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Entering a New Vendor Overview

When entering a new vendor in SFS 9.1, 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 Federal Tax Identification Number (FEIN) and Social Security numbers with the business name or individual name. Refer to "[Appendix A](#)".

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

- Type of vendor, such as outside party 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".

Process Frequency	New Vendors are entered on an as needed basis. This process is initiated by the need to procure a particular good or service from a new Vendor.
Dependencies	None
Assumptions	None
Responsible Parties	The institutions are primarily responsible for Vendor Entry but UWSA SFS Operations team is jointly responsible for Vendor maintenance.
Alternate Scenarios	None


Process Detail

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

I. Add New Vendor

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

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

1. Click the  tab.

UNIVERSITY OF WISCONSIN SYSTEM Shared Financial System

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Vendor Information

Find an Existing Value | Add a New Value

SetID:

Vendor ID:

Persistence:

[Find an Existing Value](#) | [Add a New Value](#)

2. **Enter SetID:** 'UW***'
3. Do not change the *Vendor ID* value of 'NEXT' if your Campus uses Vendor auto-numbering.
4. **Select 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' - For this option the Vendor *Status* will be updated to 'Inactive' after the first payment is made.
 - 'Regular' - The Vendor will be purged from the database at some future time. This is usually the DEFAULT vendor.
 - 'Permanent' - Will not be able to purge the Vendor from the database
 - 'Single Pay' - This type of Vendor is used with AP Single Payment Vouchers and enables a master Vendor ID to be used for multiple payee names and addresses. In this process the vendor name and address is entered directly on voucher. **Note:** Single Payment Vendors cannot be used for transactions that are 1099 reportable.
5. **Click** .

The screenshot shows the 'Vendor Information' page in the SFS system. The breadcrumb trail is: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The 'Identifying Information' tab is active. Fields include: SetID (UWOSH), Vendor ID (NEXT), *Vendor Name 1 (CIRCUIT CITY), *Vendor Short Name (CIRCUITCIT), *Classification (Outside Party), HCM Class, *Persistence (Regular), and *Vendor Status (Approved). There are checkboxes for Withholding, Open For Ordering, and VAT Registration. A 'Check for Duplicate' button is present. Below the main form is the 'Vendor Relationships' section with fields for Corporate SetID (UWOSH), Corporate Vendor ID (NEXT), and InterUnit Vendor ID.

II. Complete Identifying Information Page

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

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

1. **Enter Vendor Name 1:** Enter a Vendor name in all caps using the Vendor File Standards found in the [Appendix A](#). There are 40 characters available for this information.
 Example:
 Circuit City = CIRCUIT CITY
 Robert Cooper = COOPER,ROBERT or COOPER, ROBERT (with or without a space as determined by each campus) Remember that the short name cannot contain any spaces. Be consistent by campus.
2. **Enter Vendor Name 2:** This field can be left blank or enter the Business Unit preference. *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 the [Appendix A](#) at the end of this document.
3. **Enter 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.
 Example:
 Circuit City = CIRCUITCIT
 Cooper,Robert = COOPERROBE
4. **Vendor Status** will default based on 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 for processing.
 - 'To Archive' - **Select** to mark the Vendor as ready to archive.
 - 'Unapproved' - This makes the vendor unavailable for any activity.

Note: If you do not enter a valid address, the status will revert to 'Unapproved'.

5. **Select** appropriate *Classification* (Detailed definitions of each *Classification* can be found in Appendix B of this document)
Note: in 9.1 the classification ‘Supplier’ changed to ‘Outside Party’.
6. **Select Persistence:** Using ‘Regular’ is recommended. If you choose ‘Permanent’ the vendor cannot be archived.
7. **Check** the *Withholding* box if it is determined that this vendor is qualified as 1099 taxable.
 Additionally, entry of **Location** tab, 1099 link information will be required for vendors marked for Withholding.
8. **Check Open for Ordering** to allow for Purchase Orders to be created for the given Vendor. This will normally be setup to default in. **Note:** This doesn’t preclude Voucher entry.
9. *Vendor Relationships* is optional; to be filled in if it is available.
10. *HCM Class* is optional; to be filled in for reporting only.
11. **Expand** the *Additional ID Numbers* section to enter Vendors not 1099 reportable, otherwise, **skip** this step.
 - a. **Select Type:** ‘TIN’ for non-employees or ‘W2’ for employees.
 - b. For non-employees **enter** the TIN number in the *ID Number* field, which will be either a SS# or FEIN#. For employees enter the Employee ID. If you do not know the EmplID, use the *Employee Full Search* link to locate it. The *ID Number* field is encrypted and its contents can only be seen by those able to do vendor entry.

