



Shared Financial System

Vendor Entry Manual

PeopleSoft Version 8.9

Updated February 17, 2009



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Prerequisite:
**Before using this manual please refer to the Shared Financial
 System Introduction and Navigational Reference Guide
 PeopleSoft Version 8.9**

Many subjects have been cross-referenced. When you see a subject in quotes, bold and underlined, “Subject”, you should be able to Control + click into the full subject narrative.

Maintaining Vendor Information

Each campus has its own vendor file. It contains the following types of information about vendors:

- Type of vendor, such as supplier or employee
- Address information (ordering, invoicing and remitting addresses)
- Defaults that tell the system how to handle shipping and matching to invoices
- Payment terms that establish defaults for processing payments
- Duplicate vendor checking to assure vendor is not repeated or that different vendors do not have same Federal Tax Identification Number. This feature can be set-up by Business Unit (campus) to automatically check Vendor Name and Tax Identification number at Vendor "Save". Determine whether your campus is checking for duplicate vendors.

Navigation: Set up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Set Controls-Vendor

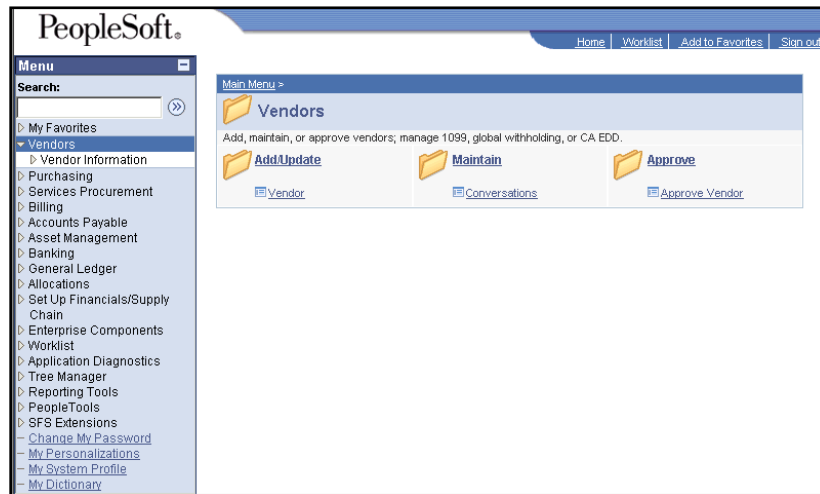
Field Options	
*ID Type:	Warning Tax ID
*VAT Registration:	Do Not Check
*Vendor Name:	Warning
*Vendor Short Name:	Warning
*Vendor Withholding TIN:	Warning
*Withholding Name:	Warning

Add'l ID is used for NON-1099 vendor Taxpayer ID numbers. You will be warned if there are any duplicates on Save.

Each campus maintains a separate vendor file. **Maintaining the integrity of the file is extremely important. Please make every effort to be sure the vendor is not already in the file before creating a new one.**

Searching for an Existing Vendor

The navigation to Vendor Entry is shown on the following screen:



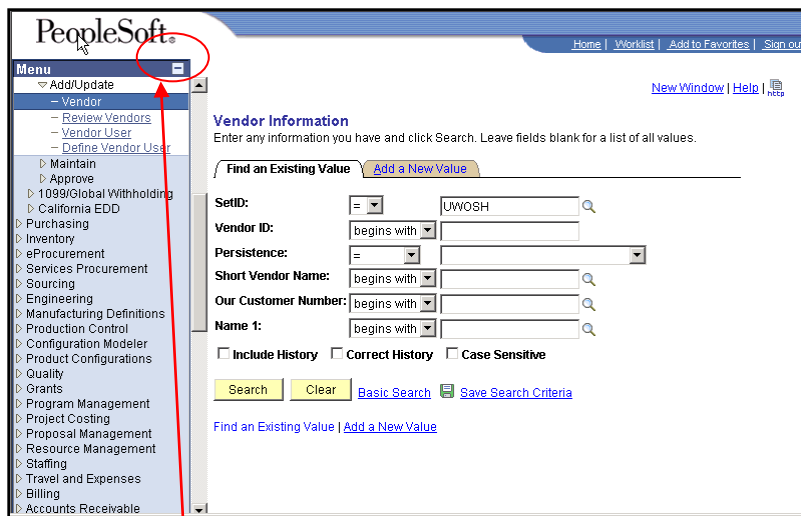
Click on Vendors>Vendor Information for this screen.

Searching for an Existing Vendor

Activity: Look for Copps Food Center in the vendor file. (OR ANY VENDOR)

Navigation from Menu: Vendors>Vendor Information>Add/Update>Vendor OR Accounts Payable>Accounts Payable Center>Vendors>Add/Update>Vendor

The following window will be returned.



Minimize Button to hide the navigation panel.

Helpful Hints

% can be used as a wild card in a search. So, another way to search for Copps Food Center is to enter %COPP% in the short name field and click **Search**. You would then get a list of all vendors that contains the letters COPP.

Minimizing the Menu detail will display more information on the immediate screen and will mean less scrolling to the right or left. To minimize the Menu panel click on the minus sign next to Menu.

- **Select Tab: Find an Existing Value**
- **SetID:** Change to your Business Unit
- **Vendor ID:** Optional search not preferred
- **Persistence:** Optional search not preferred
- **Short Vendor Name: Preferred search by entering the first several letters of the Short Vendor Name**
- **Our Customer Number:** Optional search not preferred
- **Name 1: Optional search similar to Short Vendor Name with the ability to use special characters in searching such as a comma. This is a GOOD search method as it will put in alpha order searches by individual.**
- Click the **Search** button

The following screen displays when searching for Copp by Short Vendor Name.

Click here to minimize

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Menu

- ▼ Add/Update
 - Vendor
 - Review Vendors
 - Vendor User
 - Define Vendor User
- ▶ Maintain
- ▶ Approve
- ▶ 1 099/Global Withholding
- ▶ California EDD
- ▶ Purchasing
- ▶ Inventory
- ▶ Procurement
- ▶ Services Procurement
- ▶ Sourcing
- ▶ Engineering
- ▶ Manufacturing Definitions
- ▶ Production Control
- ▶ Configuration Modeler
- ▶ Product Configurations
- ▶ Quality
- ▶ Grants
- ▶ Program Management
- ▶ Project Costing
- ▶ Proposal Management
- ▶ Resource Management
- ▶ Staffing
- ▶ Travel and Expenses
- ▶ Billing
- ▶ Accounts Receivable

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

SetID: = UWOSH

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with COPP

Our Customer Number: begins with

Name 1: begins with

Include History Correct History Case Sensitive

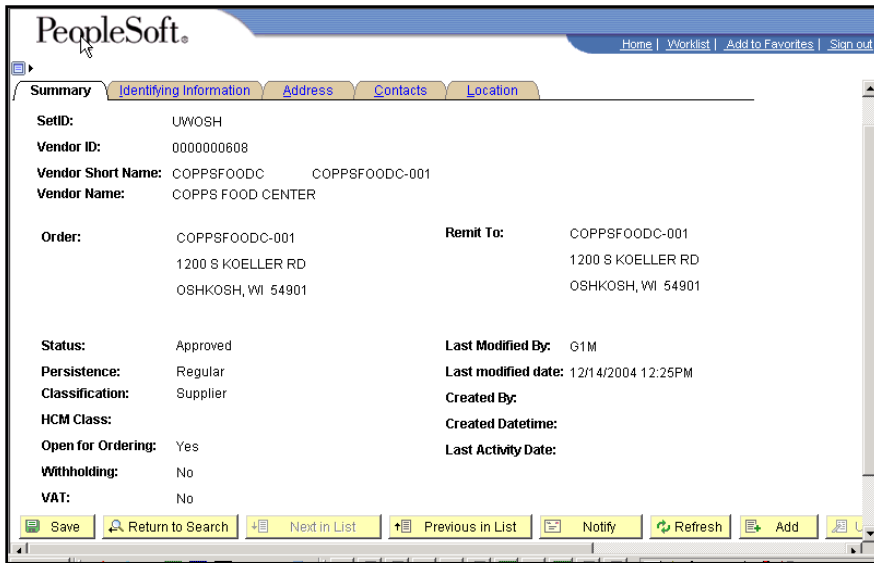
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

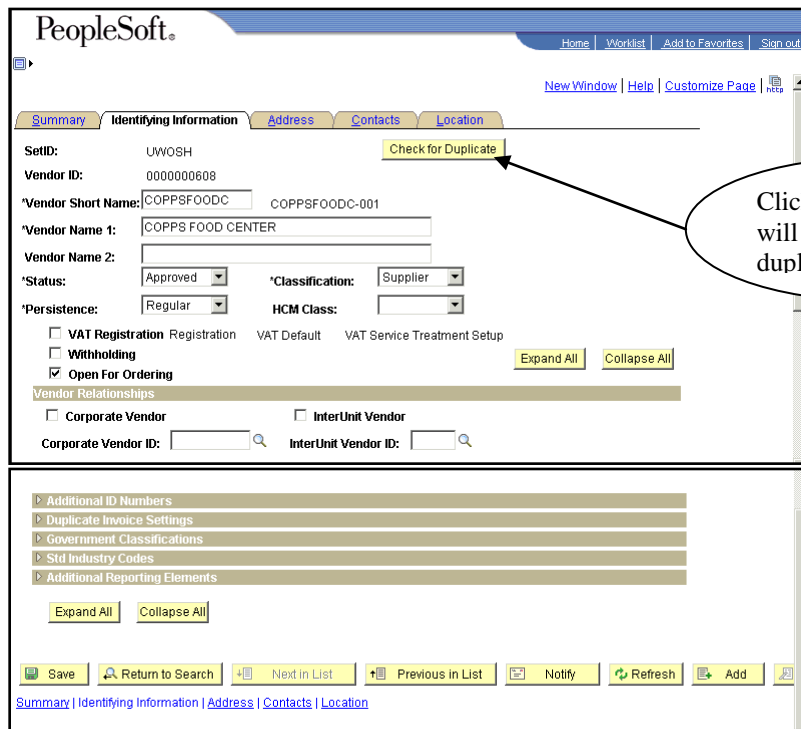
SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Persistence
UWOSH 0000014551	COPPAGEDEN-001	(blank)	(blank)	COPPAGE, DENNIS	Regular
UWOSH 0000005012	COPPESREBE-001	(blank)	(blank)	COPPES, REBECCA	Regular
UWOSH 0000009812	COPPOCK-001	(blank)	(blank)	COPPOCK, JUDITH	Regular
UWOSH 0000000608	COPPSFOODC-001	(blank)	(blank)	COPPS FOOD CENTER	Regular

Select Cops Food Center from the Search results and the Summary screen will be displayed.

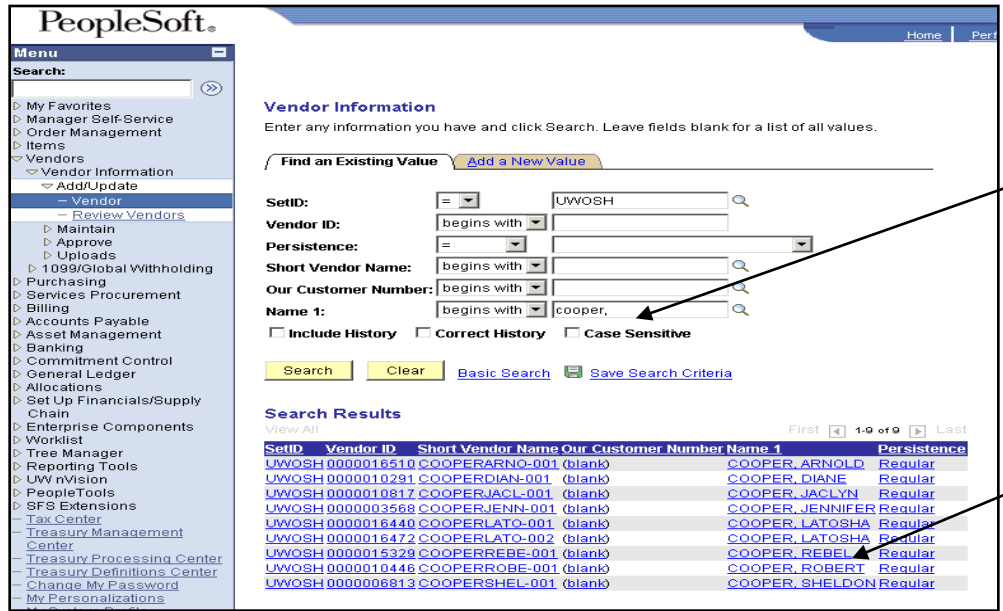


This view is the Summary Tab with Menu detail minimized and is a “**View Only**” screen. Maintenance/updates can only be completed on the other Tabs: **Identifying Information, Address, Contacts and Location**. This page summarizes some of the more important information from the other pages onto this page.

Click on the **Identifying Information** Tab. Take some time to look over the data on this page and also review the other pages. The fields will be explained in detail when you add a vendor in a later exercise. Note that each bar/region can be expanded for additional information or collapsed depending on your needs. The **Check for Duplicate** button, when clicked, will determine if this is a duplicate vendor based on the criteria selected for your campus.



Below is an example of searching by **Name 1** for an individual with the name of Robert Cooper using a comma after last name. The following information will be returned:



The screenshot shows the PeopleSoft Vendor Information search interface. The search criteria are: SetID: UWOSH, Vendor ID: begins with, Persistence: , Short Vendor Name: begins with, Our Customer Number: begins with, and Name 1: begins with cooper, (with a comma after 'cooper'). The search results table is as follows:

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Persistence
UWOSH 0000016510	COOPERARNO-001	(blank)		COOPER, ARNOLD	Regular
UWOSH 0000010291	COOPERDIAN-001	(blank)		COOPER, DIANE	Regular
UWOSH 0000010817	COOPERJACL-001	(blank)		COOPER, JACLYN	Regular
UWOSH 0000003568	COOPERJENN-001	(blank)		COOPER, JENNIFER	Regular
UWOSH 0000016440	COOPERLATO-001	(blank)		COOPER, LATOSHA	Regular
UWOSH 0000016472	COOPERLATO-002	(blank)		COOPER, LATOSHA	Regular
UWOSH 0000015328	COOPERREBE-001	(blank)		COOPER, REBEL	Regular
UWOSH 0000010446	COOPERROBE-001	(blank)		COOPER, ROBERT	Regular
UWOSH 0000006813	COOPERSHEL-001	(blank)		COOPER, SHELDON	Regular

Search for Robert Cooper using **Name 1** search method will return the listed data. Select Robert Cooper to view all vendor information.

