

Office of Financial Management

Accounting Division
Statewide Financial Systems

Agency Financial Reporting System

VENDOR FILE MAINTENANCE

February 2010

OFFICE OF FINANCIAL MANAGEMENT
ACCOUNTING DIVISION
Statewide Financial Systems

Instructions for Vendor File Maintenance

The purpose of centrally maintained AFRS vendor records is to:

- Ä Expedite the transaction input process and payment to vendors,
- Ä Ensure the accurate and consistent application of vendor data to AFRS transactions,
- Ä Support accurate preparation of IRS 1099-MISC records,
- Ä Support accurate reporting of expenditures to the Office of Minority and Woman's Business Enterprises (OMWBE)
- Ä Provide a central repository of names with whom the state does business with.

There are two vendor files

1. Statewide Vendors (SWV) – Maintained by OFM.

This alternative to agency vendor files is considered a **Best Practice**. The SWV numbers are for companies that do regular business with the state of Washington.

- A. ***Electronic Fund Transfer (EFT) and Inserted Warrants:*** These help to save money for the agency in many ways, including labor and postage.
- B. ***Inter Agency Payable (IAP):*** This created a more efficient payment process between state agencies. When you use this process you are not required to send a journal voucher to the treasurer, thus saving paper. It will then clear the in-process automatically after the payment has cleared the Treasurers' office helping to reduce the possibility of errors.

2. Agency Vendors – Maintained by the Agency

The agency still has the capability to create its own numbers that represent vendors that are unique to that agency. The agency will want to make sure that they have a consistent numbering system and all the required 1099 documentation (W-9) on file.

If an agency makes regular payments to certain vendors they may want to look at getting them into the statewide vendor system. Contact OFM by e-mail at vendorhelpdesk@ofm.wa.gov for additional information go to our website at <http://www.ofm.wa.gov/isd/vendors.asp>, for a copy of the sign up forms.

Using vendor numbers when doing payments and/or corrections to expenditures will help to leave a trail of what happened to a particular payment. That is why it is a **preferred practice** that an agency **maximize the use of vendor numbers** and minimize the use of the pseudo vendor numbers such as '?', 'V0D0', or 'V0D1' .

The Vendor File is central to agency vendor payment processes. This file should also evolve to meet agency needs. Agency comments and proposals that keep the vendor file useful to agencies are always welcome. Your comments about these user instructions are also welcome. Comments and proposals can be sent by FAX to (360) 664-7673 or to Mail Stop 43113 to the AFRS Vendor File Manager.

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Instructions for Vendor File Maintenance (VE.2)

The first thing that the agency will need to do is to develop a standard numbering system. Many agencies are using the taxpayer identification number (TIN) as the basis for the vendor number, but due to the privacy act this not recommended. However, there are many ways to construct the vendor number such as: vendor name used as part the vendor number, sequential number, combinations of alpha and numeric characters, etc. Most important, the vendor number format should make sense to agency needs.

NOTE: Re-use of vendor numbers for another vendor is not recommended. Re-use of vendor numbers for other vendors has a high risk of causing confusion in vendor and transaction identification.

After you have established your criteria for vendor numbers you are ready to work in the vendor file. Before you set up a new vendor you will need to get a W-9 form from the vendor as required for the 1099 process. The form can be copied from the Office of Financial Management website <http://www.ofm.wa.gov/isd/vendors/w9.pdf> (*Appendix M*). You are now ready to log into the AFRS system.

Vendor File Security is controlled by AFRS Security (screen SS.1) Table Maintenance Flag 'VE'. The security codes used are:

- B **Security Code 0** = No access to the screens.
- B **Security Code V** = View screens only, no print capability.
- B **Security Code 1** = Screens can be accessed, data can be viewed, and reports can be requested.
- B **Security Code 2** = Screens can be accessed; data can be viewed; reports can be requested; and data can be added, changed, or deleted.

Coordinate with your security personnel to make sure that you have the proper authority.

After you log into AFRS a message screens come up prior to the main AFRS menu. It is highly recommended that you look at these screens when you first log in at the beginning of the day to make sure no important messages have been missed.

There are several important items that you should be aware about the message screens. They give you information on the hours of operation for the AFRS system, it gives you a link to join LISTSERV which is how OFM notifies agency's of upcoming changes and events, we have help screens that give you information on AFRS/CAFR Closing dates, and a list of OFM Statewide Consultants and their agencies.

```
SESSION1
QWS3270 Edit View Options Tools Help
===== C105P001 =====
AAA FFFFFFFF RRRRRR SSSSS
AAAAA FF RR RR SS SS AFRS SYSTEM: MON-FRI 6:30 AM TO 7:30 PM
AA AA FF RR RR SS SAT 7:00 AM TO 7:30 PM
AAAAAAA FFFFF RRRRRR SSSSS SUN 7:00 AM TO 1:00 PM
AA AA FF RR RR SS HELPLINE: (360) 664-7725 FAX: 664-7673
AA AA FF RR RR SS SS MON-FRI 8:00 AM TO 5:00 PM
AA AA FF RR RR SSSSS E-MAIL: AFRSHELPDESK@OFM.WA.GOV
*** WELCOME TO THE AFRS NETWORK ***

NEWS MESSAGE AS OF DATE: 02/01/10 TIME: 10:56

WELCOME TO AFRS.

CONGRATULATIONS TO ALL AGENCIES THAT SENT 1099 MISC FORMS OUT BEFORE
TODAY. THE DEADLINE FOR MAILING THEM IS TODAY, 2/1.

TO JOIN VISIT HTTP://LISTSERV.WA.GOV/ARCHIVES/SWFS.HTML
ENTER=PRIMARY MENU OR BROADCAST MSG 2, PF3=RETURN, CLEAR=EXIT

Connected to Disv1.dis.wa.gov port 3262 1/1 NUM 11:44:51 IBM-3278-2 - NTV10A7F
```

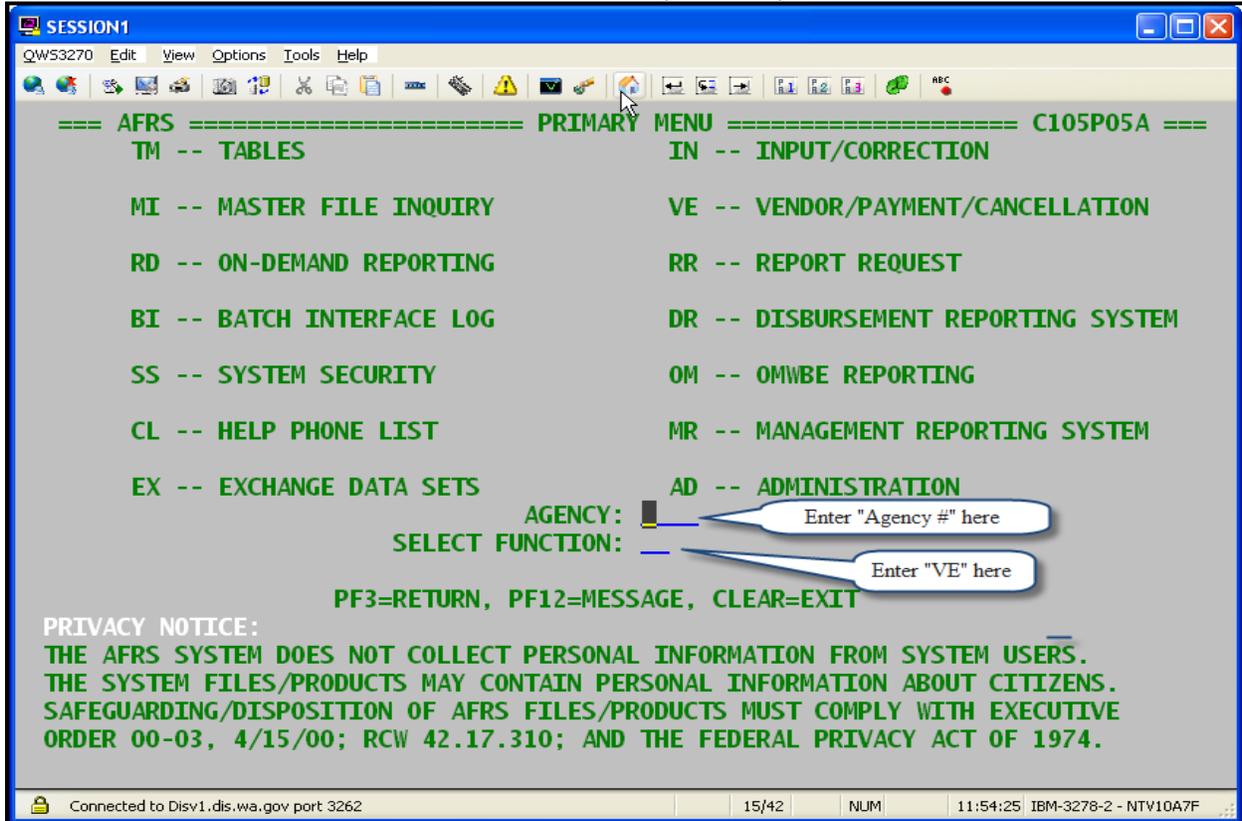
```
SESSION1
QWS3270 Edit View Options Tools Help
===== C105P001 =====
AAA FFFFFFFF RRRRRR SSSSS
AAAAA FF RR RR SS SS AFRS SYSTEM: MON-FRI 6:30 AM TO 7:30 PM
AA AA FF RR RR SS SAT 7:00 AM TO 7:30 PM
AAAAAAA FFFFF RRRRRR SSSSS SUN 7:00 AM TO 1:00 PM
AA AA FF RR RR SS HELPLINE: (360) 664-7725 FAX: 664-7673
AA AA FF RR RR SS SS MON-FRI 8:00 AM TO 5:00 PM
AA AA FF RR RR SSSSS E-MAIL: AFRSHELPDESK@OFM.WA.GOV
*** WELCOME TO THE AFRS NETWORK ***

NEWS MESSAGE AS OF DATE: 02/01/10 TIME: 10:56

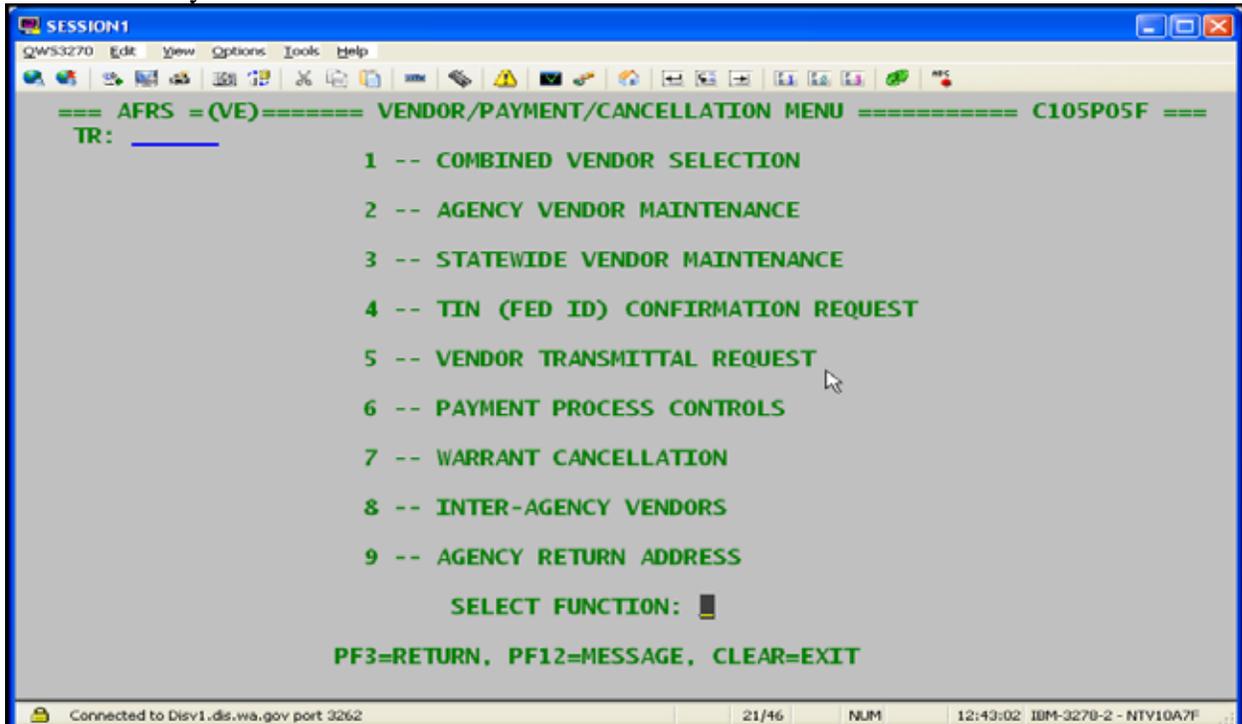
#### ACCESS TO DATA- PLACE CURSOR ON ASTERISK & PRESS PF1 ####
* IAP VENDOR AGENCIES
* OFM TRAINING SCHEDULE
* OFM CONSULTANT LIST BY AGENCY
* AFRS/CAFR REPORTING CLOSING DATES
ENTER=PRIMARY MENU OR BROADCAST MSG 2, PF3=RETURN, CLEAR=EXIT

Connected to Disv1.dis.wa.gov port 3262 1/1 NUM 11:51:39 IBM-3278-2 - NTV10A7F
```

At the "PRIMARY MENU" you will enter your agency number on the AGENCY line and then enter 'VE' into the SELECT FUNCTION line and {ENTER}.



