Submitting a Supplier Add Request Form

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

State of Vermont

Department of Finance & Management

VISION 9.2

February 2024

Table of Contents

Revisions to Manual

February 2024

- Updated for PeopleTools 8.60 upgrade

September 2023

- Changed W9 age requirement from no older than six months to no older than 12 months

April 2021

- Corrected query name on page 17

December 2018

- Manual written

Completing a Supplier Add Request Form

Situations where this form is used: When you need to have a supplier added to VISION.

Supplier Add Request Form

USE THIS FORM TO REQUEST NEW SUPPLIERS THAT ARE LOCATED IN THE U.S. OR CANADA

SUPPLIER REQUEST PROCESS

Step 1: 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.

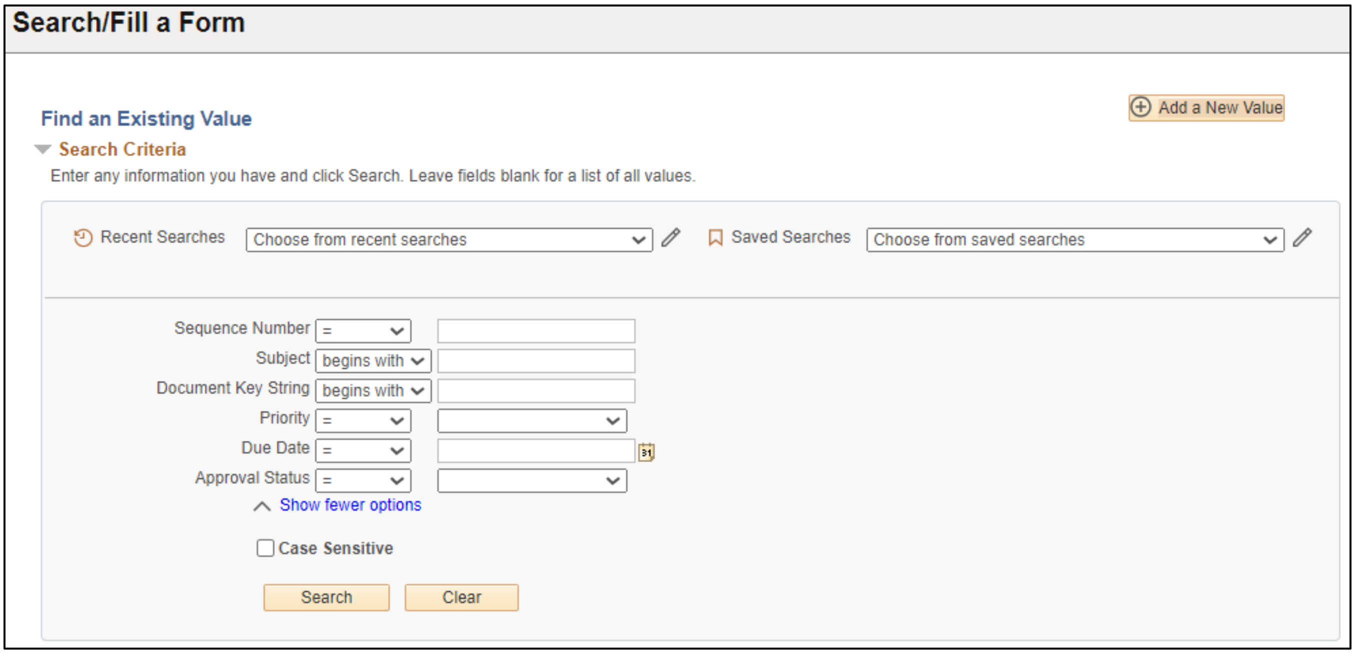
Step 4: Submit the request for approval. All requests will be handled by priority level by the date/time in which the requests are received. Processing times run anywhere from the same day to five business days.

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.

