Submitting a Supplier Update Request Form

This guide walks you through completing and submitting a Supplier Update Request Form.

State of Vermont

Department of Finance & Management

VISION 9.2

April 2021

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Revisions to Manual

April 2021

- Corrected query name on page 17

December 2018

- Manual written

Completing a Supplier Update Request Form

Situations where this form is used: When you need to have an existing supplier updated in VISION.

Supplier Update Request Form

USE THIS FORM TO REQUEST UPDATES TO EXISTING SUPPLIERS OR TO ADD SUPPLIERS OUTSIDE THE U.S. OR CANADA

SUPPLIER REQUEST PROCESS

Step 1: If you want to update to an existing supplier, then complete the Top Section and Part I of this form. If you want to have a new supplier created that is located outside the U.S. or Canada, then complete the Top Section and Part II of this form. Use the Form Instructions below to complete all required fields (marked with an asterisk) and optional fields if the information is available.

Step 2: Attach all supporting documentation (W-9 Forms, W-8 Forms, ACH Authorization Forms, email correspondence, etc.) on the attachments page.

Step 3: Double check the request to make sure that all fields contain the correct information and that all proper documentation is attached. This step is important because once a requester submits a request, they will not be able to access it again unless it is denied by Financial Operations. Additionally, Financial Operations cannot change any information that is entered by the requester so if anything is entered incorrectly or entered into the wrong fields, the request will be denied by Financial Operations and sent back to the requester for correction and resubmission.

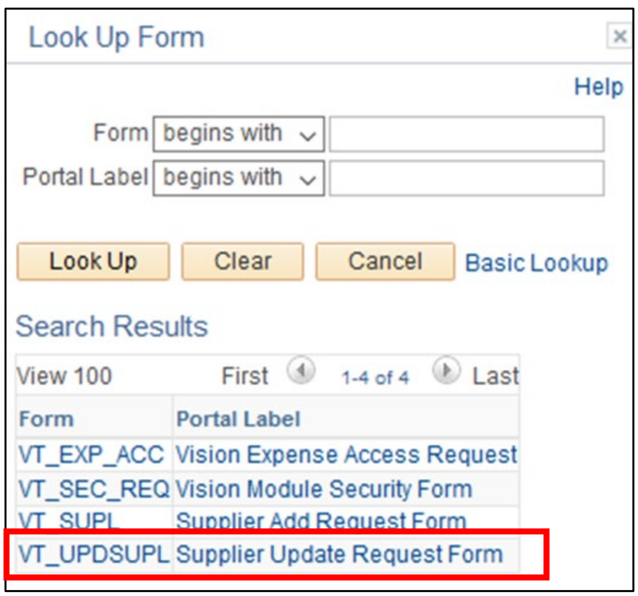
Step 4: Submit the request for approval. All requests will be handled by priority level by the date/time in which the requests are received. Processing times run anywhere from the same day to five business days.

Step 5: Check the status of your requests by running the VT_SUPPLIER_FORMS query. This query will provide you the new Supplier ID number for approved requests and it will also show requests that have been denied so that you can view them to see if corrections are needed or not.

WorkCenter Navigation: AP WorkCenter > Suppliers > Supplier Update Request Form

Navigator Menu Navigation: Suppliers > Supplier Information > Supplier Forms > Supplier Update Request Form

The **Search/Fill a Form** page opens, click the **Add a New Value** tab. If a Form field open, use the lookup and choose the Supplier Update Request Form (VT_UPDSUPL) from the list and click **Add**:



The **Supplier Update Request Form** opens - You <u>must</u> enter information into all required fields (marked with an asterisk) but it is recommended that you enter as much information as possible into the optional fields.

Form | Instructions | Attachments

Supplier Update Request Form

*Subject

Priority 3-Standard

Due Date

Status Initial

*Business Unit

Urgent / Critical Reason: Required if Urgent or Critical Priority is chosen above

*Request Reason: Detailed Reason for Setup and / or Other Reason for Urgent / Critical Priority

254 characters remaining

Part I - Update an Existing Supplier

*Supplier ID: Enter the existing 10 digit Supplier ID (Ex: 0000123456)

*TIN: Enter the 9-digit TIN with no dashes or spaces

*Supplier Name: Enter existing Supplier Name OR new name shown on W-8 or W-9 form

Supplier Name (cont): Use for additional characters that do not fit into Supplier Name Field

DBA Name: Enter 'Doing Business As' name (if applicable)

Address Action: Choose the appropriate action from the dropdown box

Address to Replace: Enter the address number that you wish to replace (if applicable)

*Country: Enter the Country

*Address Line 1: Enter the first line of the address

Address Line 2: Enter the second line of the address if necessary

Address Line 3: Enter the third line of the address if necessary

*City: Enter the City

*State/Province/Equivalent: Enter the State, Province, or equivalent value

*Zip Code: Enter the Zip Code

PCF Recipients (ANR Only): Enter the PCF reimbursements recipient names

Real Estate Recipients (AOT Only): Enter the Real Estate Transaction receipient names

