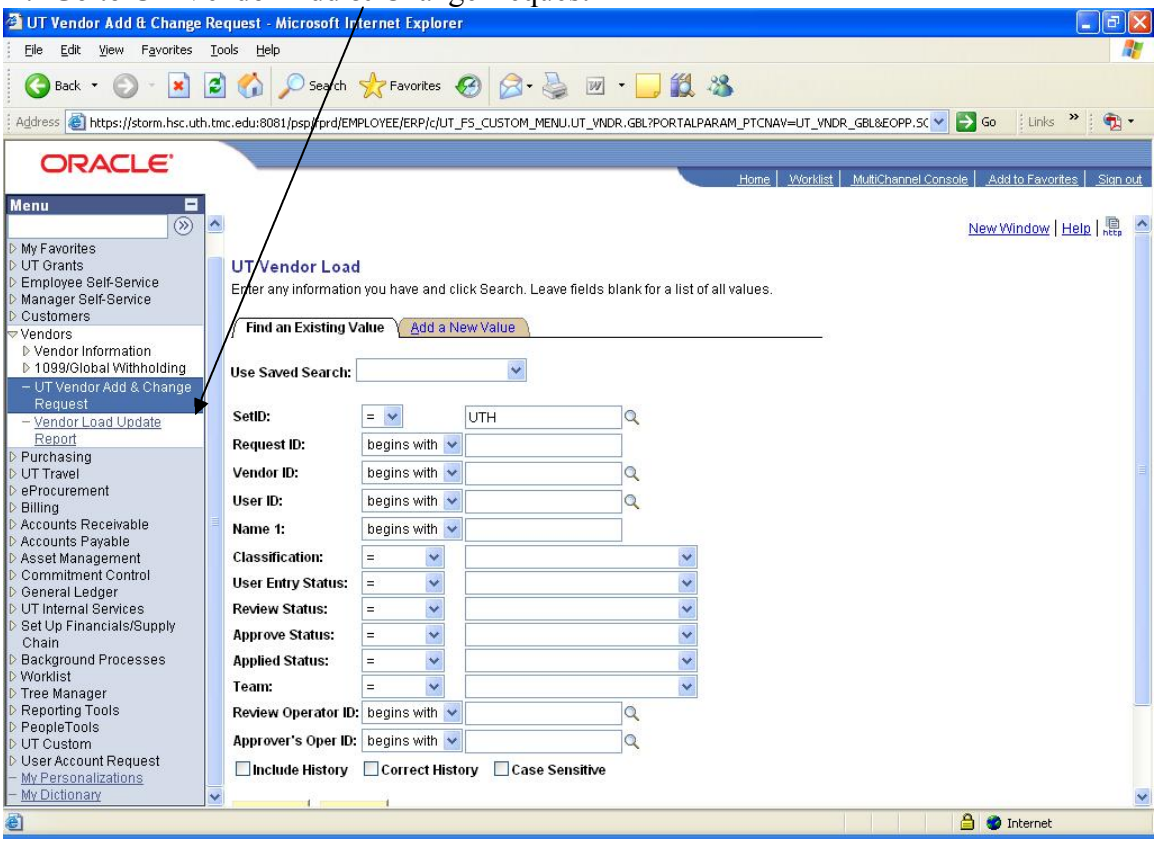
4. If the search produces results,
   - Verify the requested address is an existing/active address within the vendor database.
   - If not, go to **Vendors/UT Vendor Add & Change Request in FMS** to add an address to an existing vendor



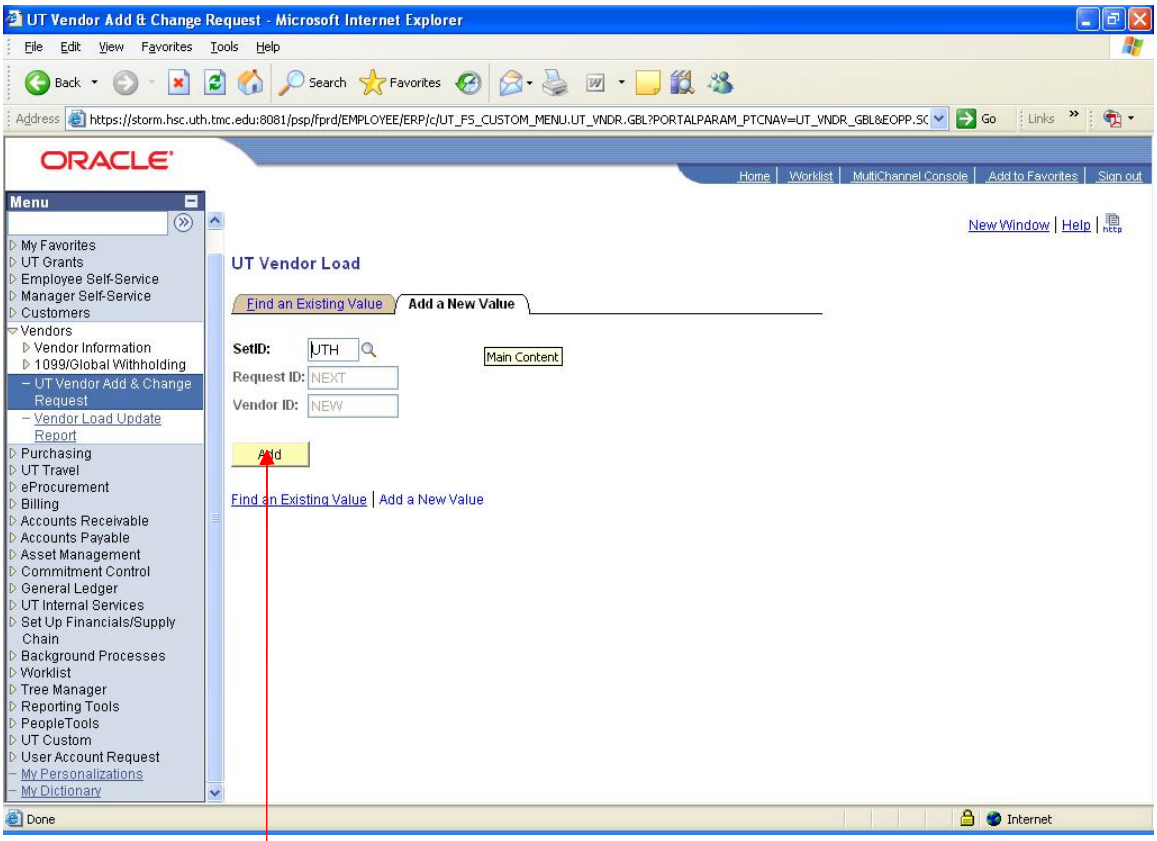
PROCEDURES:
VENDOR CHANGE REQUEST

VENDOR CHANGE REQUEST (PLEASE USE ALL CAPS FOR DATA ENTRY)