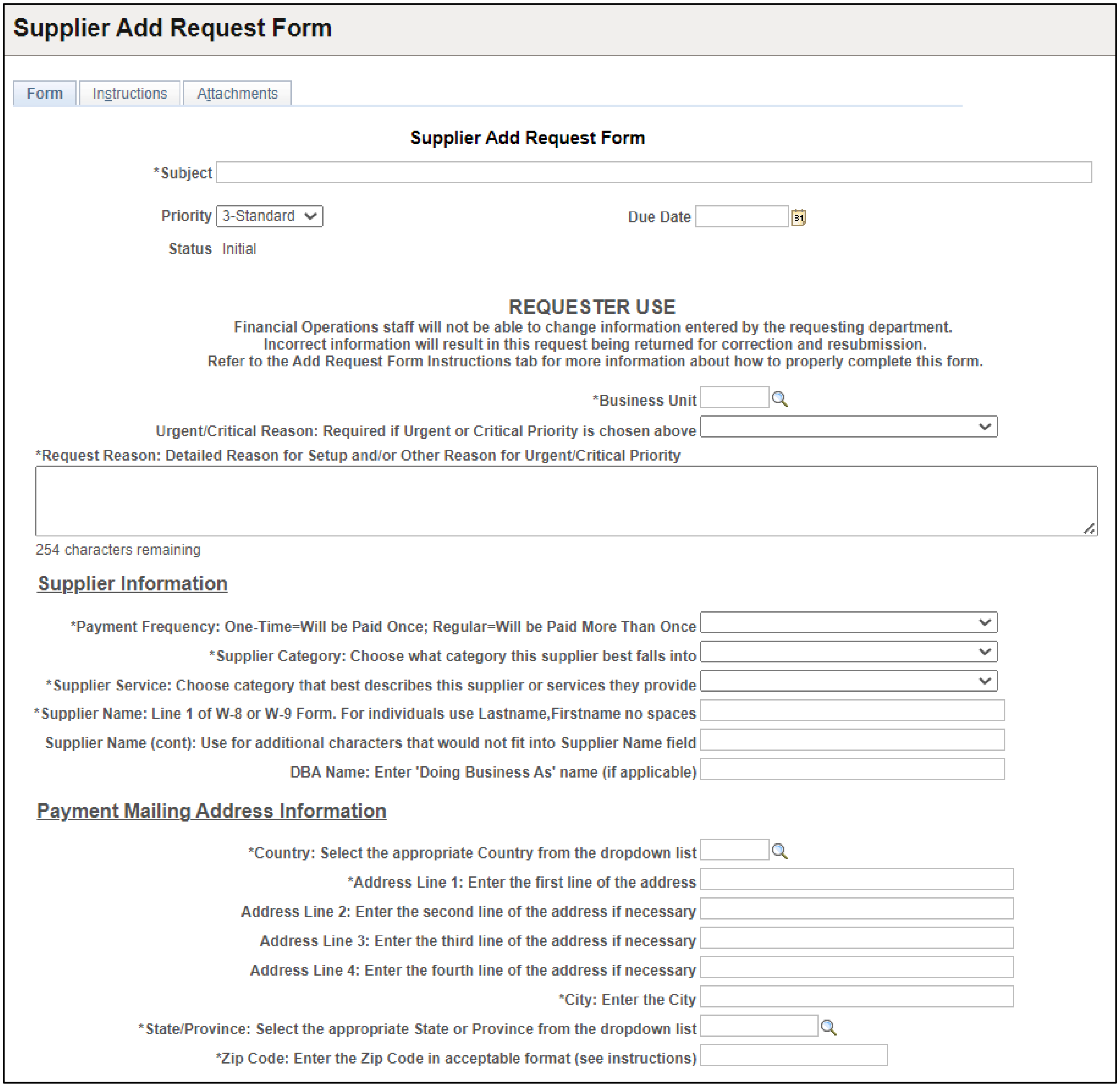
WorkCenter Navigation: AP WorkCenter > Suppliers > Supplier Add Request Form

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

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



The **Supplier Add 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:



Supplier Add Request Form

Form | Instructions | Attachments

Supplier Add Request Form

*Subject

Priority 3-Standard

Due Date

Status Initial

REQUESTER USE

Financial Operations staff will not be able to change information entered by the requesting department.
Incorrect information will result in this request being returned for correction and resubmission.
Refer to the Add Request Form Instructions tab for more information about how to properly complete this form.

*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

Supplier Information

*Payment Frequency: One-Time=Will be Paid Once; Regular=Will be Paid More Than Once

*Supplier Category: Choose what category this supplier best falls into

*Supplier Service: Choose category that best describes this supplier or services they provide

*Supplier Name: Line 1 of W-8 or W-9 Form. For individuals use Lastname,Firstname no spaces

Supplier Name (cont): Use for additional characters that would not fit into Supplier Name field

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

Payment Mailing Address Information

*Country: Select the appropriate Country from the dropdown list

*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

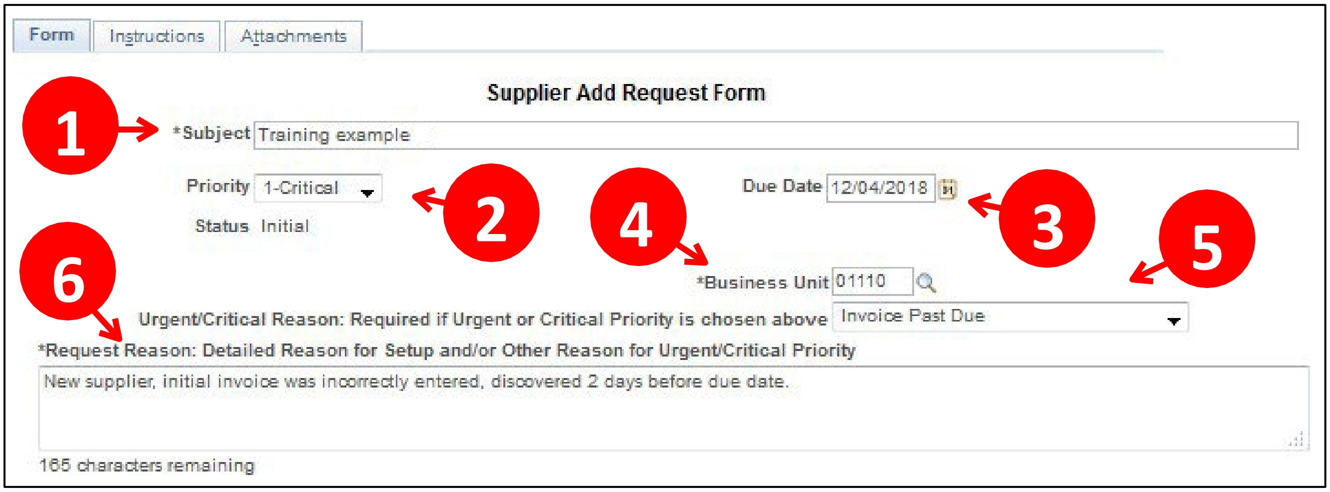
Address Line 4: Enter the fourth line of the address if necessary