This will take you to the VENDOR/PAYMENT/CANCELLATION MENU.



From this screen you will enter the number two into the SELECT FUNCTION and press {ENTER}. This will bring up the **AGENCY VENDOR MAINTNENANCE** screen. You now have the option to do the following:

At the **TRANSFER** line:

- Y – Online View (VE.2.3)
- Z – Edit Name (VE.2.5)

At the **FUNCTION** line:

- A – Add
- C – Change
- D – Delete
- V – View
- N – Next
- P – Print (VE.2.4)
- X – Global Change (VE.2.2)

```

SESSION1
QWS3270 Edit View Options Tools Help
===== AFRS =(VE.2)===== AGENCY VENDOR MAINTNENANCE ===== C105P140 =====
TR: _____ ORIGINAL ADD: _____ LAST UPDATE: _____ 999M
                                LAST USED:
TRANSFER:  ( 'Y'=TRFR TO VE ONLINE VIEW, 'Z'=TRFR TO VE EDIT NAME/ADD1)
FUNCTION:   (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT, P=PRINT, X=GLOBAL CHNG)

VENDOR NO: _____ EMPLOYEE EFT: _____ WARRANT TYPE: _____
VENDOR NAME: _____ PHONE: _____
ADD1: _____ VENDOR TYPE: _____
ADD2: _____ VENDOR STATUS: _____
ADD3: _____
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
                                UBI: _____
TIN: _____ TAX TYPE: _____
W9 ON FILE: _____
AGY CONTACT: _____ AGENCY FLAG: _____
                                SORT SEQ: _____
                                DRS GENERATED (Y OR N): N
*****
VE FILE COUNTS ==> DRS GEN: _____ AGENCY GEN: _____
*****
PF1=HELP, PF3=RETURN, PF4=LAST VE VIEW, PF12=MESSAGE, CLEAR=EXIT
Connected to Disv1.dis.wa.gov port 3262 5/15 NUM 12:46:41 IBM-3278-2 - NTW10A7F

```

This screen will be used to add, change and delete agency specific vendor files. This screen will also keep special agency information.

Add a vendor record

At the FUNCTION line type in 'A' and the system will automatically TAB to the next field.

NOTE: When you fill in the entire field the system will automatically TAB to the next available field.

You are now ready to enter the vendor information. There are six fields that are required to add a new vendor and they are the:

- Vendor Number & Suffix
- Vendor Name
- Address1
- Address2
- City/State/Zip
- Vendor Type

All other areas are optional or have a default. You will want to get familiar with what the optional items do as it will make it easier for you to process payments, reduce handling time, help identify 1099's, and OMWBE reporting.

VENDOR NUMBER: You will enter your agency unique vendor number and suffix.
(Example: 000000AT&T-00, 91-1234567-00)

EMPLOYEE EFT can only be updated with a 'Y' if you are adding employees with a Vendor Type 1 or Commission, Board, & Council Members with a Vendor Type 6 for travel payments. Otherwise the default will be 'N'.

WARRANT TYPE can be used to override batch types when a specific vendor wants you to always make payments a specific way. You will need to enter an 'I' for inserted (mailed directly by CMS) or an 'R' for regular (warrant returned to agency for mailing).

VENDOR NAME: You will need to enter the vendor's name on this line. Remember do not enter the DBA (doing business as) name on this line. You will need to **TAB** to the next field when complete.

PHONE NUMBER is an optional field if you do not want to use this field **TAB** through until you get to the first address line. This field can be helpful if you need to contact a vendor.

ADD1 (Address 1) is used to continue the vendor names, the DBA name, or for the first line of an address. You will need to **TAB** to the next field when complete.

VENDOR TYPE will need to be entered. There are several vendor types and you will need to enter the appropriate type per the following list:

0 = Refunds 

1 = Employee

2 = Federal Agency

3 = State Agency

4 = Local Government

5 = Volunteers 

6 = Boards/Councils/Comm Members 

A = Attorneys

C = Corporation

M = Corp from w/c Medical Services are Purchased

N = Clients – Legal Resident 

P = Partnership

S = Sole Proprietor/Individual

U = LLC Sole Proprietor

V = LLC Partnership

W = LLC Corporation

X = Non-Profit Organization 

Y = Clients–Non Resident Alien 

Z = Clients–Resident Alien 

ADD2 (Address 2) is used to enter the vendor address. When complete you will **TAB** to the next field.

VENDOR STATUS will default as an ‘A’ for active. The other option that is available to you is ‘B’ for blocked. The ‘B’ feature is used when you no longer want a particular vendor to be used or because the vendor has been set up as a statewide vendor.

A system generated option is ‘F’ which is for a vendor that matches the US Department of Treasury Office of Foreign Asset Control’s “Specially Designated Nationals” (SDN) List. If a vendor is blocked through this process you will need to do one of two things:

1. You can choose to delete it if no longer used.
2. You determine the vendor number is needed you will need to work with the Office of the State Treasurer’s Cash Management Office at 360-902-8911 or contact your agency Statewide Consultant.

ADD3 (Address 3) is used to enter additional vendor address information. When complete you will **TAB** to the next field. **NOTE:** This line will not print for the 1099 process.

CITY/ST/ZIP: There are three lines here. You will need to enter the city then **TAB** to the next line, which represents the state. You will then enter the two letter state indicator per the postal regulations. You will then be tabbed automatically into the Zip code area where you will need to enter at a minimum the five-digit code. If you have the Zip+ code you will enter all nine digits with no space.

US/FOREIGN ADDR: If no entry is made it will default to 'U' (United States). If this is a foreign vendor you will need to enter 'F' for foreign.

UBI: This is the Uniformed Business Identification number. This is an optional field so if you do not have it you can **TAB** to the next field.

TIN: is an optional field but for 1099 purposes you will need to make sure that the proper Taxpayer Identification Number (TIN) has been entered. The three available types are:

- Social Security Numbers (SSN)
- Employer Identification Numbers (EIN)
- Individual Taxpayer Identification Number (ITIN)

The number will always be nine digits long and will be on the W-9 form that vendors submit to the agency. You can enter the number without any dashes and when you enter the Tax Type it will be automatically formatted.

TAX TYPE: You will need to enter one of the following:

- E S = Social Security Number
- E R = Individual Taxpayer Identification Number
- E T = Employer Identification Number

These codes will automatically format the TIN field.

W-9 ON FILE: If you have a W-9 you can enter a 'Y' for yes. Otherwise it will default to 'N'.

AGENCY FLAG: is provided solely for the agency to use to flag vendor payment transaction as necessary for agency defined purposes. This field can be blank or use 0-9 and A-Z identifiers. There is no relation to OMWBE reporting. Agencies can order reports from the OM.1 (OMWBE Reporting) for this flag feature. **NOTE: *The agency flag must be registered in Descriptor Table 94.***

AGY CONTACT: is a 40 character alphanumeric field that can be used to enter a vendor contact name, but can be used for other messages.

SORT SEQ: is a 10-character alphanumeric field, which is available for use by an agency as an alternate sort order. Print feature is available on VE.2.4.

DRS GENERATED: are vendor records created by the processing of transactions to the disbursement reporting system and will automatically update this field to a 'Y'. When adding a new vendor **DO NOT** change the default of 'N'.

Items below the starred area are system generated and cannot be adjusted.

You are now ready to hit ENTER. When you do this you will see a message in the lower left hand corner that says “SUCCESSFULLY ADDED” or “RECORD EXISTS”. If you see the latter this is telling you that you have used this vendor number already within your agency vendor file and may need to change the vendor number or add a suffix number. Once you have been able to add in the vendor successfully you are now ready to make payments to this vendor.

ADDITIONAL FEATURES:

Once you have set up a vendor in your vendor file you can now do additional functions that are described below.

View a single vendor record

On the VE.2 type ‘V’ in the function.

Then type in the specific vendor number or name of the record to be viewed and press ‘ENTER’. The record will appear if the vendor number entered is valid.

View the next vendor record in the file from the vendor currently being viewed

On the VE.2 type an ‘N’ in the function.

Then press ‘ENTER’ to display the next vendor record in vendor number sequence.

View multiple vendor records by vendor number, vendor name, zip code or TIN (Federal ID)

On the VE.2 type ‘Y’ in the TRANSFER field.

Then press ‘ENTER’ to access the VE.2.3 screen.

NOTE: Refer to instructions for VE.2.3.

Alternative to view multiple vendor records by vendor number, vendor name, or add1 (address)

On the VE.2 type ‘Z’ in the TRANSFER field.

Then press ‘ENTER’ to access the VE.2.5 screen.

NOTE: Refer to instructions for VE.2.5.

Change a vendor name

When a vendor changes their name or you need to correct the name because of incorrect spelling you should always create a new vendor number and/or suffix so that you can keep track of your vendor history of payments and not simply type over as they will not match in AFRS history. You can correct your AFRS History by using a Journal Voucher (JV) to transfer the payment to the correct name as long as you have not crossed biennium.

NOTE: If your agency subscribes to the Disbursement Reporting System, you should use the Global Change process (selection of function 'X' to go to screen VE.2.2) to change the vendor name within DRS and this will change the vendor name in the disbursement history file and then purge out the old vendor from the vendor edit file.

Change a vendor number

You must create a new vendor number and/or suffix through the Add process.

NOTE: If your agency subscribes to the Disbursement Reporting System, you should use the Global Change process (selection of function 'X' to go to screen VE.2.2) to change the vendor number within DRS and this will change the vendor number in the disbursement history file and then purge out the old vendor from the vendor edit file.

Change vendor information other than vendor number or name

On the VE.2 type 'V' in the function field to initially view the record you want to change. After you have viewed the vendor record you wish to change type a 'C' in the function field. Then TAB to the appropriate area within the vendor record type in the change.

Note: If this is a change of TIN or Vendor Type you should create a new number and/or suffix rather than type in the change.

After you have complete all the changes press 'ENTER' to update.

Delete (purge) vendor records

If you have vendors that you have not used for at least the last two years and there are no transactions within DRS you can Delete (purge) these records to help reduce your costs.

On the VE.2 type 'D' in the FUNCTION field.

Then press 'ENTER' to access the VE.2.1 screen.

NOTE: Refer to instructions for VE.2.1.