A. Go to UT Vendor Add & Change Request

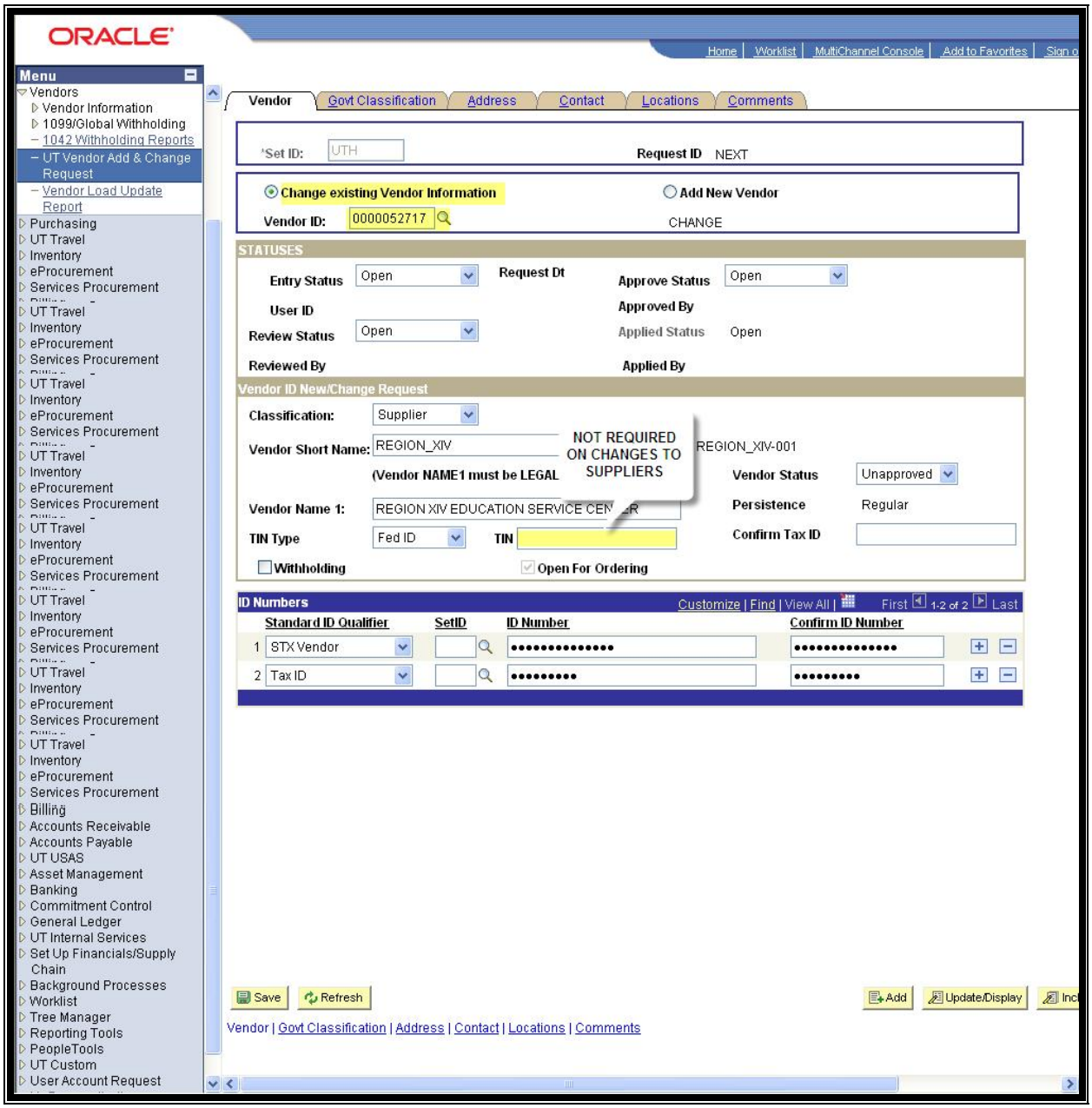


Click on ***Add a New Value*** Tab



- Click on the ***Add*** button to add your request

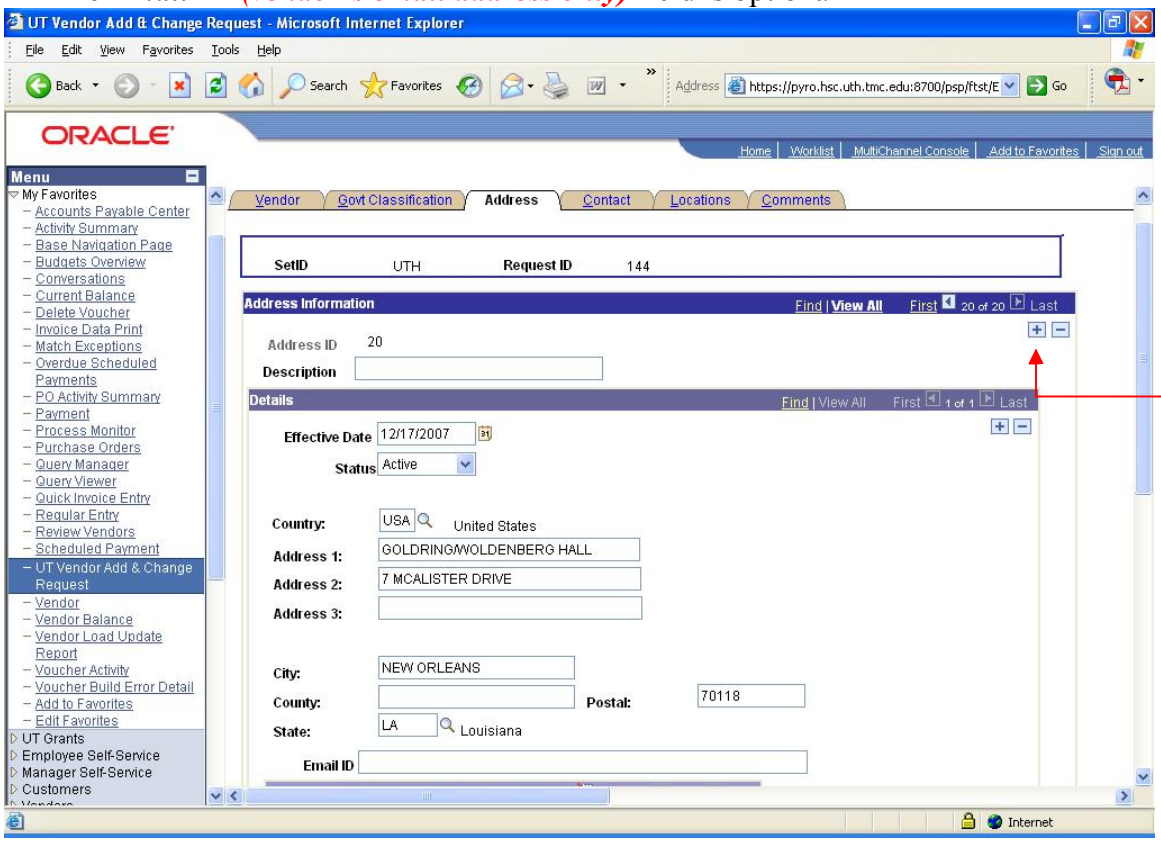
- Check the "*Change existing Vendor Information"* radio button
- Enter the vendor number for change request in the ***Vendor ID*** field
- ***NOTE: TIN/SSN number is not required for changes to vendors***



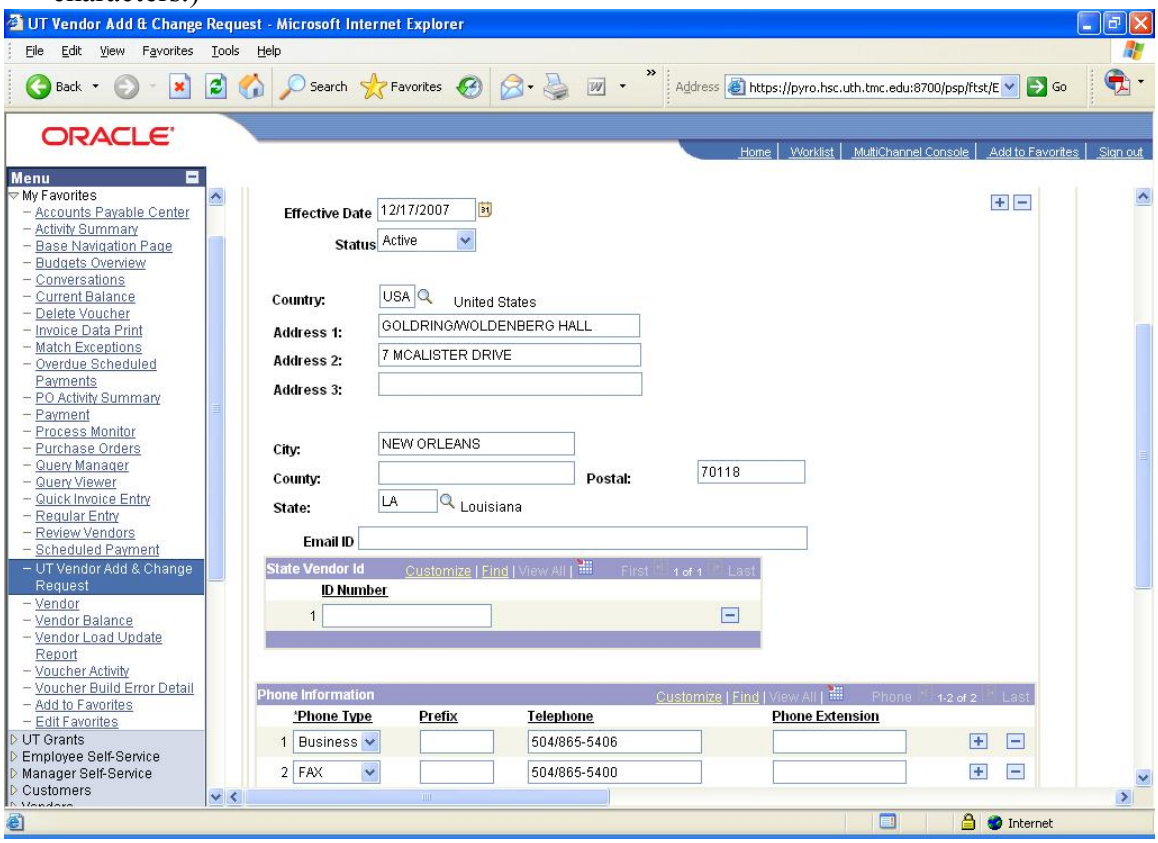
VENDOR CHANGE REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

B. ***Address*** Tab

- Click on the plus sign "+" in the ***Address Information*** section to create an alternate address line.
- ***Description*** **field: FOR PROCESSOR USE ONLY**
- Indicate if "USA" or "foreign country" and enter as appropriate in the ***Country*** field
- Enter address completely beginning with ***Address 1*** and ending with the ***Postal*** field (remember, foreign countries may also contain states or provinces)
- The ***Email ID*** ***(vendor's email address only)*** field is optional