Searching by Tax ID Number

If a vendor is identified as 1099 reportable, a search can be conducted by Tax ID number (if it is known). You may also search for non-1099 vendor by TAX ID if the FEIN (Federal Employee/Employer Identification Number) if it is known and recorded with the vendor. **Note:** These searches will only work if the vendor has the TAX ID number entered.

Activity: Look up a vendor using Tax ID number when withholding box is checked.

Navigation: The navigation for this page is **Vendors>Vendor Information>Add/Update>Review Vendors**

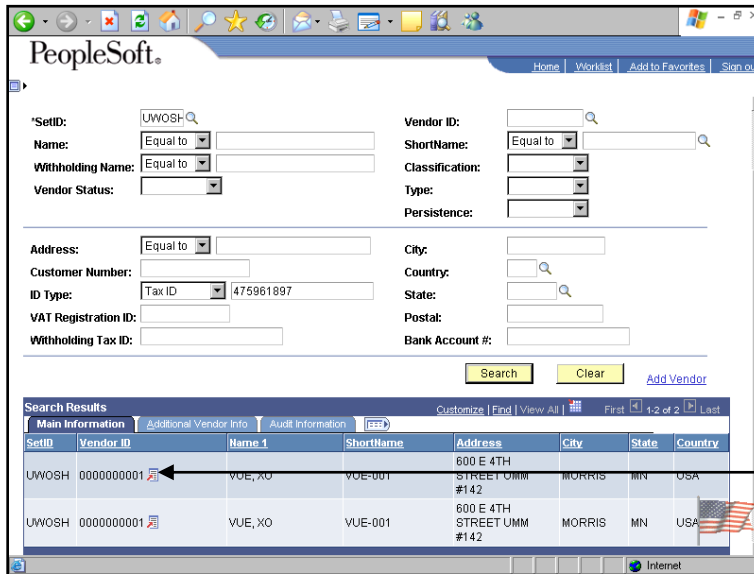
The following page will display:

Add 1099 Taxpayer ID (SS# or FEIN) and click Search to find all matching vendors.

Add NON-1099 Taxpayer ID number (SS# or FEIN) and click Search to find all matching vendors.

- **SetID:** Enter campus SetID.
- Complete the search fields to narrow the search for vendor with the **key search:** Under **ID Type** select the **Tax Id** selection and enter **SS# or FEIN** to find all **Non-1099** vendors.
- Select **Withholding Tax ID** and enter **SS# or FEIN** to search for all **1099 Vendors** with matching 1099 tax information. **Note:** Nothing will display if the withholding box has not been checked for the vendor. This searches for Tax Identification Numbers entered in the withholding panel. See “**Enter 1099 Vendor Information**”.
- **Search:** Click the Search button to display results.

Below is an example of vendor list:



Click on this icon to view additional vendor information and the page will display a page with additional vendor link choices. Select Vendor Maintenance.



Click on the Vendor Maintenance link and a new window will appear with the vendor information pages for your review.



Entering a New Vendor

When entering a new vendor in SFS8.9, you should follow the standards that were developed by the Department of Administration (DOA) for the State of Wisconsin Accounting System (WiSMART). These standards are based on the United Postal Addressing Standards and the IRS controls for matching FEIN and Social Security numbers with the business name or individual name. Refer to “**Appendix B**”.

Once it is determined that the vendor does not exist, you can enter a new vendor by doing the following:

Activity: Enter a new vendor

Navigation: Vendors>Vendor Information>Add/Update>Vendor OR

Accounts Payable>Accounts Payable Center>Vendors>Add/Update>Vendor

- Select “Add a New Value” tab
The following screen will appear.

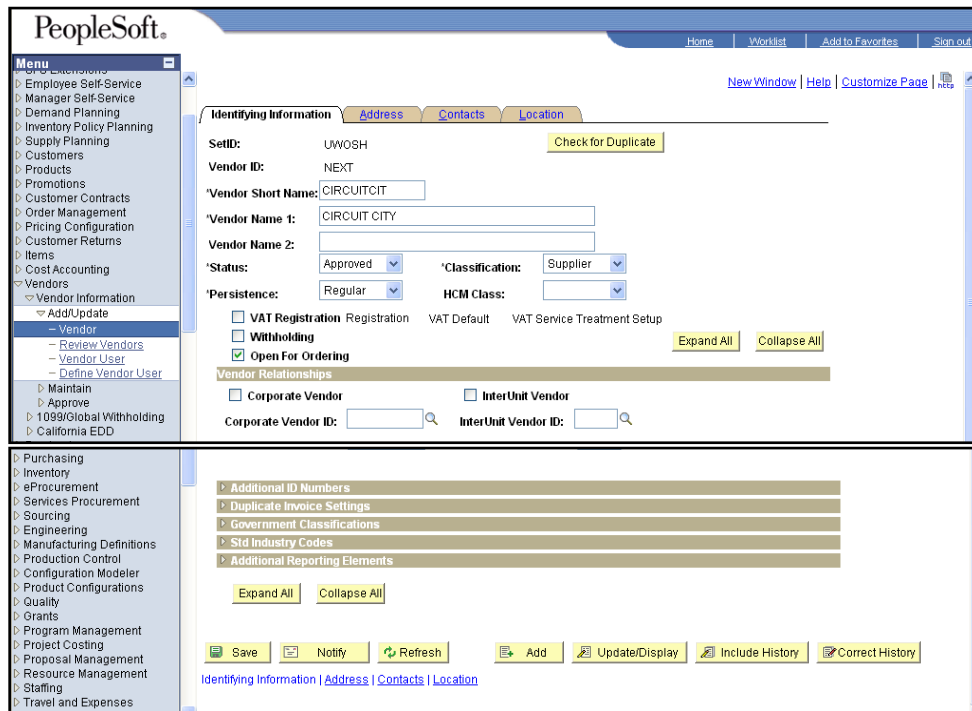
The screenshot displays the PeopleSoft interface for adding a new vendor. On the left is a navigation menu with 'Vendors > Vendor Information > Add/Update > Vendor' selected. The main content area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing the following fields:

- SetID:** A text input field containing 'UWOSH' with a search icon.
- Vendor ID:** A dropdown menu showing 'NEXT'.
- Persistence:** A dropdown menu showing 'Regular'.

Below these fields is a yellow 'Add' button. At the bottom of the form area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- **SetID:** Change to your business unit but should DEFAULT in based on your User Preferences setup.
- **Vendor ID:** Do not change ‘NEXT’ if auto-numbering of vendors is used.
- **Persistence:** The default is “**Regular**” but there are other options that may be appropriate for the vendor. The choices that are available are:
 - **One-time** means one Purchase Order will be written, one payment will be made and then the vendor will be marked as inactive.

- **Regular** means you want the vendor to be purged from the database at some future time. This is usually the **DEFAULT** vendor.
 - **Permanent** means you will not be able to purge the vendor from the database
 - **Single Pay** means that a master vendor code is used and payee name and address are entered directly on voucher when selected. See **Single Payment Vendor**. **Can not** be used with a 1099 reportable vendor.
- Click the **Add** button.
The screen will look similar to below:



***Note that on most panels for entry, required fields are denoted by an “*”**

Identifying Information Page

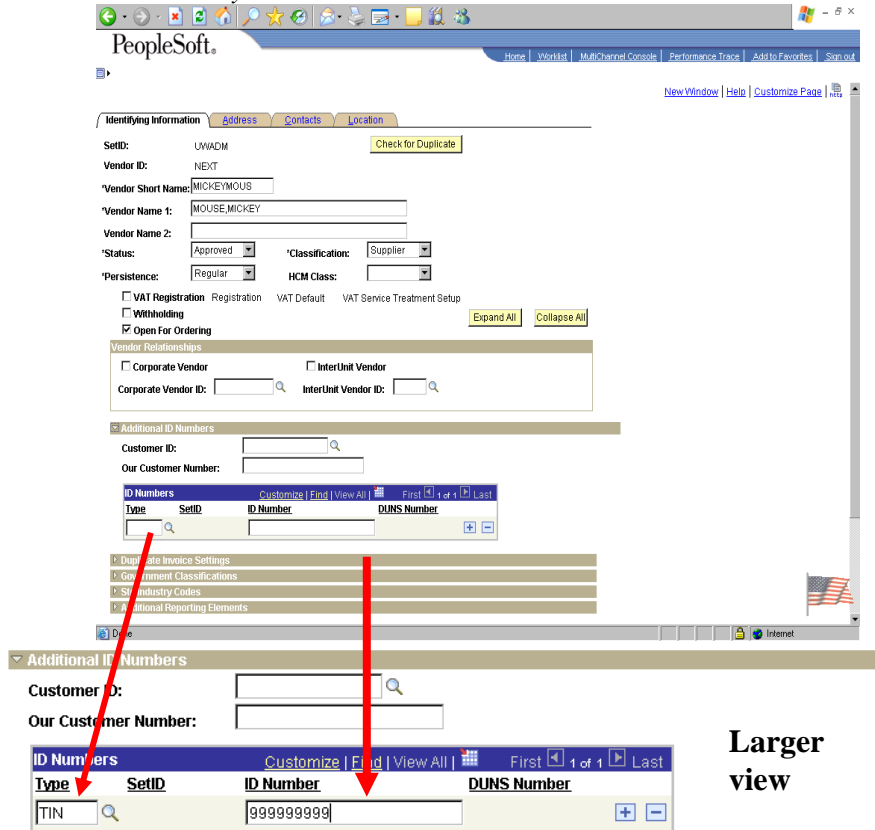
- **Vendor Short Name:** This is a field that can be used to ensure there are no duplicate vendors prior to adding a new one. This field must contain the first 10 alphanumeric characters that will be entered the Vendor Name 1 field. Spaces and special characters should be left out. For example:
Circuit City = **CIRCUITCIT**
Cooper,Robert = **COOPERROBE**
- **Vendor Name 1:** Enter a vendor name in all caps using the Vendor File Standards found in Appendix C. There are 40 characters available for this information. An example of the proper format is:
Circuit City = **CIRCUIT CITY**
Robert Cooper = **COOPER,ROBERT** or **COOPER, ROBERT** (with or without a space as determined by each campus) Remember that the shortname **can not** contain any spaces. Be consistent by campus.

- **Vendor Name 2:** You can leave this blank or enter whatever you'd like. Vendor Name 2 will print on a check and reduce the number of address lines that are available. There is no search on Name 2. If this field is used follow the Vendor File Standards found in Appendix C.
- **Status:** This will default based on your operator preferences for vendor maintenance.
 - **Approved:** Choice for all active vendors and normally the Default value
 - **Inactive:** Select when a vendor to be made inactive and not available processing.
 - **To Archive:** Select to archive a vendor that is not being used.
 - **Unapproved:** This makes the vendor unavailable for any activity.
NOTE: if you do not enter a valid address, the status will revert to unapproved.
- **Classification:** Select appropriate classification (normally Supplier is chosen. However, always choose **Employee** for staff.) Refer to "Appendix E".
 - Choices are: Attorney, Bidder, Corporate, **Employee**, HCM, Individual/Sole Proprietor, Partnership/LLC, Student or Supplier. **Persistence:** Using **Regular** is recommended. If you choose Permanent the vendor cannot be archived.
- **Withholding box:** Check the withholding box if it is determined that this vendor is qualified as 1099 taxable.
- **Open for Ordering** – this must be checked if purchase orders will be issued under this vendor's name. This will normally be setup to Default in.
- **Vendor Relationships:** Leave blank. This information is optional to be filled in if it is available.
- **HCM Class:** Optional field for reporting only
- **Additional ID Numbers TAB – Vendors "NOT" 1099 Reportable (below):**

Entering TIN Numbers for Vendors "NOT" 1099 Reportable

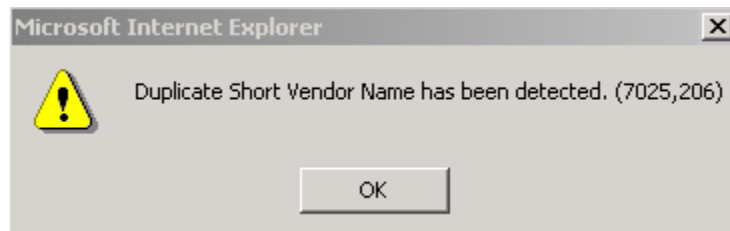
To capture the TIN number for a vendor who is not 1099 reportable, the user must expand the 'Additional ID Numbers' bar to view lines available for update and under 'ID Numbers' complete as indicated (see below):

1. Enter or select **TIN** from dropdown in the "**Type**" field, **and**
2. Enter the **TIN number** in the "**ID Number**" field which will be either a SS# or FEIN#.



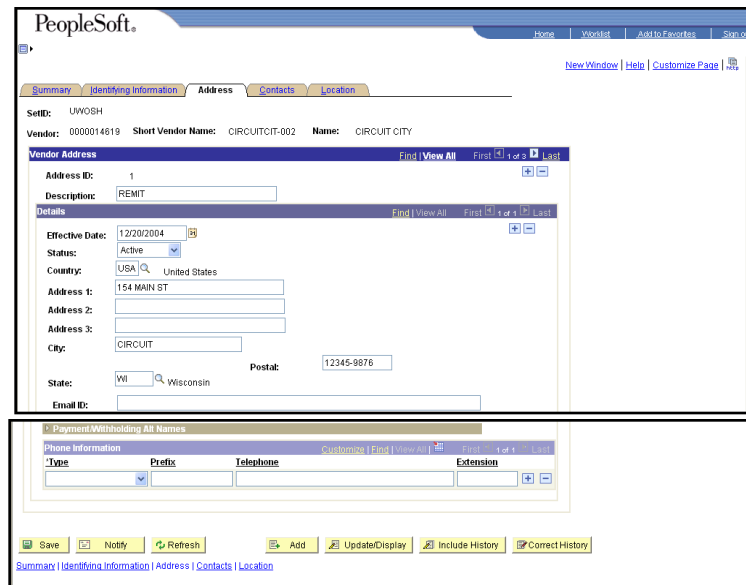
For 1099 vendors, do not enter the TIN number in this field as the TIN number is accessible from the 1099 screen.

- Check for Duplicate:** Click this button to determine if this vendor is a duplicate. This box will be displayed when a duplicate vendor is detected based on the settings selected for your campus. It will not tell you the Vendor number/s of the detected duplicates. Always investigate before continuing the creation of a new vendor.



- SAVE:** Do not click the SAVE button to save updated or new vendor information until all pages have been completed. Pages or Tabs that require completion are Identifying Information, Address and Location. If you are entering 1099 data on the Location Tab you will need to SAVE for Address option to appear correctly on the 1099 entry page.

Click on the “**Address**” tab to complete address information:



The screenshot shows the PeopleSoft Vendor Address form. The 'Vendor' section includes SetID: UWOSH, Vendor: 000014819, Short Vendor Name: CIRCUITCITY-002, and Name: CIRCUIT CITY. The 'Vendor Address' section shows Address ID: 1, Description: REMIT, Effective Date: 12/29/2004, Status: Active, Country: USA, and Address 1: 154 MAIN ST. The 'Details' section includes City: CIRCUIT, State: WI, and Postal: 12345-9876. A 'Phone Information' table is also visible at the bottom.