Restitution Recipients (CCVS Only): Enter the restitution recipient names

Contact Action: Choose the appropriate action from the dropdown box

Contact to Replace: Enter the name of the contact that you wish to replace (if applicable)

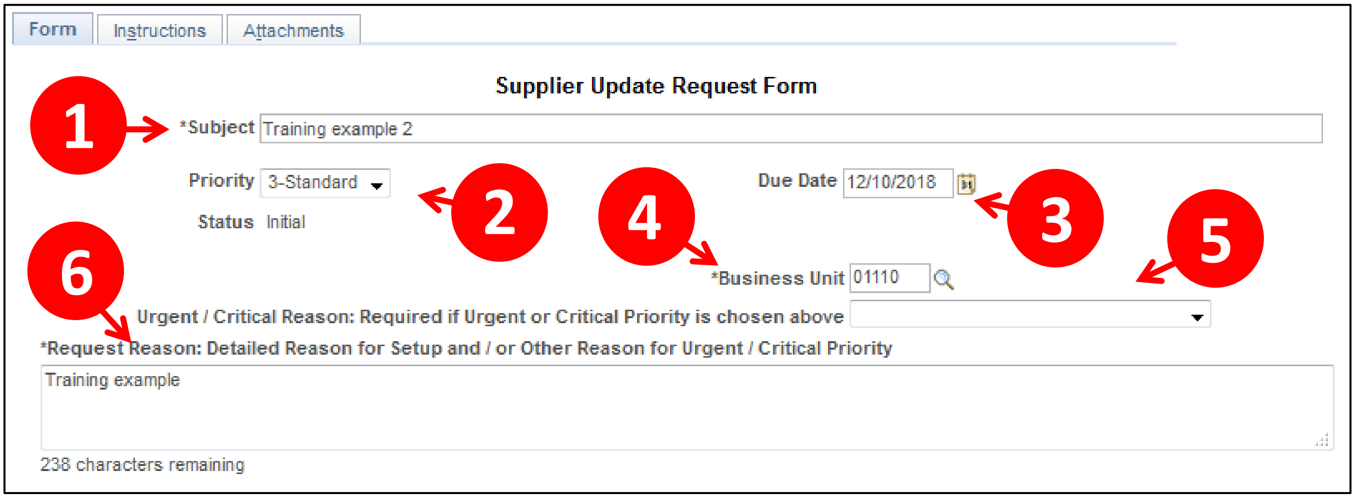
Contact Name: Enter the Supplier Contact Name