The screenshot shows the 'Vendor Information' form in the SFS system. The 'Additional ID Numbers' section is expanded, displaying a table with the following data:

Type	SetID	ID Number	DUNS Number	Employee Full Search
TIN	UWOSH	999999999		Employee Full Search


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

12. **Expand** the *Additional Reporting Elements* section

Additional Reporting Elements

Common Parent's TIN:	<input type="text"/>	Common Parent's Name:	<input type="text"/>
Type of Contractor:	<input type="text"/>	HUBZone Program:	<input type="text"/>
SDB Program:	<input type="text"/>	Size of Small Business:	<input type="text"/>
Other Preference Programs:	<input type="text"/>	VOSB:	<input type="text"/>
Ethnicity:	<input type="text"/>		

Emerging Small Business
 Women-Owned Business
 Veteran
 Disabled

13. **Select** *Type of Contractor* if applicable. See [Appendix B](#) for details.
14. **Select** *HUBZone Program* if applicable. See [Appendix B](#) for details.
15. **Select** *SDB Program* (Small Disadvantaged Business) if applicable. See [Appendix B](#) for details.
16. **Select** *Other Preference Programs* if applicable. See [Appendix B](#) for details.
17. **Select** *VOSB* (Veteran Owned Small Business) if applicable. See [Appendix B](#) for details.
18. **Select** *Women-Owned Business* if applicable. See [Appendix B](#) for details.
19. **Do not click**  **Save** 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**.
20. **Click** on the **Address** tab to complete address information:

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Identifying Information | **Address** | Contacts | Location | Custom

SetID: UWOSH
 Vendor ID: NEXT Short Vendor Name: Name: CIRCUIT CITY

Vendor Address Find | View All | First 1 of 1 Last

Address ID: 1
 Description: REMIT

Details Find | View All | First 1 of 1 Last

Effective Date: 04/01/2013 Effective Status: Active

Country: USA United States
 Address 1: 154 MAIN ST
 Address 2:
 Address 3:
 City: CIRCUIT
 County:
 State: WI Wisconsin
 Postal: 12345-9876
 Email ID:

Payment/Withholding Alt Names

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

Type	Location	Prefix	Telephone	Extension

Save Notify Add Update/Display Include History Correct History

Identifying Information | Address | Contacts | Location | Custom

Payment/Withholding Alt Names	
Payment Alternate name	
Name 1:	<input type="text"/>
Name 2:	<input type="text"/>
Withholding Alternate name	
Withholding Name 1:	<input type="text"/>
Withholding Name 2:	<input type="text"/>

%%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 will not 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 Vendor File Standards found in [Appendix A](#). 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 in the [Appendix A](#) at the end of this document.


21. **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.
22. **Select** *Effective Date*: Date when the address is effective. When an address is changed for a Vendor, a row is added with the new effective date. Only the most current dated address is valid for each Vendor address.
23. **Select** *Effective Status*: 'Active' or 'Inactive'
24. **Select** *Country*: 'USA'
25. **Enter** *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.
26. **Enter** *City*: Vendor city address
27. **Enter** *Postal*: Zip code
28. **Select** *State*: Vendor state
29. **Enter** *Email ID*: Optional
Note: This is the email address used for PO Dispatch via Email
30. **Expand** the *Payment/Withholding Alt Names* section to access the collapsed section for entering alternate payment names


Payment/Withholding Alternate Name: Use this section 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".


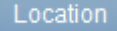
Phone Information				
*Type	Location	Prefix	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personalize | Find | View All | First 1 of 1 Last

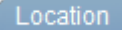
31. Complete *Phone Information* section by **selecting Type**
32. **Enter Telephone** in the following format: 920/424-1009
33. **Enter Extension:** if necessary



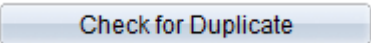
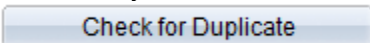
Multiple numbers can be added just **click**  and add information.

