

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

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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 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.

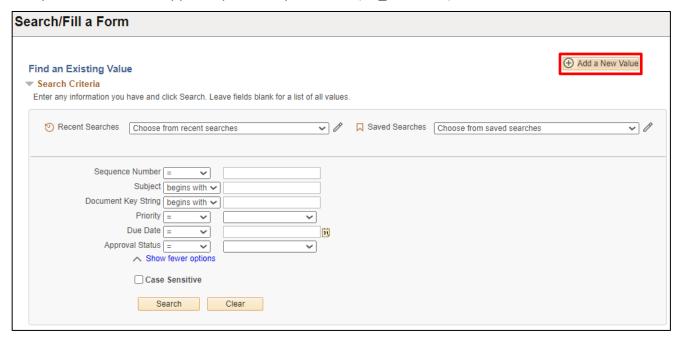
Step 4: Submit the request for approval. All requests will be handled by priority level by the date/time in which the requests are received. Processing times run anywhere from the same day to five business days.

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.

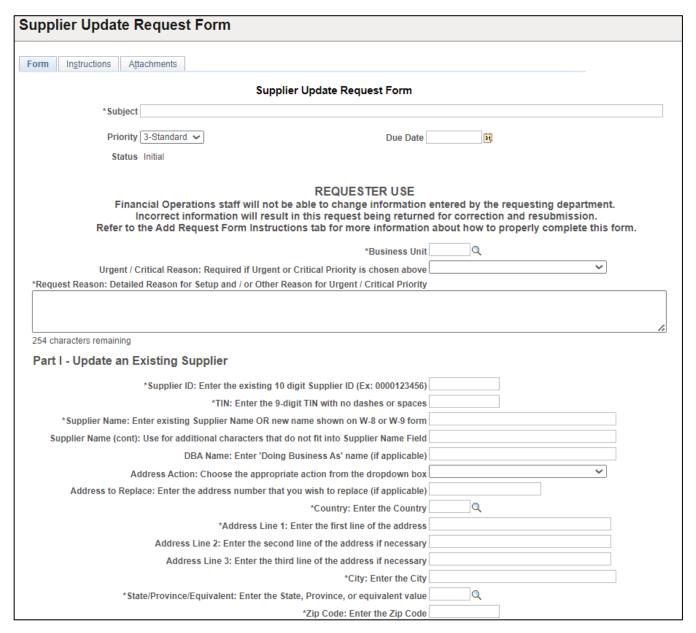
WorkCenter Navigation: AP WorkCenter > Suppliers > Supplier Update Request Form

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** button. 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.

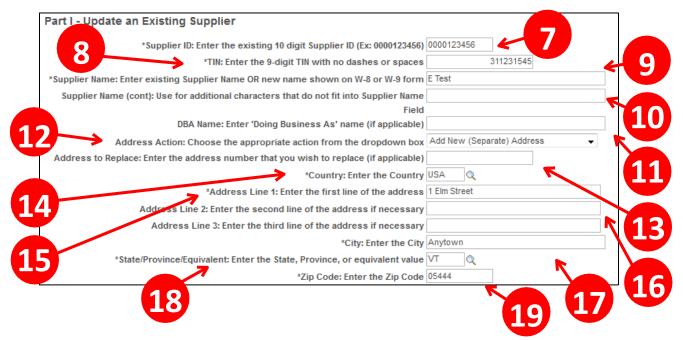


General Request Information

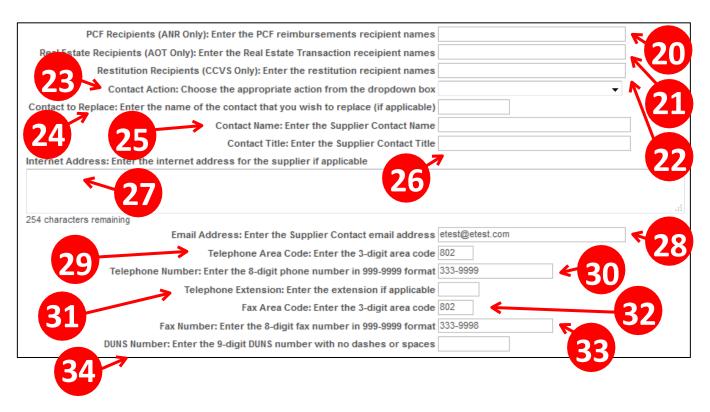


- 1. Subject Enter the name of the supplier that you wanted added or updated
- 2. Priority Choose the appropriate priority from the dropdown box
 - Low = Do not choose this option. It is not being used
 - Standard = Choose this option if the supplier can be setup within 3-5 business days
 - Urgent =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