Contact Title: Enter the Supplier Contact Title

Internet Address: Enter the internet address for the supplier if applicable

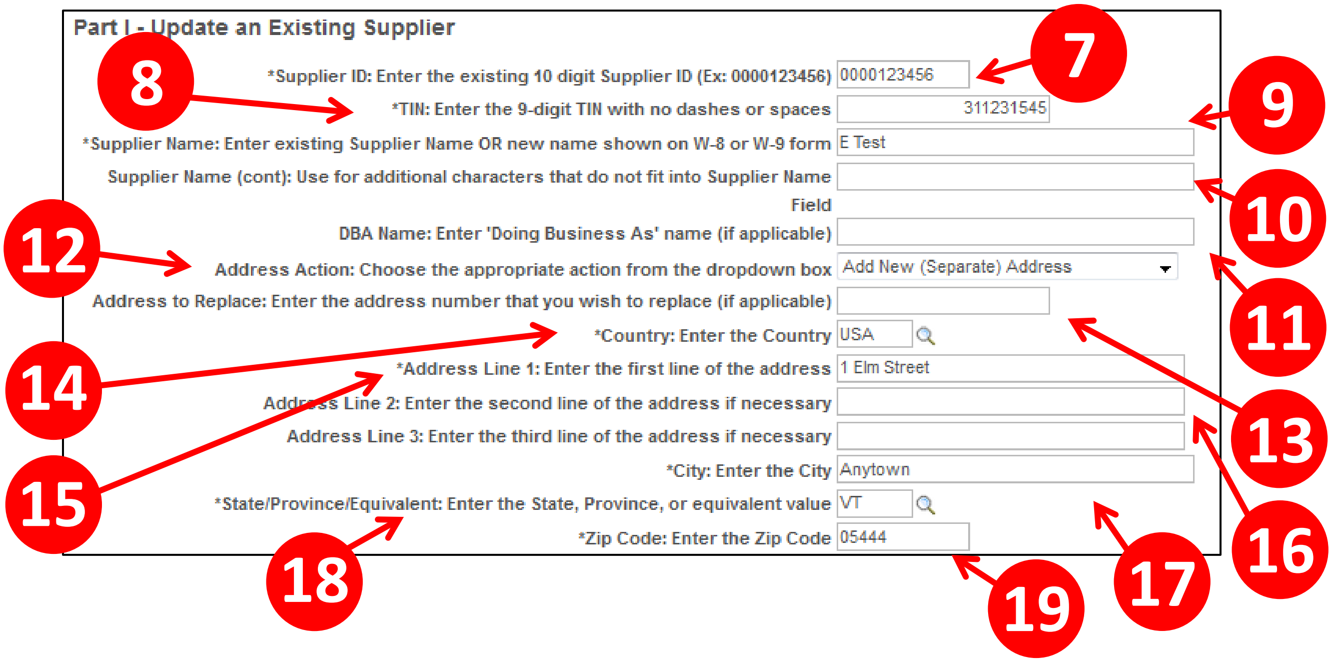
254 characters remaining

General Request Information



1. **Subject -** Enter the name of the supplier that you wanted added or updated
2. **Priority** - Choose the appropriate priority from the dropdown box
   - Low = Do not choose this option. It is not being used
   - Standard = Choose this option if the supplier can be setup within 3-5 business days
   - Urgent = Choose this option if you need to have the supplier setup in 1-2 business days
   - Critical = Choose this option if you need the supplier setup the same day
3. **Due Date -** A date can be selected or the field can be left blank. Dates entered will not affect processing time
4. **Business Unit -** Enter your General Ledger Business Unit number from the dropdown
5. **Urgent/Critical Reason -** Choose the appropriate reason from the dropdown box if an urgent or critical priority was chosen
6. **Request Reason -** Use this field to explain what the supplier will be paid for, to provide a detailed reason for an urgent or critical priority that is not specified in the dropdown box above, and/or to provide any other pertinent information for the request

Part I – Update an Existing Supplier



Part I - Update an Existing Supplier

*Supplier ID: Enter the existing 10 digit Supplier ID (Ex: 0000123456) 0000123456

*TIN: Enter the 9-digit TIN with no dashes or spaces 311231545

*Supplier Name: Enter existing Supplier Name OR new name shown on W-8 or W-9 form E Test

Supplier Name (cont): Use for additional characters that do not fit into Supplier Name Field

DBA Name: Enter 'Doing Business As' name (if applicable)

Address Action: Choose the appropriate action from the dropdown box Add New (Separate) Address

Address to Replace: Enter the address number that you wish to replace (if applicable)

*Country: Enter the Country USA

*Address Line 1: Enter the first line of the address 1 Elm Street

Address Line 2: Enter the second line of the address if necessary

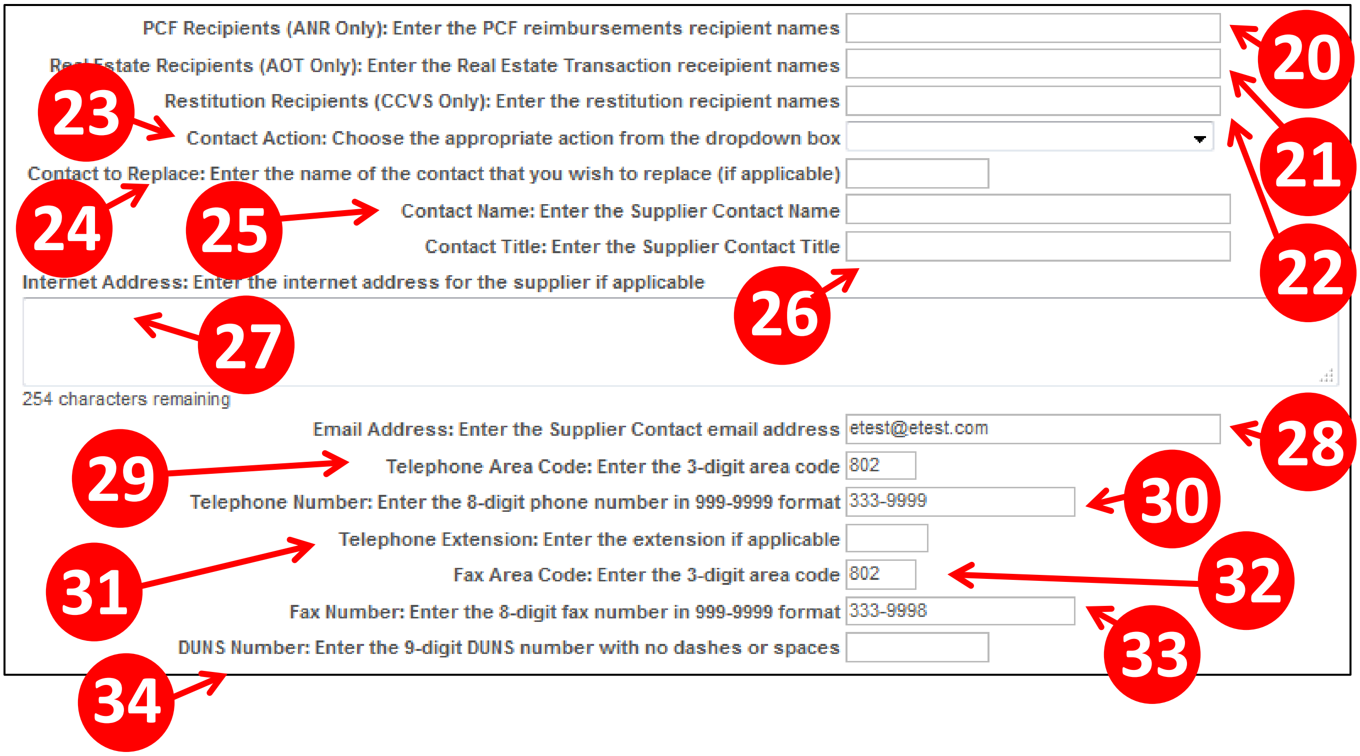
Address Line 3: Enter the third line of the address if necessary