Print vendor records

You can order a paper copy of your vendor file from the Agency Vendor Maintenance screen. (Note: Any printing will cost your agency money and should not be done unless you are reviewing the file and need to see all vendors at once.)

On the VE.2 type 'P' in the FUNCTION field.

Then press 'ENTER' to access the VE.2.4 screen.

NOTE: Refer to instructions for VE.2.4.

Vendor Edit Delete Screen – VE.2.1 (Purge Vendor Records)

This screen provides agencies with the capability to selectively delete (purge) one or a group of Vendor Edit File records on demand. This can be done through user creation of a delete key and related designation of a vendor number to be deleted from the Vendor Edit File. The screen then enables agencies to quickly test the effect of adding or changing delete keys before making a commitment to go with those keys. Records meeting the user defined delete parameters will be deleted on a weekly basis (weekend process).

After you have entered into the agency vendor screen you will do the following:

On the VE.2 screen type 'D' in the FUNCTION Field.

(If a specific vendor is on the VE.2 screen that number will be carried over to the delete screen)

Then Press 'ENTER' to access the VE.2.1 screen.

```
SESSION1
QWS3270 Edit View Options Tools Help
=== AFRS == (VE.2.1) ===== VENDOR EDIT DELETE ===== C105P141 ===
TR: _____ 999M 0001
FUNCTION: [ ] (A=ADD, C=CHANGE, R=REMOVE, V=VIEW, N=NEXT, P=PRINT, T=TEST)
KEY: _____ DATE PURGED: _____
VENDOR NUMBER: _____ VENDOR TYPES NOT TO BE PURGED: _ _ _ _ _
OR LAST USED DATE: _____ (MMDDYY EQUAL TO OR OLDER)
-> TO PURGE ONE SPECIFIC VENDOR, SIMPLY ENTER THE VENDOR NUMBER.
-> TO PURGE A GROUP OF VENDORS USING WILDCARDS, TYPE THE FIRST ONE OR MORE
CHARACTERS OF THE VENDOR NUMBER FOLLOWED BY ASTERISKS. THE PURGE WILL
ATTEMPT TO DELETE ALL VENDOR RECORDS CONTAINING THE SPECIFIED CHARACTERS.
A VENDOR NUMBER OF 12 ASTERISKS WILL ATTEMPT A PURGE OF ALL VENDOR RECORDS
-> TO PURGE VENDORS BY LAST USED DATE, TYPE THE MOST RECENT DATE YOU
WANT TO PURGE. THE PURGE WILL ATTEMPT TO DELETE ALL RECORDS WITH A LAST
USED DATE EQUAL TO OR LESS THAN THE SPECIFIED DATE.
NOTE ABOUT FUNCTION 'T' (TEST): THE PURGE TEST IS LIMITED TO A TEST OF
WHICH VENDOR RECORDS WILL BE PURGED BECAUSE THEY DO NOT SUPPORT A DRS
RECORD. THIS WILL NOT TEST WHETHER THE VENDOR RECORD IS IN USE BY THE
DOCUMENT FILE, WARRANT WRITE FILE, OR THE ERROR FILE.

VALIDATED: N (FOR THIS RECORD TO CAUSE A PURGE, THE INDICATOR MUST BE: Y)
(AN 'N' WILL NOT CAUSE A PURGE)
RETAIN THIS VENDOR PURGE KEY UNTIL ALL AFFECTED VENDOR RECORDS ARE PURGED: N
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

Connected to Disv1.dis.wa.gov port 3262 3/14 NUM 15:52:25 IBM-3278-2 - NTW10A7F
```

SECURITY FOR DELETE MAINTENANCE:

Delete maintenance should be done with great care and understanding of the impact that deletes will have on the vendor edit file records. A security level of '2' for 'Vendor Edit' (VE) will allow vendor edit delete.

The vendor edit delete process will:

- a. Delete the selected vendor edit records. NOTE: If your agency uses the Disbursement Reporting System (DRS), any vendor edit record that supports a DRS record (when one or more DRS records contain the vendor number) will not be deleted by this process.
- b. Produce a report Vendor Edit Records Deleted - *WPD932P* (refer to Appendix F) of the records deleted from the Vendor Edit file. The report will also list records that could not be deleted because they support one or more DRS records.
- c. Delete the vendor edit delete keys used in the delete process. NOTE: If you put a 'Y' into the "Retain Vendor Delete Key" the key will be retained.

The vendor edit delete process will NOT delete:

- a. The vendor edit record, if your agency uses the Disbursement Reporting System (DRS) and the vendor number is still within the DRS system.
- b. The vendor edit delete key, if you put a 'Y' into the "Retain Vendor Delete Key".

Deleted records will be saved on a tape and kept for 3 months. If you need to restore records that were previously deleted, and the delete occurred less than three months ago, send a request to OFM-Information Services Division, Attn: Vendor Edit Manager, M.S. 43113 (or FAX (360) 664-7673), and specify the records that need to be restored.

FUNCTION Field: You have several options available for you once you have arrived at the VE.2.1 Screen. In order to use many of the functions a record must be created or already exist. Below are the functions available:

A=Add – If no key has been established to do the delete you must add the key first. The 'KEY' field must be filled in, and the vendor number should be entered (with or without wildcards).

C=Change – This allows you to change the vendor number to be deleted. You will need to view the key prior to changing the key.

R=Remove – This allows you to remove the entire 'KEY'. You will need to view the key prior to removal.

V=View – This allows you to view a specific 'KEY'.

N=Next – This allows you to view the next 'KEY'.

P=Print – This will print a detailed report (*WPD933P*) of all the keys set up for the delete process.

T=Test – This will provide a report "Vendors to be Deleted Preview (TEST)"(*WPD931P*).

KEY Field: This is an agency assigned reference number (ALPHA-NUMBERIC) to identify the vendor record (s) to be deleted. A unique key must be assigned for each vendor number to be deleted.

DATE DELETED Field: The date will be automatically updated when the delete is processed. This process happens during the weekend and only when the 'KEY' has been validated. It will remain on the Vendor Edit Delete until the following weekend.

VENDOR NUMBER Field: The vendor number to be deleted can be expressed as a complete number or as a partial number followed by one or more asterisks (wildcards). The delete job will attempt to delete the vendor number as described by a complete or a partial number. Vendor numbers will not delete if files exist in the Disbursement History File, Document File, Error File, or Warrant Write File. **NOTE: If the vendor number is a complete wildcard (12 asterisks) it will attempt to delete the entire agency vendor record file.**

VENDOR TYPES NOT TO BE DELETED Field: In this field you can type in the vendor type codes of records that are not to be deleted. You may enter one or up to five (5) codes. The primary intent of this feature is to allow you the opportunity to protect certain vendor records such as employees (vendor type 1) from delete. Any vendor record marked with the vendor type you specify in these fields will not be considered for delete.

LAST USED DATE Field: This field was created to allow agencies the ability to delete documents by their last date used. If the field is left blank all records are eligible to be deleted based on the vendor number information. If the field is given a date all records prior to the last used date will be considered for deletion. The system will look at all records and compare it to the last used date versus the vendor records **last used** and **last updated** dates. This can be very useful when you are trying to clean up old vendor files.

VALIDATED Field: The default for this field is 'N' and will not allow the delete key to process. This gives the agency the ability to verify the delete. You should do a test report before you change the validation field to 'Y'. When you are sure the 'KEY' specifies the correct delete you will change the indicator to 'Y' (yes) and it will process over the weekend.

RETAIN THIS VENDOR DELETE KEY UNTIL ALL AFFECTED VENDOR RECORDS ARE DELETED Field: The default setting for this field is 'N' (no) and must be changed to 'Y' (yes) to activate the retention of the delete key. A 'Y' will cause an activated (VALIDATED 'Y') delete key to be processed each week until the vendor number is deleted or the delete key is removed by the agency. NOTE: If a delete key seems to hang around for an unusually long time you should check if the "Retain" field is set to 'Y'.

CAUTION

When the weekly vendor edit delete process is run, any existing agency delete keys with a 'Y' in the validated field will be included in the process, and records will be deleted. (Comment: Before you go home at the end of the workweek, be very sure that you are comfortable with the existing delete keys). Delete keys that exist can be TESTED.

If the TEST results of a delete key are what you expected, you do not have to do anything more to the delete key, if you want the delete to happen.

If the TEST results of a delete key are not what you expected, you should immediately 'remove' or 'change' the delete key and 're-test' so there will be no chance the unwanted delete key will cause the wrong vendor edit records to be deleted.

NOTE PRIOR TO PROCESSING for Disbursement Reporting System

(DRS) users: Vendor numbers that exist in the disbursement history file will not be deleted. The DRS transactions do not contain a vendor address. The DRS transactions obtain the vendor address from the Vendor Edit file by reference. The vendor number provides the reference link between DRS transactions and the Vendor Edit file. If you wish to delete a vendor number that has been used DRS users must first delete the DRS transactions, or the DRS transaction vendor numbers must first be changed to another vendor number.

DELETE (PURGE) VENDOR RECORDS

View a Delete Key

On the VE.2.1 screen you will type 'V' (view) in the function field
Type the desired key in the 'KEY' field. (Refer to 'KEY' in Appendix A.)
Press 'ENTER'. The 'KEY' will be displayed if it exists.

Find the Next Delete Key

On the VE.2.1 screen you will type 'N' (next) in the function field
Press 'ENTER' until the desired 'KEY' is displayed.

Delete a single vendor record when the vendor number is carried over from VE.2.

Add a Delete Key

On the VE.2 screen you will type 'V' (view) in the function field to view a specific record, then

Type 'D' in the function field.

Press 'ENTER'.

The VE.2.1 screen will appear. The vendor number that you viewed will be carried over.

Type 'A' (add) in the Function field.

Type a four-character key into the 'KEY' field.

Press 'ENTER'. The delete key will be added. Test the delete key and if all looks good and you desire the delete to occur during the weekend processing you will need to set the 'VALIDATED' field to 'Y'.

Delete a single vendor record when the vendor number *is not* carried over from VE.2

Add a Delete Key

On the VE.2 screen you will type 'D' in the function field making sure that the screen is blank.

Press 'ENTER'.

The VE.2.1 screen will appear. The screen will be blank.

Type 'A' (add) in the Function field.

Type a four-character key into the 'KEY' field, then,

TAB to the 'VENDOR NUMBER' field and type in the correct vendor number to be deleted.

Press 'ENTER'. The delete key will be added. Test the delete key and if all looks good and you desire the delete to occur during the weekend processing you will need to set the 'VALIDATED' field to 'Y'.

Delete Multiple Vendor Records

Add a Delete Key to delete multiple records using a wild card

On the VE.2 screen you will type 'D' in the function field making sure that the screen is blank.

Press 'ENTER'.

The VE.2.1 screen will appear. The screen will be blank.

Type 'A' (add) in the Function field.

Type a four-character key into the 'KEY' field, then,

TAB to the 'VENDOR NUMBER' field and type in the wild card vendor number to be deleted. Use asterisks in the number to indicate the portion of the vendor number for which every record should be considered for delete. (Refer to 'WILD CARD' in Appendix A.)

At this point you may want to use the 'VENDOR TYPES NOT TO BE DELETED'.

TAB to this area and type in the vendor type number or numbers that you do not want to delete.

Press 'ENTER'. The delete key will be added. Test the delete key and if all looks good and you desire the delete to occur during the weekend processing you will need to set the 'VALIDATED' field to 'Y'.

Change a Delete Key

Change a Delete Key - Vendor Number

On the VE.2.1 screen you will type 'V' (view) in the function field

Type the desired key in the 'KEY' field.

Press 'ENTER'. The 'KEY' will be displayed if it exists.

After you have viewed the key type a 'C' (change) in the function field.

TAB to the Vendor Number field and type the correct vendor number.

Press 'ENTER'. The vendor number used in the delete key will be changed. Test the delete key and if all looks good and you desire the delete to occur during the weekend processing you will need to set the 'VALIDATED' field to 'Y'.