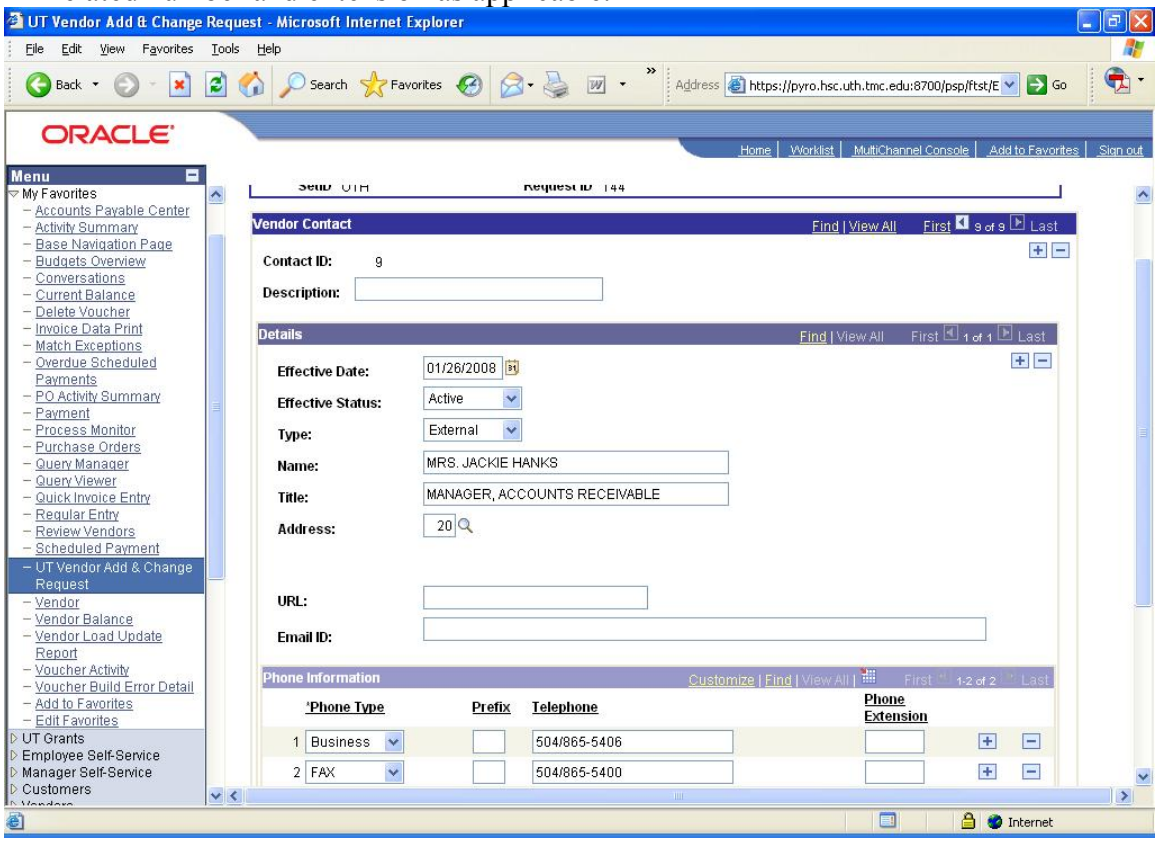
- Under the **Phone Information** section, select "Business" for ***Phone Type*** and complete related telephone number and extension
- State Vendor ID field: **FOR PROCESSOR USE ONLY**
- Click on plus sign at the end of the Phone number line and enter "Fax" and related number and extension **Note: the prefix section is for foreign phone numbers only**
- ***Phone Information:*** Enter in the contacts' phone number and fax number in the appropriate fields under the **Phone Information** section. (Remember, fax numbers are required for all vendors) (Enter phone numbers without '-' or '/ '. The system automatically formats the phone field with the special characters.)



VENDOR CHANGE REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

C. ***Contact*** Tab

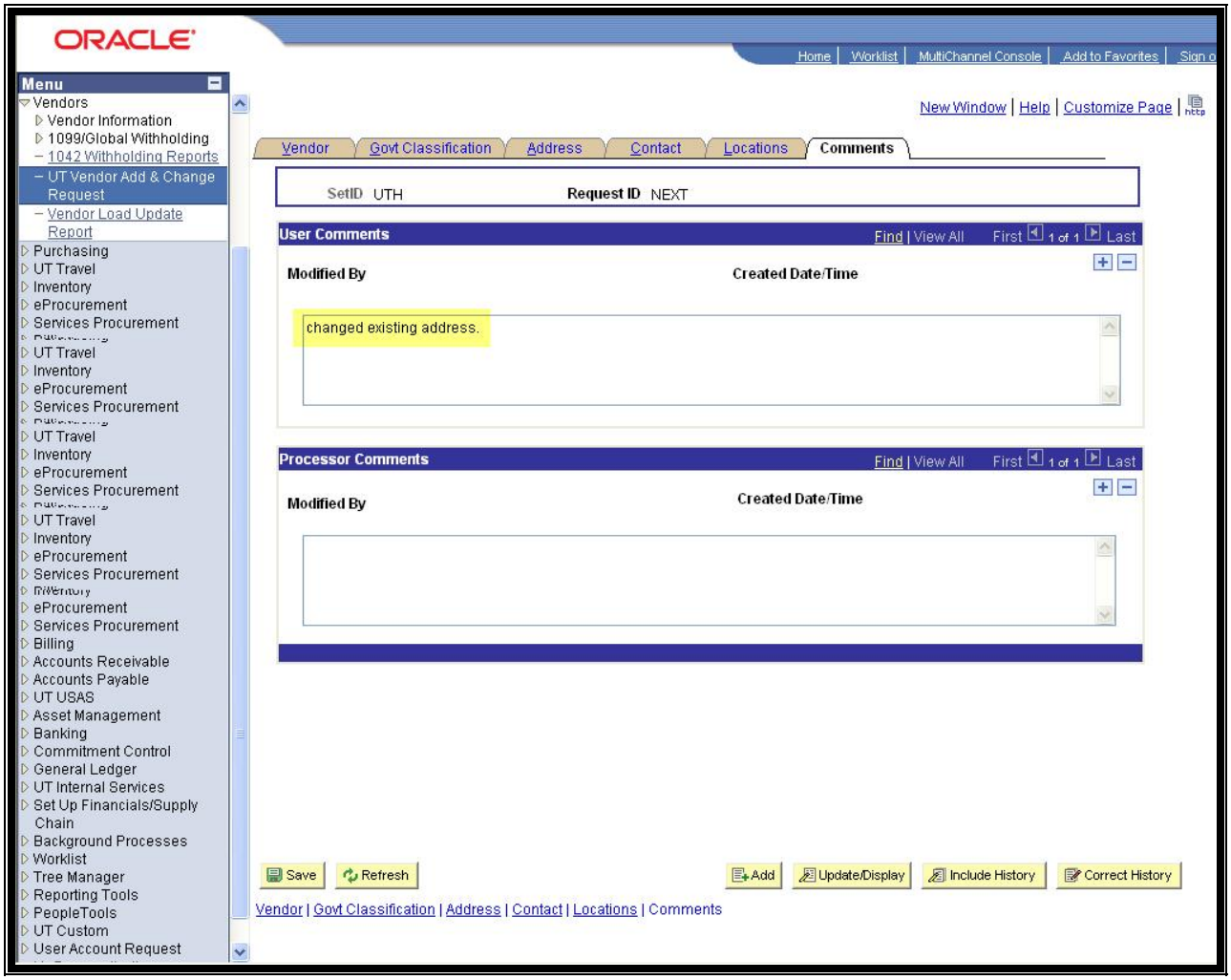
- ***Contact Type*** field enter *"External"*
- ***Contact Name and Title***: Enter the name and title to be associated with vendor code in the appropriate fields **(Vendor Contact information only, not departmental contact information)**
- ***Contact Address Number*** field: Enter the number of the address you have requested. (see number under the ***Address ID*** field on the **Address** Tab)
- ***URL:*** vendor's web site address ***(optional)***
- **Email Id:** contact's email address
- ***Phone Information:*** Enter in the vendor's contact phone and fax number in the appropriate fields under the **Phone Information** section. Enter phone numbers without '-' or '/ '. The system automatically formats the phone field with the special characters. Prefix is intended only for a foreign phone number.
- Click on plus sign at the end of the Phone number line and enter "Fax" and related number and extension as applicable.