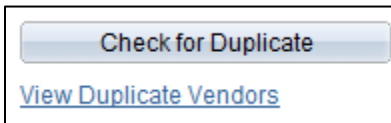
Helpful Hint: **Note** that if you click the  key right of the Effective Date field, you would create another row for the same address. An example of when this might be used is if UW Madison Purchasing moved to a new location, you would enter a new address and use an effective date that reflects when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

Note: If you are going to enter 1099 data for this vendor, **Click**  **Save** now to allow the entered Address ID to appear as a selectable option on the 1099 page through the  tab.

III. Location Page

1. **Select**  tab
Use the Location page to enter one or more locations for the vendor. Each vendor must have one default location.

2. **Enter Location:** 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'.
 3. **Check Default** box if this is the default location. Only one location can be the default location. This default location defaults onto all the vouchers for the vendor.
 4. **Enter Description:** The Description is 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'.
 5. **Enter 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 is tied.
 6. **Select Effective Status:** Will default as 'Active', the other option is 'Inactive'.
- Note:** To add a new/additional location(s) for the Vendor, **click**  in the Location section.
7. **Click** 
 8. **Click**  to determine if this vendor is a duplicate. If duplicates are found you will receive a warning message and see a link below the  button. **Click** the *View Duplicate Vendors* link to see the list of duplicates.



9. **Click** 

IV. Payables Options

1. Click on *Payables* hyperlink

Payables Options will display on screen as follows:

2. *Invoicing* section, **select** the default *Address* for invoicing. The Invoicing Address is the address from which the vendor sends invoices.
3. *Remitting* section, **select** *Vendor* number, *Address*, and *Location*. The Remitting Address is the address to which payments will be mailed.
Note: You must enter at least one location for each new vendor that you add. If one address does not serve as an invoicing and remitting address, you may need to add more addresses.
4. **Expand** the *Additional Payables Options* section – Here are other options you can select such as holding payments for vendors or ensuring this vendor always receives a separate payment for all invoices or changing the default payment method from 'Check' to 'ACH' or 'PPL'.

Additional Payables Options	
Payment Control Pay Group: <input type="text"/> *Delay Days: Default from BU Discount: <input type="text" value="0"/> Net: <input type="text" value="0"/> <input type="checkbox"/> Hold Payment <input type="checkbox"/> Complex Routing <input type="checkbox"/> Always take discount <input type="checkbox"/> Separate Payment <input type="checkbox"/> Factoring <input type="checkbox"/> Apply Netting	Bank *Bank Options: Default from Higher Level Bank: <input type="text"/> Account: <input type="text"/> Currency: <input type="text"/> Rate Type:
Draft Processing Control *Draft Site Options: Default from Higher Level Draft Sight Code: <input type="text"/> *Draft Rounding: Do Not Use Rounding Position: <input type="text"/> *Remaining Amount Action: Do not issue Draft *Payment Method: CHK Check *Draft Optimize: Do Not Use Max Number of Drafts: <input type="text"/>	Additional Payment Information *Pay Method Options: Default from Higher Level Payment Method: <input type="text"/> *Layout Option: Use Bank Account Default Layout: <input type="text"/> *Handling Options: Default from Higher Level Handling: <input type="text"/> Reschedule ID: <input type="text"/>
Holiday Processing Options *Holiday Processing: Default from Higher Level Holiday Options: <input type="text"/> Days: <input type="checkbox"/> <input type="checkbox"/> Allow due date in next month	Document Sequencing Type *Sequencing Options: Default from Higher Level Document Type: <input type="text"/>
	Late Charges *Late Charges: Default from Higher Level *Late Charge Option: Not Applicable Late Charge Code: <input type="text"/>

Additional Payment Information	
*Pay Method Options:	Specify
Payment Method:	Automated Clearing House
*Layout Option:	Specify
Layout:	PPD
*Handling Options:	Default from Higher Level
Handling:	<input type="text"/>
Reschedule ID:	<input type="text"/>

- If you are setting up the Vendor for ACH or PPL **populate** the *Additional Payment Information* section. **Set** *Payment Method Options* to 'Specify'.
- Then **select** the *Payment Method* of 'Automated Clearing House' or 'Payment Plus'.
- Select** *Layout Option* of 'Specify'.
- If you **selected** 'Automated Clearing House' for *Payment Method*, **select** *Layout* 'PPD' for employee Vendors or 'CTX' for external Vendors.
Note: If you **specified** 'Payment Plus' for *Payment Method*, leave *Layout Option* as 'Use Bank Account Default' and *Layout* blank.