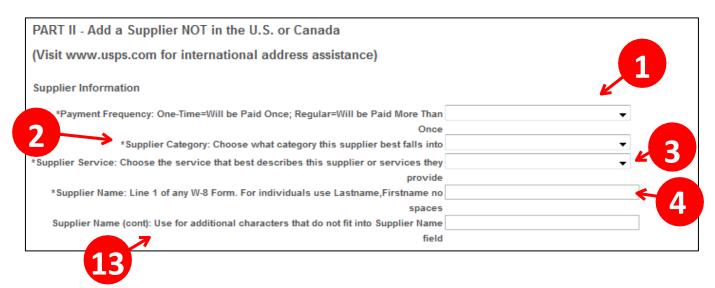


- 7. Supplier ID Enter the 10-digit Supplier ID number
- 8. TIN Enter the supplier's 9-digit Taxpayer Identification Number with no dashes or spaces
- 9. Supplier Name If Supplier Name is not changing, then enter the name shown in the Supplier Name field in VISION. If Supplier Name is changing, then 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



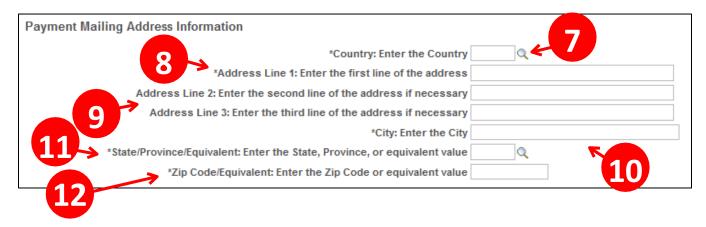
- **20.** PCF Recipients Enter the names that need to be printed on the check for the PCF Reimbursement (ANR Only)
- **21.** Real Estate Recipients Enter the names that need to be printed on the check for the Real Estate Transaction (AOT Only)
- **22.** Restitution Recipients Enter the names that need 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



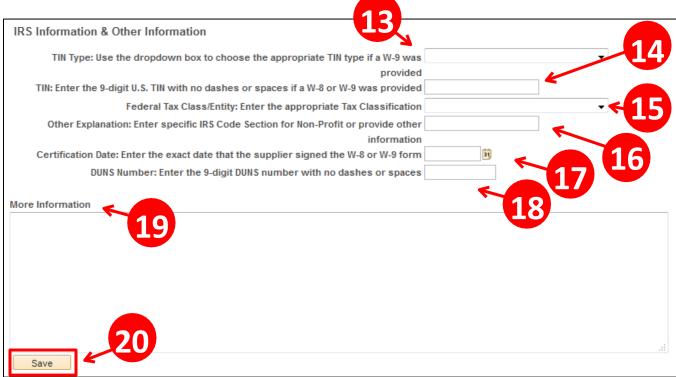
- 1. Payment Frequency Choose the value from the dropdown box that best describes how frequently you will be paying the supplier. One-time means that you expect to issue one payment to the supplier, and regular means that you expect to issue multiple payments to the supplier
- 2. Supplier Category Choose 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)

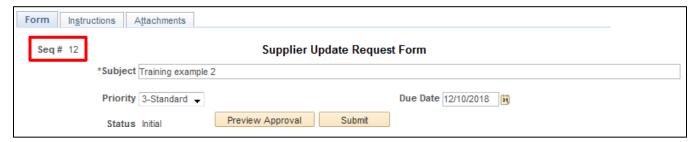
IRS & Other Information Section



- 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 (MM/DD/YYYY)
- 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:



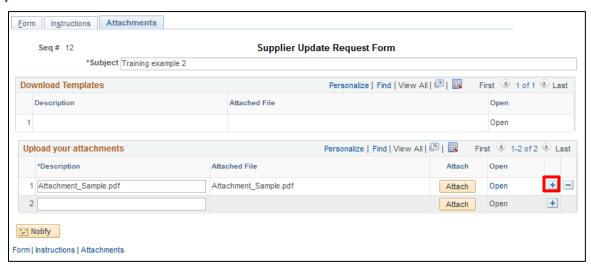
Click the Attach button, the Upload window opens:



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 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

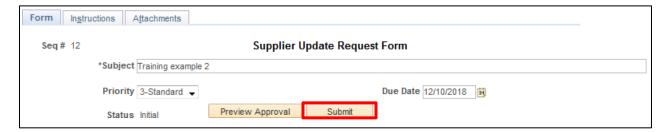
W-8 Form Guidelines

- 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 <u>Finance and Management website</u>
- 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

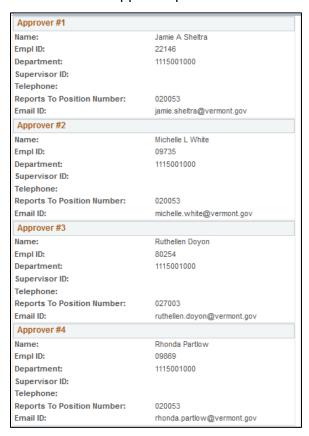
Submitting the Form



Click Submit, the Review/Edit Approvers page displays:



Click the Multiple Approvers link to view the approver pool:



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.