VENDOR CHANGE REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

D. ***Comments*** Tab

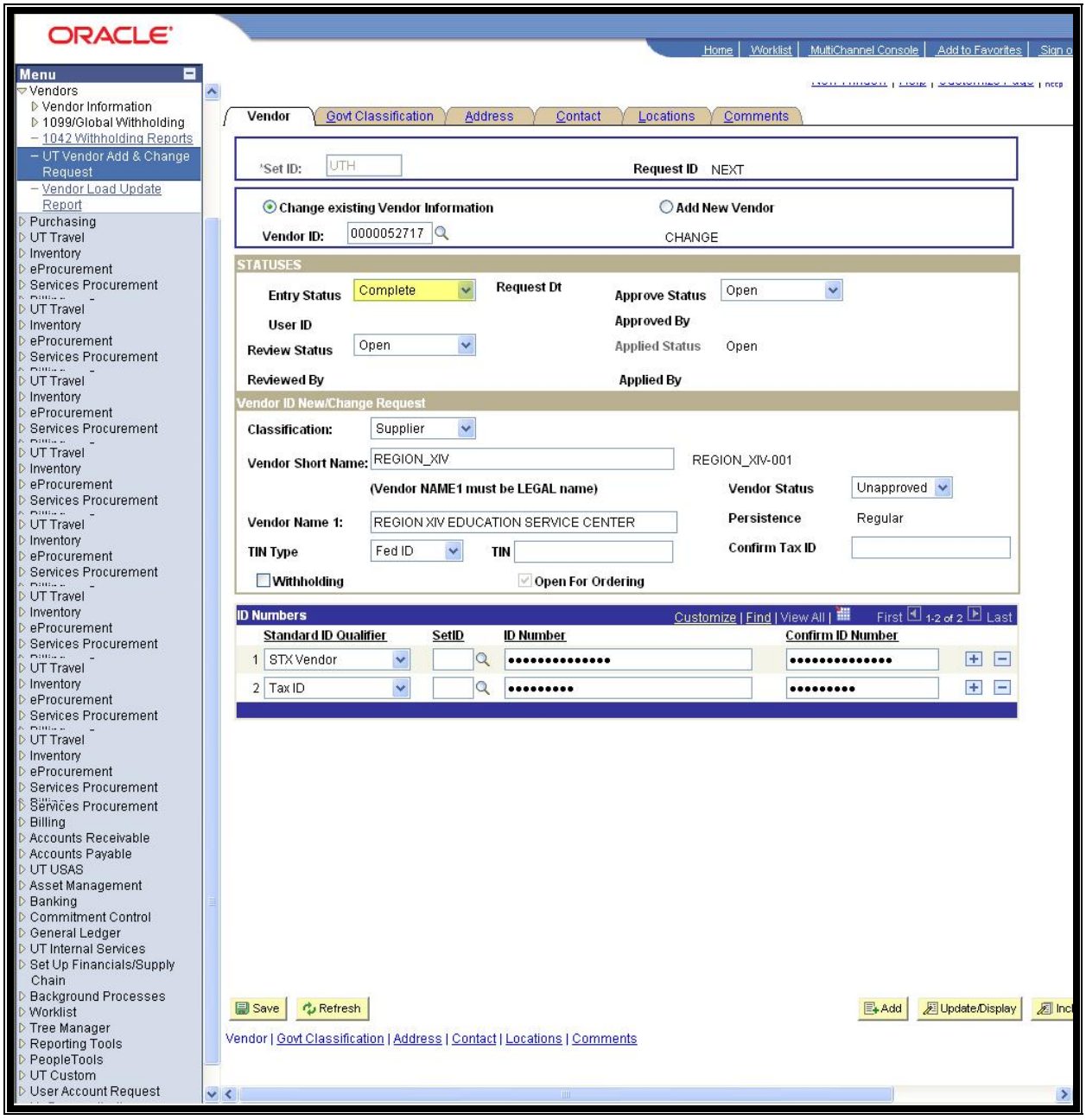
- Enter any comments to processing department in the ***User Comments*** field
- Processor department will address ***User Comments*** in the ***Processor Comments*** section as needed.



VENDOR CHANGE REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

E. Return to the ***Vendor*** tab

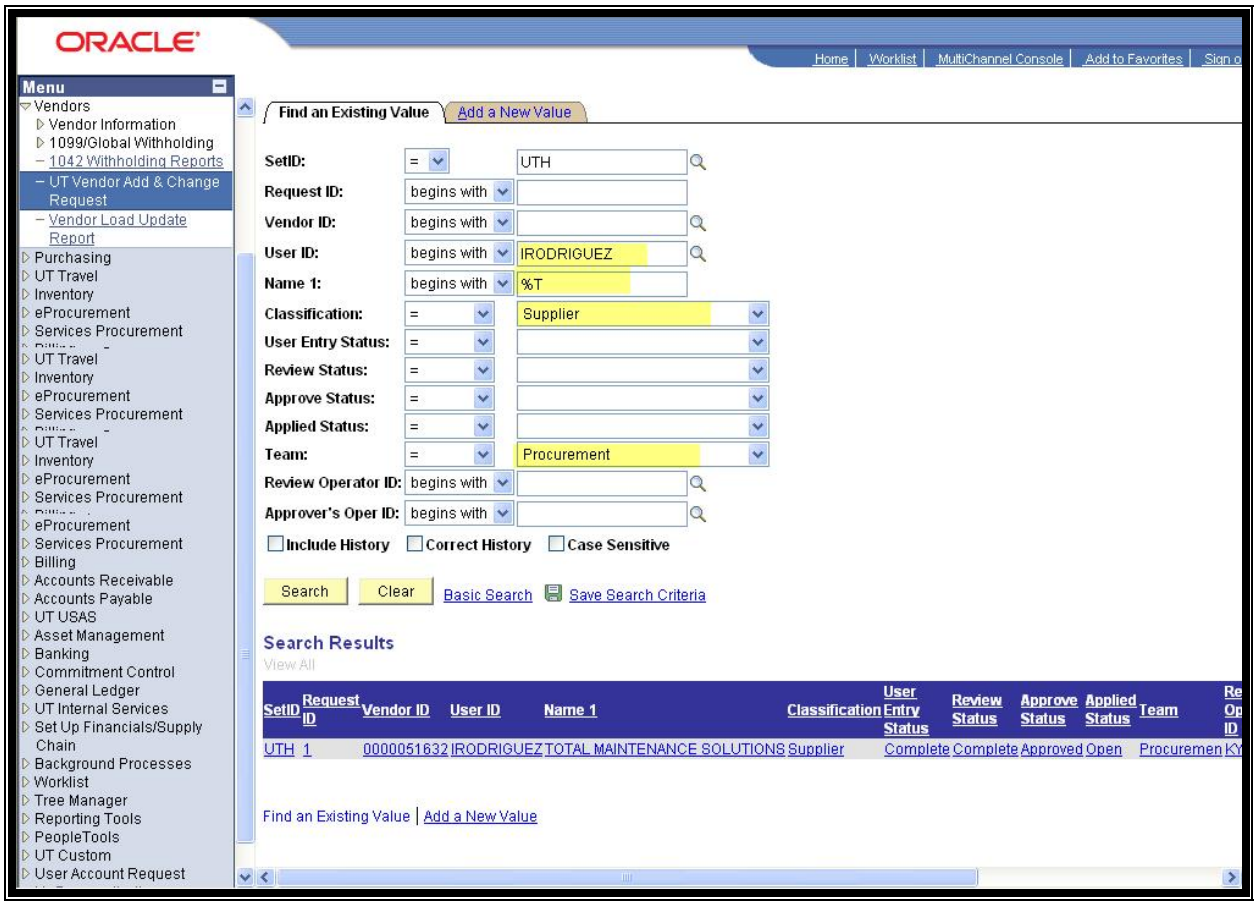
- ***Entry Status*** field select "Complete"
- Save the request



VENDOR CHANGE REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

F. To review status of your request, use the following search fields below:

- ***User ID*** (requestor's operator user ID)
- ***Name 1***
- ***Classification:*** Supplier
- ***Team:*** (Procurement)
- Click on the Search button