Electronic File Options

Pre-Notification

Prenotification Required Confirm

Status: Unconfirm

Date:

Fund Transfer Details

Payment Format: Corp Trade Exchange Crossed Check

Transaction Handling: Payment and Advice Payment Instruction 1:

Domestic Costs: Payment Instruction 2:

Correspondent's Costs: Payment Instruction 3:

Bank Check Drawn On: Payment Instruction 4:

Check Forwarding:

Payment Instruction Ref 1:

Payment Instruction Ref 2:

9. **Expand** the *Electronic File Option* section.
10. If you are setting up an Employee Vendor for ACH, **select** *Payment Format* 'Prearranged Pay & Deposit' and *Transaction Handling* 'Payment and Advice'. For External Vendors, **select** *Payment Format* 'Corp Trade Exchange' and *Transaction Handling* 'Payment and Advice'.

Vendor Bank Account Options

Vendor Bank Accounts Find | View All | First 1 of 1 Last

Default Search

Description:

Country: USA United States

Bank Name:

Branch Name:

Bank ID Qualifier: Account Type:

Bank ID:

Branch ID:

Bank Account Number: Check Digit:

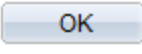
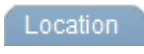
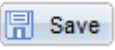
DFI Qualifier: DFI ID:

IBAN:

11. **Expand** the *Vendor Bank Account Options* section and follow the below steps that relate to the type of Vendor you are setting up.

12. For Payment Plus, **populate** *Description* with 'PAYMENT PLUS', *Country* with 'USA', *Bank Name* and *Branch Name* with 'PAYMENT PLUS', *Bank ID Qualifier*: '001', *Bank ID*: '123000123', *Bank Account Number* '123000123', and *Account Type*: 'Check Acct'.
13. For External Vendor ACH, **populate** *Description* with their bank name, *Country* with 'USA', *Bank Name* their bank name, *Bank ID Qualifier*: '001', *Bank ID*: their bank routing number, *Bank Account Number* their bank account number, and *Account Type*: their account type.
14. For Employee Vendor ACH, **populate** *Country* with 'USA', *Bank ID Qualifier*: '001', *Bank ID*: 990000000, *Bank Account Number*: B then employee ID (example: B00123456), and *Account Type*: their account type.

15. **Expand** the Payment Notification section – Here are the specific fields related to the Vendor Payments Email Notification information that needs to be completed for ACH payment method to send an Email Notification of a payment to a Vendor.
 - a. **Check** the box *Enable Email Payment Advice*
 - b. **Enter** the email address of the vendor
 - c. **Select** the *Payment Method* 'Automated Clearing House'

Note: There is a batch process that can auto-populate this field for employees in HRS that have an ACH record.
16. When done with Payment Notification, **click**  to be returned to  page.
17. **Click**  to save any updates that you made on the *Payables Options* page.

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

2. In *Additional Procurement Options* you can enter specific freight terms or payment terms.

3. In the *Dispatch Methods* section, you can set the Vendor's default dispatch method. If you leave it as 'Default from Higher Level' the default Dispatch Method will be Print. However, you can select 'Specify at this Level' for the *PO Dispatch Option* and 'Email' for *PO Dispatch Method*, which will result in all POs for the Vendor to default to Dispatch via email.

4. Click **OK** to be returned to **Location** page.
5. Click **Save** to save any updates that you made on the *Procurement Options* page.

VI. 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.

1. Click **+** in the Vendor Contact section to add additional contacts
2. **Enter** *Description*
3. If updating an existing vendor, Click **+** on the Details screen to insert new effective dated rows
4. **Enter** *Effective Date*
5. **Select** *Effective Status*
6. **Select** *Type*
7. **Enter** *Name of contact*
8. **Enter** *Title*
9. **Select** *Address* from addresses previously entered.
10. **Enter** company *Internet* address
11. **Enter** contact *Email ID*

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.