*City: Enter the City Anytown

*State/Province/Equivalent: Enter the State, Province, or equivalent value VT

*Zip Code: Enter the Zip Code 05444

7. **Supplier ID -** Enter the 10-digit Supplier ID number
8. **TIN -** Enter the supplier's 9-digit Taxpayer Identification Number with no dashes or spaces
9. **Supplier Name -** If Supplier Name is not changing, then enter the name shown in the Supplier Name field in VISION. If Supplier Name is changing, then enter the new name shown on the required W-8 or W-9 form
10. **Supplier Name (cont) -** Use for additional characters that do not fit into Supplier Name Field
11. **DBA Name -** Enter a 'Doing Business As' name (if applicable). This can be found on Line 2 of the W-9 Form
12. **Address Action -** Choose the appropriate action from the dropdown box
    - Replace Existing Address: Choose this action if you wish to have an existing address replaced with a new (different) address
    - Add New (Separate) Address: Choose this action if you do not wish to have an existing address replaced but want a new address created
    - Inactivate Address: Choose this action if you wish to have an address inactivated but do not have another address to replace it with
13. **Address to Replace -** Enter the address sequence number that you wish to have replaced
14. **Country -** Enter the Country.
15. **Address Line 1 -** Enter the first line of the address
16. **Address Line 2 & 3 -** Enter additional address lines if necessary
17. **City -** Enter the City
18. **State/Province -** Enter the State, Province, or other equivalent value
19. **Zip Code -** Enter the Zip Code



20. PCF Recipients - Enter the names that need to be printed on the check for the PCF Reimbursement (ANR Only)

21. Real Estate Recipients - Enter the names that need to be printed on the check for the Real Estate Transaction (AOT Only)

22. Restitution Recipients - Enter the names that need to be printed on the check for the Restitution Payment (CCVS Only)

23. Contact Action - Choose the appropriate contact action from the dropdown box

24. Contact to Replace - Enter the name of the contact that you wish to replace if applicable

25. Contact Name - Enter the contact's name

26. Contact Title - Enter the contact's title

27. Internet Address - Enter the internet address for the supplier's website

28. Email Address - Enter the supplier contact email address

29. Telephone Area Code - Enter the 3-digit telephone area code

30. Telephone Number - Enter the 8-digit telephone number in 999-9999 format

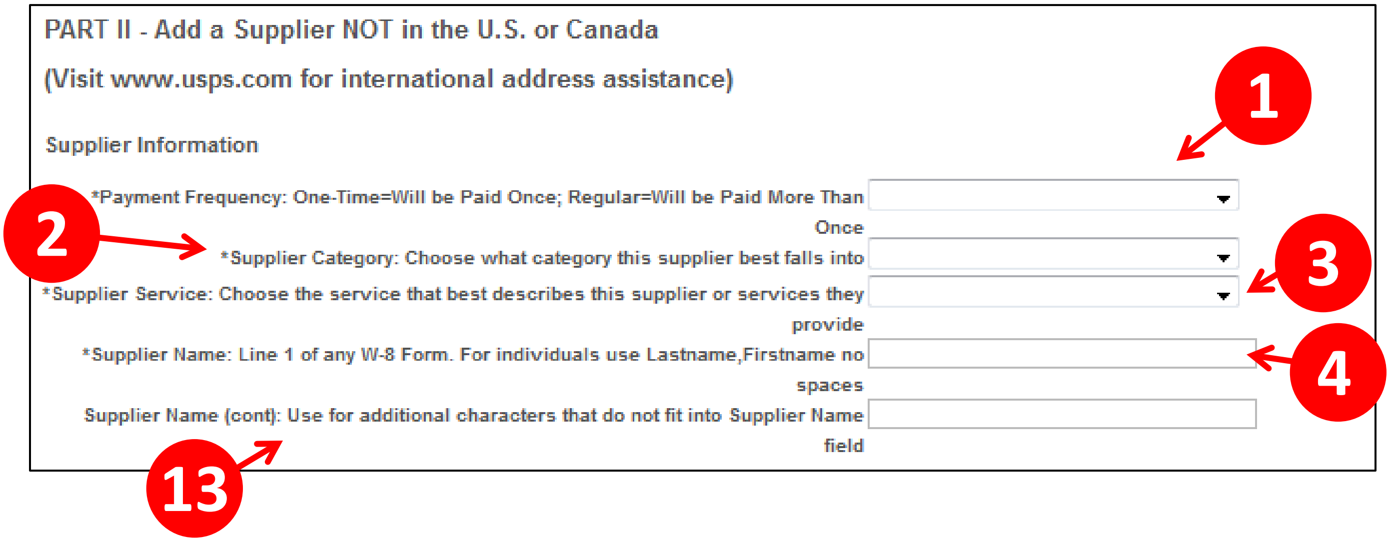
31. Telephone Extension - Enter the telephone extension if applicable