OR,

On the VE.2.1 screen you will type 'N' (next) in the function field
Press 'ENTER' until the desired 'KEY' is displayed.
Type a 'C' (change) in the function field.
TAB to the Vendor Number field and type the correct vendor number.
Press 'ENTER'. The vendor number used in the delete key will be changed. Test
the delete key and if all looks good and you desire the delete to occur during the
weekend processing you will need to set the 'VALIDATED' field to 'Y'.

Remove a Delete Key.

On the VE.2.1 screen you will type 'V' (view) in the function field
Type the desired key in the 'KEY' field.
Press 'ENTER'. The 'KEY' will be displayed if it exists.
Type 'R' (remove) in the function field.
Press 'ENTER'. The message 'PRESS ENTER TO REMOVE ABOVE
RECORD' should be displayed.
Press 'ENTER' again.
The delete key record will be removed from the delete file and the message 'ABOVE
RECORD REMOVED' will be displayed. SUGGESTION: View the 'removed'
deleted key to ensure it no longer exists. Use the "View Delete Key" process to verify
that it is gone. The message 'RECORD NOT FOUND' should be displayed.

OR

On the VE.2.1 screen you will type 'N' (next) in the function field
Press 'ENTER' until the desired 'KEY' is displayed.
Type 'R' (remove) in the function field.
Press 'ENTER'. The message 'PRESS ENTER TO REMOVE ABOVE
RECORD' should be displayed.
Press 'ENTER' again.
The delete key record will be removed from the delete file and the message 'ABOVE
RECORD REMOVED' will be displayed. SUGGESTION: View the 'removed'
deleted key to ensure it no longer exists. Use the "View Delete Key" process to verify
that it is gone. The message 'RECORD NOT FOUND' should be displayed.

Print a list of existing Delete Keys

On the VE.2.1 screen you will type 'P' (print) in the function field
Press 'ENTER'.
The Batch Job Submission screen will appear. Complete the fields as necessary.
Press 'ENTER'.
A WPD933P – VENDOR DELETE RECORD REPORT will be ordered. Refer to
'DELETE REPORTS' below.

Test a Delete Key

To determine if the delete will achieve the desired results.

On the VE.2.1 screen you will type 'V' (view) in the function field

Type the desired key in the 'KEY' field.

Press 'ENTER'. The 'KEY' will be displayed if it exists.

Type 'T' (test) in the function field.

Press 'ENTER'.

The Batch Job Submission screen will appear. Complete the fields as necessary.

Press 'ENTER'.

A WPD931P – VENDOR DELETE RECORD PREVIEW (TEST) will be ordered.

Refer to 'DELETE REPORTS' below.

SUGGESTION: Use the test feature for any action done. It is especially encouraged for the wild card feature because use of the wild card could delete records that you did not intend to be part of the delete. The 'TEST' will run the parameters of the 'Key' against the Vendor Edit File records on file at the time of the 'Test' and print a WPD931P - VENDORS TO BE DELETED PREVIEW (TEST). **Note for Disbursement Reporting System Users:** Vendor numbers that exist in the disbursement history file will not be deleted from the Vendor Edit File. The test report will identify these vendor numbers.

DELETE REPORTS: Three types of reports are generated from the delete maintenance process:

WPD931P - VENDORS TO BE DELETED PREVIEW (TEST): This report lists the records, which would be deleted if the delete record were added to the vendor delete file. Refer to Appendix E for a sample report. Function 'T' orders this report.

WPD932P - VENDOR EDIT RECORDS DELETED: This report lists the records that were deleted during the weekly (Saturday night) delete process as a result of adding the delete record to the vendor delete file. Refer to Appendix F for a sample report.

WPD933P - VENDOR DELETE-RECORD REPORT: This report lists all of the existing vendor edit delete keys (and associated vendor numbers). Refer to Appendix G for a sample report. Function 'P' orders this report.

__ CAUTIONARY NOTES!! __

THE DELETE PROCESS CAN BE A POWERFUL TOOL IN YOUR ABILITY TO REMOVE RECORDS FROM THE VENDOR EDIT FILE. BESIDES THE ABILITY TO SPECIFICALLY DEFINE THE VENDOR NUMBER TO BE DELETED, USE OF THE "WILD CARD" CAN ADD POWER TO A DELETE BY PURGING MULTIPLE VENDOR NUMBERS DEFINED BY THE WILDCARD. Refer to 'WILD CARD' in Appendix A for further discussion of this concept.

*****NOT RECOMMENDED!!*****

COMPLETELY FILLING THE VENDOR NUMBER FIELD WITH ASTERISKS IS VERY RISKY. ALL VENDOR EDIT FILE RECORDS THAT DO NOT SUPPORT DISBURSEMENT REPORTING SYSTEM RECORDS WILL BE DELETED. AGENCIES THAT USE THE DISBURSEMENT REPORTING SYSTEM WILL FIND THAT VENDOR NUMBERS USED IN THE DISBURSEMENT HISTORY FILE CANNOT BE DELETED.

RECOMMENDED!!

OBTAIN A DELETE 'TEST' (WITH A FUNCTION 'T') FOR EACH DELETE KEY BEFORE YOU ALLOW THE KEY TO REMAIN IN THE DELETE FILE. THIS WILL ALLOW YOU TO ASSESS THE IMPACT OF THE DELETE THAT WILL OCCUR IF YOU ALLOW THE KEY TO REMAIN IN THE DELETE FILE. IF YOU SET UP DELETE KEYS EARLY IN THE WEEK YOU WILL HAVE MORE TIME TO TEST AND ANALYZE DELETE KEYS BEFORE THE DELETE OCCURS.

Vendor Global Name/Number Change Screen – VE.2.2 (Change Vendor Numbers or Names)

This screen provides agencies with the capability to simultaneously change a vendor number(s) and/or vendor name(s) in the Vendor Edit File and in the Disbursement Reporting System records. This can be done through user designation of the old vendor number(s) and/or name(s) and the new vendor number and/or name. The screen provides the capability for agencies to quickly test the effect of changing a vendor number(s) and/or name(s) by ordering a printed detailed report of records that would be changed. Records meeting the user defined global change parameters are changed on the Saturday following validation of the change request.

The vendor global change process will:

- a. **Change the designated vendor numbers and vendor names in the selected vendor edit records.** If your agency uses the Disbursement Reporting System (DRS), the designated vendor numbers and vendor names will also be changed to the new designated numbers and names within the disbursement history files but the original VE # will be referenced on the original record.
- b. Produce a report (RECORDS CHANGED IN VE/DRS FILES - WPD937P)(Appendix J) of the records changed in the Vendor Edit and DRS files.
- c. Delete the global change keys used in the global change process.

SECURITY FOR GLOBAL CHANGE:

Global change of vendor numbers and/or names should be done with great care and understanding of the impact that changes will have on the vendor edit file records and disbursement history. A security level of '2' for Vendor Edit (VE) will allow global change.

Access Vendor Global Name/Number Change

This screen is accessed through the Agency Vendor Maintenance screen (VE.2)

From the VE.2 Screen leave the screen blank,

Then type 'X' into the function.

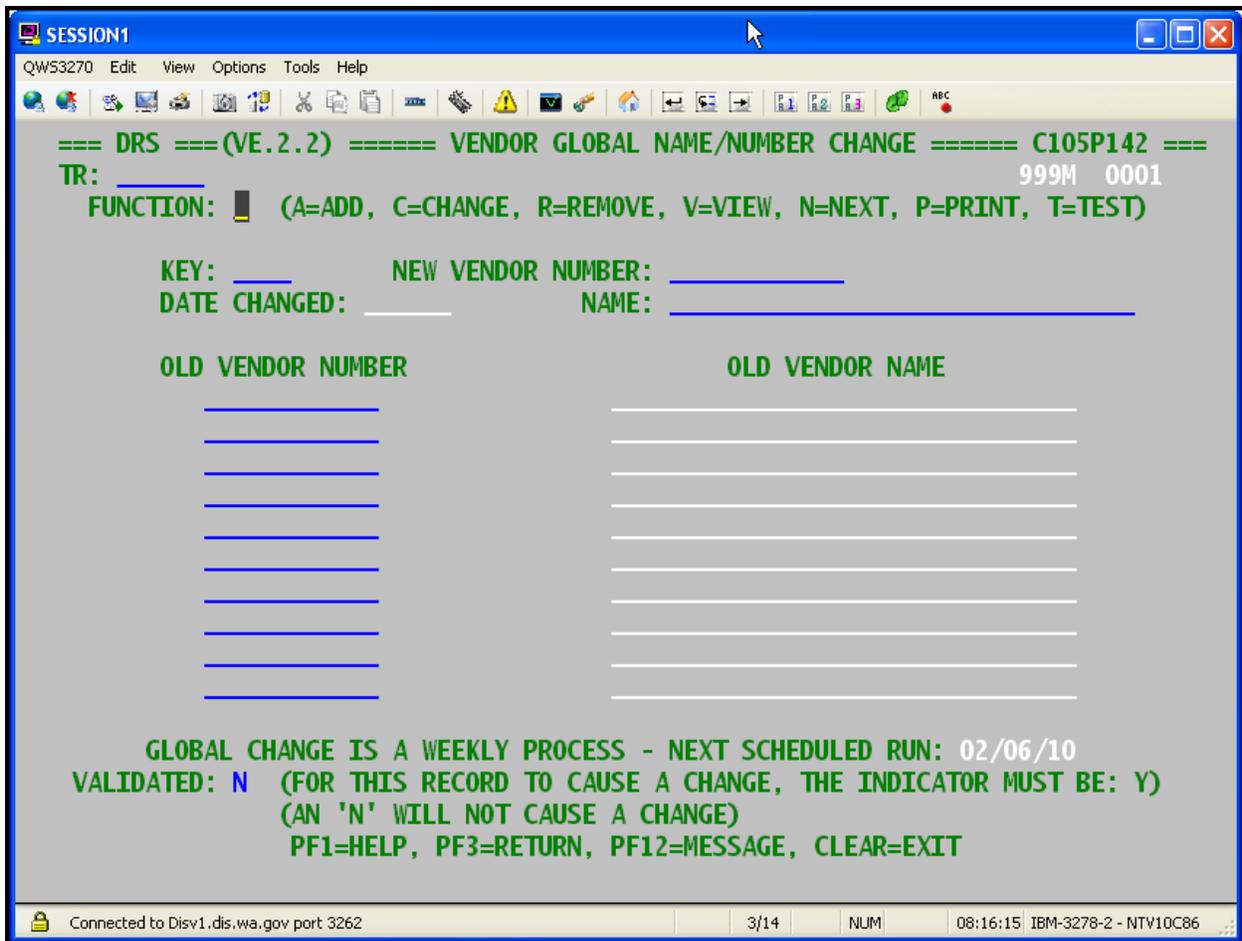
Press 'ENTER'. This will take you to a blank VE.2.2 screen.

OR

From the VE.2 Screen view a specific record,

Then type 'X' into the function.

Press 'ENTER'. This will take you to the VE.2.2 screen and it will carry over the record you viewed and place it into the first 'OLD VENDOR NUMBER FIELD'.



Change a vendor number(s) through the Global Change process.

***NOTE:** The global change process is most useful to Disbursement Reporting System agencies to ensure the vendor numbers and names in the vendor file stay in sync with the vendor numbers and names in the disbursement history file.*

Add a Global Change Key

Before you begin ensure the new vendor number/record exists in the vendor file. If it does not exist, the new vendor number/record must be added.

From the VE.2 Screen view the specific record to be changed. If more then one vendor number is to be changed to a single vendor number, view one of the vendor numbers/records to be changed.

Then type 'X' into the function.

Press 'ENTER'. This will take you to the "Vendor Global Name/Number Change" VE.2.2 screen and it will carry over the record you viewed and place it into the first 'OLD VENDOR NUMBER FIELD'.