The screenshot displays the SFS Vendor Entry form. At the top, the navigation path is: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The form is divided into several sections:

- Vendor Information:** SetID: UWOSH, Vendor ID: 0000000527, Short Vendor Name: CIRCUITCIT-001, Name: CIRCUIT CITY.
- Vendor Contact:** Contact ID: 1, Description: [empty field].
- Details:** Effective Date: 04/01/2013, Effective Status: Active, Type: [dropdown], Name: [empty field], Title: [empty field], Address: [empty field with search icon].
- Address:** [empty field with search icon].
- Internet:** http:// [empty field] [View Internet Address](#)
- Email ID:** [empty field]
- Phone Information:** A table with columns: *Type, Prefix, Telephone, Extension. The *Type column has a dropdown menu.

At the bottom of the form, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. The navigation path at the very bottom is: Summary | Identifying Information | Address | Contacts | Location | Custom.

VII. Single Payment Vendor

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

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

Note: Select the Persistence = 'Single Payment Vendor'

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

Search Criteria

SetID: = UWOSH

Vendor ID: begins with

Persistence: = Single Payment Vendor

Short Vendor Name: begins with

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 1-5 of 5 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
UWOSH	0000018897	Single Pay	SINGLE-001	(blank)	SINGLE PAYMENT VENDOR MASTER
UWOSH	0000029089	Single Pay	JEAN-PIERR-001	(blank)	PIERRE VERDIER, JEAN
UWOSH	0000029090	Single Pay	ZOELLERWAR-001	(blank)	ZOELLER, WARREN
UWOSH	0000029634	Single Pay	DISCHENTER-001	(blank)	DISCH ENTERPRISES LTD
UWOSH	0000029743	Single Pay	RAMADACONV-001	(blank)	RAMADA CONVENTION CENTER

This functionality allows payments to be made to a Vendor when a Vendor number will not be necessary. Use Single Payment Vendor only when there is 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. See the Accounts Payable business process documentation for more information.

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

The screenshot shows the 'Single Payment Vendor' entry form in the SFS system. The form is divided into several sections:

- Summary:** Includes fields for SetID (UWOSH), ShortName (SINGLE), Vendor (0000018897), Name (SINGLE PAYMENT VENDOR MASTER), and Description (SINGLE PAYMENT VENDOR MASTER). There is a checkbox for VAT Registration.
- Default Settings:** Includes Effective Date (12/01/2005), Status (Active), and links for EFT Options, Draft Options, and Sales Tax.
- VAT:** Includes a checkbox for Use VAT Suspension, Physical Nature, and Where Service Performed.
- Voucher:** Includes Terms Options (Specify), Terms (DUR), Currency Options (Specify at this Level), Currency (USD), and Rate Type (CRRNT).
- Payment:** Includes Payment Method (CHK), Pay Group, Handling Options (Specify at This Level), and Handling (SP).
- Bank:** Includes Bank Options (Default from Higher Level), Bank, Account, Currency, and Rate Type.

At the bottom of the form, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

1. **Enter** 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.
2. **Enter** a *Name* that identifies the purpose of the Vendor.
3. **Enter** *Description* that defines the Vendor.
4. **Select** *Effective Date*: Normally the original date of entry.
5. **Select** *Status*: Should default to 'Active' and should always be 'Active'.
6. Review *Voucher*, *Payment*, and *Bank* Default Settings: The default setting can be changed as dictated by your business operation for your specific campus. All default setting will be recorded on the Single Payment Voucher (See Accounts Payable business process documentation) with the option to change if necessary.
7. **Click** **Save**

VIII. Alternate Payment Name and Alternate Withholding Name

Alternate Payment Name has limited uses. Warning - If this field is populated, that will be the payee name on the payment.

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 setup will ensure that all transactions will be recorded properly.

The screenshot shows the 'Identifying Information' tab of the SFS Vendor Entry form. The form fields are as follows:

SetID:	UWOSH	*Vendor Name 1:	ANTHONY'S PAINTING
Vendor ID:	NEXT	Vendor Name 2:	SMITH, ANTHONY
*Vendor Short Name:	ANTHONYSPA	<input type="checkbox"/> Withholding	
*Classification:	Individual/Sole Proprietor	<input checked="" type="checkbox"/> Open For Ordering	
HCM Class:		<input type="checkbox"/> VAT Registration	
*Persistence:	Regular		
*Vendor Status:	Approved		

Additional elements include a 'Check for Duplicate' button, an 'Attachments (0)' link, and 'Expand All' and 'Collapse All' buttons at the bottom right.