- Use the **Address page** to enter one or more addresses for the vendor. You can enter multiple addresses for the different sites or functions a vendor might have (ex. Remit to, order from, return to, and tax withholding). Because vendor information is effective dated, you can insert new rows to reflect future changes in address before the change goes into effect so you don't forget it later. The list of addresses entered will be referenced on the **Location** page under the **Payables** and **Procurement** hyperlinks when setting the **default** addresses. Enter a full address using the standards found in "Appendix C". Specify the address information including the Country, City, County, State/Province, and Postal Code. Depending on the country associated with the vendor, the form of the address fields will vary. See. “International Addresses”.
- **Description:** Enter a Description for each address you add. The description should be simple to allow you to quickly identify the address, i.e., Remit for payment addresses and Order for order addresses. This can be enhanced by adding a street or a city to the Remit or Order descriptions to further identify multiple addresses for a vendor.
- **Effective Date:** Date when the address is effective. When an address is changes for a vendor and row is added with the new effective date. Only the most current dated address is valid for each vendor address.
- **Status:** Indicates whether address is Active or Inactive.
- **Country:** Defaults to USA
- **Address 1:** Address related to the description purpose
- **Address 2:** Address related to the description purpose
- **Address 3:** Additional address information – this may not show on your checks and is not recommended.

- **City:** Vendor city address
- **Postal:** Zip code
- **State:** Select the appropriate state
- **Email ID:** Optional
- Access the collapsed bar/regions for entering alternate payment names and phone information by clicking the appropriate buttons below the SetID.
- **Payment/Withholding Alternate Name:** Use this bar to list a name that is different from the name entered on Identifying Information page if you wish the payment to be made to another name. The same with withholding name if the withholding name needs to be different for tax purposes. See section: “**Alternate Payment Name and Alternate Withholding Name**”.

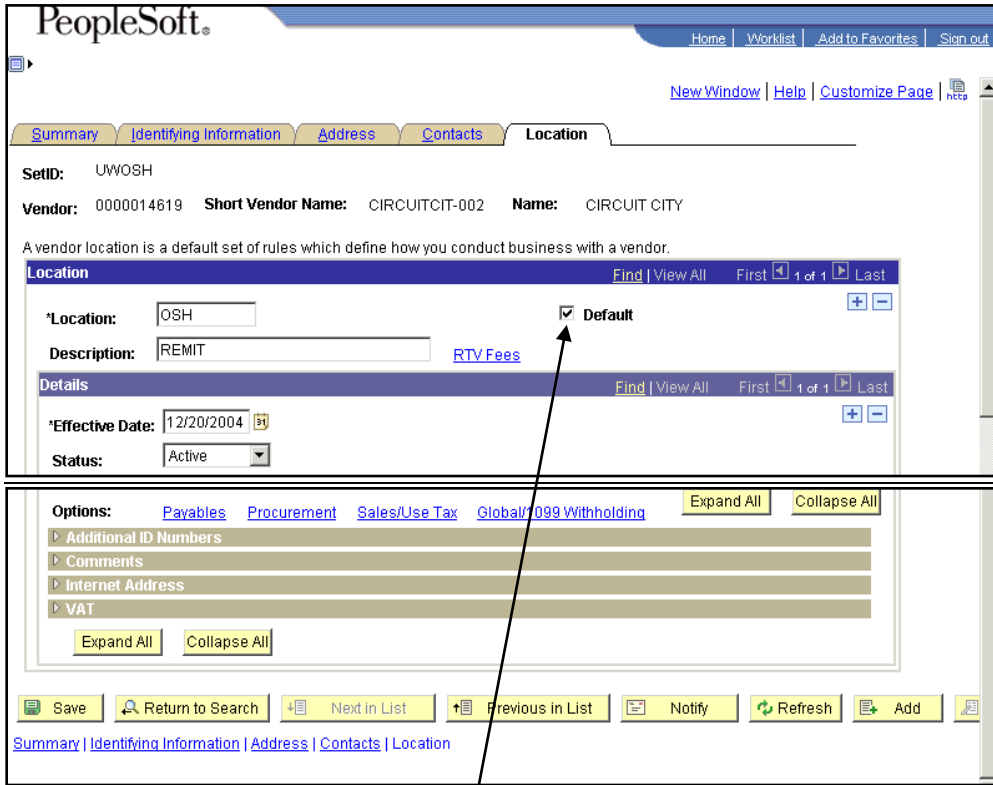
The screenshot shows a web form interface. At the top, there is a dropdown menu labeled 'Payment/Withholding Alt Names'. Below this, there are two distinct sections. The first section is titled 'Payment Alternate name' and contains two input fields: 'Name 1:' and 'Name 2:'. The second section is titled 'Withholding Alternate name' and also contains two input fields: 'Withholding Name 1:' and 'Withholding Name 2:'. The form is styled with a light beige background and dark text.

- **Phone information** can be entered based on type and multiple numbers can be added by clicking the “+” button and adding information. **Note: Standard for phone numbers should be entered in the following format: 920/424-1009**

Helpful Hint

Note that if you click the + key right of the Effective Date field, you would create another row for the same address. An example of when this might be used is if UW Madison Purchasing moved to a new location, you would enter a new address and use an effective date that reflects when the move took place.

Location Page - You'll use the Location page to enter one or more locations for the vendor. Each vendor must have one default location.



The screenshot shows the PeopleSoft interface for the 'Location' page. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below that are links for New Window, Help, and Customize Page. The main content area has tabs for Summary, Identifying Information, Address, Contacts, and Location. The 'Location' tab is active, showing details for SetID: UWOSH, Vendor: 0000014619, Short Vendor Name: CIRCUITCIT-002, and Name: CIRCUIT CITY. A description of a vendor location is provided. The 'Location' section has a table with one entry: Location: OSH, Description: REMIT, and a checked 'Default' checkbox. Below this is a 'Details' section with Effective Date: 12/20/2004 and Status: Active. At the bottom, there are 'Options' for Payables, Procurement, Sales/Use Tax, and Global/099 Withholding, along with expand/collapse buttons. A footer contains navigation buttons: Save, Return to Search, Next in List, Previous in List, Notify, Refresh, and Add.

- **Location and Description:** Enter a Location identifier and a Description. If this is the default location, turn on the **Default** check box. Only one location can be the default location. This default location defaults onto all the vouchers for the vendor. The Location code is at the campus discretion but needs to be consistent for all vendors such as OSH for Oshkosh or 1 or 000001. The Description is also free form so that can be something as simple as 1 or All, but it can be used as a description of the address, such as, S FRST ST or MILWAUKEE.
- **Effective Date.** The effective date should default to the current date. Use this as the effective date of the location you are adding. You need to synchronize the effective date of the location with the addresses to which it's tied.
- **Status:** Will default as Active and other option is Inactive.
- **Options:** Links to other processing functions and these must be updated to assure proper addresses are used. The Options will each be discussed on the following pages.
- **Click on Payables hyperlink if there is more than 1 address for the vendor.**

Additional Payables Options

Payment Control

*Pay Group: []

*Delay Days: [Default] Discount: [0] Net: [0]

Hold Payment Complex Routing
 Always take discount Separate Payment
 Factoring Apply Netting

Draft Processing Control

*Draft Sight: [Default] []

*Draft Rounding: [Do Not Use]

Rounding Position: []

*Remaining Amount Action: [Do not issue Draft]

*Payment Method: [CHK] Check

*Draft Optimize: [Do Not Use]

Max Number of Drafts: []

Holiday Processing Options

*Holiday Processing: [Default]

Holiday Options: []

Days: [] Allow due date in next month

Bank

*Bank Options: [Default]

Bank: []

Account: []

Currency: []

Rate Type: []

Additional Payment Information

*Payment Method: [Default]

*Payment Handling: [Default] []

Reschedule ID: []

Document Sequencing Type

*Doc Type: [Default]

Late Charges

*Late Charges: [Default]

*Late Charge Option: [Not Applicable]

Late Charge Code: []

- You may also expand the **Vendor Type Options** category as this is where you would identify 'Type' such as a **Minority Vendor**. Refer to "[Appendix D](#)".

Remitting

*Vendor: [0000002068] SAYERSCOMP-001

*Address: [1] ALL
1150 FEEHANVILLE DR
MT PROSPECT, IL 60056

*Location: [000001] Upgrade

▸ Additional Payables Options

▸ Matching/Approval Options

▸ EFT Options

▸ Self-Billed Invoice Options

▸ Vendor Bank Account Options

▾ Vendor Type Options

Preferred Language: []

Primary	*Type	Service Type
<input type="checkbox"/>	MNR	[]

Bar for Vendor Type Options expanded to display Type for add/update

When done with Payables Options, click **OK** to get back to **Location** page. If you do not want to save data, click the cancel button, otherwise click **SAVE** to save the updated vendor default information.

From the **Location** tab, click the **Procurement** hyperlink

Procurement Options will display the following page.

Changing the default address requires viewing the Dropdown choices and selecting the most appropriate for the vendor, click OK and then SAVE. The default address will be used with Purchase Orders.

Procurement Options

SetID: UWOSH Location: 000001
 Vendor ID: 0000000527 Description: Upgrade
 Short Vendor Name: CIRCUITCIT-001
 Name 1: CIRCUIT CITY [Expand All](#) [Collapse All](#)

Ordering

Vendor: 0000000527 CIRCUIT CITY
 *Address: 4 Order
 STORE 3654
 Grand Chute, WI 54914-8507
 Location: 000001 Upgrade

Pricing

Vendor: 0000000527 CIRCUIT CITY
 *Location: 000001 Upgrade

Returning

*Vendor: 0000000527 CIRCUIT CITY
 *Address: 4 Order
 STORE 3654
 Grand Chute, WI 54914-8507
 Location: 000001 Upgrade

Ship From

Vendor: 0000000527 CIRCUIT CITY
 Address: 4 Order
 STORE 3654
 Grand Chute, WI 54914-8507
 Location: 000001 Upgrade

[Additional Procurement Options](#)
[Dispatch Methods](#)
[RTV Options](#)

[Expand All](#) [Collapse All](#)

[OK](#) [Cancel](#) [Refresh](#)

The **Procurement Options** lists several locations where an address may be selected that are appropriate for each region. If an address is different than those listed in the address page, then additional rows may need to be added to the Address page.

In **Additional Procurement Options** you can specify specific freight terms or payment terms if you'd like.

Additional Procurement Options

*Accounting Template: Default *Currency Information Flag: Default Rate Type:
 *Freight Terms Code: Default *Buyer: Default
 *Shipping Method: Default Consign Voucher:
 *Payment Terms Flag: Default *Basis Dt Type: Default Advanced Shipment Receipt
 UPN Ready

Click **OK** and you will be taken back to the **Location** panel where you must click the **SAVE** button to save any updates that you made on the **Procurement Options** page.

Enter 1099 Vendor Information

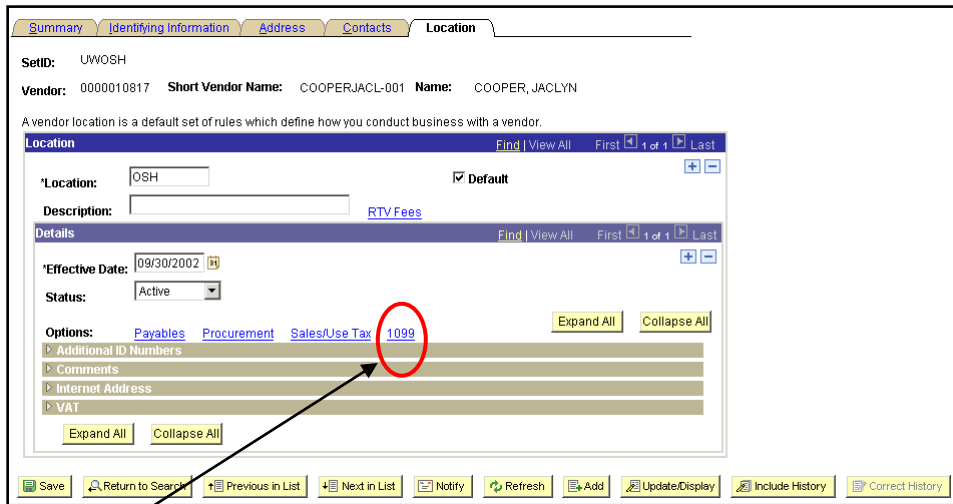
When you enter a new vendor, each campus is responsible to request a W9 form. If, based on information from the vendor W-9, any payments might be subject to 1099 reporting, that information must be entered into SFS using the following steps. If you identify a vendor as 1099 reportable, any vouchers to the vendor are automatically identified as 1099 reportable. This can be overridden at the time the payment is vouchered. This is discussed further in the Payables training manual under the section on 'Entering Voucher Information'. Employees must be set-up as vendor Classification of "Employee".

Note: If a vendor checks Individual/Sole Proprietor on the W-9, the "Withholding Alternate Name" must be entered if the Business Name is different than the Name on the income tax return. See section on Alternate Payment Name and Alternate Withholding Name for Individuals or Sole Proprietors.

The following pages will need to be updated if the vendor is to have withholding:

The screenshot shows the 'Identifying Information' tab of a vendor setup form. The 'Withholding' checkbox is checked and circled in red. Other fields include Vendor ID (0000010817), Vendor Short Name (COOPER,JACL), Vendor Name 1 (COOPER, JACLYN), Vendor Name 2, Status (Approved), Persistence (Regular), Classification (Supplier), and HCM Class. There are 'Expand All' and 'Collapse All' buttons.