*City: Enter the City

*State/Province: Select the appropriate State or Province from the dropdown list

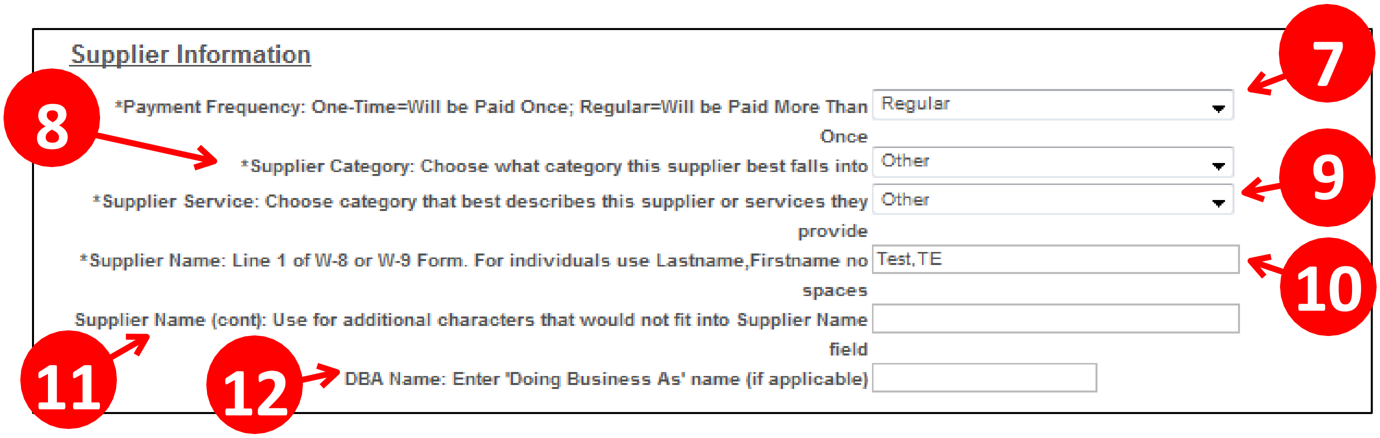
*Zip Code: Enter the Zip Code in acceptable format (see instructions)

General Request Information



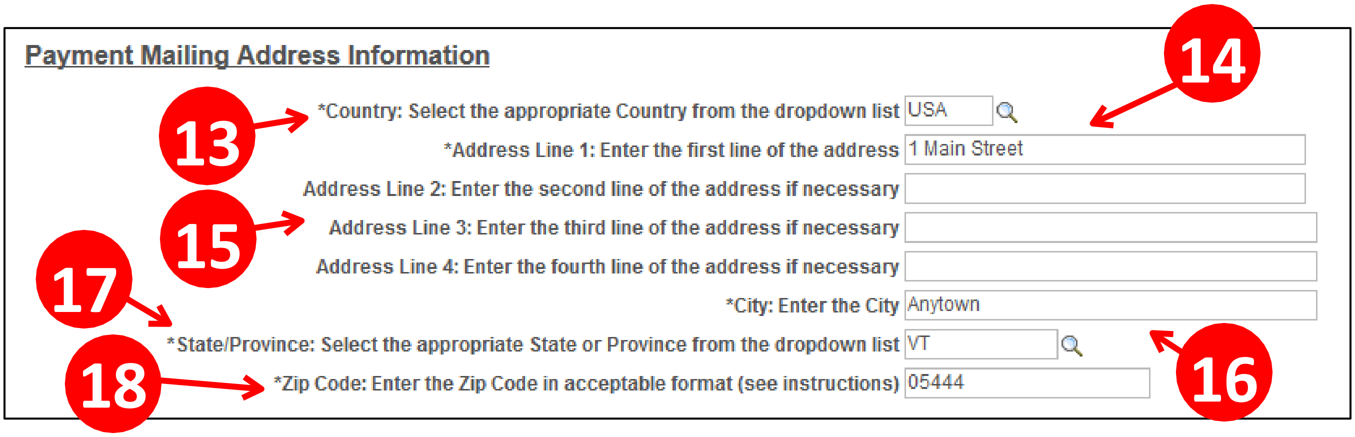
1. **Subject -** Enter the name of the supplier that you wanted added or updated
2. **Priority** - Choose the appropriate priority from the dropdown box
    - Low = Do not choose this option. It is not being used
    - Standard = Choose this option if the supplier can be setup within 3-5 business days
    - 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 chosen 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

Supplier Information Section



7. **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
8. **Supplier Category -** Choose the value from the dropdown box that best describes what the supplier is or what services they provide
9. **Supplier Service -** Choose the value from the dropdown box that best describes the primary service that this supplier is in the business of providing
10. **Supplier Name -** Enter up to 40 characters of the supplier's name from Line 1 of the W-8 or W-9 Form. Individuals should be entered as Last Name,First Name with no spaces in between the comma and the first name (40 characters max)
11. **Supplier Name (cont) -** Use this field to enter any remaining characters that do not fit into the Supplier Name field
12. **DBA Name -** Enter a Doing Business As name (if applicable.) This can be found on Line 2 of the W-9 Form