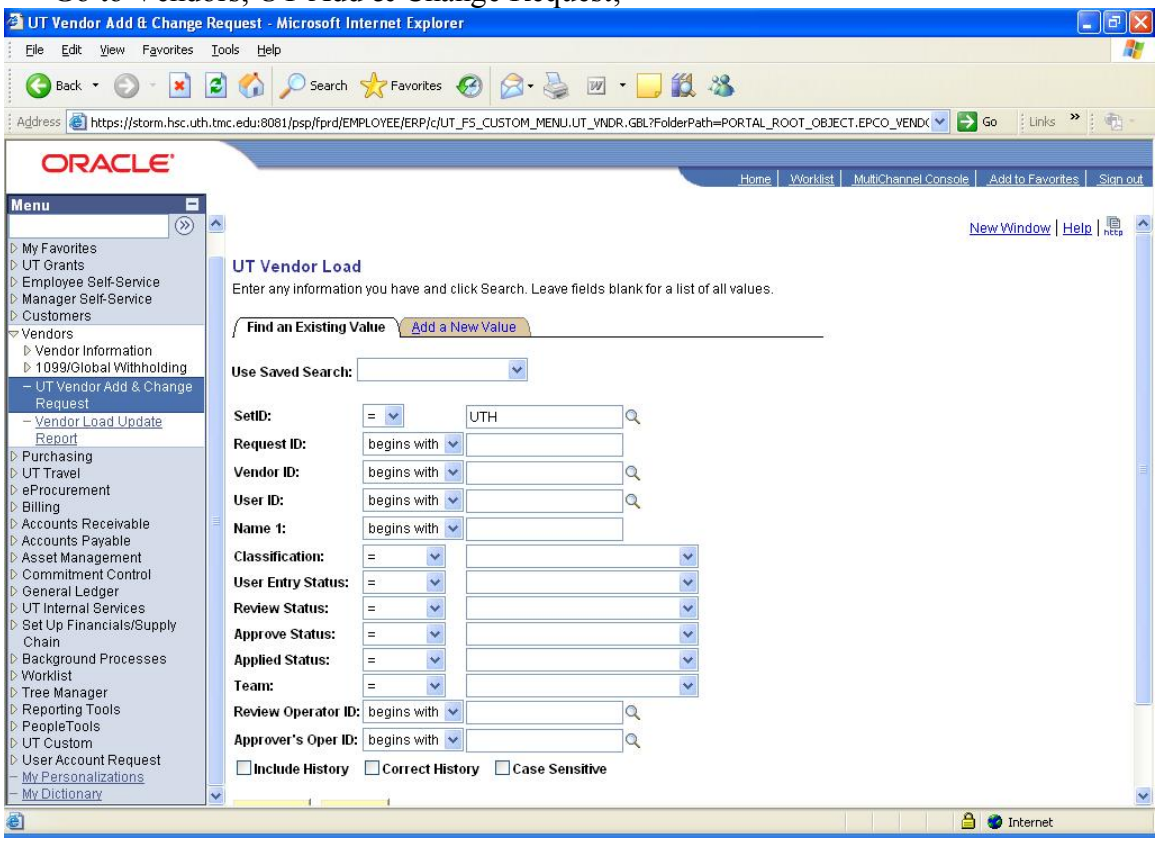
PROCEDURES:
VENDOR ADD REQUEST

VENDOR ADD REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

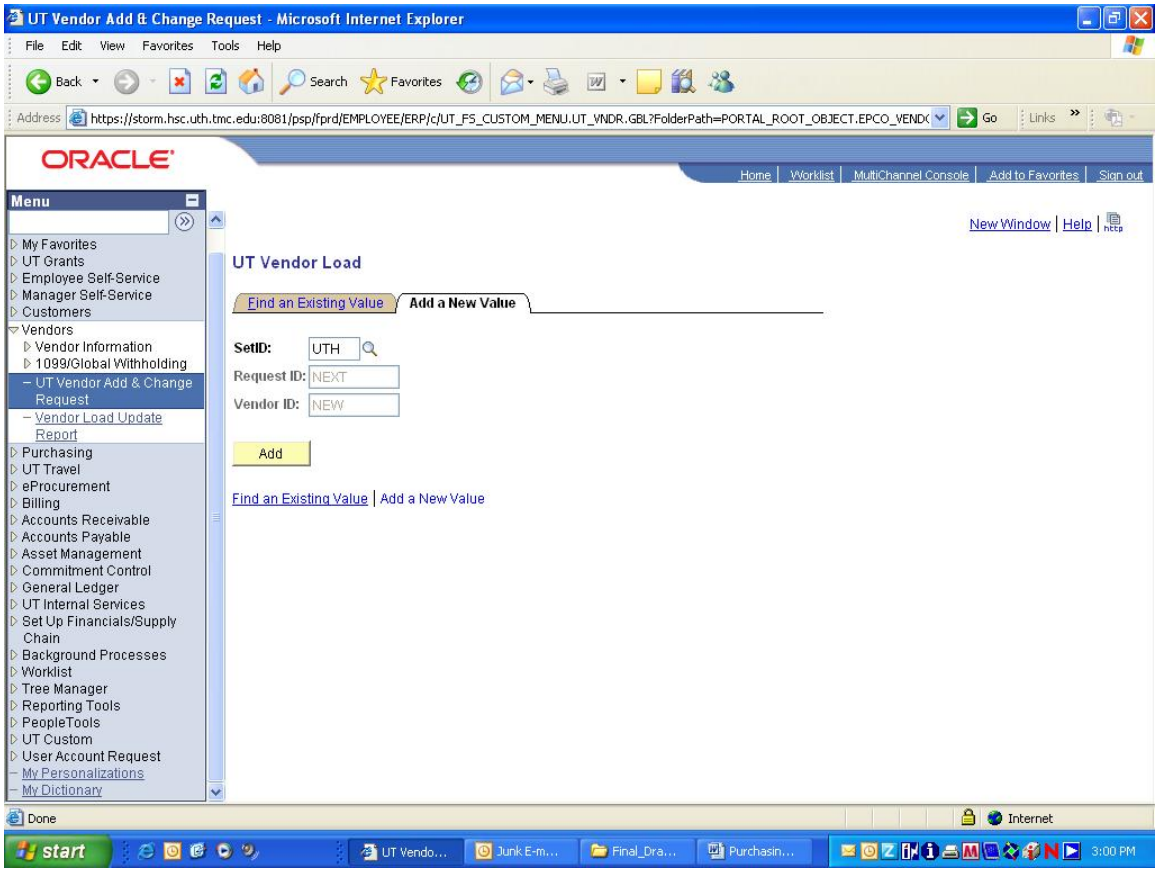
A CURRENT W-9 FORM IS REQUIRED BEFORE ENTERING THE VENDOR CODE REQUEST

A. ***Add New Value*** Tab

- Go to Vendors; UT Add & Change Request;

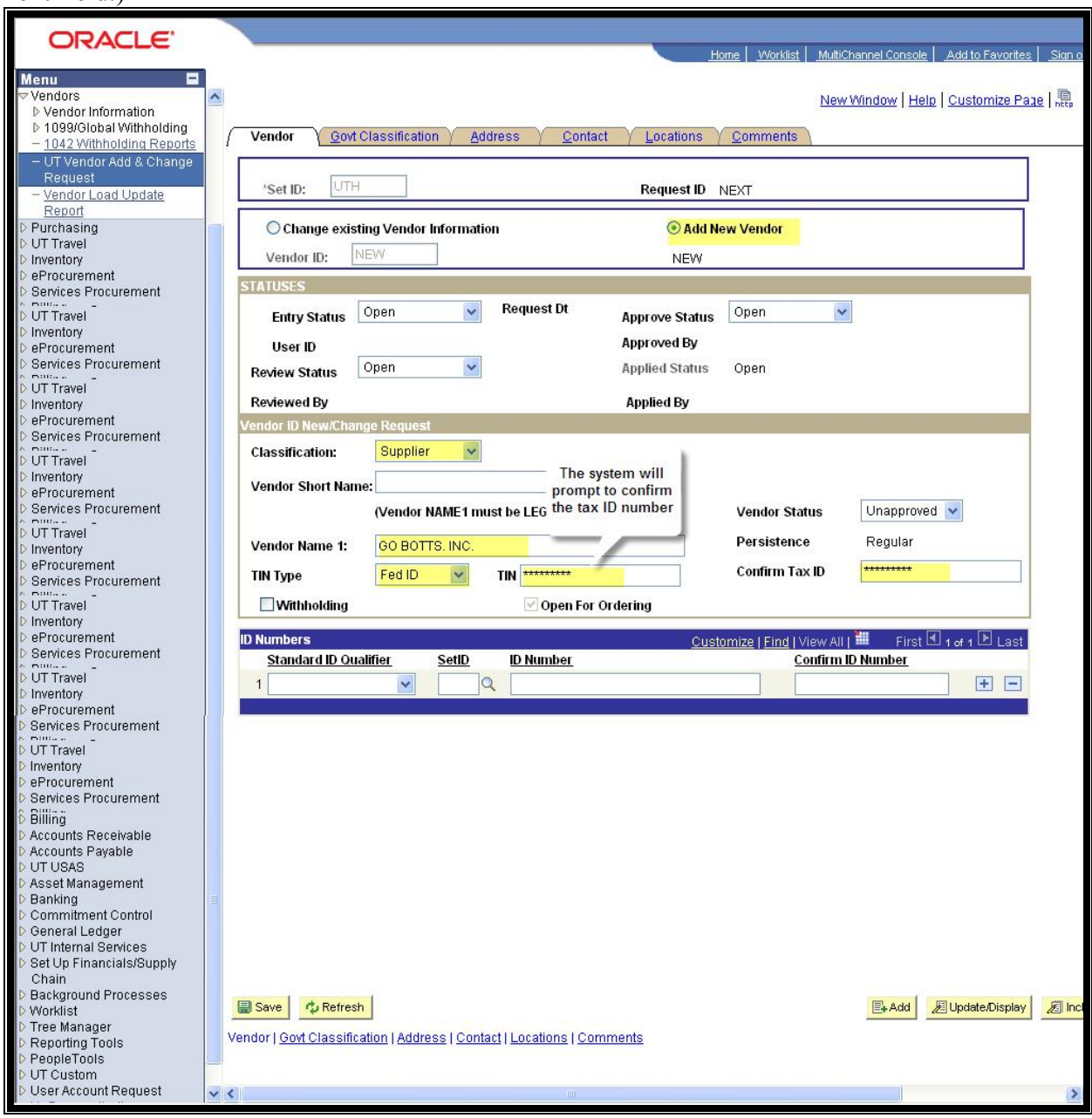


- Click on **Add a New Value**



- Click on the ***Add*** button; Under the ***Vendor*** Tab, Check "*New Vendor*" radio button

- Enter "*Supplier"* in the ***Vendor Classification*** field; Enter the vendor's LEGAL name in the ***Vendor Name 1*** field (name **must** be same as W-9 form)
- Change ***TIN Type*** to "*FED ID*" or *"SSN*" (whichever is appropriate)
- Enter TIN/SSN number without dashes and confirm (departmental users will see only asterisks as the number is entered and will be asked to confirm in the next field.)