- **Withholding at Identifying Information Page:** Check the withholding box if this vendor is 1099 tax reportable.
- **Return to the Location Tab -** See the following for completion of tax information



Summary Identifying Information Address Contacts Location

SetID: UWOSH
Vendor: 0000010817 Short Vendor Name: COOPERJACL-001 Name: COOPER, JACLYN

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

*Location: OSH Default

Description: RTV Fees

Details Find | View All First 1 of 1 Last

*Effective Date: 09/30/2002
Status: Active

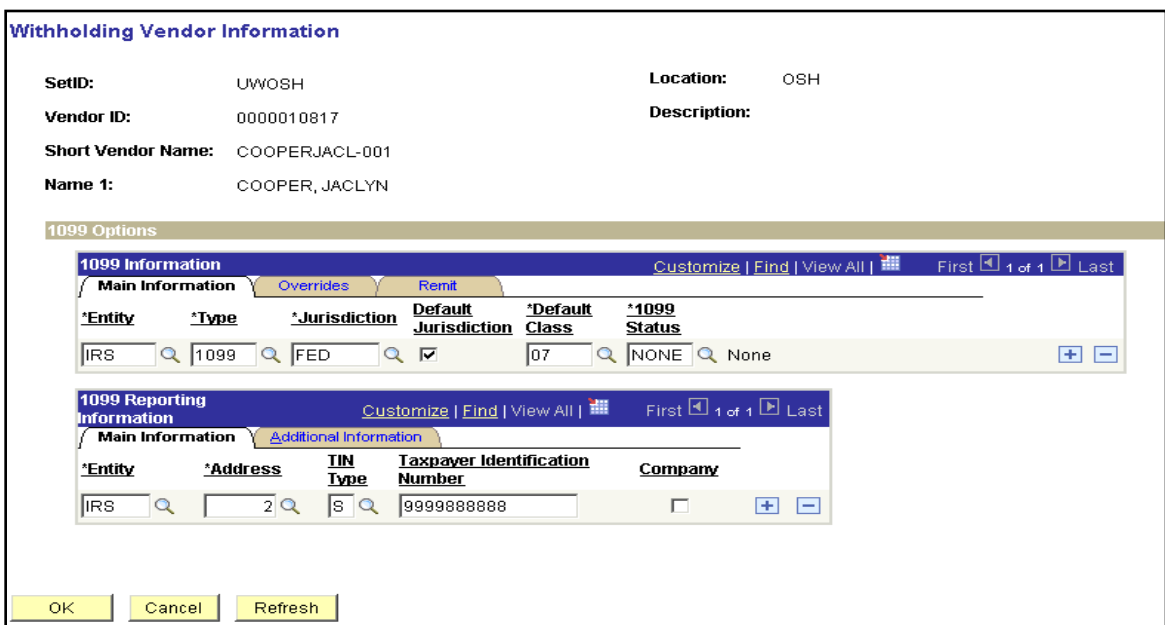
Options: Payables Procurement Sales/Use Tax **1099** Expand All Collapse All

Additional ID Numbers
Comments
Internet Address
VAT

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History Correct History

Select “1099” link to complete tax information and the following page will display.



Withholding Vendor Information

SetID: UWOSH Location: OSH
Vendor ID: 0000010817 Description:
Short Vendor Name: COOPERJACL-001
Name 1: COOPER, JACLYN

1099 Options

1099 Information Customize | Find | View All | First 1 of 1 Last

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status
IRS	1099	FED	<input checked="" type="checkbox"/>	07	NONE

1099 Reporting Information Customize | Find | View All | First 1 of 1 Last

*Entity	*Address	TIN Type	Taxpayer Identification Number	Company
IRS	2	S	9999888888	<input type="checkbox"/>

OK Cancel Refresh

1099 Information Bar:

- **Entity** – Select **IRS** in most instances.
- **Type** – Select appropriate type for the vendor which will be **1099**.
- **Jurisdiction** – Select the appropriate type for the vendor which is **FED**.
- Mark the “**Default Jurisdiction**” checkbox to ensure the vouchers associated with the vendor default to a 1099 expense (If this box is not checked, the user will need to manually check each voucher- NOT ADVISED to leave unchecked).
- **Default Class** – The default is **07 – Non employee** compensation but can be changed to appropriate other classes based on the vendor payment.
- **Withhold Status** – Default is ‘**NONE**’.

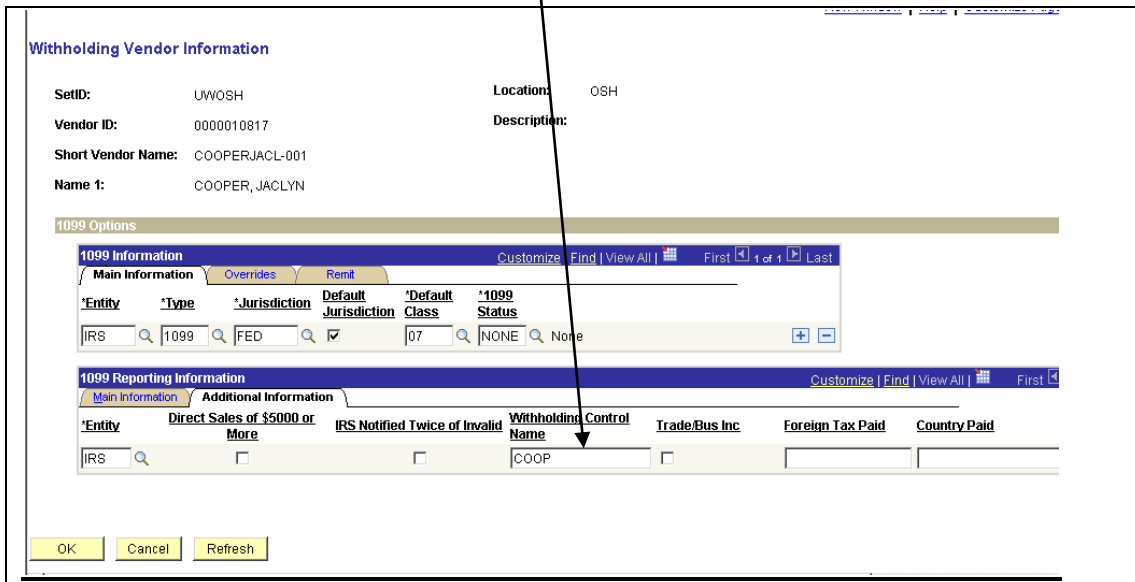
1099 Reporting Information Bar:

- **Entity** – Select **IRS** in most instances.
- **Address** – Select permanent tax address previously entered under the ADDRESS tab where 1099 tax withholding information will be sent.

NOTE: The vendor needs to be saved before you can select and address.

- **TIN Type** - Select the proper type of tax identification type either **FEIN#** (Federal Employer ID Number) or **SS#** (Social Security Number).
- **Taxpayer Identification Number** - Enter the taxpayer identification number based on **TIN** type.
- **Click on the Additional Information tab**– The primary field to be completed is the ‘Withholding Control Name.’(See below). You can also customize the screen to include this field in “Main Information”.

Fill in the “**Withholding Control Name**” under **Additional Information** tab - the first 4 letters of the vendor name.



Withholding Vendor Information

SetID: UWOSH Location: OSH
 Vendor ID: 0000010817 Description:
 Short Vendor Name: COOPER,JACL-001
 Name 1: COOPER, JACLYN

1099 Options

1099 Information Customize Find | View All | First 1 of 1 Last

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status
IRS	1099	FED	<input checked="" type="checkbox"/>	07	NONE

1099 Reporting Information Customize | Find | View All | First

*Entity	Direct Sales of \$5000 or More	IRS Notified Twice of Invalid	Withholding Control Name	Trade/Bus Inc	Foreign Tax Paid	Country Paid
IRS	<input type="checkbox"/>	<input type="checkbox"/>	COOP	<input type="checkbox"/>		

OK Cancel Refresh

Contacts Panel

You can enter an unlimited number of vendor contacts and identify their roles so you can easily determine who you should contact if you have questions.

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Summary | Identifying Information | Address | **Contacts** | Location

Vendor Contact

SetID: UWOSH
Vendor: 0000014619 Short Vendor Name: CIRCUITCIT-002 Name: CIRCUIT CITY

Vendor Contact Find | View All First 1 of 1 Last

Contact ID: 1 + -
Description:

Details Find | View All First 1 of 1 Last

Eff Date: 12/22/2004 [B] + -
Status: Active [v] + -
Type: [v] + -
Name:
Title:

Address:

Internet: http:// [View Internet Address](#)

Email ID:

Phone Information Customize | Find | View All | First 1 of 1 Last

Type	Prefix	Telephone	Extension
[v]	<input type="text"/>	<input type="text"/>	<input type="text"/>

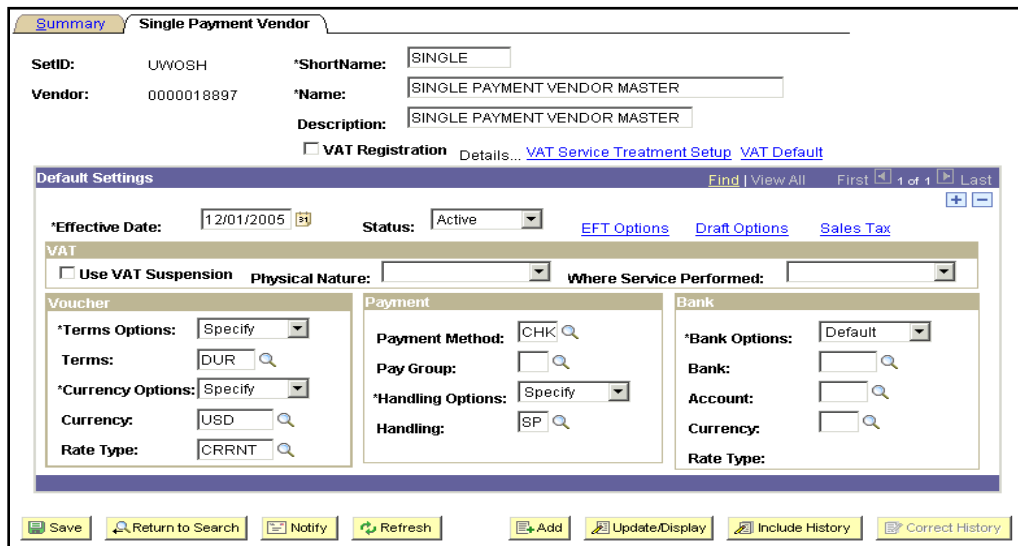
Save | Return to Search | Next in List | Previous in List | Notify | Refresh | Add

Summary | Identifying Information | Address | **Contacts** | Location

- The **Vendor Contact** page is optional however this page can provide valuable information about the vendor. This page will prove to be very valuable as e-commerce is expanded in the future. Complete all fields when information is provided or available.

Single Payment Vendor

This is a new functionality that allows payments to be made to a vendor when a vendor number will not be necessary. Use Single Payment Vendor only when there are **no tax reporting implications**. For example, use the Single Payment Vendor when refunding a large group of individuals. The following page is used to create a master vendor number that will be used on all single payment vouchers. All pertinent payment information, such as name and address, is entered directly on the voucher. A separate record of these payments will be created that will allow these records to be searched. Searching for transactions with Single Payment Vendor will be discussed in the Accounts Payable manual.



- **Short Name:** Choose a Short Name that is easy to remember and associated with the purpose of the vendor that can be used as a Master for all similar payments.
- **Name:** Choose a meaningful name that identifies the purpose of the vendor.
- **Description:** Meaningful description that defines the vendor.
- **Effective Date & Status:** This will be the date that is normally the original date of entry and should not change and should always be Active.
- **Other Default Settings:** Review the default setting and change or setup new as dictated by your business operation for your specific campus. All default setting will be recorded on the Single Payment Voucher (See Accounts Payable manual) with the option to change if necessary.
- **SAVE:** Save your data by clicking the Save button.

TIP: Depending on your preference, you may wish to setup several Single Payment Vendors that may apply to different types of transactions, i.e., refunds from different areas.

Note: Do not use single vendor but rather choose **One Time** vendors for those vendors that are projected to be used just once and have **tax reporting** implications.

**Alternate Payment Name and Alternate Withholding Name
Individuals or Sole Proprietors:**

Alternate Payment Name has limited uses. **Warning** - If this field is populated, that is the payee name on the payment. An example will not be included in this training.

Alternate Withholding Name is appropriate when vendors, particularly service providers, operate as a business but actually are owned by an individual/sole proprietor. For payment purposes, the vendor invoices with a business name but for 1099 reporting the payments are reported as income to the individual. The W-9 information furnished by the vendor will indicate that the vendor is an Individual/Sole Proprietor. The proper vendor set-up will ensure that all transactions will be recorded properly.

Identifying Information		Address	Contacts	Location
SetID:	UWOSH	Check for Duplicate		
Vendor ID:	NEXT			
*Vendor Short Name:	TONYSPLUMB			
*Vendor Name 1:	TONY'S PLUMBING			
Vendor Name 2:	SMITH,ANTHONY			
*Status:	Approved	*Classification:	Individual	
*Persistence:	Regular	HCM Class:		
<input type="checkbox"/> VAT Registration	Registration	VAT Default	VAT Service Treatment Setup	
<input type="checkbox"/> Withholding				Expand All Collapse All
<input checked="" type="checkbox"/> Open For Ordering				

In this example, a new vendor is set-up as Tony's Plumbing. Tony's Plumbing is owned and operated by Anthony Smith as a sole proprietor. The invoices received from this vendor are in the name of "Tony's Plumbing" and is the logical Name 1. The campus optionally chose to use the Name 2 field to indicate the sole proprietor. (Note: This will also print on the check, so you must be careful that the full address lines needed are printed on the check.)

The next step is to enter the "Alternate Withholding Name". When the "Alternate Withholding Name" is populated this will be carried into the withholding tables for 1099 reporting. If this field is not filled in, the 1099 vendor name will incorrectly be listed as "Tony's Plumbing." On the completed W-9, Mr. Smith indicated that he is a "sole proprietor."

In addition to the 1099 information recorded in Location, the Alternate Withholding Name must be entered on the Address panel.

Navigate to the Address Panel. Enter address information and then click on “Payment/Withholding Alt Names”.

[Identifying Information](#) | **Address** | [Contacts](#) | [Location](#)

SetID: UWOSH
Vendor: NEXT **Short Vendor Name:** **Name:** TONY'S PLUMBING

Vendor Address Find | View All | First

Address ID: 1
Description: REMIT TO

Details Find | View All | First

Effective Date: 11/21/2006 BT
Status: Active
Country: USA United States
Address 1: 5599 PLUMBING WAY
Address 2:
Address 3:
City: OSHKOSH
County:
State: WI Wisconsin **Postal:** 12345-0228
Email ID:

[Payment/Withholding Alt Names](#)

Payment/Withholding Alt Names

Payment Alternate name

Name 1:
Name 2:

Withholding Alternate name

Withholding Name 1:
Withholding Name 2:

Withholding Alternate Name 1 is to be filled in with the name of the individual as indicated on the W-9 following the standards for entering individual names.

Completed Withholding Name 1:

Payment/Withholding Alt Names

Payment Alternate name

Name 1:
Name 2:

Withholding Alternate name

Withholding Name 1: SMITH,ANTHONY
Withholding Name 2:

Remember to “Save” after entering this information.

Updating Vendor Information

For an existing vendor, address and other information may need to be updated whenever a change occurs such as to change an address for a purchase order, remittance address for payment or 1099 address for tax reporting. Instructions for entering a new address can be found in the section under “Entering a New Vendor”.

Vendor Name Change – Create a New Vendor or Change Name?