Payment Mailing Address Information Section



13. Country - Choose the appropriate Country from the dropdown list

14. Address Line 1 - Enter the first line of the address

15. Address Line 2, 3, and 4 - Enter additional address lines if necessary

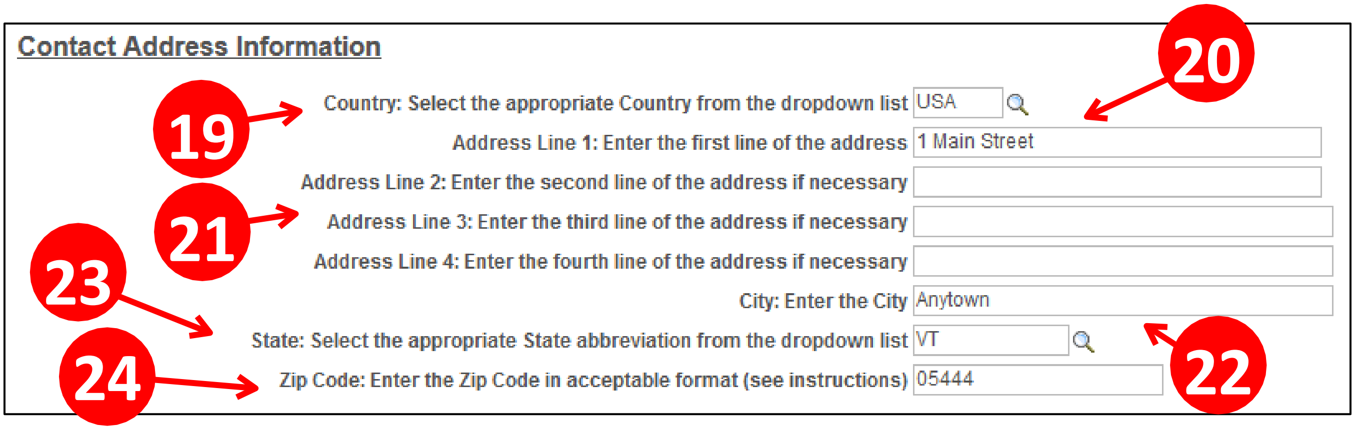
16. City - Enter the City

17. State/Province - Choose the appropriate State or Province from the dropdown box

18. 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)

Contact Address Information Section



19. Country - Choose the appropriate Country from the dropdown list

20. Address Line 1 - Enter the first line of the address

21. Address Line 2, 3, and 4 - Enter additional address lines if necessary

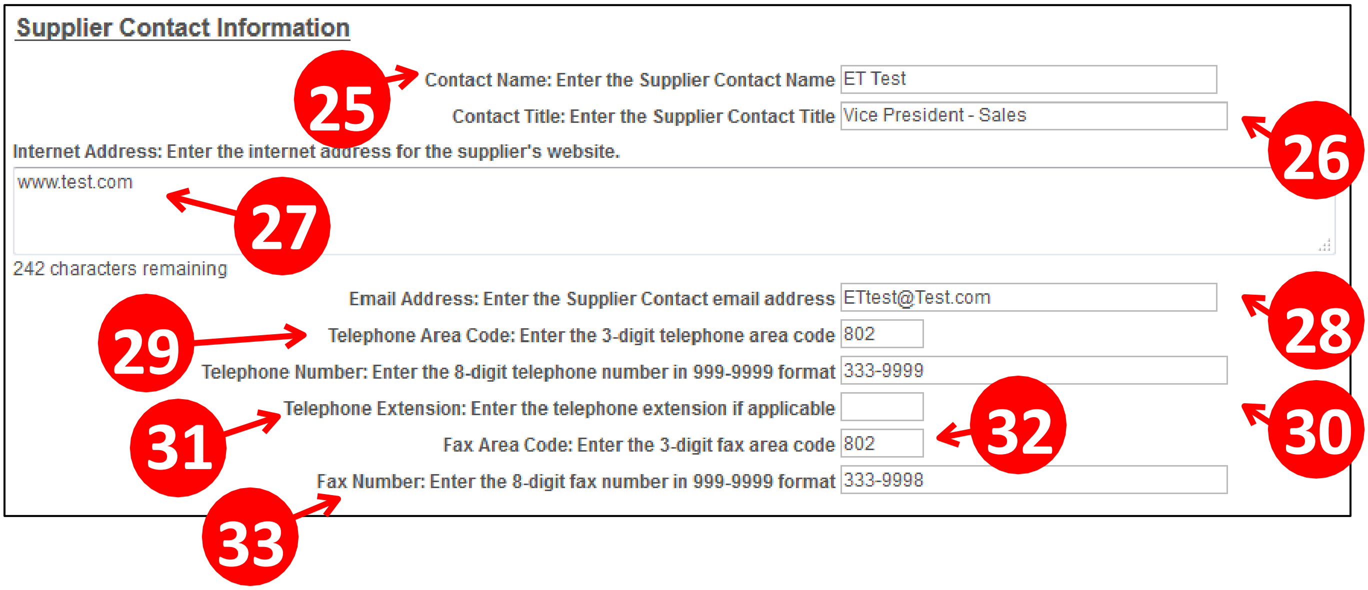
22. City - Enter the City

23. State/Province - Choose the appropriate State or Province from the dropdown box

24. 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)