32. Fax Area Code - Enter the 3-digit fax area code

33. Fax Number - Enter the 8-digit fax number in 999-9999 format

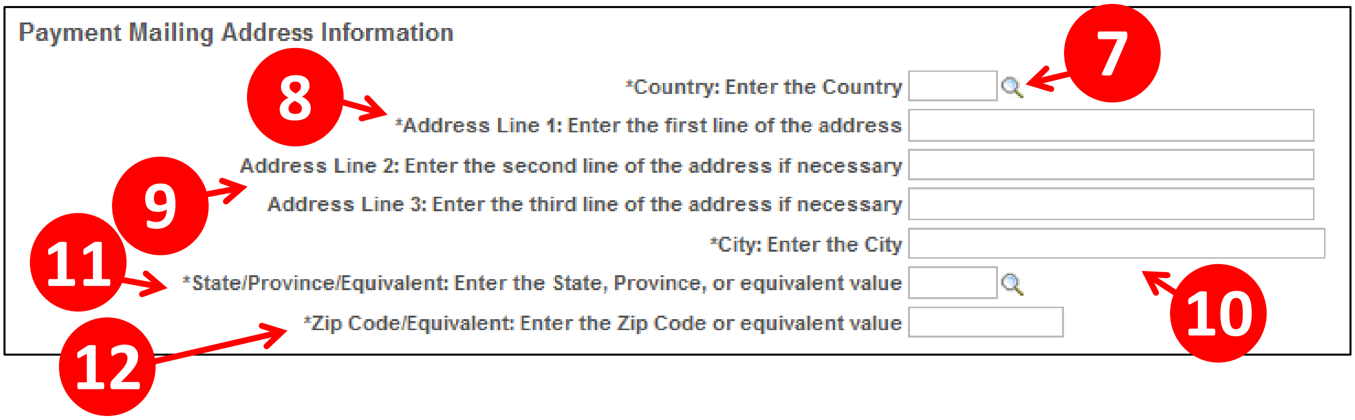
34. DUNS Number - Enter the supplier's DUNS number if provided

Part II – Add a Supplier NOT in the U.S. or Canada – Supplier Information



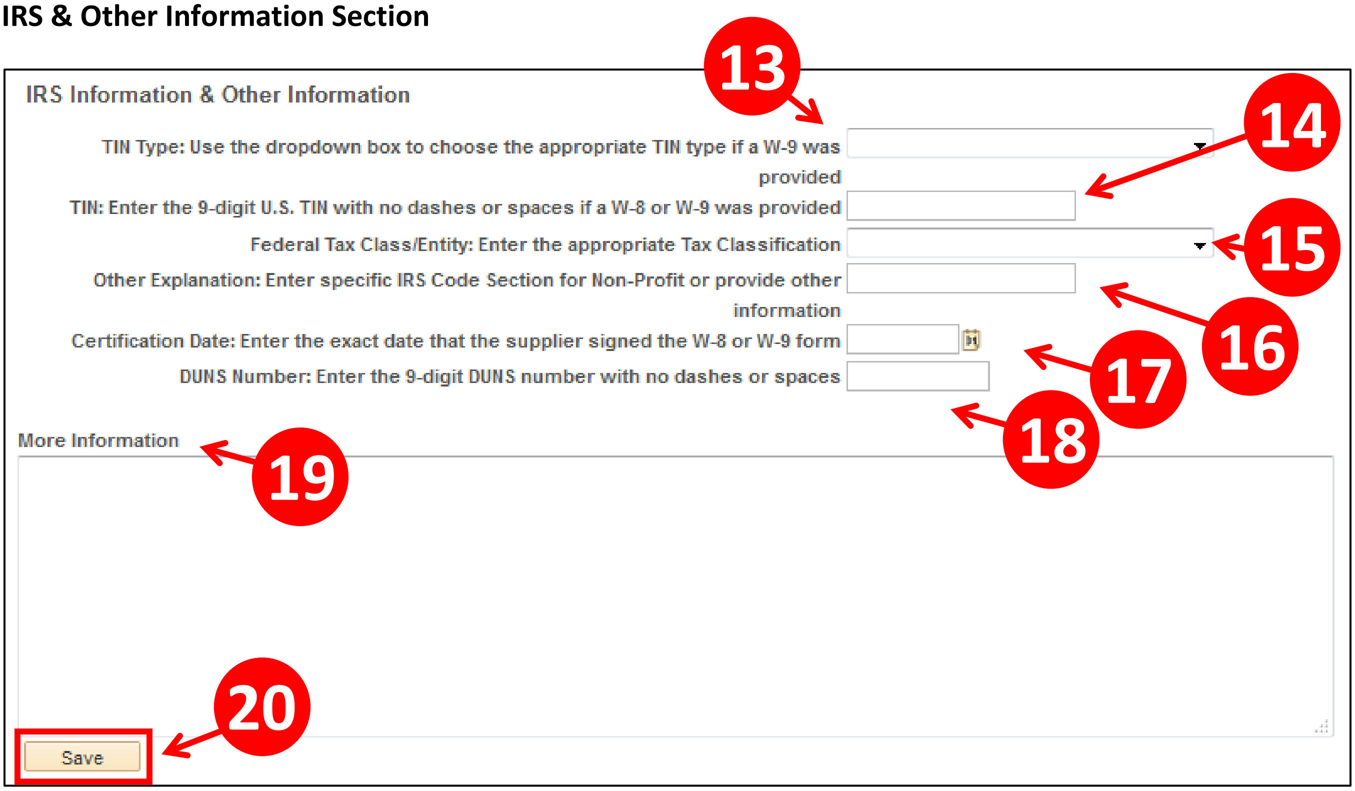
1. **Payment Frequency -** Choose the value from the dropdown box that best describes how frequently you will be paying the supplier. One-time means that you expect to issue one payment to the supplier, and regular means that you expect to issue multiple payments to the supplier
2. **Supplier Category -** Choose the value from the dropdown box that best describes what the supplier is or what services they provide. Refund = Returning funds to a supplier as a result of an overpayment due to over-invoicing or because fees were cancelled, waived, or deemed unnecessary
3. **Supplier Service -** Choose the service that best describes this supplier or services they provide
4. **Supplier Name** - Enter the supplier's name from Line 1 of any W-8 Form. Individuals should be entered as Last Name,First Name with no spaces in between the comma and the first name
5. **Supplier Name (cont) -** Use this field to enter any remaining characters that would not fit into the Supplier Name field