Often a vendor will be purchased by another entity or a vendor will reorganize and the vendor name will change but everything else will remain the same, i.e., address, TIN number.

The process to change a vendor name requires several business decisions to be made before making the name change. Since vendor name is not ‘Effective Dated’, a change to a current vendor will make it impossible to look up history under the old vendor name, as it will no longer be available. Essentially, changing the vendor name erases the record of the previous vendor name.

If history is to remain available under the old vendor name, then the correct methodology is to ADD a new vendor. It is strongly advised that changing a vendor name be used only to correct a typographical error or a compelling business case exists where the logical alternative is to change vendor name instead of preserving history of the original vendor name.

The change can be made without having ‘Correct History’ authorization so it is very important to control by **campus business process**.

TIP: If old vendor is no longer used or is invalid, change the status on the Identifying Information tab from Approved to Unapproved to eliminate the chance of the vendor being used for any new transactions. When a vendor is Unapproved it is recommended that a reason be given as to why the vendor was put in this status. Comments may be added to the vendor by navigating to the Location tab and selecting ‘Comments’ bar. Another choice is to Inactive the vendor that also results in vendor not be used.

Activity: Unapproved vendor comments

Navigation: Vendors>Vendor Information>Add/Update>Vendor>Find an Existing Value>Location tab

Comments for Buddy Squirrel with name change to Gray Squirrel, Inc.

Go to **Location** page and click ‘**Comments**’ and enter and **Save** message.

Comments section can be used for any information about a vendor and it is effective dated, so a history of comments can be maintained at this location.

New Vendor Address

Vendors can have a variety of address changes but the most common change is when a vendor moves to a new location. The other type of address change is where a vendor has an additional location to the existing addresses on file and will need to include in the address table. Follows are several examples of these types of situations.

WARNING: NEVER DELETE AN ADDRESS - INACTIVATE AN OLD ADDRESS, UPDATE THE ADDRESS WITH A NEW EFFECTIVE DATE OR CREATE A NEW ADDRESS. DELETING AN ADDRESS WILL CAUSE PROBLEMS ON VOUCHERS OR PAYMENTS REFERENCING THE DELETED ADDRESS.

Activity: Vendor address change due to move to new location

Navigation: Vendors>Vendor Information>Add/Update>Vendor>Find an Existing Value

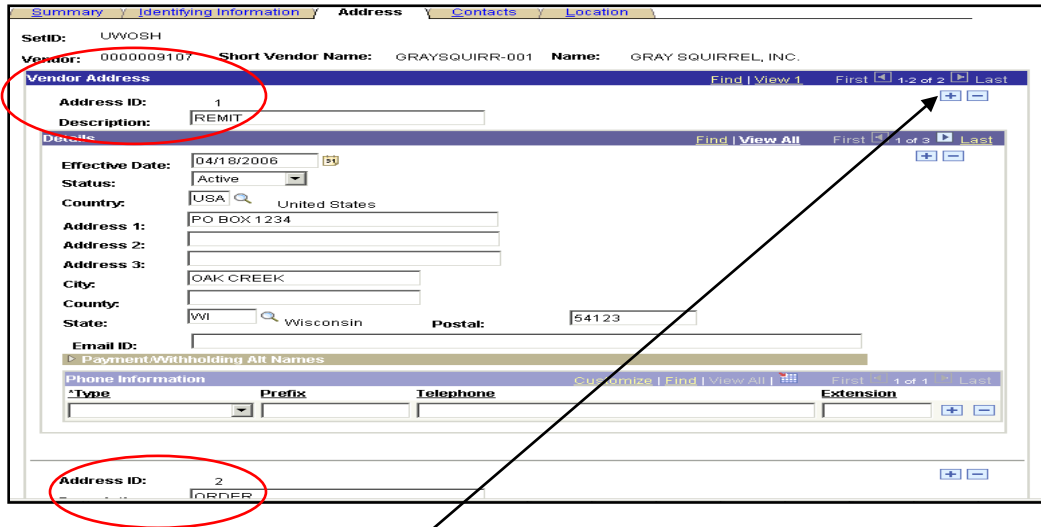
Search for vendor Gray Squirrel, Inc. and

Change Address #1-Remit to the following new address: PO Box 1234, Oak Creek, WI. 54123. The change will require an address be inserted under DETAILS by clicking the + button. The effective date will be the current date but can be changed to a future date if the date is known. You do not have to be in the Correct History mode when inserting a row provided you are authorized. Make the above changes and SAVE the data and updated page will now be change from 1 of 2 to 1 of 3.

Since Address #1 is still Active, the Location table will not have to be updated because the Default has not changed for Address 1 - REMIT.

Activity: Vendor has additional Remit address in another city for selected payments. A new address will have to be added to the vendor.

Navigation: *Vendors*>*Vendor Information*>*Add/Update*>*Vendor*>*Find an Existing Value*



Summary | Identifying Information | Address | Contacts | Location

SetID: UWOSH
 Vendor: 000009107 Short Vendor Name: GRAYSQUIRR-001 Name: GRAY SQUIRREL, INC.

Vendor Address Find | View 1 First 1, 2 of 2 Last

Address ID: 1
 Description: REMIT

Details Find | View All First 1 of 3 Last

Effective Date: 04/18/2006
 Status: Active
 Country: USA United States
 Address 1: PO BOX 1234
 Address 2:
 Address 3:
 City: OAK CREEK
 County:
 State: WI Wisconsin Postal: 54123
 Email ID:

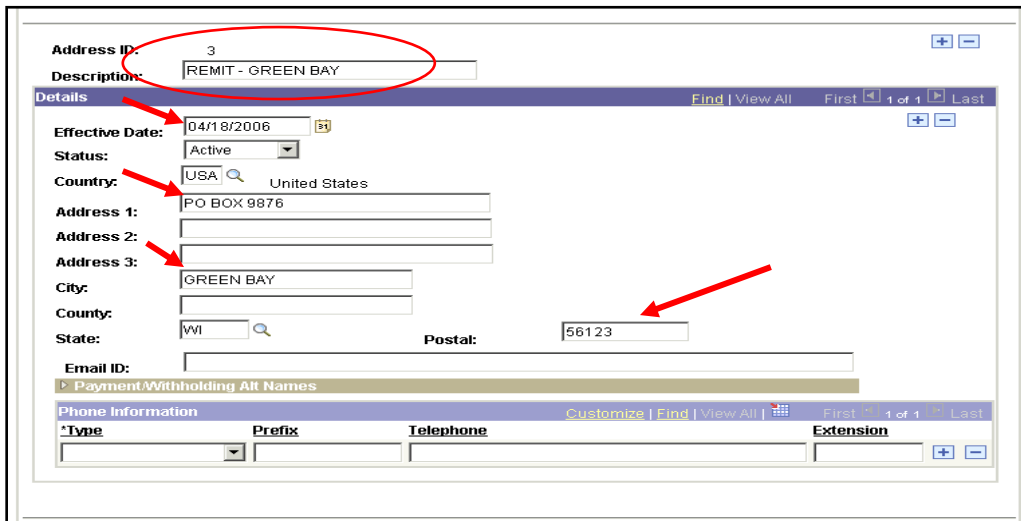
Payment/Withholding All Names

Phone Information Customize | Find | View All First 1 of 1 Last

Type	Prefix	Telephone	Extension

Address ID: 2
 Description: ORDER

Add new Remit address by clicking + under Vendor Address section of page. The new address will become Address #3 with an effective date of current unless specified differently such as a future date. The new address will be as follows: PO BOX 9876, GREEN BAY, WI 56123. Click SAVE after entering new address information and the page will look as follows:



Address ID: 3
 Description: REMIT - GREEN BAY

Details Find | View All First 1 of 1 Last

Effective Date: 04/18/2006
 Status: Active
 Country: USA United States
 Address 1: PO BOX 9876
 Address 2:
 Address 3: GREEN BAY
 City:
 County:
 State: WI Wisconsin Postal: 56123
 Email ID:

Payment/Withholding All Names

Phone Information Customize | Find | View All First 1 of 1 Last

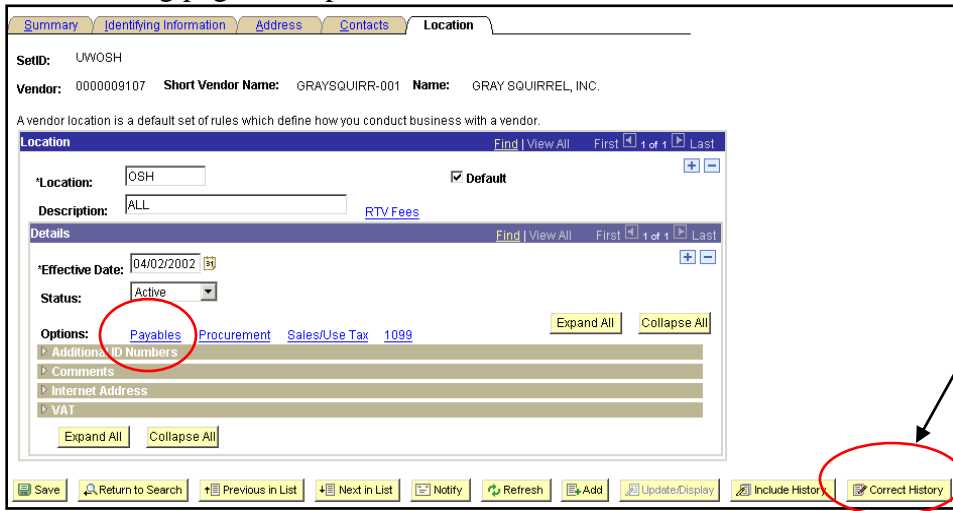
Type	Prefix	Telephone	Extension

The addition of a new address can result in setting up a new Default for making payments to the vendor. If the new address is the primary payment address for payments, you will now have to go to the Location tab. You must have authorization to use the Correct History in order to change the defaults on the Location page. The following pages will explain the updating of the data on the Location page.



Activity: New address added to vendor requires new default remit to address
Navigation: Vendors>Vendor Information>Add/Update>Vendor>Find an Existing Value
>Location Tab

Vendor is selected or if adding a new address, after saving, navigate to Location tab and the following page will open.



Summary Identifying Information Address Contacts **Location**

SetID: UWOSH
Vendor: 0000009107 Short Vendor Name: GRAYSQUIRR-001 Name: GRAY SQUIRREL, INC.

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location: OSH Default

Description: ALL RTV Fees

Details: Effective Date: 04/02/2002 Status: Active

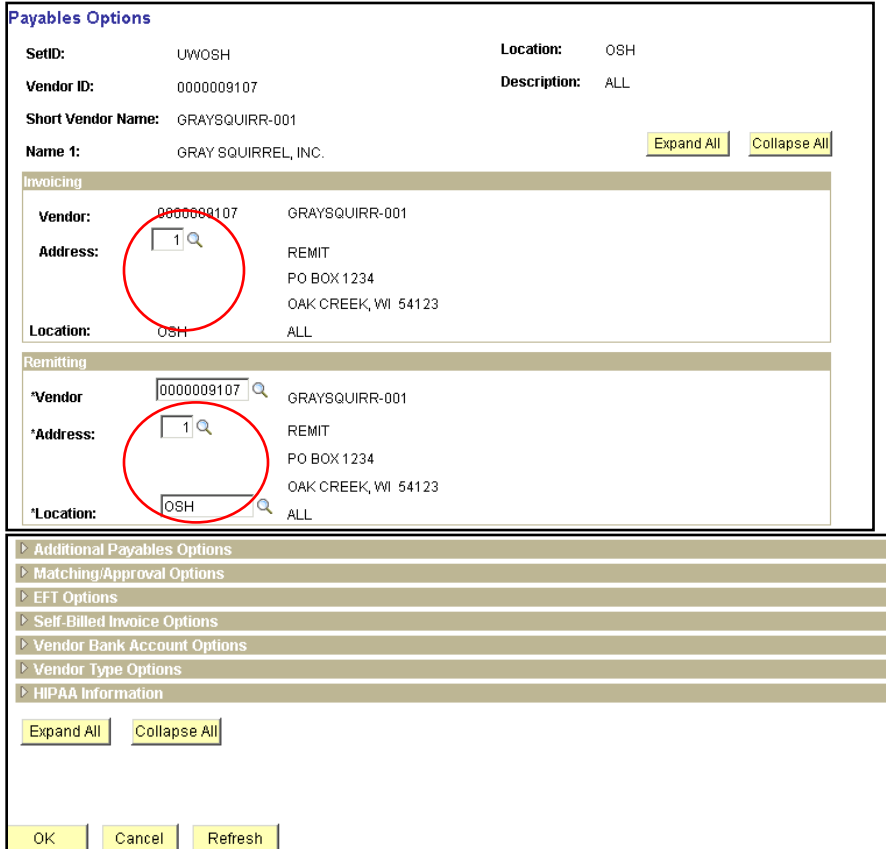
Options: **Payables** Procurement Sales/Use Tax 1099

Buttons: Expand All Collapse All

Buttons: Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History **Correct History**

You must click 'Correct History' in order to change "Remit to" default setting.

Change the remit location from a default of Address #1 to Address #3 on all addresses on the Payable hyperlink. Click the Payables hyperlink and the following page will appear.



Payables Options

SetID: UWOSH Location: OSH
Vendor ID: 0000009107 Description: ALL
Short Vendor Name: GRAYSQUIRR-001
Name 1: GRAY SQUIRREL, INC. Expand All Collapse All

Invoicing
Vendor: 0000009107 GRAYSQUIRR-001
Address: 1 REMIT
PO BOX 1234
OAK CREEK, WI 54123
Location: OSH ALL

Remitting
*Vendor: 0000009107 GRAYSQUIRR-001
*Address: 1 REMIT
PO BOX 1234
OAK CREEK, WI 54123
*Location: OSH ALL

Additional Payables Options
Matching/Approval Options
EFT Options
Self-Billed Invoice Options
Vendor Bank Account Options
Vendor Type Options
HIPAA Information

Buttons: Expand All Collapse All

Buttons: OK Cancel Refresh

Summary | Identifying Information | Address | Contacts | Location

SetID: UWOSH
 Vendor ID: 0000019274
 Vendor Short Name: BUCKYBADGE BUCKYBADGE-001
 Vendor Name: BADGER, BUCKY

Order: BUCKYBADGE-001
 1 BIG HOLE
 MADISON, WI 55555

Remit To: BUCKYBADGE-001
 1 BIG HOLE
 MADISON, WI 55555

Status: Approved
 Persistence: Regular
 Classification: Supplier
 HCM Class:
 Open for Ordering: Yes
 Withholding: Yes
 VAT: No

Last Modified By: G1M
 Last modified date: 04/20/2006 10:47AM
 Created By: G1M
 Created Datetime: 04/20/2006 10:47AM
 Last Activity Date: 04/20/2006

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

Summary | Identifying Information | Address | Contacts | Location

The vendor "Bucky Badger" is a 1099 vendor but when the vendor was created the tax payer identification number (TIN) was not available. The TIN is now available and needs to be added to the vendor file. The TIN for Bucky Badger is **399887777**. Go to **Location** tab and click on the **1099** hyperlink to open the 1099 page.