Supplier Contact Information Section



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

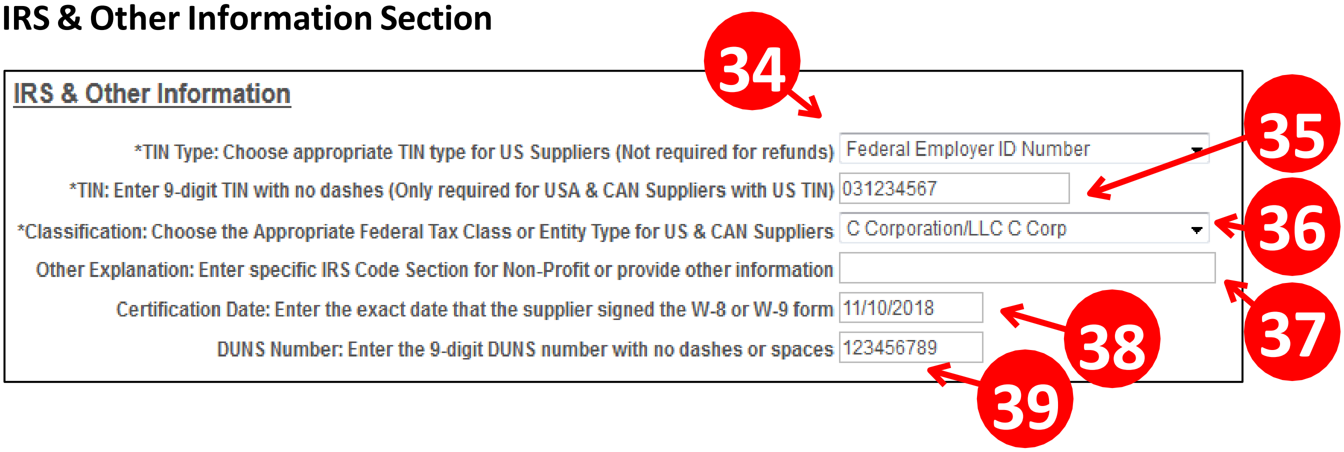
30. Telephone Number - Enter the telephone number in 999-9999 format

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 fax number in 999-9999 format

IRS & Other Information Section



34. TIN Type - Choose appropriate TIN type for US Suppliers (Not required for refunds)

35. TIN - Enter 9-digit TIN with no dashes (Only required for USA & CAN Suppliers with US TIN)

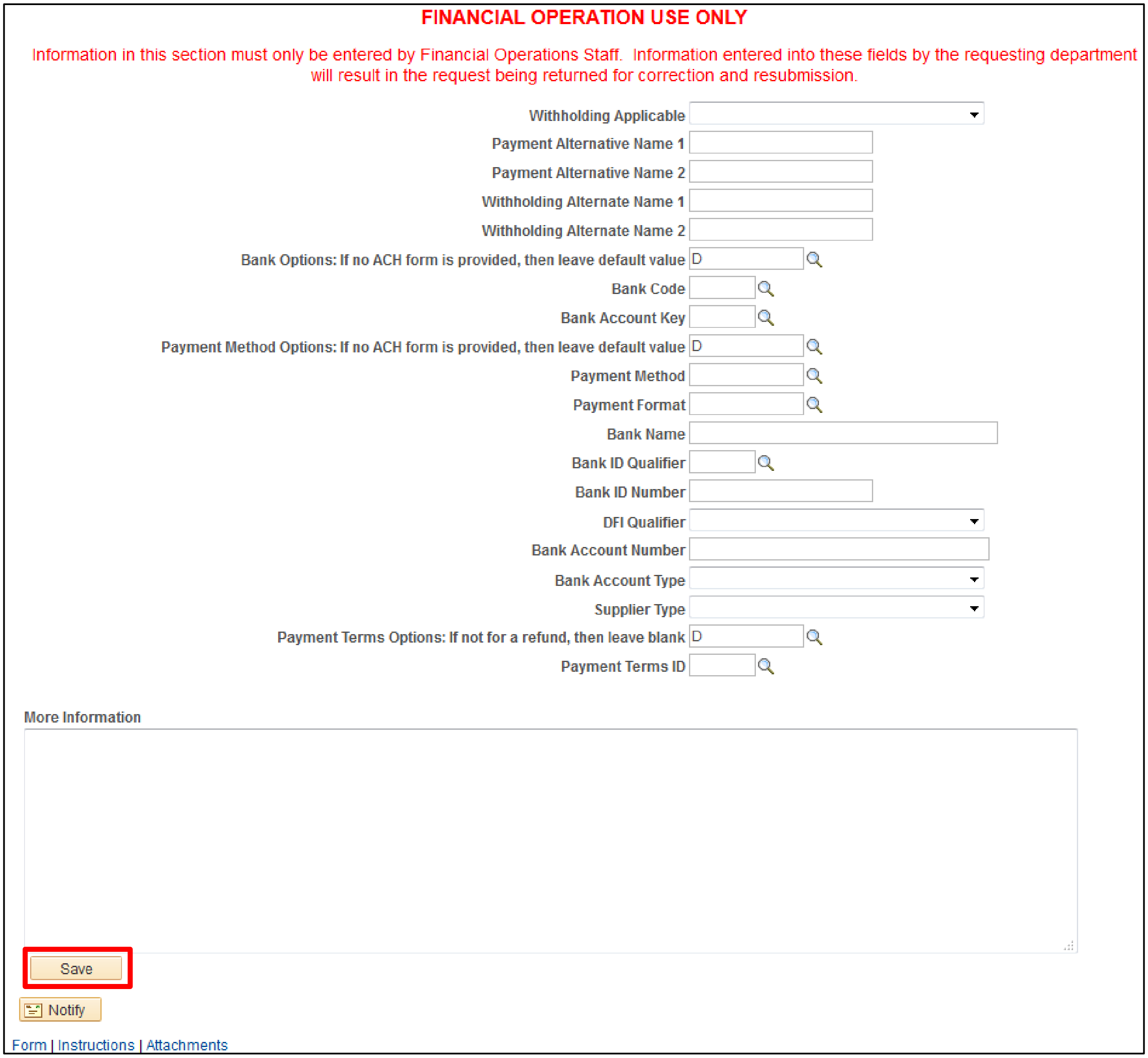
36. Classification - Choose the Appropriate Federal Tax Class or Entity Type for US & CAN Suppliers