In this example, a new vendor is setup as Anthony's Painting. Anthony's Painting is owned and operated by Anthony Smith as a sole proprietor. The invoices received from this vendor are in the name of "Anthony's Painting" and is the logical *Vendor Name 1*. The campus optionally chose to use the *Vendor 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.)

1. In the **Identifying Information** tab, **enter** the *Vendor Short Name*: Normally first 10 alphanumeric characters of the business name, no spaces and all caps.
2. **Enter** *Vendor Name 1*: Complete business name.
3. **Enter** *Vendor Name 2*: The sole proprietor's or individual's name known as 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 "Anthony's Painting." 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** tab.

4. **Select** the **Address** tab.
5. **Enter** *Description*.
6. **Enter** *Effective Date*.
7. **Select** *Effective Status*: 'Active'
8. **Enter or search** *Country*.
9. **Enter** *Address 1* and if necessary, *Address 2*.
10. **Enter** *City*.
11. **Enter** *State*.
12. **Enter** *Postal*.
13. **Click** **Save**

The screenshot shows the 'Vendor Information' page for Vendor ID 000019325. The 'Payment/Withholding Alt Names' section is expanded, revealing two sub-sections: 'Payment Alternate name' and 'Withholding Alternate name'. Each sub-section contains two text input fields for Name 1 and Name 2. The 'Withholding Alternate name' section is currently empty, while the 'Payment Alternate name' section has some faint text in the Name 1 field. Below the form are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

14. **Expand** *Payment/Withholding Alt Names* section.

This close-up view shows the 'Withholding Alternate name' section of the form. It contains two text input fields: 'Withholding Name 1:' and 'Withholding Name 2:'. Both fields are currently empty.

15. **Enter** *Withholding Alternate Name 1*: The name of the individual as indicated on the W-9 following the standards for entering individual names. This is the name that will appear on the 1099.