Summary | Identifying Information | Address | Contacts | Location

SetID: UWOSH
 Vendor: 0000019274 Short Vendor Name: BUCKYBADGE-001 Name: BADGER, BUCKY

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last
 *Location: OSH Default
 Description: 1 RTV Fees

Details Find | View All First 1 of 1 Last
 *Effective Date: 04/20/2006
 Status: Active

Options: Payables Procurement Sales/Use Tax **1099** Expand All Collapse All

Additional ID Numbers
 Comments
 Internet Address
 VAT

Expand All Collapse All

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

NOTE: If you have entered a voucher between the time you entered the vendor and the point in time you are entering this **WITHHOLDING INFORMATION**, you will need to flag those vouchers as 1099 reportable as they were **not** flagged when you originally entered the voucher. Search for the voucher and click the **Withholding hyperlink** and make changes on withholding page and then **SAVE**. Information is now flagged as 1099.

Activity: Add TIN for vendor that is **Not** 1099 reportable.

Navigation: *Vendors>Vendor Information>Add/Update>Vendor>Find an Existing Value>Identifying Information tab*

Click 'Additional ID Numbers' to open up/expand the line for update.

The screenshot shows the 'Identifying Information' tab for a vendor. The form includes the following fields and options:

- SetID:** UWOSH
- Vendor ID:** 0000009107
- *Vendor Short Name:** GRAYSQUIRR (GRAYSQUIRR-001)
- *Vendor Name 1:** GRAY SQUIRREL, INC.
- Vendor Name 2:** (empty)
- *Status:** Approved
- *Classification:** Supplier
- *Persistence:** Regular
- HCM Class:** (empty)
- VAT Registration
- Withholding
- Open For Ordering
- Corporate Vendor
- InterUnit Vendor
- Additional ID Numbers** (collapsed)
- Customer ID:** (empty)
- Our Customer Number:** (empty)

Type	SetID	ID Number	DUNS Number
TIN		397778888	

Update the vendor Gray Squirrel, Inc. with a TIN of 397778888 which is a non-1099 vendor. Note: Do not check the Withholding box on the page. The page will look as follows after updating and clicking **SAVE**.

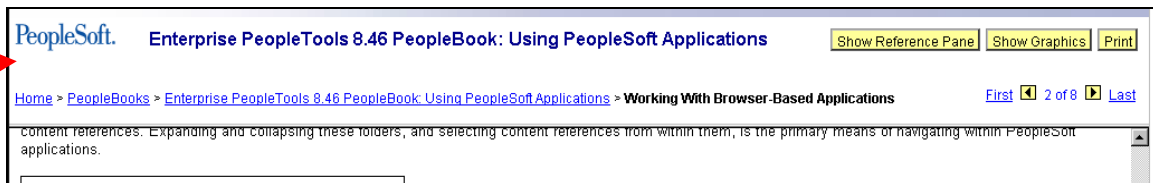
The screenshot shows the 'Identifying Information' tab after the update. The 'Additional ID Numbers' section is now expanded, and the table shows a new entry with Type 'TIN' and ID Number '397778888'.

Type	SetID	ID Number	DUNS Number
TIN		397778888	

Appendix A

Sources for Help

PeopleBooks is on-line documentation that is available in SFS. It is especially valuable when you are trying to understand some terminology or some of the options that you see on the various panels. To activate PeopleBooks click on [Help](#) when logged into test database:



Then click on Home to get to search capability in PeopleBooks.

Helpful Hints

Navigate to the page that your question is about, and then position your cursor in the specific field that you want to know more about. If you click HELP, you should be taken to the location in PeopleBooks that applies to your question.

Help Desk procedures will be determined by each campus. Most campuses have a central help desk number for technical questions, such as:

- I can't get into the database.
- My computer keeps locking up on me.
- I keep getting an error that throws me out of the system.

A campus administrative department (such as the controller's office) may handle functional questions or you may be directed to contact your campus help desk first and they will track the call and get the appropriate help. Examples of functional questions include:

- I can't find my purchase order in the system.
- How do I set up a new vendor?
- How do I correct an error that I made?
- How do I find the status of a purchase order?

Check with your campus Controller's Office if you are not sure of the proper procedures for your campus.

Appendix B

Centers and Home Pages

SFS version 8.9 has a concept of ‘Centers’ or ‘Home Pages’ which will appear in the target area. The home pages are designed to make navigation easier. Home pages are set up for each module, and may look different based on the level of security.

The following are methods to navigate to Vendors:



Or:



Appendix C

Vendor File Standards

The following standards have been developed as guidelines for adding new vendors or making changes to existing vendors in the PeopleSoft Vendor file. Adherence to these standards will help to ensure the integrity of the vendor file. The standards are based on United Postal Service Publication 28, *Postal Addressing Standards*. For more information including standard abbreviations for common address words, refer to this link to Publication 28: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>. These standards also take in to consideration the IRS controls for matching FEIN & SS Numbers with the business name or individual name.

Naming Standards

- Individual vendor names should be keyed with the last name first followed by a comma, **no space or space**, the first name, space, and the middle initial (if known), unless it is the name of a company. Each campus determines if the space will be used for individual names as this is no longer a requirement. Each campus should use a consistent standard.

Example:	William Carter.....	CARTER,WILLIAM
Either	Thomas J. Kelly.....	KELLY,THOMAS J
Or	Thomas J. Kelly (with a space)	KELLY, THOMAS J
	Ben Franklin Stoves.....	BEN FRANKLIN STOVES

- Hyphenated last names should be treated as one complete last name.

Example:	Kim Evans-Rudd.....	EVANS-RUDD,KIM
----------	---------------------	-----------------------

- No punctuation marks should be keyed with the exception of commas to separate last names from first names, commas on governmental units, and hyphenation marks that are part of a name. Apostrophes may be used when applicable.

Example:	Kim Evans-Rudd.....	EVANS-RUDD,KIM
	Goldwyn-Mayer Productions.....	GOLDWYN-MAYER PRODUCTIONS
	Tiles, Inc.....	TILES INC
	Village of Oregon.....	OREGON, VILLAGE OF
	Joe's Shoe Repair.....	JOE'S SHOE REPAIR

- Titles of individuals should follow the individual's first name.

Example:	Dr. John Brown.....	BROWN,JOHN DR
	Estate of Jeff Smith.....	SMITH,JEFF ESTATE OF
	Paul Smith, Jr.....	SMITH,PAUL JR
	Joseph Jacobs M.D.....	JACOBS,JOSEPH MD



5. Names of firms, corporations, and institutions are entered as written on the W-9 form provided by the vendor according to IRS controls.

Example: General Foods..... GENERAL FOODS
A-1 Travel..... A-1 TRAVEL

6. A business name that begins with "The" should be entered with the business name, followed by a comma, space, and the word "The".

Example: The Body Shop..... BODY SHOP, THE
The Greenhouse..... GREENHOUSE, THE

7. The symbol '&' should be used instead of the word 'and'. It should be preceded by a space and followed by a space.

Example: Marshall Field and Company..... MARSHALL FIELD & CO
Crate and Barrel..... CRATE & BARREL
Lewis and Lewis..... LEWIS & LEWIS

8. Firm or corporate names beginning with phrases such as 'Bureau of', 'Board of', etc. are entered as written, with the exception of those referenced by location.

Example: Board of Education..... BOARD OF EDUCATION
Board of Education - Teaneck, NJ... TEANECK BOARD OF EDUCATION
Chamber of Commerce Madison.... MADISON CHAMBER OF COMMERCE

9. Names of states, cities, counties, towns, etc. should be entered by name of location followed by department.

Example: Department of Education State of New York..... NY STATE DEPT OF EDUCATION
Board of Elections City of Madison. MADISON BOARD OF ELECTIONS
Sheriff's Dept Dane County..... DANE CNTY SHERIFF'S DEPT
City of Algoma Treasurer..... ALGOMA CITY TREAS
Treasurer State of Michigan..... MI STATE TREAS
Village of Oregon..... OREGON, VILLAGE OF

10. State agencies, boards, and commissions will be entered into the vendor table based on the syntax used in the table of contents to the State of Wisconsin Blue Book (see appendix F).

Example:	Insurance.....	INSURANCE, OFF OF
	Public Defender.....	THE COMM OF
	Corrections.....	PUBLIC DEFENDER,
		OFFICE OF THE
		CORRECTIONS, DEPT OF

11. All major university campuses will be entered as UW <space> CAMPUS. Other university affiliates will be entered with the campus name preceding the department or other unit. Making the campus department or unit name more specific will make it easier to find on the VNAM file. The name can wrap down to the first line of the address provided you do not have a two-line address.

Example:	University of Wisconsin Madison....	UW MADISON
	State Universities.....	UW OSHKOSH
	University Extension.....	UW EXTENSION
	University Oshkosh Business Office	UW OSHKOSH BUSINESS
		OFFICE
	University Stout Conference &	UW STOUT CONF &
	Registration Center.....	REGISTRATION CTR

12. Names of states should always be abbreviated using the standard two-character abbreviation. Use US for United States; use USA for United States of America.

Example:	Ill. State Geology Survey.....	IL STATE GEOLOGY
		SURVEY
	Florida Orthopedics.....	FL ORTHOPEDICS
	Wisconsin Academy Foundation.....	WI ACADEMY FDN

13. Numerals should be kept in numeric form instead of being spelled out.

Example:	1501 Maple Building.....	1501 MAPLE BLDG
----------	--------------------------	------------------------



14. When using apartment numbers in addresses, it should be placed on the same line as the street address and be preceded by the '#' sign. The '#' sign should be preceded by and followed by a space. The "" sign should not be used as a secondary unit designator if the correct designation, such as apt or ste is known.

Example: 1501 Maple Ave Apt. 208..... **1501 MAPLE AVE APT 208**
212 E. Washington Ste 400..... **212 E WASHINGTON STE 400**
1645 Johnson St #232..... **1645 JOHNSON ST # 232**

15. Street addresses preceded by a directional indicator should be abbreviated with no punctuation marks.

Example: 212 East Washington..... **212 E WASHINGTON**
311 N. Hancock..... **311 N HANCOCK**

16. Numeric street names should be kept in their numeric forms instead of being spelled out.

Example: Third Avenue..... **3RD AVE**
First Street..... **1ST ST**

17. If an address contains a post office box, it should be abbreviated as 'PO Box' and placed on a separate line within the address. According to postal regulations the street number should come first, followed by the apt. or suite number. The post office box should be the last item before the city.

Example: Apt 2 One South Parkway..... **1 S PARKWAY APT 2**
Post Office Box 67 **PO BOX 67**

18. Never abbreviate the first word of a company or business name unless the name consists of initials, name of a state, or with the following exceptions, Intl, Natl, & Amer.

Example: AT&T..... **AT&T**
TCI Cablevision..... **TCI CABLEVISION**
Wisconsin Office Supply..... **WI OFFICE SUPPLY**
International Computer Support..... **INTL COMPUTER SUPPORT**
National Artcraft Company..... **NATL ARTCRAFT CO**
American Modern Day Business..... **AMER MODERN DAY BUSINESS**

19. Always use zip codes and zip code plus four when known.



State Abbreviations - Standard state abbreviations should be used as listed below:

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Geographic Directional Abbreviations

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Southwest	SW
Northwest	NW



Other Standard Abbreviations

Associates.....	ASSOC
Association.....	ASSN
Avenue.....	AVE
Board.....	BD
Boulevard.....	BLVD
Circle.....	CIR
Commission.....	COMM
Company.....	CO
Corporation.....	CORP
County Trunk.....	CNTY TRK
County.....	CNTY
Court.....	CT
Department.....	DEPT
Drive.....	DR
Foundation.....	FDN
Government.....	GOVT
Highway.....	HWY
Incorporated.....	INC
Institute.....	INST
International.....	INTL
Limited.....	LTD
National.....	NATL
Place.....	PL
Plaza.....	PLZ
Professional Corporation.....	PC
Road.....	RD
Route.....	RTE
Rural Route.....	RR
Service Corporation.....	SC
Street.....	ST
Suite.....	STE
Trail.....	TR
University.....	UNIV



Shared Financial System

City Names

Space between each of these cities

DE FOREST
DE PERE
DE SOTO
EAU CLAIRE
EAU GALLE
FOND DU LAC
LA CROSSE
LA FARGE
LA VALLE
LAC DU FLAMBEAU
PRAIRIE DU CHIEN
PRAIRIE DU SAC
ST CLOUD
ST CROIX FALLS
ST FRANCIS
ST NAZIANZ

No space in this city.

MCFARLAND

International Addresses

Much of the printing done within PeopleSoft, namely purchase orders and checks, are not formatted to the requirements of the post office. Therefore if you are mailing outside the United States, you will most likely need to type a label for the foreign address.

There is a website where you can look up how addresses should be formatted for each country. The link is: [International Addresses and Salutations
http://www.bspage.com/address.html](http://www.bspage.com/address.html)

Here are the United States Postal Office General Requirements for International Addresses.

The last line of the address block area must include *only* the complete country name (no abbreviations) written in uppercase letters. (Alternative format for Canada below.)

Foreign postal codes, if used, should be placed on the line above the destination country. Some countries prefer that the postal code follow the name, while others prefer that it precede the city or town name. The following shows the order of information for the destination address:

LINE 1: NAME OF ADDRESSEE
LINE 2: STREET ADDRESS OR POST OFFICE BOX NUMBER
LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION (i.e., PROVINCE, STATE, COUNTY, ETC.) AND POSTAL CODE (IF KNOWN) (Note: in some countries, the postal code may precede the city or town name)
LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)

The following are examples of properly formatted delivery addresses:

MS JOYCE BROWNING
2045 ROYAL ROAD
LONDON WIP 6HQ
ENGLAND

MS JOYCE BROWNING
2045 ROYAL ROAD
06570 ST PAUL
FRANCE

For mail to Canada,

Canadian postal codes are always LNL NLN (Letter, Number, Letter, Space, Number, Letter, Number). The following is an example of a destination address in Canada:

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

GENERAL PRINCIPLES

As a basis for discussion, let's begin by looking at a typical international address:

JOE BLOGGS	<i>Person's name</i>
COMPUTER CENTER	<i>Department (if any)</i>
CURTIN UNIVERSITY OF TECHNOLOGY	<i>Institution or Company (if any)</i>
309 KENT STREET	<i>Street Address (or Post Office Box)</i>
BENTLEY WA 6102	<i>City Line (WA = Western Australia)</i>
AUSTRALIA	<i>Country Name</i>

It illustrates several points, all of which are discussed later in greater detail:

Order of Presentation

In the USA, we write addresses in "minor-to-major" order, with the most specific (smallest) item (e.g. person's name) at the top, proceeding to the most general (largest) item (i.e. country name) at the bottom. This order is not necessarily used in other countries (e.g. Iran, Russia), but since we are sending mail *from* the USA, it might be safer to use it in all cases because our own postal service must process the address first.