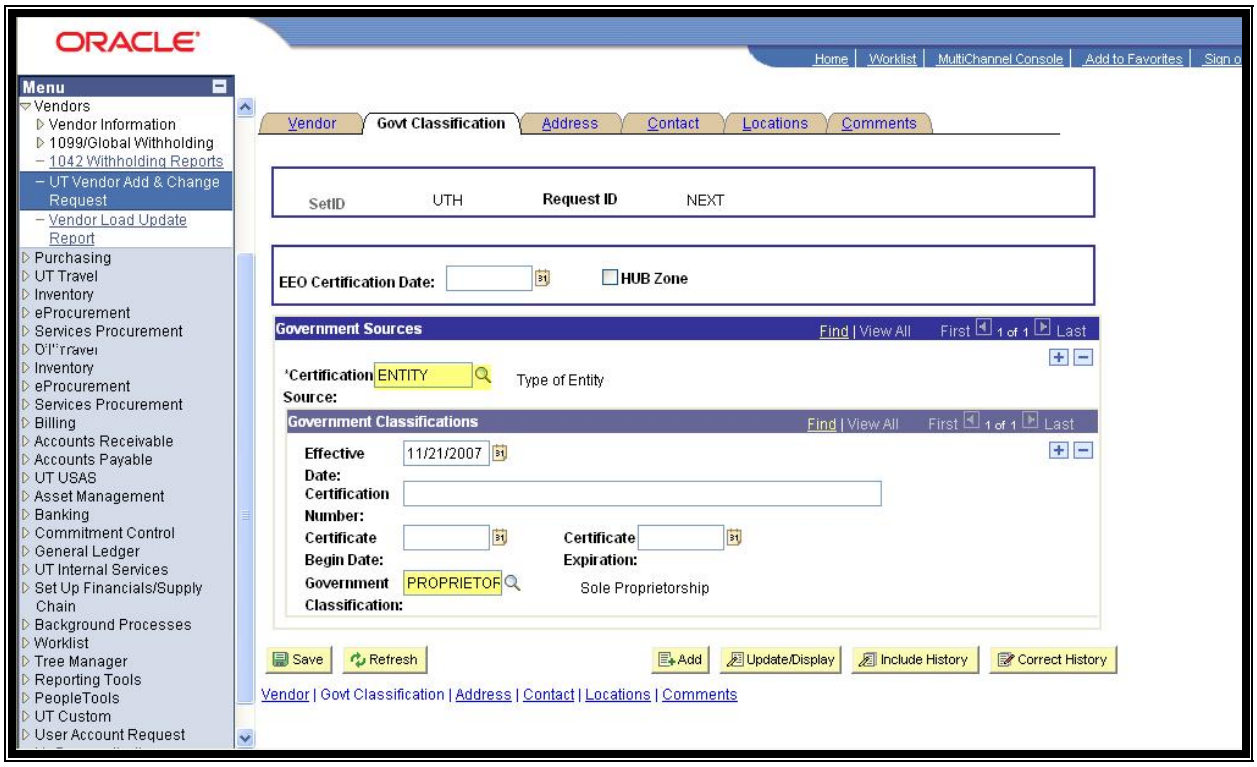
VENDOR ADD REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

B. ***Government Classification*** Tab

Complete only the following fields:

- ***Certification Source*** field, choose "*Entity*"
- ***Government Classification*** field choose one of the following:

Corp: Corporation or Incorporated, example : Krazy Kittie Korner, Inc.
LLC: Limited Liability Company, example: Krazy Kittie Korner, LLC
Partner: Limited Partnership, example: Krazy Kittie Korner, LP
Partner: Limited Liability Partnership, example Krazy Kittie Korner, LLP
Proprietor: Sole Proprietorship, example: Individual who provide social security number instead of tax identification number
School: This is for a school or university. Example: Krazy Kittie Korner University

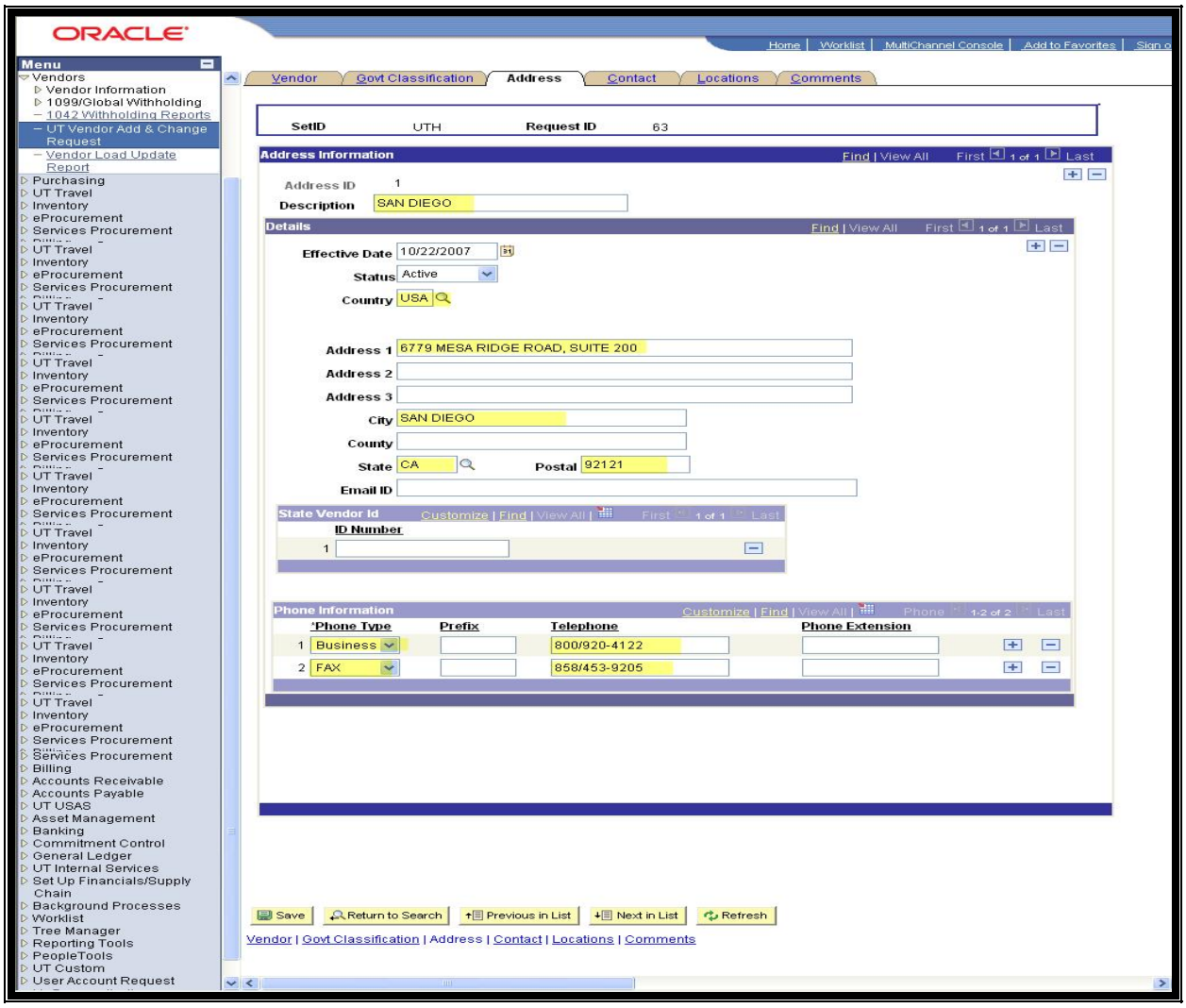


VENDOR ADD REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

C. ***Address*** Tab

Complete only the following fields:

- ***Description*** **field: FOR PROCESSOR USE ONLY**
- Indicate if "USA" or "foreign country" and enter as appropriate in the ***Country*** field
- Enter address completely beginning with ***Address 1*** and ending with the ***Postal*** field (remember, foreign countries may also contain states or provinces)
- The ***Email ID*** field is optional
- ***Phone Information:*** Enter in the vendor's phone and fax number in the appropriate fields under the **Phone Information** section. (Remember, fax numbers are required for all vendors.) (Enter phone numbers without '-' or '/ '. The system automatically formats the phone field with the special characters. Prefix is intended only for a foreign phone number.
- Click on plus sign at the end of the Phone number line and enter "Fax" and related number and extension