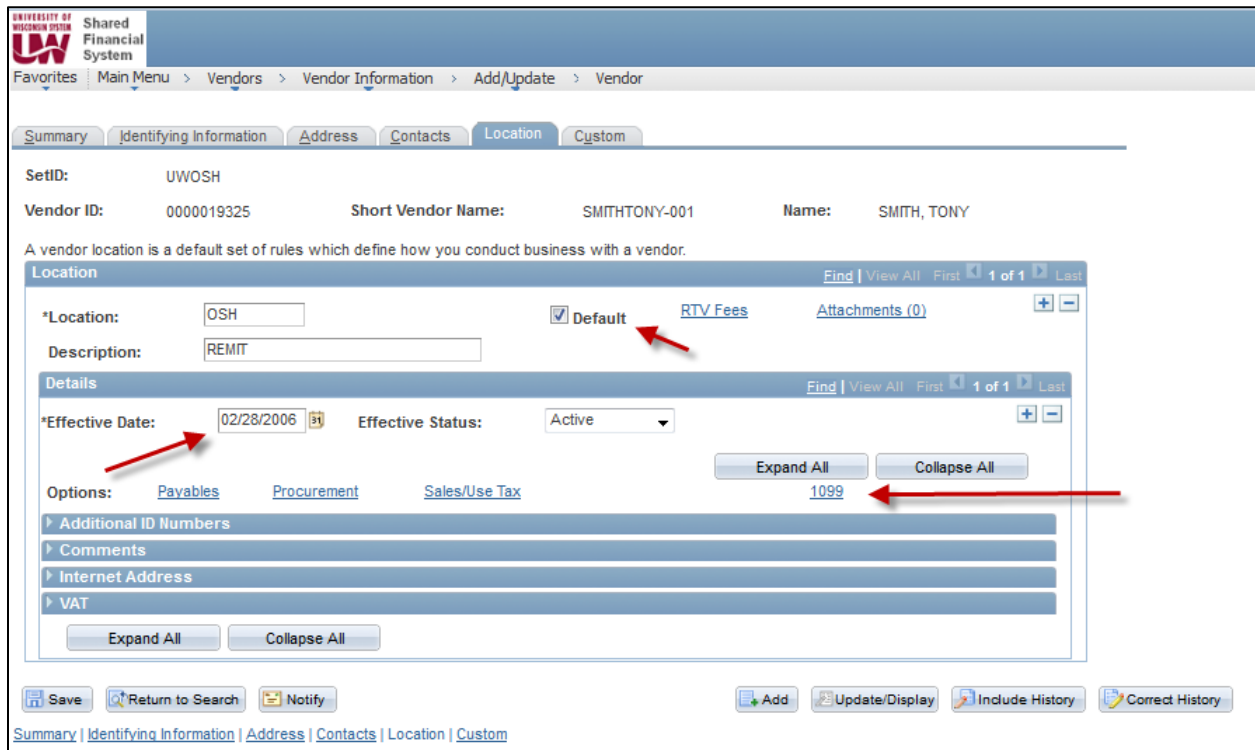
16. **Click**  **Save**

IX. 1099 Withholding Vendor Information

Vendors identified as being 1099 Withholding must have an associated 1099 Withholding information record. Entry of 1099 Withholding Vendor Information is illustrated in the following screen shots. The 1099 Information section contains the various Withholding Classes associated with the Vendor and the 1099 Reporting Information section which identifies the *Address* that will be used by the 1099 reporting process and the *TIN Type* and *Taxpayer Identification Number*. The *Taxpayer Identification Number* will be encrypted to protect this sensitive information. Only users with specific SSN security will be able to view and enter this sensitive data.

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.

1. **Click** on *1099* hyperlink. If there is more than one record in the Details section for the Vendor **Location**, be sure to select the *Default* Location and the most current *Effective Dated* Details record.



Shared Financial System
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: UWOSH Location: OSH
 Vendor ID: 0000019325 Description: REMIT
 Short Vendor Name: SMITHTONY SMITHTONY-001
 Name: SMITH, TONY

1099 Options

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

Main Information Overrides Remit

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

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

Main Information Additional Info

*Entity	*Address	TIN Type	Taxpayer Identification Number	Company
IRS	1	F	123456789	

OK Cancel

2. **Enter** 1099 Information on the **Main Information** page
 - a. **Enter** Entity: 'IRS'
 - b. **Enter** Type: '1099'
 - c. **Enter** Jurisdiction: 'FED'
 - d. **Enter** Default Class, select appropriate Withholding Class from list.
 - e. **Enter** 1099 Status: 'NONE'.
3. **Enter** 1099 Reporting Information on the **Main Information** page
 - a. **Enter** Entity: 'IRS'
 - b. **Select** the appropriate Vendor Address from list.
 - c. **Enter** TIN Type: 'F' FEIN -- Federal Employer ID Number or 'S' -- SSN
 - d. **Enter** Taxpayer Identification Number ('FEIN' or 'SSN')
4. **Click** **Additional Info** tab
 - a. **Enter** Withholding Control Name: 'Capitalized first four letters of Vendor name'.
 - b. **Click** **OK**
5. **Click** **Save**

X. Adding W-9 Indicator

The screenshot shows the 'Vendor Entry' form with the following fields and options:


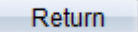
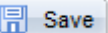
- SetID: UWMIL
- Vendor ID: 0000097633
- *Vendor Short Name: EXAMPLE VE
- *Classification: Individual/Sole Proprietor
- HCM Class: [Dropdown]
- *Persistence: Regular
- *Vendor Status: Unapproved
- *Vendor Name 1: Example Vendor
- Vendor Name 2: [Empty]
- EXAMPLE VE-001
- Check for Duplicate [Button]
- View Duplicate Vendors [Link]
- Withholding
- Open For Ordering
- VAT Registration
- Attachments (0)
- Expand All [Button]
- Collapse All [Button]

The link [W9 on File? No](#) is highlighted with a red box.

1. After saving the Vendor, **click** on the *W9 on File? No* link.

The screenshot shows the 'W9 on File' form with the following fields and options:

- SetID: UWMIL
- Vendor ID: 0000097633
- Personalize | Find | View All | First | 1 of 1 | Last
- *Effective Date: 09/27/2013
- *W9 on File?: No
- Save [Button]
- Return [Button]

2. The *Effective Date* will default to the current date. **Update** the *W9 on File* to 'Yes' if you have obtained the Vendor's W-9.
3. **Click**  Save
4. **Click**  Return
5. **Click**  Save

XI. Appendix A - 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 States 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.com/text/pub28/>. These standards also take in to consideration the IRS controls for matching FEIN & SS Numbers with the business name or individual name.

Effective March 1, 2017, **CLEAN ADDRESS** functionality was added to the Vendor Address page. Clean address assists the user in entering valid US postal addresses. It is triggered when the tab key is used when entering data in the Vendor Address fields. Please note, this feature is only available to users with the UW_UNV_AP_VENDOR_POWER role. Individuals without this role can still enter and update Vendor addresses.