37. Other Explanation - Use this field to enter what is written in the space provided if the supplier chooses the 'Other' box in section 3 of the W-9 Form

38. Certification Date - Enter the exact date that the supplier signed the W-8 or W-9 form (MM/DD/YYYY)

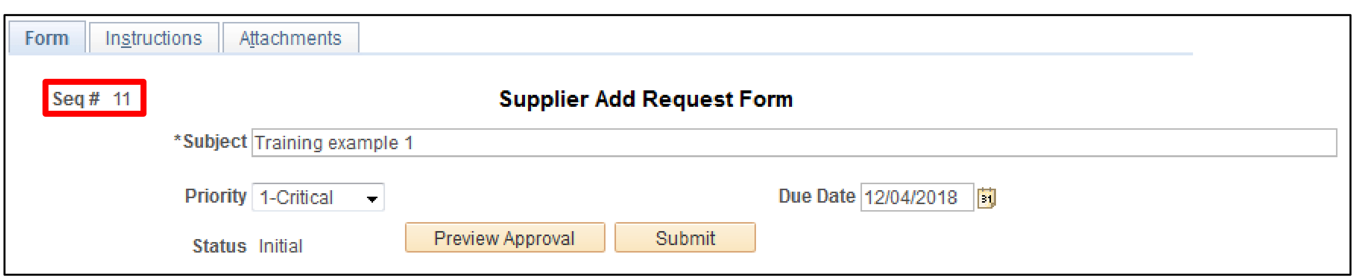
39. DUNS Number - Enter the supplier's DUNS number if provided

All other fields are completed by Financial Operations



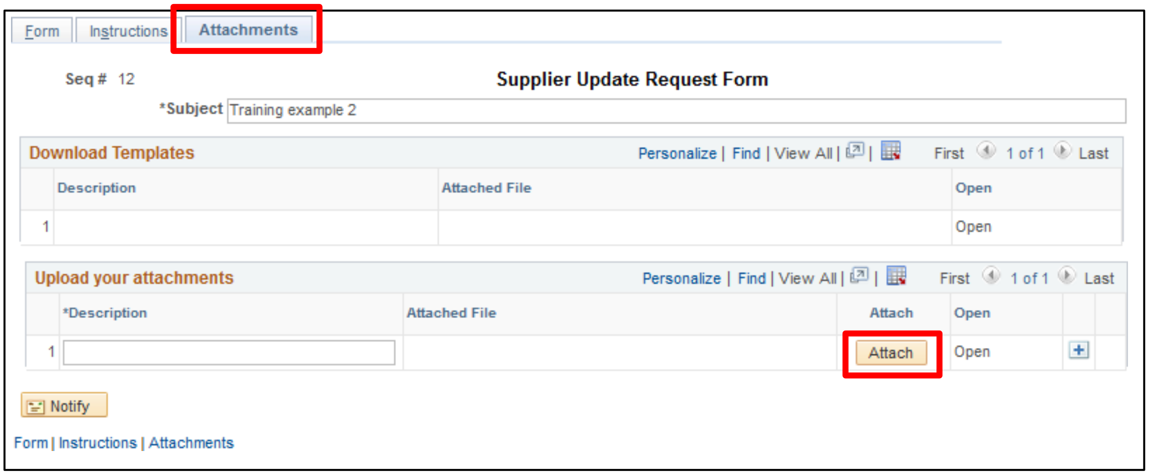
40. Click **Save**

41. Note the **Seq #** at the top of the form

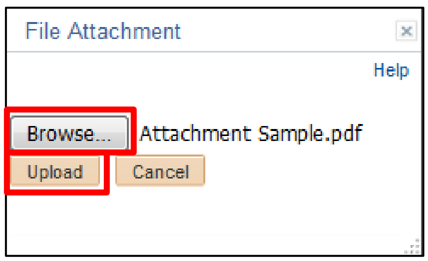


Adding Attachments

Click the **Attachments** tab:



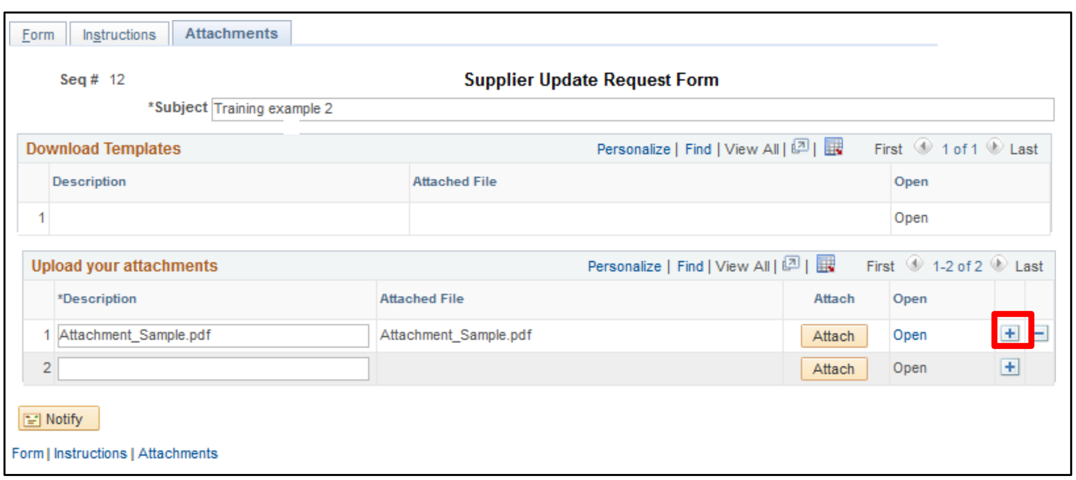
Click the **Attach** button, the Upload window opens:



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

NOTE: The only forms that should be attached to Supplier Add 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 twelve 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