Payment Mailing Address Section



7. **Country -** Choose the appropriate Country from the dropdown list
8. **Address Line 1 -** Enter the first line of the address
9. **Address Line 2 & 3 -** Enter additional address lines if necessary
10. **City -** Enter the City
11. **State/Province -** Choose the appropriate State or Province from the dropdown box
12. **Zip Code -** Enter the zip code:
    - Acceptable U.S. Zip Code formats are 55555 or 44444-1111
    - Acceptable Canada Zip Code formats are 51A 0B1 (Letter-Number-Letter <Space> Number-Letter-Number)

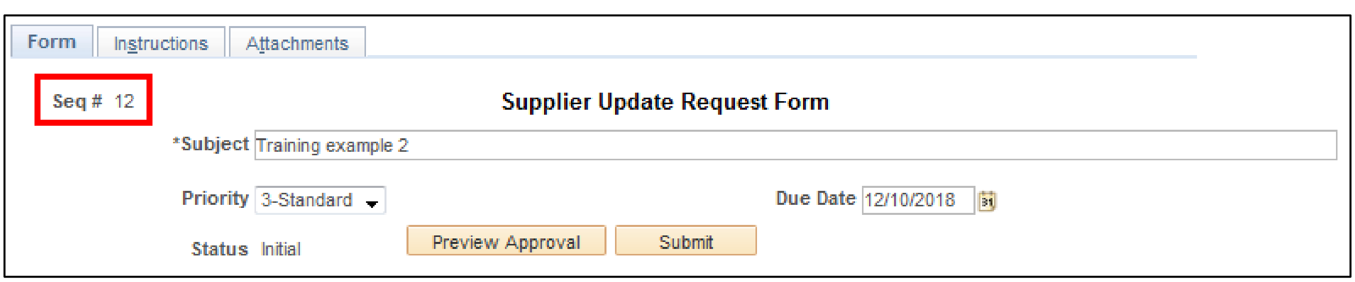
IRS & Other Information Section



13. **TIN Type -** Use the dropdown box to choose the appropriate TIN type if a W-9 was provided
14. **TIN -** Enter the 9-digit U.S. TIN with no dashes or spaces if a W-8 or W-9 was provided
15. **Federal Tax Class/Entity -** Enter the appropriate Tax Classification from a W-9 form or Entity Type from a W-8 Form. If Other is selected on the W-9 form, then use the Other Detail field to describe what was written in the space provided
16. **Other Explanation -** Use this field to enter what is written in the space provided if the supplier chose the 'Other' box in section 3 of the W-9 Form
17. **Certification Date -** Enter the exact date that the supplier signed the W-8 or W-9 form
18. **DUNS Number -** Enter the supplier's DUNS number if provided
19. **More Information -** Use this section to provide any additional information