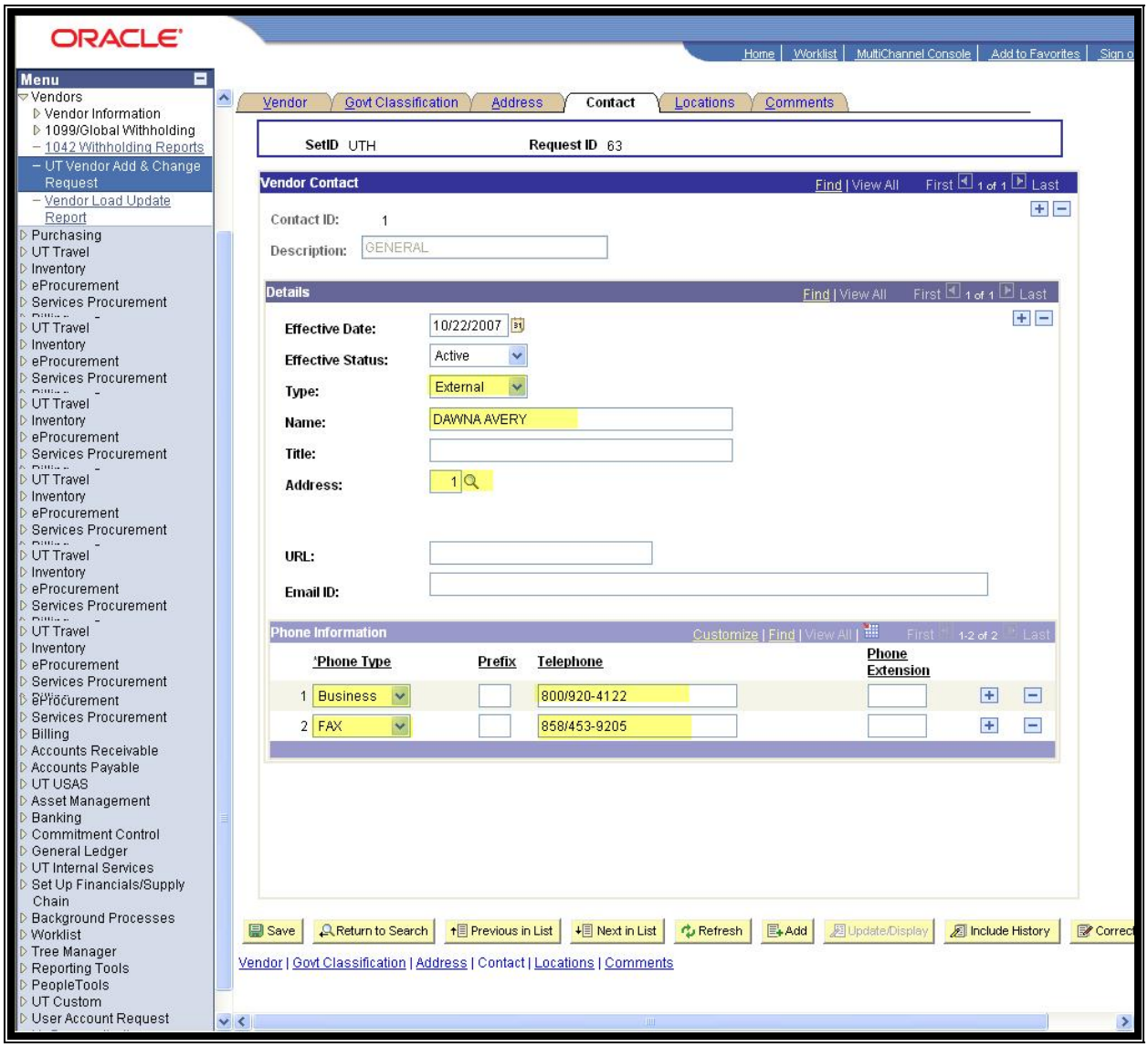


VENDOR ADD REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

D. ***Contact*** Tab

- ***Contact Type*** field enter *"External"*
- Enter the name and title to be associated with vendor code in the appropriate fields **(Vendor Contact information, not departmental contact information)**
- ***Contact Address*** field enter *"1"*
- ***Phone Information:*** Enter in the vendor's contact phone and fax number in the appropriate fields under the **Phone Information** section. Enter phone numbers without '-' or '/ '. The system automatically formats the phone field with the special characters. (Prefix is intended only for a foreign phone number).
- Click on plus sign at the end of the Phone number line and enter "Fax" and related number and extension as applicable.

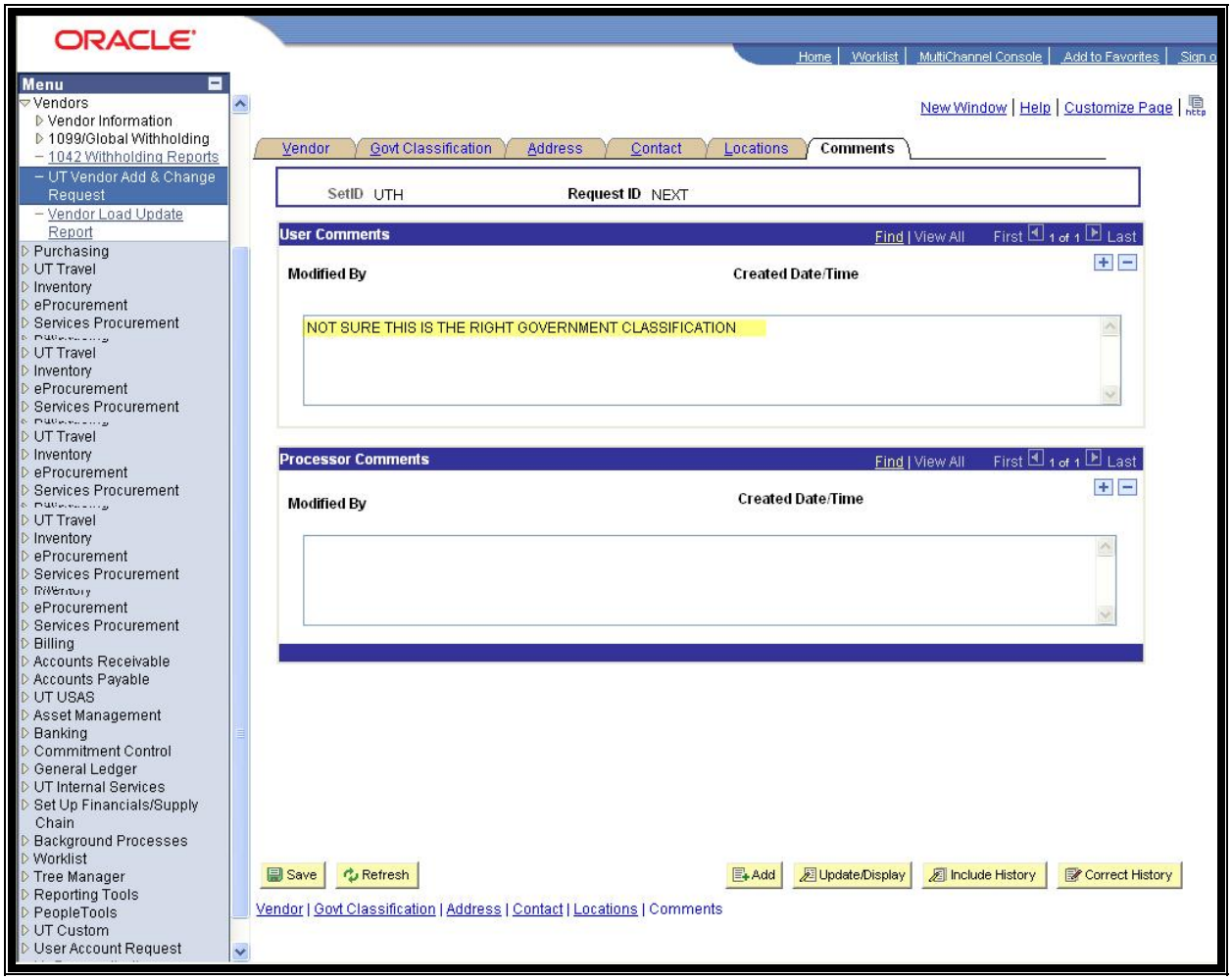
- Enter in the contacts' phone number and fax number in the appropriate fields under the **Phone Information** section (remember, fax numbers are required for all vendors)