The Country Name

For domestic mail (mail within the USA), we omit the country name. For all other countries, we write the country name as the last line, by itself, in all CAPITAL LETTERS, with no accompanying notations such as postal codes, or hints as to which continent the country is on. We use country names consistently; they are listed in the [Index](#). In the USA and many other countries, postal sorting machines read and sort by the country name. Thus within each country, the country name list must be well-known and standardized.

According to USPS unless the country name is CANADA, the USPS *does not read* and does not enforce standards for any information that appears above the country. International mail from the USA to any country but Canada goes to a single location in that country for sorting and separation. Thus when sending mail from the USA to *any other country* we are free to format the address according to the requirements of the *destination country* (for mail to Canada, the addressing requirements conform to our own; for details see the [section on Canada](#)).

The City Line

The line just above the country name shows the town, and sometimes the major subdivision of the country, known as the state, province, county, district, territory, land, shire, department, canton, prefecture, oblast, autonomous region, etc, depending on the country, and often a postal code to aid in automated sorting. We call this the City Line. Since the USPS does not read or care about this line (except in mail to [Canada](#) and the [UK](#)), it can and should be formatted as required by the destination country.

A handful of national postal authorities now recommend writing postal code on a line by itself, above or below the city line (Ecuador, Ukraine, Hungary... and now also the UK). In such cases, the "City Line" occupies two lines. As far as I can tell, this is a recent development and is largely ignored in many of the countries that recommend it (e.g. Russia). In any case, it makes formatting and parsing international addresses all the more complicated, and might also cause addresses to exceed address-line limits, where they did not before (e.g. for postal scanners, databases, forms, or window envelopes).

While the United States might ignore the destination city in international mail, other countries do not necessarily do so. For example, mail from England to Los Angeles is sent directly to Los Angeles, whereas a letter to New York goes on a flight to New York. The journey of a letter from Nome (Alaska) to Provideniya (Siberia), if sent westward rather than east, could be 23,000 miles shorter if the USPS processed the city line.

The following table shows a sampling of City Line formats. Punctuation shown in the Format column is to be taken literally:

Format	Examples
<i>town, province postalcode</i>	China, India
<i>town province postalcode</i>	USA, Canada, Australia
<i>postalcode town-province</i>	Brazil
<i>postalcode town, province</i>	México
<i>postalcode town (provincia)</i>	Italy
<i>postalcode town</i>	Most other European countries & ex-USSR
<i>town postalcode</i>	New Zealand, Israel, Thailand, Japan, Singapore
<i>town, county</i>	Ireland (except Dublin)
<i>town postalcode</i>	UK, Russia, Ukraine, Kazakhstan, Hungary
<i>postalcode town</i>	Ecuador
<i>town</i>	Hong Kong, Syria, Iraq

In the formats above, "province" stands for whatever each country calls its subdivisions (e.g. "state" in the USA), and often is abbreviated according to local postal standards. Here are some variables in City Line format, all of which are illustrated later in this document:

Upper and Lower Case

The postal authorities of the USA, Canada, UK, and many other countries recommend that the City Line (and preferably the entire address) be written in ALL UPPERCASE. In the UK, the City Line (Post Town) and postcode should use only capital letters, but the remainder of the address can (but need not) be in mixed case.

State/Province

In some countries (like the USA, Canada, and Australia) the province (state, county, etc) is necessary, in others it is omitted, and in others it is either optional or needed in some cases but omitted in others.

Punctuation

In some countries (like Ireland) punctuation must be used in the City Line, but in others (like the USA, Canada, and Australia), it should not be used.

Postal Codes

Postal codes, in countries that have them, are usually numeric, sometimes containing a space or a hyphen. European postal codes can have an alphabetic prefix, denoting the country, separated by a hyphen (such as DK-1234 in Denmark), but this seems to be going out of style (more about this in the [section on Europe](#)). Canadian, UK, and some other postal codes contain mixtures of digits and letters. Depending on the country, the postal code can go in the city line (left or right of the city), above it, or below it. In most countries where the postal code is on the right, we separate it by two (2) spaces (unless it is really a *zone*, like "Dublin 4", and not a postal code).

For the lines above the city line, each country has its own standards, which are discussed to some extent in the sections on individual countries such as [Cuba](#) and [México](#), but for details consult the postal authority websites of each country, which are accessible from the tables from the link above. For the purposes of international mail, the main thing is to get the country line correct so the USPS sends it to the right country, and city line correct so the main receiving depot in the country can route it to the right town or city, whose local post office will deal with the rest.

When sending international mail:

1. The **Country Line** must be understandable by the USPS. Therefore, use the English name of the country ([INDEX](#)), not the local name, e.g. use GERMANY, not DEUTSCHLAND. To be more precise, use the same name the USPS uses for the country in the IMM, e.g. GERMANY and not FEDERAL REPUBLIC OF GERMANY.
2. The **City Line** must be understandable by the postal authorities in the destination country. When the town or province has an English name different from the real



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name (such as Cologne for Köln in Germany, or Vienna for Wien in Austria, or Prague for Praha in the Czech Republic, or Copenhagen for København in Denmark, or The Hague for Den Haag in the Netherlands), you should normally use the local name since the USPS does not pay attention to the City Line in most cases.

3. **The lines above the City Line** must be understandable by the destination post office. So don't attempt to translate the more specific parts of the address.

Appendix D (Phased Out)

Vendor Types Defined See Appendix E

These Vendor Types selected by the vendor from choices available on the vendor survey. There can be several Types associated with each vendor.

Vendor Type	Description	Procedure	Comments
Advertising	Furnished PeopleSoft Type	Not used	
Consultant	Furnished PeopleSoft Type	Use for Consultants	Consultant can be an Individual or a Corporation.
Contractor	Furnished PeopleSoft Type	Not used	
Entertainment (Entertainer/Public Speaker)	Individual or Group furnishing services as Entertainers or Public Speakers and not Wisconsin Residents.	Vendor W-9 certification is required. Department submitting documents for payment accept the responsibility for securing the appropriate identification number, either Social Security number or FEIN, for Entertainers/Public Speakers.	Note: To avoid confusion, Public Speaker is defined as a non-resident of WI vs. a Guest Speaker, who is classified as an Individual, Vendor Type Service Provider, and a State of WI resident.
Foreign Service Provider	Required for Mandatory Reporting	Foreign Supplier and Foreign Vendor have distinct characteristics. There are not any tax reporting obligations to report payments to a Foreign Supplier, but there are mandatory Reporting requirements. We do, however, have an obligation to report payments, such as, scholarships, stipends, royalties, and salaries to some foreign individuals. Additionally, we have a requirement to report payments for services to other foreign vendors. These payments are reported in the 1042-S process. The Madison Tax Compliance Manager will maintain and track these payments as part of the tax reporting analysis process.	
Foreign Supplier	Required for Mandatory Reporting		
Government Agency	A local agency, board, commission, committee, council, department, or public body created by constitution, statute, ordinance, rule, or order.	Vendor will select this category.	
Historically Underutilized Business Zone (HUB Zone) Purchasing HZ AP Type HZ	A designation from the Small Business Administration that identifies disadvantaged geographical areas in which the federal government encourages commerce.	Vendor will select this category.	



Vendor Type	Description	Procedure	Comments
Large Business	Those businesses that are by definition not a SB, SDB, VOSB, SDVOSB, WOSB, MBE, or HUB Zone are then assumed to be a large business.	Vendor will select this category.	
Minority Vendor	Defined as a Wisconsin Certified Minority Vendor as indicated on the vendor survey.	Vendor will select this category.	
Non-Profit Organization or Educational Institution	Identified on the W-9 form and on the vendor survey.	Vendor will select this category	
Public Relations	Furnished PeopleSoft Type	Not expected to be used.	
Research Subject	Individuals receiving payment for participation in a Research Project or provides blood, bone marrow, urine or other body specimens.	Department submitting documents for payment accept the responsibility for securing the appropriate identification number for Research Subjects. These vendors are to be maintained in a manner compliant with the prevailing HIPAA requirements.	
Self-Certified Minority Vendor	As indicated on the Vendor Survey, a self certified minority business is typically a firm that has not yet formally registered as a Small Disadvantaged Business as a Minority Business Enterprise but wishes to claim their minority status.	Vendor will select this category. Purchasing has a formal process in place were we inform DOC of every self certified firm and we ask them to pursue that firm and help them achieve a full MBE status so we can claim the dollars spent with that firm on our annual MBE report to DOA to help us get to that 5% goal	AP will alert Purchasing of any vendors selecting this type.
Service Provider	Entity furnishing services. If a vendor furnishes both supplies and services they will be classified as a "Service Provider" in order to capture both reportable and non-reportable information.	Vendor W-9 certification is required. Service Provider identification number will always be a FEIN. Social Security number will identify that vendor as an Individual. Only the Tax Compliance Manager may authorize waiver of identification number requirement.	Whether a service provider differentiates the service portion from the parts and materials portion of the payment the <u>full</u> payment should be considered taxable. Reimbursements for travel, meals, etc. are not included. See following note form IRS Publication 2007



Vendor Type	Description	Procedure	Comments
			1099.
<p>Note: From IRS Instructions for Form 1099-MISC: 1099 MISC reporting requirement for service providers: At least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, and health care payments, crop insurance proceeds, cash information, payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish, or, generally, the cash paid from a notional principal contract to an individual, partnership, or estate;.</p> <p>Individual transactions less than \$600.00 MUST be marked as “Withholding” or reportable as UW-System reports these amounts in aggregate for all institutions.</p>			
Service Disabled Veteran Owned Small Business	A designation from the Small Business Administration that identifies businesses principally owned by veterans disabled during their service, with whom the federal government encourages commerce.	Vendor will select this category.	
Sheltered Workshop	An occupation-oriented facility operated by a not-for-profit corporation, which except for staff, employs only handicapped persons	Vendor will select this category.	
Small Business	Generally vendors who do not fit any other category.	Vendor will select this category. However, for Individuals, if no category was selected on the survey – Small Business will be the Default.	
Small Disadvantaged Business	A firm that has registered with the federal government as an SDB and most likely could apply for an MBE certification but has not.	Vendor will select this category.	
Tradesman	Furnished PeopleSoft Type	Not Used	
Transportation	Furnished PeopleSoft Type	Not Used	
Travel Related Services	Furnished PeopleSoft Type	Not Used	
UW Employee Owned/Affiliated Business	Where the employee owns in whole, part, or has affiliation with the business.	Vendor will select this category.	



Vendor Type	Description	Procedure	Comments
Veteran Owned Business	Veteran Owned Small Business. A designation from the Small Business Administration that identifies businesses principally owned by veterans, with whom the federal government encourages commerce.	Vendor will select this category	
Woman Owned Small Business	A designation from the Small Business Administration that identifies businesses principally owned by women. When Federal funding is involved, the Federal government encourages commerce with these businesses.	Vendor will select this category.	



Resources for Vendors to Determine Vendor Type

In general, most business vendors will be aware of their status but you may receive questions from vendors. You can refer them to the following web sites for additional information.

HUB Zone:

Historically Underutilized Business Zone. A designation from the Small Business Administration that identifies disadvantaged geographical areas in which the federal government encourages commerce. Vendors must have formally registered with the federal government to claim this designation (<http://www.ccr.gov/>). This is an important designation when federal funding is involved.

SDVOSB:

Service Disabled Veteran Owned Small Business. A designation from the Small Business Administration that identifies businesses principally owned by veterans disabled during their service, with whom the federal government encourages commerce. Vendors must have formally registered with the federal government to claim this designation (<http://www.ccr.gov/>). This is an important designation when federal funding is involved.

VOSB:

Veteran Owned Small Business. A designation from the Small Business Administration that identifies businesses principally owned by veterans, with whom the federal government encourages commerce. Vendors must have formally registered with the federal government to claim this designation (<http://www.ccr.gov/>). This is an important designation when federal funding is involved.

WOSB:

Woman Owned Small Business. A designation from the Small Business Administration that identifies businesses principally owned by women, with whom the federal government encourages commerce. Vendors must have formally registered with the federal government to claim this designation (<http://www.ccr.gov/>). This is an important designation when federal funding is involved.

Large Business:

Those businesses that are by definition **not** a SB, SDB, VOSB, SDVOSB, WOSB, MBE, or HUBZone are then assumed to be a large business. By default a vendor is loaded as a large business until a vendor survey is received back from the vendor in which they certify some different designation.

SDB:

Small Disadvantaged Business. A designation from the Small Business Administration that identifies the business as a small minority owned business with which the federal government encourages commerce. A “Minority Vendor” or a “Self Certified Minority Vendor” could also be registered as a Small Disadvantaged Business with the federal government to claim this designation (<http://www.ccr.gov/>). This is an important designation when federal funding is involved.

Appendix E

Vendor Reporting Elements Defined

Vendor Reporting Elements ideally are selected by the vendor from choices available On a Vendor Survey and Substitute W9.

Vendor Classification	Description	Comments
Attorney	Attorney or Corporation of Attorneys	Hint – PO is for legal services or invoice states for legal services or settlement. Tax hint – Special reporting is required for payments to or including attorneys and corporations of attorneys.
Corporation	Corporation Or LLCs designated as a corporation United State Corporations only	Hint – Indicated by “Inc.” in vendor name but not always accurate. Secure a W-9. Tax Hint – The type of Corporation determines tax reporting. Attorneys and Medical Corporations are not exempt from reporting.
Employee	Current active Employee of UW Institution	Hint – Procedures should be in place at each institution to verify if new vendor is an employee.
Individual/Sole Proprietor	Individual or Individual doing business by another name.	Hint – Use business name as vendor name when vendor is “doing business as”.
Nonprofit	An entity designated by the IRS as a non-profit entity	Secure a W-9. See Note.
Other	Other is indicated on the W-9 to self-identify a vendor that does not fall into any other category.	Hint – Only use this category if the vendor has self-identified as Other on the W-9. This should be rarely used.
Partnership/LLC	Only a United States registered LLC . LLC = Limited Liability Company	Hint – LLC is NOT automatically considered a Corporation. Secure a W-9. Tax Hint – LLCs are tax reportable unless they are a corporation.
Supplier	Supplier is a company furnishing supplies that is not a Corporation, Sole Proprietor, Partnership or LLC. Supplier does not furnish services.	Hint - Use of the Supplier classification will be phased out as reporting elements are gathered from vendors. For new vendors do not use Supplier. Secure a W-9 to determine if vendor falls into another category.