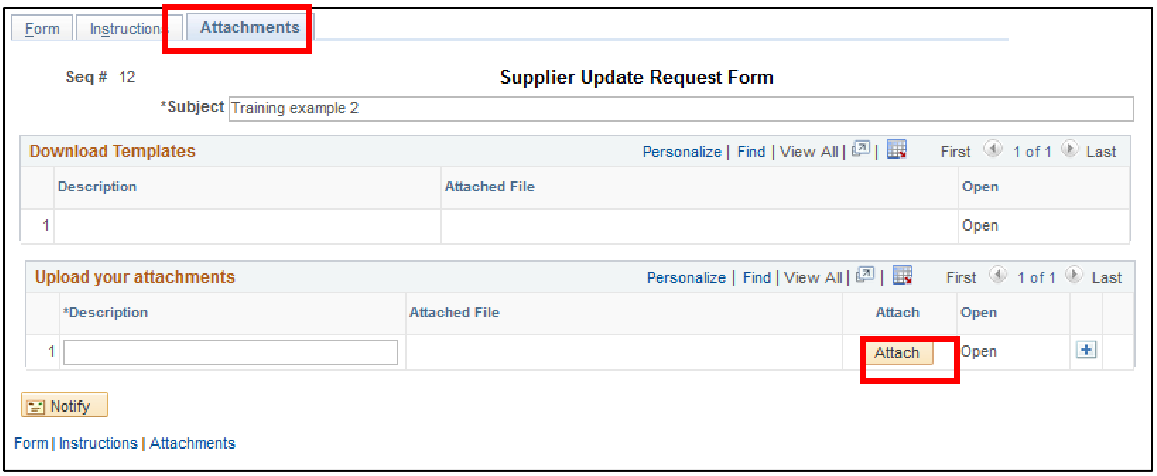
All other fields are completed by Financial Operations

20. Click **Save**
21. Note the Seq #

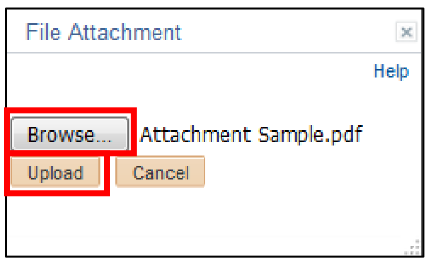


Adding Attachments

Click the **Attachments** tab:



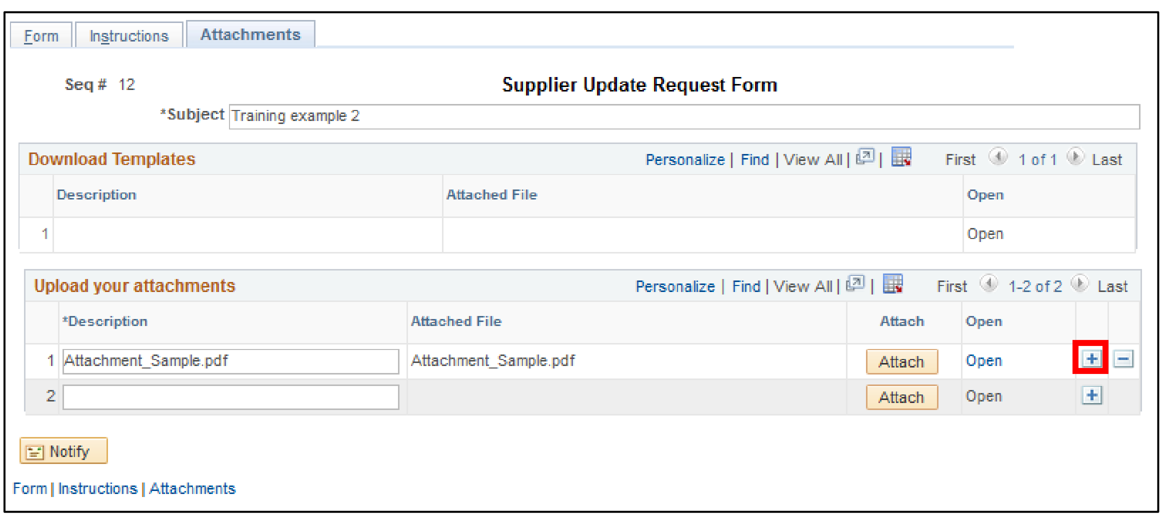
Click the **Attach** button, the Upload window opens:



Click **Browse** to find the file you want to attach

Note: The only forms that should be attached to Supplier Update Request Forms are any applicable W-8 or W-9 forms, Supplier ACH Request Forms, or any documentation provided by the supplier outlining a sale, reincorporation, or change in federal tax status. Please do not attach supplier invoices.

Click **Upload**



Click the **+** icon to add another attachment

W-9 Form Guidelines

- A current W-9 form must be attached for all regular suppliers and one-time reportable payments
- The most recent version of the W-9 form can be found in the forms section of the IRS website
- W-9 forms must be physically signed and dated within the last six months. We do not accept electronically signed W-9 forms
- W-9 forms will not be accepted if there is any reason to question the authenticity of the form. This includes but it not limited to the following situations:
  - Any original information is crossed out, written over, or covered up
  - Form is electronically signed in any manner. This includes drop and drag signatures.
  - Form is partially typed and partially handwritten
  - Form is handwritten in multiple colors of ink
- Financial Operations has the right to request a new W-9 form at anytime if it is deemed that something is questionable, illegible, or unclear
- State of Vermont employees must not fill out any portion of a W-9 on a vendor's behalf or instruct a vendor how to fill out the form
- State of Vermont employees must not instruct a supplier on how to properly complete a W-9 form. The IRS provides comprehensive instructions to help suppliers fill out the forms correctly. If a supplier needs assistance with completing a W-9 form properly, then they should seek the assistance of their tax professional, accountant, or the IRS directly