At the function key type 'A' and then TAB to the key field.

Type a four-character key in the key field. Refer to 'Key' in Appendix A.

NOTE: A key beginning with 'A' is not permitted in Global Change.

Type the new vendor number in the "New Vendor Number" field. If more than one vendor number is to be changed to the new vendor number, type the additional numbers in the Old Vendor Number field.

Press 'ENTER'.

The global change key has now been added. The global change will only occur on the following Saturday night once it has been validated. You will want to run a test to make sure that the global change is doing what you want.

NOTE for Disbursement Reporting System users. Vendor numbers will be changed on both the vendor edit and disbursement history records.

NOTE: Vendor number 'V0D0' is not an eligible vendor number for change.

CAUTION: Vendor number 'V0D1' should not be used in the global change process. If V0D1 is used as an 'old' number, all of the vendors in the DRS 'V0D1' files will lose their vendor name identity. To replace a V0D1 with a vendor number use the DS.5 screen.

View a Global Change Key.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'V' (view) in the Function field and TAB to the key field.

Type the desired key in the KEY field.

Press 'ENTER'. The "key" will be displayed if it exists.

Find the Next Global Change Key.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'N' (next) in the Function field.

Press 'ENTER'. A "key" will be displayed if it exists.

Change a Global Change Key.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'V' (view) in the Function field and TAB to the key field.

Type the desired key in the Key field.

Press 'ENTER'. The "key" will be displayed if it exists.

Type 'C' (change) in the function field.

Then TAB to the appropriate fields and type in the applicable changes.

Press 'ENTER'.

OR

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'N' (next) in the Function field.

Press 'ENTER'. The "key" will be displayed if it exists.

NOTE: You must view the key prior to changing.

Type 'C' (change) in the function field.

Then TAB to the appropriate fields and type in the applicable changes.

Press 'ENTER'.

Test a Global Change Key to determine if the global change will achieve the desired objective.

From the VE.2.2 screen view the Global Change Key to be tested.

Type 'T' in Function field.

Press 'ENTER'.

The Batch Job Submission screen will appear. Complete the fields in the Batch Job submission screen.

Press 'ENTER'. A WPD936P-VENDOR EDIT GLOBAL CHANGE TEST will be ordered. See reports below.

If the TEST results of an 'added' or 'changed' global change key are what you expected, you need only to validate the global change key, if you want the global change to happen.

If the TEST results of an 'added' or 'changed' global change key are not what you expected, you should 'remove', or 'change' the key and 're-test' the global change key.

Remove a Global Change Key.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'V' (view) in the Function field and TAB to the key field.

Type the desired key in the Key field. Refer to 'Key' in Appendix A.

Press 'ENTER'. The "key" will be displayed if it exists.

Type 'R' (remove) in the Function field.

Press 'ENTER'.

MESSAGE: "PRESS ENTER TO REMOVE ABOVE RECORD" should be displayed.

Press 'ENTER' again. The global change record will be removed from the global change file and the message "RECORD DELETED" will be displayed.

OR

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'N' (next) in the Function field.

Press 'ENTER'. A "key" will be displayed if it exists.

Type 'R' (remove) in the Function field.

Press 'ENTER'.

MESSAGE: "PRESS ENTER TO REMOVE ABOVE RECORD" should be displayed.

Press 'ENTER' again. The global change record will be removed from the global change file and the message "RECORD DELETED" will be displayed.

SUGGESTION: View the 'removed' global change key to satisfy yourself that it no longer exists. To do this simply type 'V' in the function field and press 'ENTER'. You should receive the message "RECORD NOT FOUND FOR DISPLAY".

GLOBAL CHANGE IS A WEEKLY PROCESS - THE DATE OF THE NEXT SCHEDULED RUN IS DISPLAYED ON THE SCREEN. KEYS MUST BE VALIDATED BEFORE IT WILL BE PROCESSED.

Validate a change key.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear.

Type 'V' (view) in the Function field and TAB to the key field.

Type the desired key in the Key field. Refer to 'Key' in Appendix A.

Press 'ENTER'. The "key" will be displayed if it exists.

Type 'C' (change) in the function field.

TAB to the 'VALIDATED' Field. You will need to change the default indicator from 'N' (no) to 'Y' (yes). This will allow the key to be processed.

Press 'ENTER'. The message will come up that the "RECORD CHANGED" and it will process on the next Saturday.

*When the weekly global change process is run, any VALIDATED agency global change keys will be included in the process, and records will be changed. (Comment: Before you go home at the end of the workweek, be **very sure** that you are comfortable with the existing global change keys). REMINDER: Global change keys that are 'added' or 'changed' can be TESTED.*

REPORTS: Three types of printed reports can be generated from the global change process:

WPD935P - VE GLOBAL CHANGE LIST OF KEYS: Lists the global change keys that are in the global change file. Refer to Appendix H. Function 'P' orders this report.

WPD936P - VENDOR EDIT GLOBAL CHANGE TEST: Lists the Vendor Edit and Disbursement Reporting System records that will be affected by a specific global change key. Refer to Appendix I. Function 'T' orders this report.

WPD937P - RECORDS CHANGED IN VE/DRS FILES: Lists the Vendor Edit and Disbursement Reporting System records that were changed by the global change process. Refer to Appendix J.

Print a list of existing Global Change Keys.

From the VE.2 screen Type 'X' in the function. It can be either blank or with a vendor record displayed.

Press 'ENTER'.

The VE.2.2 screen will appear. Type a 'P' in the Function field.

Press 'ENTER'.

The Batch Job Submission screen will appear. Complete the fields in the Batch Job submission screen.

Press 'ENTER'. A WPD935P-VE GLOBAL CHANGE LIST OF KEYS will be ordered.

View Vendor Edit Summary Screen – VE.2.3 (Find Vendor Records by Number, Name, TIN, or Zip Code)

This screen provides agencies with on-line views and printing of groups (238 records) of vendor edit records by vendor number, vendor name, zip code, or TIN (Taxpayer Identification Number). Vendor edit records found through this screen can be viewed in detail by use of the 'select' feature.

This screen provides quick and easy access to your vendor records. It is always up-to-date with the latest addition, change or deletion of vendor records. It also displays vendor TIN, Tax Type, and Agency Flag coding.

Access 'View Vendor Edit Summary' screen

On the VE.2 type 'Y' in the TRANSFER field.

Then press 'ENTER' to access the VE.2.3 screen.

```

SESSION1
QW53270 Edit View Options Tools Help
===== AFRS =(VE.2)===== AGENCY VENDOR MAINTENANCE ===== C105P140 =====
TR: _____ ORIGINAL ADD: _____ LAST UPDATE: _____ 999M
                                LAST USED:
TRANSFER Y ('Y'=TRFR TO VE ONLINE VIEW, 'Z'=TRFR TO VE EDIT NAME/ADD1)
FUNCTION: (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT, P=PRINT, X=GLOBAL CHNG)

VENDOR NO: _____ EMPLOYEE EFT: _ WARRANT TYPE: _
VENDOR NAME: _____ PHONE: _____
ADD1: _____ VENDOR TYPE: _
ADD2: _____ VENDOR STATUS: _
ADD3: _____
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
                                UBI: _____
                                TIN: _____ TAX TYPE: _
W9 ON FILE: _
AGY CONTACT: _____ AGENCY FLAG: _
                                SORT SEQ: _____
                                DRS GENERATED (Y OR N): N
*****
VE FILE COUNTS ==> DRS GEN: _____ AGENCY GEN: _____
*****
PF1=HELP, PF3=RETURN, PF4=LAST VE VIEW, PF12=MESSAGE, CLEAR=EXIT
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```

Partial search for vendor records

Type 'P' in the Function.

Type a partial (one or more characters) or complete *vendor number*, *vendor name*, *zip code* or *Federal ID (TIN)* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display up to 300 records that are equal to or greater than the partial or complete vendor number, vendor name, zip code, or TIN entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

==== AFRS == (VE.2.3) ===== VIEW VENDOR EDIT SUMMARY ===== C105P145 ====

TR: _____ 999M

FUNCTION: [P] (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK, S=SELECT, R=PRINT)

VND NUMB: _____ VND NAME: A _____

ZIP CODE: _____ TIN: _____

PAGE: 0001 OF 0022 COUNT: 300

S	VENDOR NUMBER	VENDOR NAME	TIN	ZIP+4	T	A
-	00ACEL863100	A/C_ELECTRIC	91-2178631	98444	T	___
-	00ABRA911700	ABRAHAM, JOHN		98275	S	___
-	00ABSC591200	ABSG_CONSULTING, INC.	13-2695912	753915097	T	___
-	00ULTR660700	ACCURACY_INC	46-0416607	577018526	T	___
-	00ACEV683600	ACEVES, ANTHONY		99301	S	___
-	00ACR0625400	ACROSONIC_CORPORATION	91-1926254	98040	T	___
-	00ACTI605600	ACTION_TARGET_INC	87-0446056	84603	T	___
-	00ADAM480300	ADAMS_MARK_HOTEL		80202	S	___
-	00ADAM568300	ADAMS, ANDREW_C		981482055	S	___
-	00ADVA215600	ADVANCED_INTERACTIVE_SYSTEM_TE	91-1732156	94160	T	___
-	00ADVE486900	ADVENTURES_IN_TRAINING	91-2014869	98406	T	___
-	00ADVE486911	ADVENTURES_IN_TRAINING	91-2014869	98406	T	___
-	00AER0524300	AERO_EMBROIDERY	91-1675243	98367	T	___
-	00AER0524322	AERO_EMBROIDERY	91-1675243	98367	T	___

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

SELECTED RECORD LIMIT REACHED, MORE RECORDS MAY EXIST ON DATABASE

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NAVIGATING WITHIN THE VIEW VENDOR EDIT SUMMARY

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list (usually the last page is 22), you will see the message 'LAST RECORD FOR AGENCY DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

Select a specific page of the displayed vendors.

Type 'S' in the function.

TAB to the page field and type in the page number you desire.

Press 'ENTER'.

The selected page of the vendors will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.2) will be displayed. Any necessary changes can be made to the vendor record. You can then return to screen VE.2.3 by pressing the F4 (PF4) key. (If you have left the VE.2 screen you will need to start over.)

Print Vendor Records (Print a report of a partial search of vendors)

Type 'R' in the function.

Type in a partial or full vendor number, vendor name, zip code, or TIN in the appropriate field. This will provide a record selection and report print start point.

Press 'ENTER'

The Batch Job Submission screen will appear. Ensure the fields on the Batch Job Submission screen are correct.

Press 'ENTER'.

The report WPD930P, VE-TABLE PRINT will print of the 300 vendors equal to or greater than the name or number criteria indicated will be produced. The report will be sequenced based on the selection of vendor number, vendor name, zip code, or TIN. A sample of the report is shown in Appendix B.

Instructions for Vendor Edit Print (VE.2.4)

Agencies have print options available for them under the agency vendor edit screen VE.2.4. Agencies will want to be sure that if they use this feature to be sure that you understand that some of these reports can be **extremely large** and that you want to be very careful in your selection.

After you have entered into the agency vendor screen you will do the following:
On the VE.2 screen type 'P' in the FUNCTION field.
Then Press 'ENTER' to access the VE.2.4 screen.

```
SESSION1
QW53270 Edit View Options Tools Help

=== AFRS == (VE.2.4) ===== VENDOR EDIT PRINT ===== C105P144 ===
TR: _____ 999M
PRINT CHOICE: (R=VENDOR EDIT TABLE REPORT)
              (M=VENDOR LIST MWP685)
              (L=LABEL)

RECORDS CATEGORY: _ (A=ALL, G=DRS GENERATED, N=AGENCY GENERATED)
PRINT SORT ORDER: _ (1=NAM, 2=NMBR, 3=ZIP, 4=TIN, 5=SORT SEQ, 6=UBI)

-----OPTIONAL PRINT LIMIT-----
VNDR  VNDR US/  TIN  UBI  AGY PAY  W-9  SORT  SORT
STAT  TYPE  FRGN          FLG  TYPE  FIL  SEQ  SEQUENCE

-----
EQUAL TO OR OLDER THAN LAST USED DATE* __ / __ / ____ (MM/DD/CCYY)
*LAST UPDATE DATES MORE RECENT THAN THE ABOVE DATE WILL NOT BE REPORTED

-----
LABELS OUTPUT DESTINATION: _ (E=EXCHANGE DATASET, L=LOCAL-PRINT LABELS)

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

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PRINT OPTIONS

On this screen you have several options to choose from.