Vendor Classification	Description	Comments
Student	A current enrolled student in a UW-Institution.	Hint – Procedures should be in place to verify if a new vendor is a Student. Departments requesting payment can indicate the vendor is a Student. See note.

Notes:

Student Vendor Classification:

UWSA policy ([Personal Services Payments \(F31\)](#)) allows “Service is provided by a UW System student and the student receives a one-time payment of \$100 or less per calendar year. In such circumstances, students are deemed independent contractors of the institution to which the service is provided.” If we keep this classification we probably want to include details of F31 and the \$100 limit in the Classification Standards Sheet.

Non-Profit Entity Classification:

Additional Information. for example, 501(c)(3) entities, etc. **Exempt Organizations Include** (per IRS web page at <http://www.irs.gov/irs/article/0,,id=100971,00.html>):

- Organizations exempt from income tax under IRC 501 (including private foundations and organizations described in IRC 170(b)(1)(A)(except clause (v))
- Political organizations described in IRC 527
- Organizations described in IRC 4947(a)
- Prepaid legal plans described in IRC 120
- Welfare benefit funds described in IRC 4976

Vendor reporting Elements Grouping

Contractor Type	Description	Comments
Educational Institution	All educational institutions.	Schools, High Schools Colleges and Universities. Does not include UW Institutions.
Foreign Vendor	Business Entity with headquarters outside the United States	
Intergovernmental	A local agency, board, commission, committee, council, department, or public body created by constitution, statute, ordinance, rule, or order.	Hint – All U.S. Municipalities, Counties, States, State Agencies, U.S. Federal Government and Federal Government Agencies. Includes all UW-Institutions.
Large Vendor		To be defined – not currently used
Small Vendor		To be defined – not currently used
Wisconsin Certified Minority Vendor	A Wisconsin Certified Minority Vendor as indicated on the vendor survey or other documentation.	
Wisconsin Certified Woman Owned Minority Vendor	Wisconsin Certified Woman Owned Minority Vendor as indicated on the vendor survey or other documentation..	
Wisconsin Certified Woman Owned Vendor	A Wisconsin Certified Woman Owned Vendor as indicated on the vendor survey or other documentation.	
WI Certified Sheltered Workshop	An occupation-oriented facility operated by a not-for-profit corporation, which except for staff, employs only handicapped persons. Indicated on the vendor	



Contractor Type	Description	Comments
	survey or other documentation.	

Woman Owned	Description	Comments
Woman Owned Business	A Woman Owned Business that is not WI Certified.	Indicated on the vendor survey or other documentation

HUB Zone	Description	Comments
HUBZone Historically Underutilized Business Zone (HUB Zone)	A designation from the Small Business Administration that identifies disadvantaged geographical areas in which the federal government encourages commerce.	Indicated on the vendor survey or other documentation

Small Disadvantaged	Description	Comments
Small Disadvantaged Business	A firm that has registered with the federal government as an SDB and most likely could apply for a Minority Business certification but has not.	Indicated on the vendor survey or other documentation

Other Preference Program	Description	Comments
Other Certified Minority Businesses	Minority vendors certified by other entities, i.e. other states, counties, cities or US federal government agency.	Indicated on the vendor survey or other documentation
Self-Certified Minority Business	A self certified minority business is an entity that has not formally	Indicated on the vendor survey or other documentation

	registered for Small Disadvantaged Business as a Minority Business but wishes to claim their minority status.	
VSOB – Veteran Owned	Description	Comments
Other Veteran Owned Small Business	Veteran Owned Small Business. A designation from the Small Business Administration that identifies businesses principally owned by veterans, with whom the federal government encourages commerce.	Indicated on the vendor survey or other documentation
Service Disabled Veteran Owned Small Business	A designation from the Small Business Administration that identifies businesses principally owned by veterans disabled during their service, with which the federal government encourages commerce.	Indicated on the vendor survey or other documentation



IRS W-9 Form Instructions

Information for internal use only

Direct Vendors to the IRS web site if they have questions <http://www.irs.gov/>

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type see specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		Social security number _____ OR Employer identification number _____
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).		
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person ▶	Date ▶

Sample IRS W-9 Form REV as of 10/2007

Link to IRS Instructions for the requester of Form W-9 (as of January 29, 2009)

<http://www.irs.gov/instructions/iw9/ar02.html>

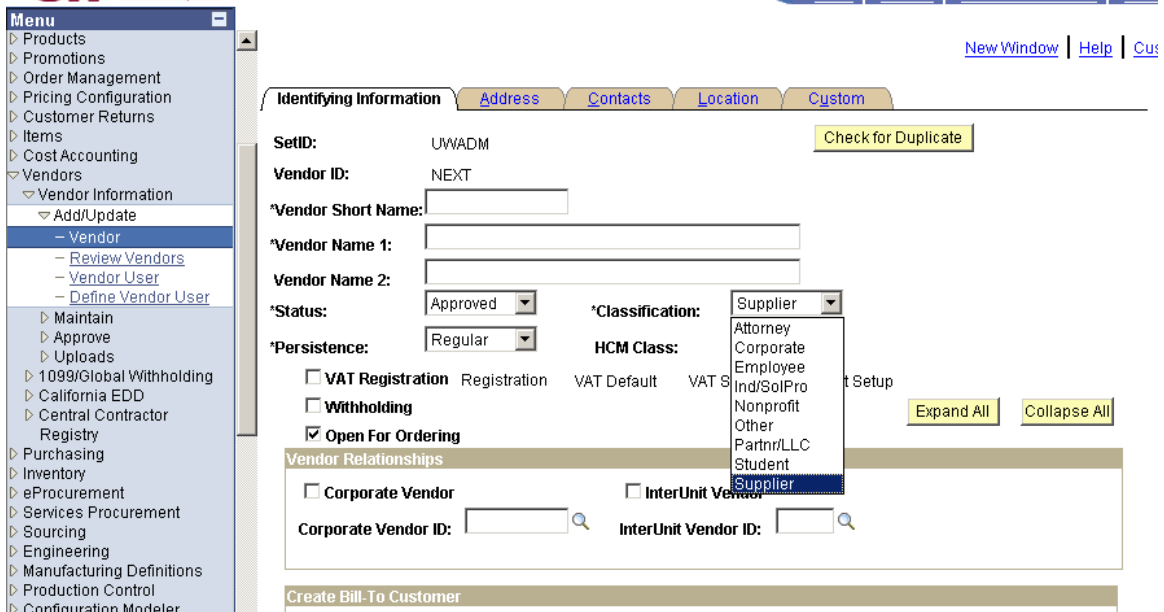
Sample W-9 from: Vendor will indicate status as:

- Individual/Sole Proprietor
- Corporation (Must be a United States Corporation)
- Partnership
- Limited Liability Company (Must be registered in the United States)
- Other (The vendor **must** indicate the type of business. If type of business is not indicated, mark vendor as 1099 reportable)

Exempt Payee – This check box is certification by the vendor that the entity is exempt from back-up withholding.

Caution - Use common sense in determining the SFS withholding status of a vendor. Remember that medical service corporations and attorney corporations are not exempt from 1099 reporting.

Vendor Reporting Elements and Characteristics Appearance of Vendor Entry Screens after update



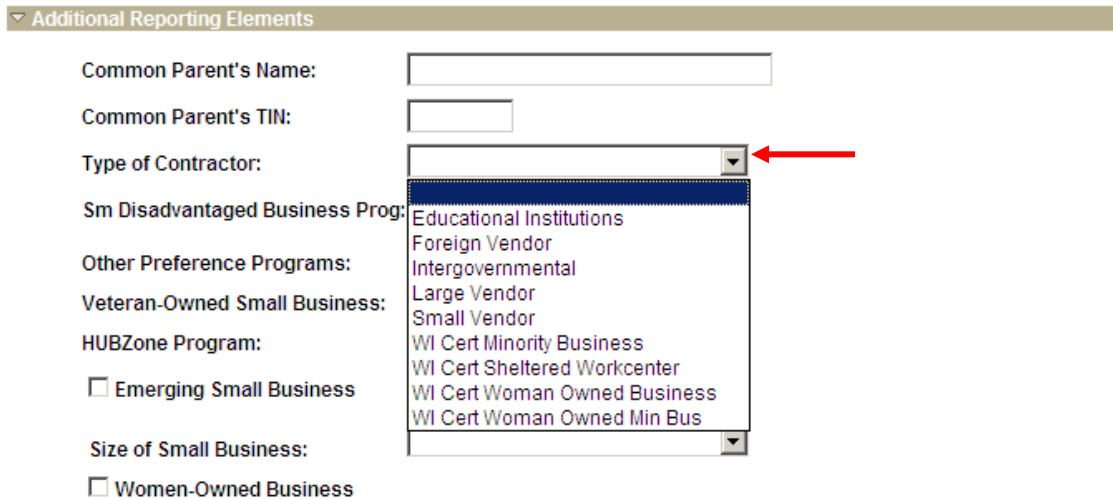
The screenshot shows a web-based vendor entry form. On the left is a 'Menu' sidebar with categories like Products, Promotions, Order Management, etc., and a 'Vendors' section with sub-options like 'Add/Update' and 'Vendor'. The main form has tabs for 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The 'Identifying Information' tab is active, showing fields for SetID (UWADM), Vendor ID (NEXT), and Vendor Short Name. There are dropdown menus for Status (Approved), Classification (Supplier), and Persistence (Regular). A 'Classification' dropdown is open, showing options: Attorney, Corporate, Employee, Ind/SolPro, Nonprofit, Other, Partnr/LLC, Student, and Supplier. There are also checkboxes for VAT Registration, Withholding, and Open For Ordering. At the bottom, there are fields for Corporate Vendor ID and InterUnit Vendor ID, and buttons for 'Expand All' and 'Collapse All'.

This is the vendor entry display for vendor classifications. Supplier will be eventually eliminated.

Vendor Additional Reporting Elements:

Expand All

Scroll Down record and click on "Expand All"



This screenshot shows the 'Additional Reporting Elements' section of the vendor entry form. It includes several fields and checkboxes: Common Parent's Name, Common Parent's TIN, Type of Contractor (with a dropdown menu), Sm Disadvantaged Business Prog, Other Preference Programs, Veteran-Owned Small Business, HUBZone Program, Size of Small Business, and checkboxes for Emerging Small Business and Women-Owned Business. A red arrow points to the dropdown arrow of the 'Type of Contractor' field, which is open, showing a list of options: Educational Institutions, Foreign Vendor, Intergovernmental, Large Vendor, Small Vendor, WI Cert Minority Business, WI Cert Sheltered Workcenter, WI Cert Woman Owned Business, and WI Cert Woman Owned Min Bus.

Vendor entry drop-down menu for vendor (contractor) type

▼ Additional Reporting Elements

Common Parent's Name:	<input type="text"/>
Common Parent's TIN:	<input type="text"/>
Type of Contractor:	<input type="text"/>
Sm Disadvantaged Business Prog:	<input type="text"/>
Other Preference Programs:	<input type="text"/>
Veteran-Owned Small Business:	<input type="text"/>
HUBZone Program:	<input type="text"/>
<input type="checkbox"/> Emerging Small Business	<input type="text"/>
Size of Small Business:	<input type="text"/>
<input type="checkbox"/> Women-Owned Business	<input type="text"/>

Vendor entry drop-down menu for HUBZone Program

▼ Additional Reporting Elements

Common Parent's Name:	<input type="text"/>
Common Parent's TIN:	<input type="text"/>
Type of Contractor:	<input type="text"/>
Sm Disadvantaged Business Prog:	<input type="text"/>
Other Preference Programs:	<input type="text"/>
Veteran-Owned Small Business:	<input type="text"/>
HUBZone Program:	<input type="text"/>
<input type="checkbox"/> Emerging Small Business	<input type="text"/>
Size of Small Business:	<input type="text"/>
<input type="checkbox"/> Women-Owned Business	<input type="text"/>

Vendor entry drop-down for Small Disadvantaged Business

Additional Reporting Elements

Common Parent's Name:

Common Parent's TIN:

Type of Contractor:

Sm Disadvantaged Business Prog:

Other Preference Programs: ←

Veteran-Owned Small Business:

HUBZone Program:

Emerging Small Business

Size of Small Business:

Women-Owned Business

Vendor entry display for Other Preference Programs

Additional Reporting Elements

Common Parent's Name:

Common Parent's TIN:

Type of Contractor:

Sm Disadvantaged Business Prog:

Other Preference Programs:

Veteran-Owned Small Business: ←

HUBZone Program:

Emerging Small Business

Size of Small Business:

Women-Owned Business

Vendor entry display for Veteran Owned Small Business

Woman Owned Business:

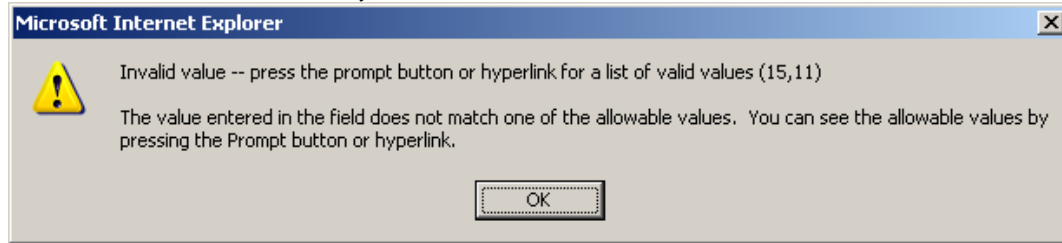
Women-Owned Business

This check box is used when a vendor self-identifies as a Woman Owned Business but is not a WI Certified Woman Owned Business or WI Certified Woman Owned Minority Business.

Emerging Small Business ←

Emerging Small Business is not used

Message at save if this is checked. Do not use.



Transition from Vendor Classification and Types to Vendor Reporting Elements

Converting existing Vendor Files to Vendor Reporting Elements is the responsibility of each campus. The SFS vendor file currently uses Vendor Type and Vendor Classification to capture some, but not all, vendor characteristics. Additionally, a standardized use of these categories is not in place. With the establishment of Vendor Reporting Elements, we will be enabled to gather additional information at each campus and centrally for consolidated purchase order and direct payment spend in a uniform and more precise manner.

Each campus will determine when and how to analyze existing vendors. These queries have a prompt for Business Unit and last activity date. It may be easier to initially concentrate on vendors with activity after a certain date. All vendors must have a classification but all vendors do not have a vendor type category. Address is included in each query to facilitate mail merge into a word document for a vendor survey and other analyses.

Queries for vendor classification and vendor type

Vendor by classification query **UW_89_LSN_VNDR_CLASS**

Vendors categorized by type query **UW_89_LSN_VNDR_TYPES**