VENDOR ADD REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

E. ***Comments*** Tab

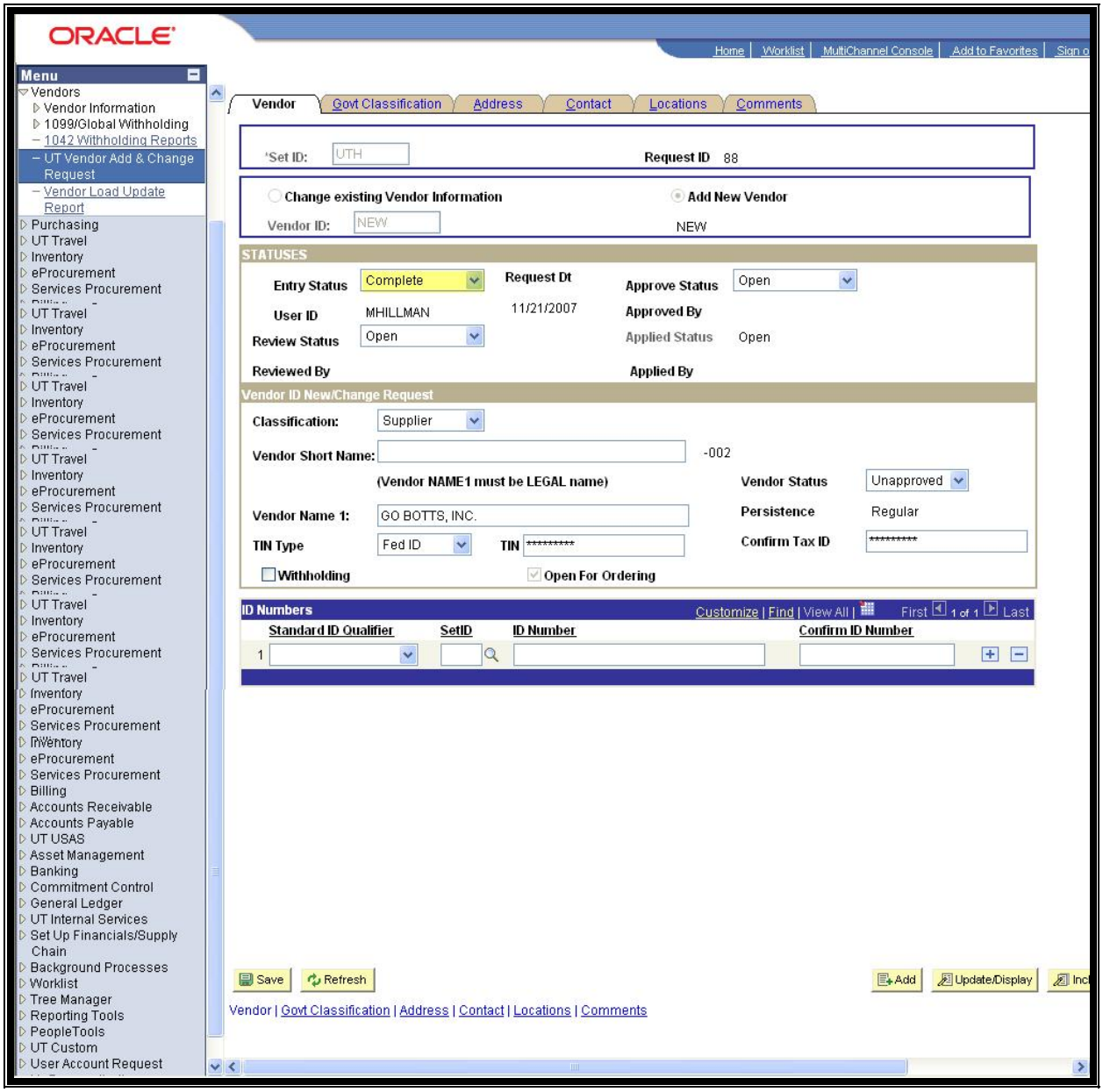
- Use the ***User Comments*** section to record comments to the processor department (e.g., future dating requirements or classification questions)
- Processor departments will address ***User Comments*** questions in the ***Processor Comments*** section as needed.



VENDOR ADD REQUEST *(PLEASE USE ALL CAPS FOR DATA ENTRY)*

F. Return to ***Vendor*** Tab

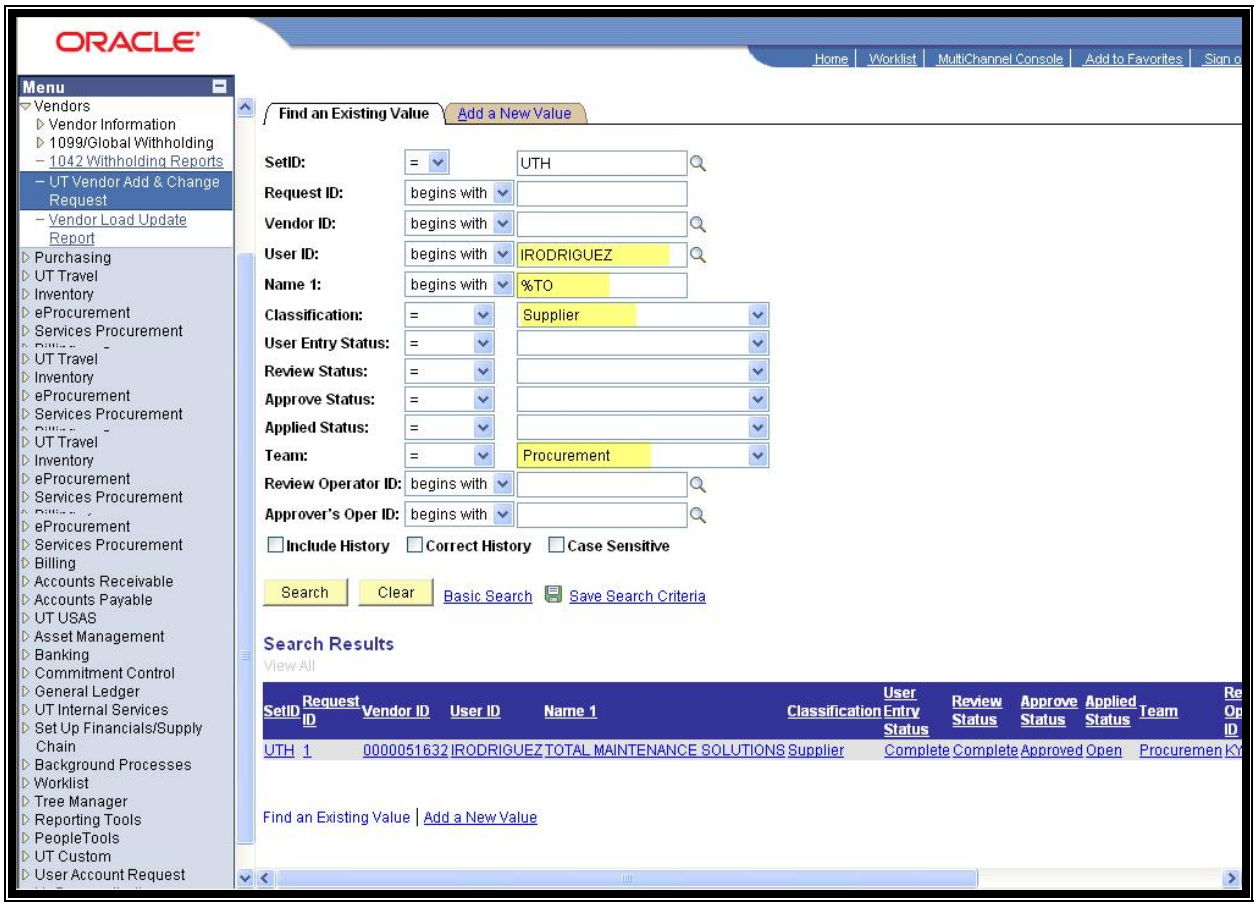
- The vendor code entry information should reflect the vendor's current W-9 form.
- Change ***Entry Status*** to "Complete"
- Save the request



VENDOR ADD REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

G. Requestor/User can review status for completion of request by using the following new search functions.

- Return to **Vendors/UT Vendors Add And Change Request** menu
- Search by UserID (requestor's operator ID number)
- **Name 1** field
- **Vendor Classification**
- **Processing Team** (Procurement)



VENDOR ADD REQUEST ***(PLEASE USE ALL CAPS FOR DATA ENTRY)***

- Processor department will review and approve requests at least twice daily.
- A vendor code number will not be assigned until after the processor department has reviewed, approved, marked the status "Complete" within the request form and received vendor W-9 Tax form.
- The processing department will upload "complete" vendor requests multiple times each day from the staging table to the FMS system vendor tables.
- **If a request is incomplete or processed incorrectly, it will be returned to the requestor/user for correction prior to loading to the vendor database.**
- **Requestor/user will receive an email to return to the request for correction. Reasons for rejection will be included within the *Processor Comments* field.**
- Requestor/user should anticipate at least 24-hour processing time.

EXAMPLE OF DIS-APPROVED REQUEST EMAIL

-----Original Message-----
From: Cynthia.D.Williams@uth.tmc.edu [mailto:Cynthia.D.Williams@uth.tmc.edu]
Sent: Thursday, October 18, 2007 9:22 AM
To: Evans, Therese L
Subject: New Vendor request dis-approved

Vendor request UTH 60 has been dis-approved at 2007-10-18 in data base FPRD Production region. Please check processor comments.