R=Vendor Edit Table Report. (WPD930P) This report contains all coding for each vendor record, but it can be a lengthy report because each vendor record uses four report lines. Appendix B.

M=Vendor List (MWP685). This report lists all the agency vendors. This report is will need to be looked at carefully depending on the size of your vendor listing you may want to use limiters. Appendix C.

L=Label. This report comes in federal id order and will show you vendors that have been paid using an agency number when a corresponding SWV exist but was not utilized. This feature will allow an agency to see how the payment was made and if the agency could have done it more efficiently by using the statewide vendor number. Appendix D.

Under the **RECORDS CATEGORY** you are given different options on what vendor files you want printed. The following options are available for every print choice:

A = All (prints the entire agency vendor edit file)

G = DRS Generated (prints only the vendor records that have a 'Y' in the 'DRS GENERATED' field).

N = Agency Generated (prints only the vendor records that have a 'N' in the 'DRS GENERATED' field).

The next section gives you the **PRINT SORT ORDER**. This allows you to define how you want the print to be sorted.

1=Name (NAM)

2=Number (NMBR)

3=Zip Code (ZIP)

4=TIN (Taxpayer Identification No)

5=Sort Sequence (SORT SEQ)

6=Unified Business Identifier (UBI)

PRINT LIMITERS

Additional parameters to narrow the print criteria are listed below.

Under the section **OPTIONAL PRINT LIMIT** you are given additional limiters to use to help you reduce the size of the reports. You are limited to any three limiters. The limiter codes that can be used are:

Vendor Status (VNDR STAT)

Vendor Type (VNDR TYPE)

US/Foreign (US/FRGN)

TIN (Taxpayer Identification #)

Unified Business Identifier (UBI)

Blank, A, B or *

Blank, C, A, M, P, S, X, U, V, W, 0, 1, 2, 3, 4 or *

Blank, U, F, or *

Blank, Y, or *

Blank, Y, or *

Agency Flag (AGY FLG)	Blank, Any Letter A-Z, Any number 0-9, or *
Pay Type (PAY TYPE)	Blank, I=Inserted, R=Regular, E=EFT, or *
W-9 File (W-9 FIL)	Blank, Y, N, 1, 2, or *
Sort Sequence (SORT SEQ)	Blank, Y, or *

SORT SEQUENCE is used in conjunction with #5 - "SORT SEQ" feature. If the 'SORT SEQ' is 'Y' you can limit your report to a specific sort sequence or to a sort sequence group as defined by a wildcard. Type the sort sequence name you wish to limit to. If you wish to limit your report to a sort sequence group by using a wildcard, then type the percent (%) sign as your wildcard indicator.

NOTE: Use of an asterisk (*) in a limiter field will limit the report (except for SORT SEQUENCE) to those vendor records with blank in that field.

The **EQUAL TO OR OLDER THAN LAST USED DATE** field allows you to limit the report to those vendor records that have a last used date equal to or older than the date you specify. Be sure that you complete the date per the format shown (MM/DD/CCYY)

PRINT INSTRUCTIONS

R= Vendor Edit Table Report (WPD930P). APPENDIX B

On the PRINT CHOICE line you will enter 'R' to receive a report of all Agency Vendors with all their corresponding coding.

Then 'TAB' to RECORDS CATEGORY and type in 'A', 'G', or 'N',

Then 'TAB' to PRINT SORT ORDER and enter one of the following:

(1=Name, 2=Number, 3=Zip, 4=TIN, 5=Sort Sequence, 6=UBI)

NOTE: This report can be very lengthy as it shows four lines per vendor record. At this point you should enter some type of limiter to reduce the size.

'TAB' to OPTIONAL PRINT LIMIT and enter up to three limiters to narrow your vendor listing down,

Then press 'ENTER'.

M=Vendor List (MWP685). APPENDIX C

On the PRINT CHOICE line you will enter 'M' to receive a report of all Agency Vendors.

Then 'TAB' to RECORDS CATEGORY and type in 'A',

Then 'TAB' to PRINT SORT ORDER and enter one of the following:

(1=Name, 2=Number, 3=Zip, 4=Federal ID, 5=Sort Sequence, 6=UBI)

NOTE: At this point you should enter some type of limiter otherwise you could receive a large listing if your agency has a lot of vendor's.

'TAB' to OPTIONAL PRINT LIMIT and enter up to three limiters to narrow your vendor listing down,

Then press 'ENTER'.

L=Label. APPENDIX D

On the PRINT CHOICE line you will enter 'L' to order labels.

Then 'TAB' to RECORDS CATEGORY and type in 'A', 'G', or 'N',

Then 'TAB' to PRINT SORT ORDER and enter one of the following:

(1=Name, 2=Number, 3=Zip, 4=Federal ID, 5=Sort Sequence, 6=UBI)

NOTE: At this point you should enter some type of limiter otherwise you could receive a large listing if your agency has a lot of vendor's.

'TAB' to OPTIONAL PRINT LIMIT and enter up to three limiters to narrow your vendor listing down,

Then 'TAB' to the section titled 'LABELS OUTPUT DESTINATION' to select the destination of your labels. You will either type in an

E=Exchange Dataset or L=Local-Print Labels,

Then press 'ENTER'.

Alternate View Vendor Edit Summary Screen – VE.2.5 (Find Vendor Records by Number, Name, or Address1)

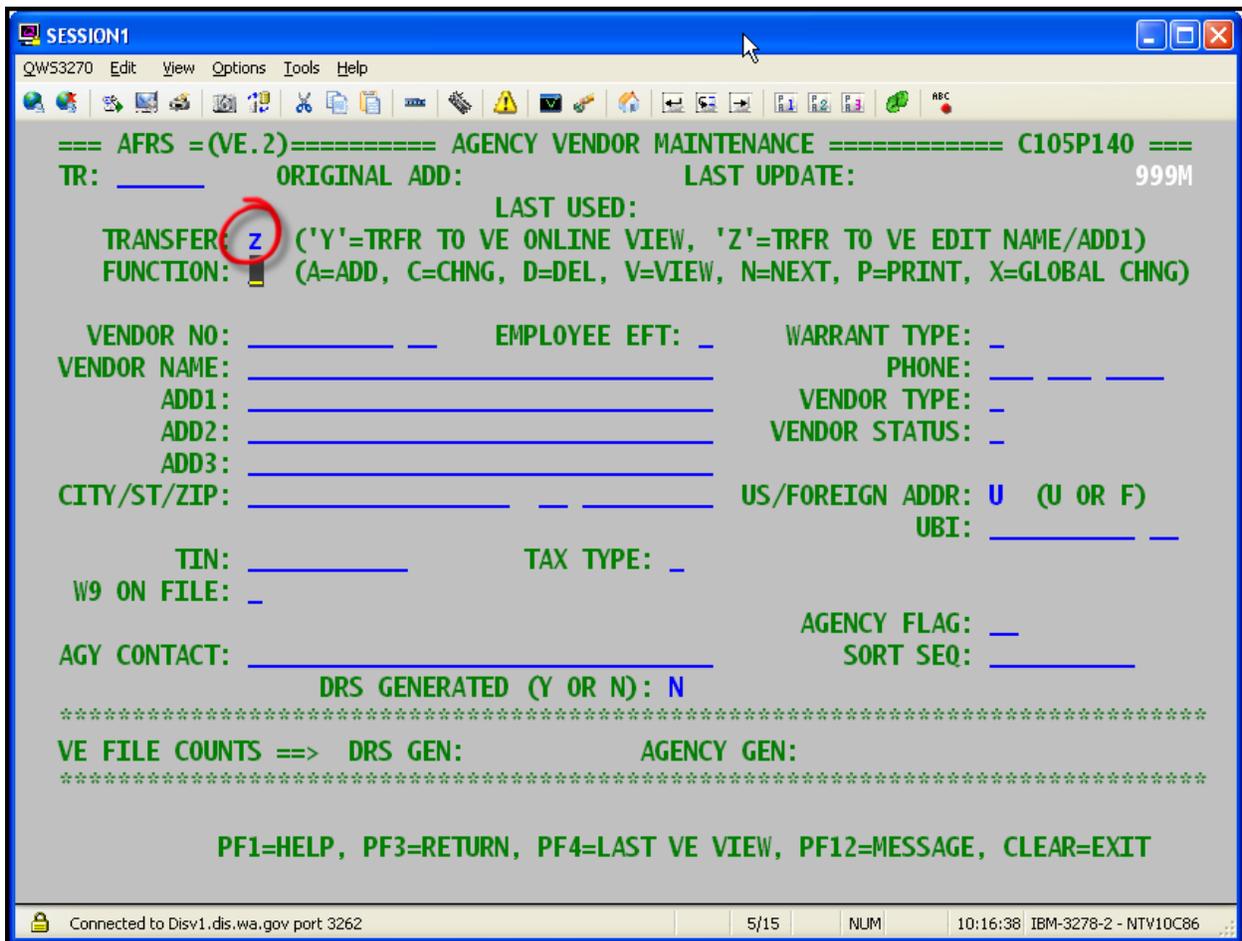
This screen provides agencies with on-line views and printing of groups (238 records) of vendor edit records by vendor number, vendor name, or address1. Vendor edit records found through this screen can be viewed in detail by use of the 'select' feature.

This screen provides quick and easy access to your vendor records. It is always up-to-date with the latest addition, change or deletion of vendor records.

Access 'Alternate View Vendor Edit Summary' screen

On the VE.2 type 'Z' in the TRANSFER field.

Then press 'ENTER' to access the VE.2.5 screen.



The screenshot shows a terminal window titled 'SESSION1' with a menu bar (Edit, View, Options, Tools, Help) and a toolbar. The main screen displays the 'AGENCY VENDOR MAINTENANCE' screen (VE.2.5) for agency C105P140. The screen is populated with various fields for vendor information, including Vendor No., Vendor Name, Address (ADD1-3), City/ST/ZIP, TIN, W9 on File, Agency Contact, Employee EFT, Tax Type, Warrant Type, Phone, Vendor Type, Vendor Status, US/Foreign Addr, UBI, Agency Flag, and Sort Seq. The 'TRANSFER' field contains the letter 'Z', which is circled in red. Below the main fields, there are sections for 'DRS GENERATED (Y OR N): N' and 'VE FILE COUNTS ==> DRS GEN: AGENCY GEN:'. At the bottom, there are function key instructions: PF1=HELP, PF3=RETURN, PF4=LAST VE VIEW, PF12=MESSAGE, CLEAR=EXIT. The status bar at the bottom indicates 'Connected to Disv1.dis.wa.gov port 3262', '5/15', 'NUM', and '10:16:38 IBM-3278-2 - NTV10C86'.

```
==== AFRS =(VE.2)===== AGENCY VENDOR MAINTENANCE ===== C105P140 ====
TR: _____ ORIGINAL ADD: _____ LAST UPDATE: _____ 999M
                                LAST USED:
TRANSFER: Z ('Y'=TRFR TO VE ONLINE VIEW, 'Z'=TRFR TO VE EDIT NAME/ADD1)
FUNCTION: (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT, P=PRINT, X=GLOBAL CHNG)

VENDOR NO: _____ EMPLOYEE EFT: _ WARRANT TYPE: _
VENDOR NAME: _____ PHONE: _____
ADD1: _____ VENDOR TYPE: _
ADD2: _____ VENDOR STATUS: _
ADD3: _____
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
                                UBI: _____
TIN: _____ TAX TYPE: _
W9 ON FILE: _
AGY CONTACT: _____ AGENCY FLAG: _
                                SORT SEQ: _____
                                DRS GENERATED (Y OR N): N
*****
VE FILE COUNTS ==> DRS GEN: AGENCY GEN:
*****
PF1=HELP, PF3=RETURN, PF4=LAST VE VIEW, PF12=MESSAGE, CLEAR=EXIT
```

Partial search for vendor records

Type 'P' in the Function.