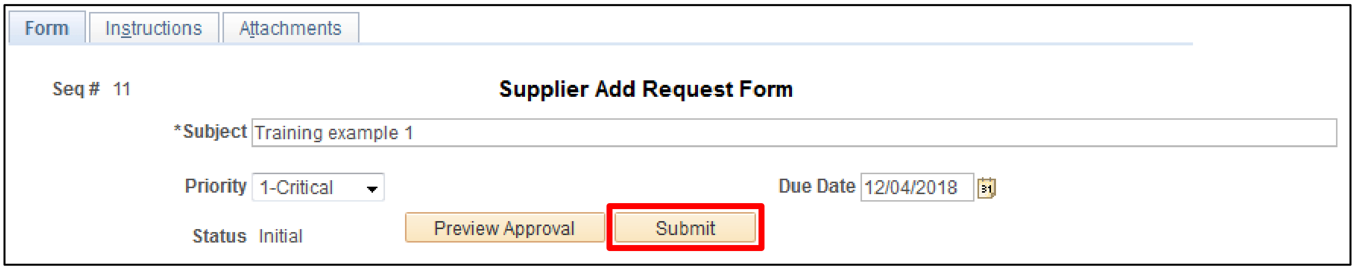
W-8 Form Guidelines

- 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

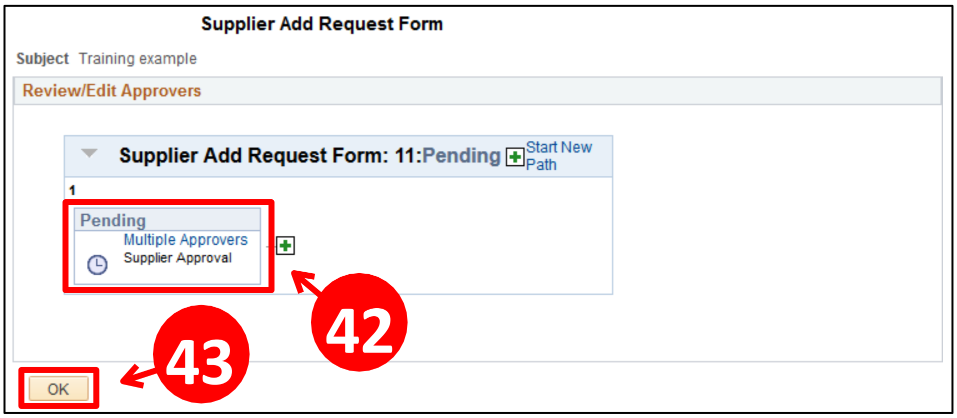
ACH Authorization Form Guidelines

- 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

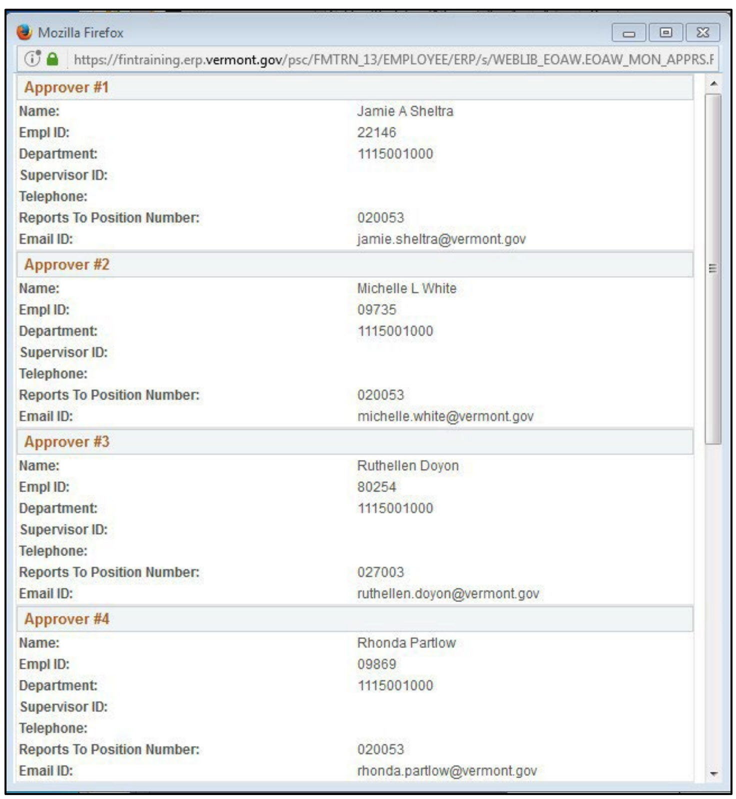
Submitting the Form



The Review/Edit Approvers page displays:

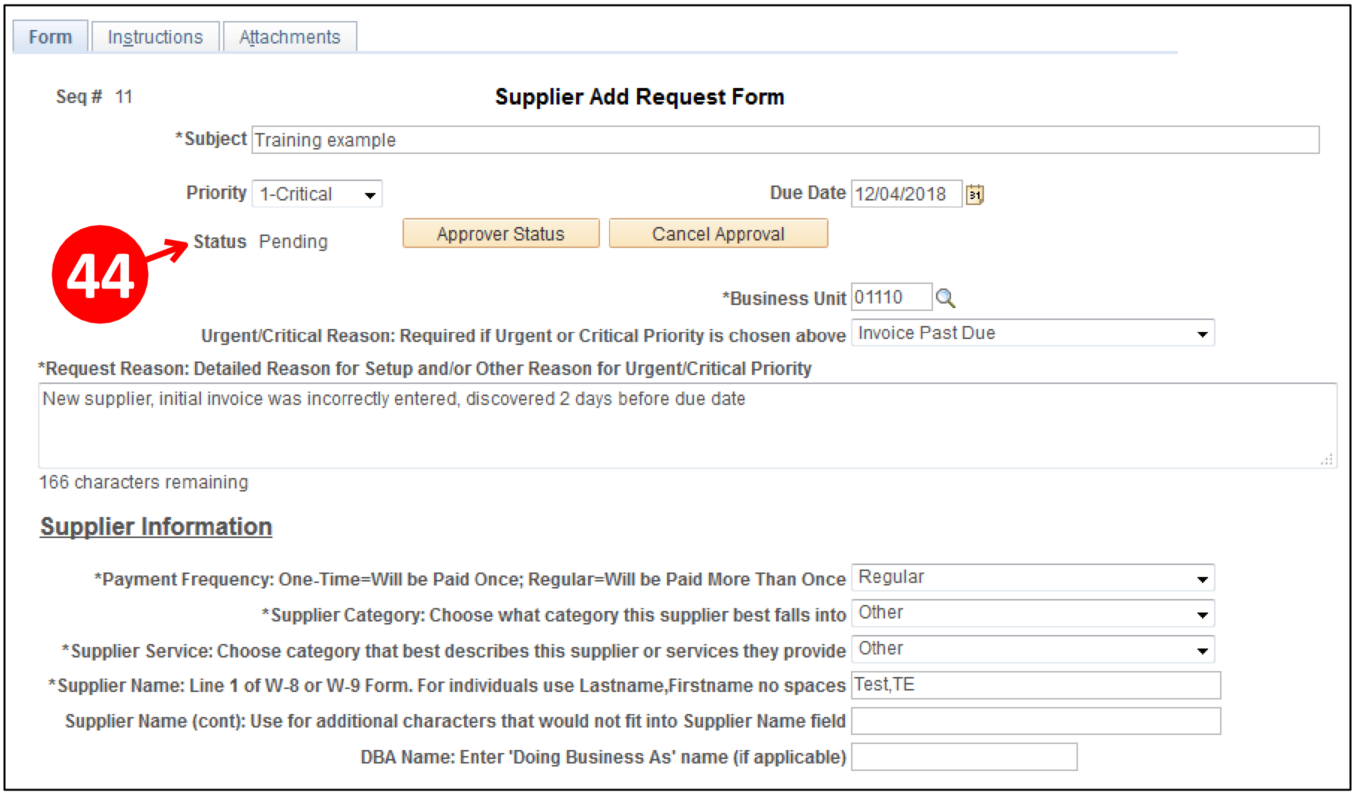


42. Click the **Multiple Approvers** link to see the pool of approvers:



43. Click **OK**

The **Supplier Add Request Form** displays:



Form | Instructions | Attachments

Seq # 11

Supplier Add Request Form

*Subject: Training example

Priority: 1-Critical

Due Date: 12/04/2018

44

Status: Pending

Approver Status

Cancel Approval

*Business Unit: 01110

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

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

New supplier, initial invoice was incorrectly entered, discovered 2 days before due date

166 characters remaining

Supplier Information

*Payment Frequency: One-Time=Will be Paid Once; Regular=Will be Paid More Than Once: Regular

*Supplier Category: Choose what category this supplier best falls into: Other

*Supplier Service: Choose category that best describes this supplier or services they provide: Other

*Supplier Name: Line 1 of W-8 or W-9 Form. For individuals use Lastname,Firstname no spaces: Test,TE

Supplier Name (cont): Use for additional characters that would not fit into Supplier Name field

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

44. 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 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.