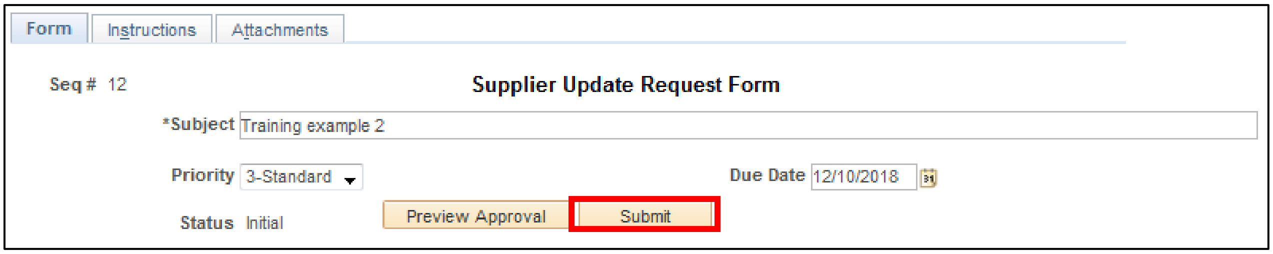
W-8 Form Guidelines

- An appropriate and current W-8 form must be submitted for all foreign individuals and entities that do not have a United States Tax Identification Number
- The most recent versions of the W-8 forms can be found in the forms section of the IRS website
- The guidelines for the completion and submission of W-8 forms are exactly the same as those listed above for W-9 forms

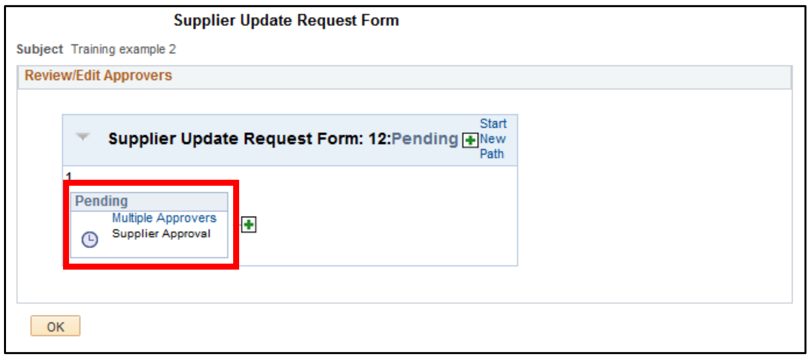
ACH Authorization Form Guidelines

- A current Vendor ACH Authorization Form must be attached to setup a supplier to receive payments via direct deposit
- The most recent version of the Vendor ACH Authorization Form can be found Forms page of the Finance and Management website
- All fields of the Vendor ACH Authorization Form must be filled out with the exception of the vendor id number
- A voided check should not accompany a Vendor ACH Authorization Form
- Vendor ACH Authorization forms must be signed and dated within the last 30 days
- All other guidelines for the completion and submission of Vendor ACH Authorization Forms are exactly the same as those listed above for W-9 and W-8 forms

Submitting the Form



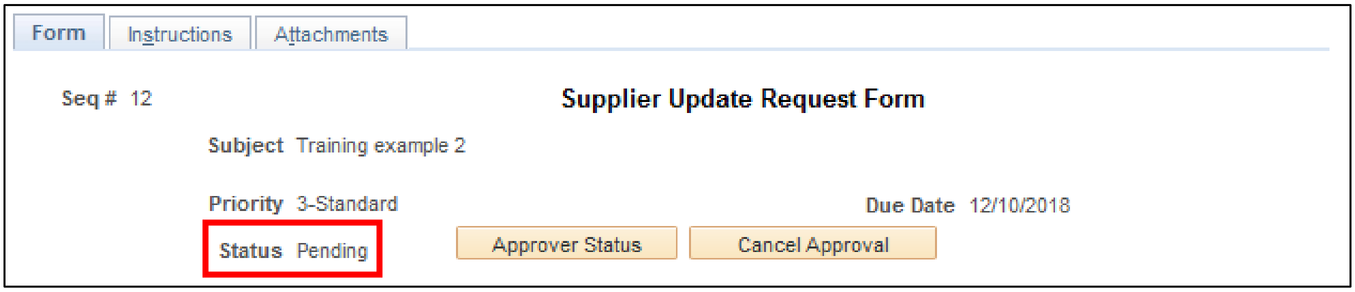
Click **Submit**, the **Review/Edit Approvers** page displays:



Click the **Multiple Approvers** link to view the approver pool:

Click **OK** to return to the form

The Supplier Update Request Form displays:



Status is **Pending**

Once a form has been submitted, you will not be able to access the form to modify/cancel it. If you need to modify/cancel a submitted form, then you will need to submit a deny request to VISION.SupplierRequests@vermont.gov.

Denied forms will show up as a notification on your worklist and will include denial comments. The reason for the denial will need to be corrected and then the form will need to be resubmitted.

Approved form will not show up as a notification on your worklist.

To find the status of a submitted form, or to see the new Supplier ID that was created from an approved form, run the VT_SUPPLIER_FORM query.