Type a partial (one or more characters) or complete *vendor number*, *vendor name*, or *address1* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display up to 300 records that are equal to or greater than the partial or complete vendor number, vendor name, address1 entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on address1, the records will be displayed in address1 sequence; etc.

```
SESSION1
QW53270 Edit View Options Tools Help
=== AFRS == (VE.2.5) === ALTERNATE VIEW VENDOR EDIT SUMMARY ===== C105P147 ===
TR: _____ 999M
FUNCTION: N (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK, S=SELECT, R=PRINT)
VND NUMB: _____ VND NAME: A _____
ADD1: _____
PAGE: 0001 OF 0017
VENDOR
S NUMBER VENDOR NAME ADDRESS1 T
- 00ACEL863100 A/C_ELECTRIC P0_BOX_44465 T
- 00ABRA911700 ABRAHAM,_JOHN 6110_93RD_PL_S S
- 00ABSC591200 ABSG_CONSULTING,_INC. P0_BOX_915097 T
- 00ULTR660700 ACCURACY_INC ULTRAMAX_AMMUNITION T
- 00ACEV683600 ACEVES,_ANTHONY 3719_W_PARK_ST S
- 00ACRO625400 ACROSONIC_CORPORATION ATTN_THOMAS_HEFFERNAN T
- 00ACTI605600 ACTION_TARGET_INC TRAINING_CAMP T
- 00ADAM480300 ADAMS_MARK_HOTEL 1550_COURT_PLACE S
- 00ADAM568300 ADAMS,_ANDREW_C 19010_1ST_AVE_S0 S
- 00ADVA215600 ADVANCED_INTERACTIVE_SYSTEM_TES FILE_#030829 T
- 00ADVE486900 ADVENTURES_IN_TRAINING 8114_NORTH_9TH_ST T
- 00ADVE486911 ADVENTURES_IN_TRAINING 8114_NORTH_9TH_ST T
- 00AER0524300 AERO_EMBROIDERY 10449_BETHEL_BURLEY_RD_SE T
- 00AER0524322 AERO_EMBROIDERY 10449_BETHEL_BURLEY_RD_SE T
PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
238 RECORD LIMIT REACHED, MORE RECORDS MAY EXIST ON DATABASE
Connected to Disv1.dis.wa.gov port 3262 4/13 NUM 10:18:05 IBM-3278-2 - NTV10C86
```

NAVIGATING WITHIN THE VIEW VENDOR EDIT SUMMARY

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on the last page of the vendor list (usually the last page is 22), you will see the message 'LAST RECORD FOR AGENCY DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

Select a specific page of the displayed vendors.

Type 'S' in the function.

TAB to the page field and type in the page number you desire.

Press 'ENTER'.

The selected page of the vendors will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.2) will be displayed. Any necessary changes can be made to the vendor record. You can then return to screen VE.2.3 by pressing the F4 (PF4) key. (If you have left the VE.2 screen you will need to start over.)

Print Vendor Records (Print a report of a partial search of vendors)

Type 'R' in the function.

Type in a partial or full vendor number, vendor name, or address1 in the appropriate field. This will provide a record selection and report print start point.

Press 'ENTER'

The Batch Job Submission screen will appear. Ensure the fields on the Batch Job Submission screen are correct.

Press 'ENTER'.

The report WPD930P, VE-TABLE PRINT will print of the 300 vendors equal to or greater than the name or number criteria indicated will be produced. The report will be sequenced based on the selection of vendor number, vendor name, or address1. A sample of the report is shown in Appendix B.

Instructions for Statewide Vendor Maintenance (VE.3)

The Office of Financial Management maintains the Statewide Vendor Maintenance screen. The menu for this screen is basically the same as what the agency sees on the Agency Vendor Maintenance menu, except that the agency is not authorized to update the files. OFM has developed a standard numbering system for statewide vendors. The statewide vendor numbers are easily identifiable with the letters 'SWV' at the beginning of all of its vendor numbers.

Before OFM sets up a new vendor they must receive a filed out registration form and W-9 form, these forms are located at <http://www.ofm.wa.gov/isd/vendors.asp>. At the time that OFM is setting up a new vendor they will require them to fill out both of these forms. On the registration form there is a section for Electronic Fund Transfer (EFT) for the vendor to fill out. This is optional to the vendor, so if left blank OFM will set them up as an inserted vendor.

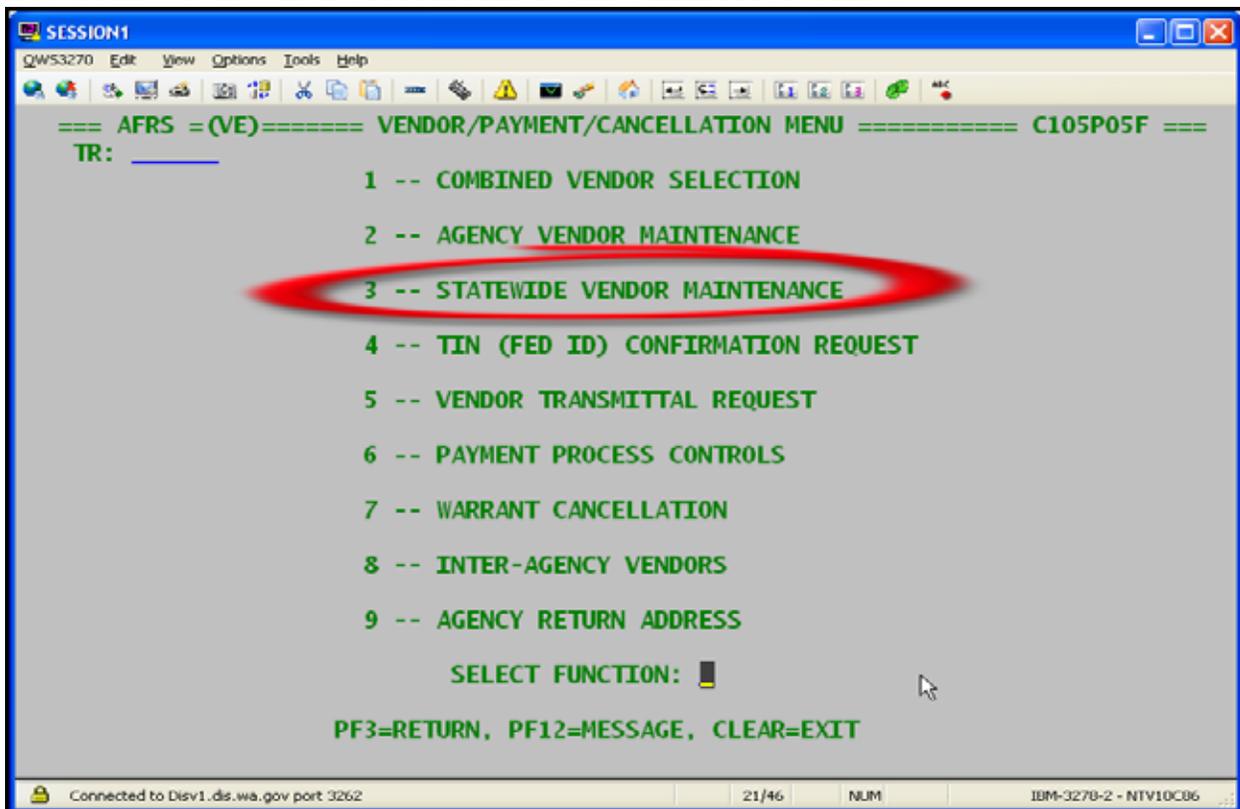
Vendor File Security to the statewide vendor system for agencies is controlled by OFM under the AFRS Security (screen SS.1) Table Maintenance Flag 'SVE'. The security code used for agencies is:

Security Code 0 = No access to the screens.

Security Code 1 = Screens can be accessed, data can be viewed, and reports can be requested.

Security Code V = Screens can be accessed and, data can only be viewed.

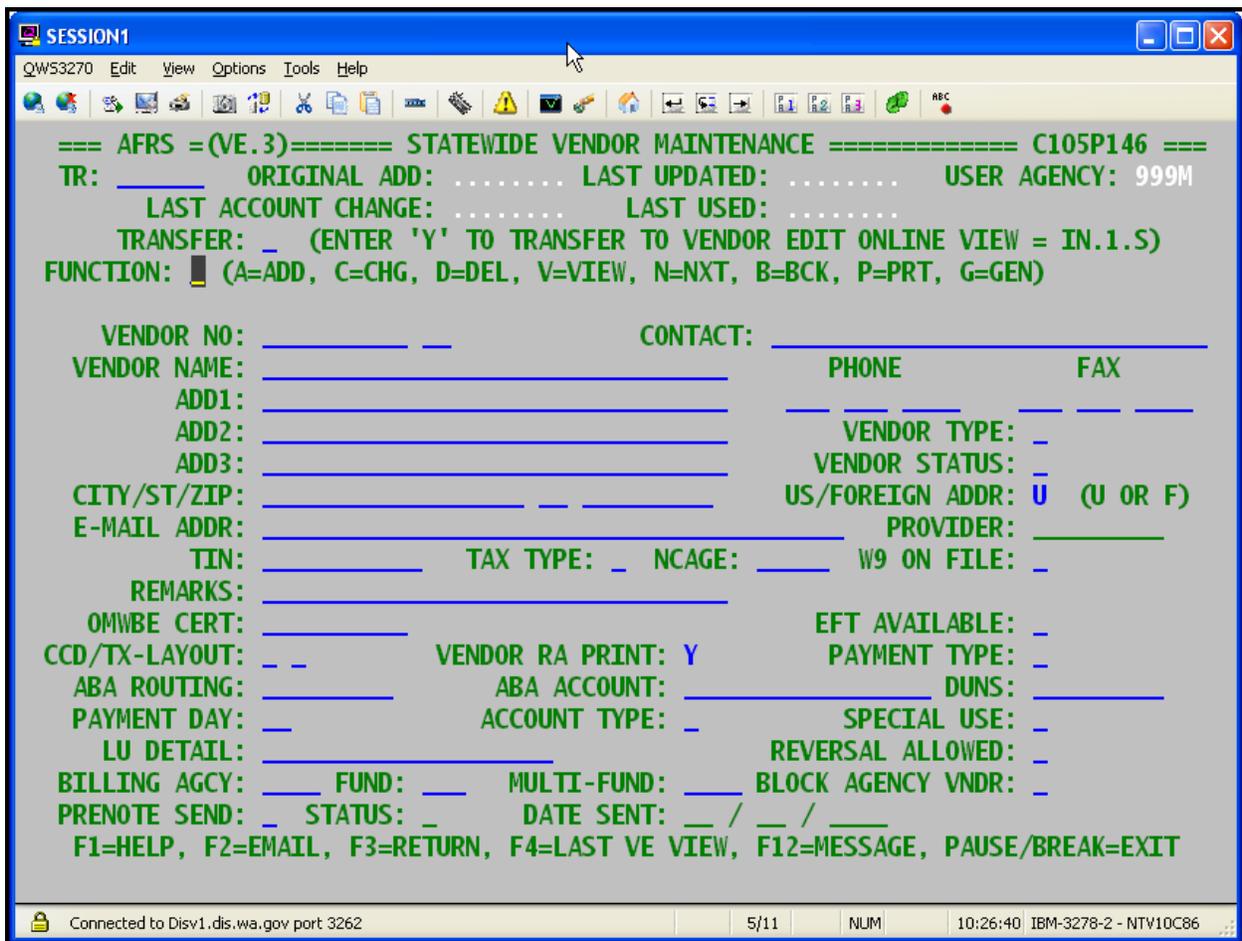
Follow the instructions for the agency vendor maintenance until you arrive at the VE main menu. You are now at the **VENDOR/PAYMENT/CANCELLATION MENU**.