Naming Standards

1. 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

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

Example:

Kim Evans-Rudd	EVANS-RUDD,KIM
----------------	----------------

3. 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

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

Example:

Dr. John Brown	BROWN,JOHN DR
----------------	---------------

Estate of Jeff Smith
Paul Smith, Jr
Joseph Jacobs M.D

SMITH,JEFF ESTATE OF
SMITH,PAUL JR
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
A-1 Travel

GENERAL FOODS
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
The Greenhouse

BODY SHOP, THE
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
Crate and Barrel
Lewis and Lewis

MARSHALL FIELD & CO
CRATE & BARREL
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 - Teaneck, NJ
Chamber of Commerce Madison

BOARD OF EDUCATION
TEANECK BOARD OF EDUCATION
MADISON CHAMBER OF COMMERCE

9. 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
Public Defender
Corrections

INSURANCE, OFF OF THE COMM OF
PUBLIC DEFENDER, OFFICE OF THE
CORRECTIONS, DEPT OF

10. 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
University Extension

UW OSHKOSH
UW EXTENSION

University Oshkosh Business Office

UW OSHKOSH BUSINESS
OFFICE

University Stout Conference & Registration Center

UW STOUT CONF &
REGISTRATION CTR

11. 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

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

Example:

1501 Maple Building

1501 MAPLE BLDG

13. 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

14. 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

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

Example:

Third Avenue

3RD AVE

First Street

1ST ST

16. 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.

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Example:

Apt 2 One South Parkway
Post Office Box 67

1 S PARKWAY APT 2
PO BOX 67

17. 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
TCI Cablevision
Wisconsin Office Supply
International Computer Support
National Aircraft Company
American Modern Day Business

AT&T
TCI CABLEVISION
WI OFFICE SUPPLY
INTL COMPUTER SUPPORT
NATL AIRCRAFT CO
AMER MODERN DAY BUSINESS

18. 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
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY



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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

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 [International Addresses and Salutations](#).

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).

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
COMPUTER CENTER
CURTIN UNIVERSITY OF TECHNOLOGY
309 KENT STREET
BENTLEY WA 6102
AUSTRALIA

Person's name
Department (if any)
Institution or Company (if any)
Street Address (or Post Office Box)
City Line (WA = Western Australia)
Country Name

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 [USPS Index of Countries and Localities](#). 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 [Addressing Guidelines from Canada Post](#)).

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 (see the [Universal Postal Union for addressing in 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 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.

XII. Appendix B – Vendor Reporting Elements

Vendor Reporting Elements ideally are selected by the vendor from choices available on a Vendor Survey and/or 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 States 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 below.
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.
Outside Party	Outside Party is a company furnishing supplies that is not a Corporation, Sole Proprietor, Partnership or LLC. Outside Party does not furnish services.	Hint - Use of the Outside Party classification will be phased out as reporting elements are gathered from vendors. For new vendors do not use Outside Party. Secure a W-9 to determine if vendor falls into another category.

Additional 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

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	

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	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 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 registered for Small Disadvantaged Business as a Minority Business but	

	wishes to claim their minority status.	
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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

Revision History

Author	Version	Date	Description of Change
Martha Mendoza	1.0	11/13/2012	Initial Draft
Jim Backus	1.1	05/01/2013	Revised 9.1 updates
Susan Kincanon	1.2	05/07/2013	Final review
Mark Flemington	2.0	06/06/2013	Minor document updates
Susan Kincanon	2.1	06/11/2013	Finalize and publish to website
Jim Backus	3.0	07/11/2013	Added email payment notification section
Susan Kincanon	3.1	07/15/2013	Finalize and republish to website
Mark Flemington	3.2	09/27/2013	Additional clarifications
Susan Kincanon	3.3	09/30/2013	Finalize and republish to website
Mark Flemington	3.4	10/1/2013	Added Vendor Characteristics
Susan Kincanon	3.5	10/01/2013	Finalize and republish to website
Mark Flemington	3.6	10/09/2013	Added additional details
Susan Kincanon	3.7	10/10/2013	Finalize and republish to website
Denise Mcdonald	3.8	03/01/2017	Adding Clean Address Comment to Appendix A



University of Wisconsin System
SFS Business Process
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