From this screen you will enter the number three (3) into the SELECT FUNCTION and press {ENTER}. This will bring up the STATEWIDE VENDOR MAINTENANCE screen. You will see the following options:

At the TRANSFER line:
 Y – Online View (IN.1.S)

At the FUNCTION line:
 A – Add (*OFM ONLY*) C – Change (*OFM ONLY*)
 D – Delete (*OFM ONLY*) V – View
 N – Next B – Back
 P – Print (VE.3.4) G – Generate (*OFM ONLY*)



This screen will be used by the agency to view specific vendor files. This screen will be maintained by OFM. NOTE: If an agency is aware of any address changes or additional information please contact the Statewide Vendor help desk at (360) 664-7779, or send an email to vendorhelpdesk@ofm.wa.gov.

View a single vendor record

On the VE.3 type 'V' in the function.

Then type in the specific vendor number or name of the record to be viewed and press 'ENTER'. The record will appear if the vendor number entered is valid.

View the next vendor record in the file from the vendor currently being viewed

On the VE.3 type 'N' in the function.

Then press 'ENTER' to display the next vendor record in vendor number sequence.

View multiple vendor records by vendor number, vendor name, zip code or TIN (Federal ID)

On the VE.3 type 'Y' in the TRANSFER field.

Then press 'ENTER' to access the IN.1.S screen.

NOTE: Refer to instructions for IN.1.S.

Print vendor records

On the VE.3 type 'P' in the FUNCTION field.

Then press 'ENTER' to access the VE.3.4 screen.

NOTE: Refer to instructions for VE.3.4.

Statewide Selection Screen – IN.1.S (Find Vendor Records by Number, Name, or Zip Code)

This screen provides agencies with on-line views and printing of groups (30 records) of statewide vendor records by vendor number, vendor name, or zip code. Statewide vendor records found through this screen can be viewed in detail by use of the 'select' feature.

This screen provides quick and easy access to the statewide vendor records. It is always up-to-date with the latest addition, change or deletion of vendor records.

Access 'View Vendor Edit Summary' screen

On the VE.3 type 'Y' in the TRANSFER field.

Then press 'ENTER' to access the IN.1.S screen.

SESSION1
QW53270 Edit View Options Tools Help

=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: LAST UPDATED: USER AGENCY: 999M
LAST ACCOUNT CHANGE: LAST USED:
TRANSFER **Y** (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: █ (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, P=PRT, G=GEN)

VENDOR NO: _____ CONTACT: _____
VENDOR NAME: _____ PHONE _____ FAX _____
ADD1: _____
ADD2: _____ VENDOR TYPE: _
ADD3: _____ VENDOR STATUS: _
CITY/ST/ZIP: _____ US/FOREIGN ADDR: U (U OR F)
E-MAIL ADDR: _____ PROVIDER: _____
TIN: _____ TAX TYPE: _ NCAGE: _____ W9 ON FILE: _
REMARKS: _____
OMWBE CERT: _____ EFT AVAILABLE: _
CCD/TX-LAYOUT: _ _ VENDOR RA PRINT: Y PAYMENT TYPE: _
ABA ROUTING: _____ ABA ACCOUNT: _____ DUNS: _____
PAYMENT DAY: _ ACCOUNT TYPE: _ SPECIAL USE: _
LU DETAIL: _____ REVERSAL ALLOWED: _
BILLING AGCY: _____ FUND: _____ MULTI-FUND: _____ BLOCK AGENCY VNDR: _
PRENOTE SEND: _ STATUS: _ DATE SENT: _ / _ / _
F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F12=MESSAGE, PAUSE/BREAK=EXIT

Connected to Disv1.dis.wa.gov port 3262 5/11 NUM 10:29:01 IBM-3278-2 - NTV10C86

Partial search for vendor records

Type 'P' in the Function.

Type a partial (one or more characters) or complete *vendor number*, *vendor name*, or *zip code* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display up to 30 records that are equal to or greater than the partial or complete vendor number, vendor name, or zip code entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

```
SESSION1
QW53270 Edit View Options Tools Help

=== AFRS == (IN.1.S) === STATEWIDE VENDOR SELECTION ===== C105P2VE===
TR: _____ FUNCTION: N (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK) 999M
VND NUMB: _____ VND NAME: A_____
ZIP CODE: _____ PAGE: 0001 OF 0030
S *--NUMBER--* *-----NAME-----* EFT *-ZIP+4-* *--ACCOUNT NUMBER--*
*-----ADDRESS 1-----* *-----ADDRESS 2-----* *-----CITY-----* *ST*
_ SWV003724500 A_&A_CONTRACTING_INC_____ Y 98563_____ 20775_____
  302_WILDER_LN_____ MONTESANO_____ WA
_ SWV003672600 A_&B_CONSULTING_LLC_____ Y 98512_____ BM/CORR_ADDR_PER_W9_
  DBA_ANOTHER_WAY_CONSULTI 6022_SHAWN_DR_SW_____ OLYMPIA_____ WA
_ SWV003978200 A_&B_HOME_CARE_AND_STAFFI Y 98003_____ PJ/ADDR_CHG_PER_VND_
  32700_PACIFIC_HWY_S_STE_____ FEDERAL_WAY_____ WA
_ SWV002913700 A_&D_WEDGEWOOD_AFH_2_INC_ N 981551626 BM/ADDR_CHG_PER_VEN
  4020_NE_197TH_ST_____ LAKE_FOREST_PA WA
_ SWV001109600 A_&E_HOME_VIDEO_____ N 05403_____ 04_ARCHIVED_DSTRY_10
  19_GREGORY_DR_____ S_BURLINGTON__ VT
_ SWV000561300 A_&I_MANUFACTURING_INC_____ N 98272_____ 20775_____
  17476_147TH_ST_SW_STE_E______ MONROE_____ WA
_ SWV000405400 A_&L_SUPPLY_INC_____ Y 993441041 20775_____
  81_E_PINE_____ OHELLO_____ WA
_ SWV001889500 A_&L_TRANSMISSION_INC_____ N 99202_____ 05_ARCHIVED_DSTRY_11
  1517_E_SPRAGUE_____ SPOKANE_____ WA

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
238 RECORD LIMIT REACHED, MORE RECORDS MAY EXIST ON DATABASE

Connected to Disv1.dis.wa.gov port 3262 3/13 NUM 10:31:01 IBM-3278-2 - NTV10C86
```

NAVIGATING WITHIN THE STATEWIDE SELECTION SCREEN

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list (usually the last page is 30), you will see the message 'LAST RECORD FOR AGENCY DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

Select a specific page of the displayed vendors.

Type 'S' in the function.

TAB to the page field and type in the page number you desire.

Press 'ENTER'.

The selected page of the vendors will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. After viewing the record you can then return to screen IN.1.S by pressing the F4 (PF4) key. (If you have left the VE.3 screen you will need to start over.)

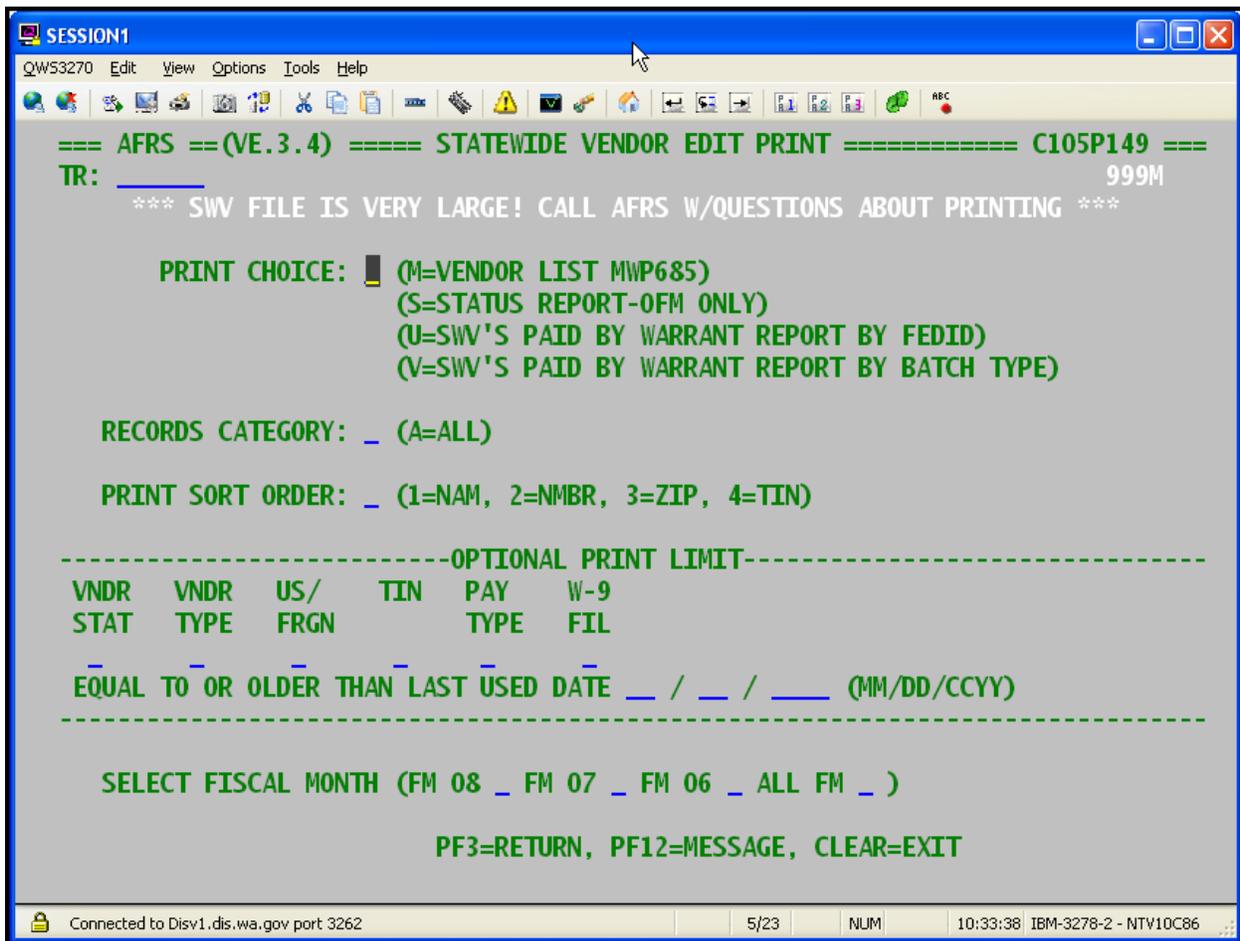
Instructions for Statewide Vendor Edit Print (VE.3.4)

Agencies have print options available for them under the statewide vendor edit screen VE.3.4. Agencies will want to be sure that if they use this feature to be sure that you understand that some of these reports are **extremely large** and that you want to be very careful in your selection.

After you have entered into the statewide vendor screen you will do the following:

On the VE.3 screen type 'P' in the FUNCTION field.

Then Press 'ENTER' to access the VE.3.4 screen.



PRINT OPTIONS

On this screen you have several options to choose from.

M=Vendor List (MWP685). This report lists all the statewide vendors. This report is **not recommended** unless you use limiters. Appendix C

S=Status Report. This report can only be processed by OFM.

U=SWV's Paid by Warrant Report by FEDID (MWP684). This report comes in TIN order and will show you vendors that have been paid using an agency number when a corresponding SWV exist but was not utilized. This feature will allow an agency to see how the payment was made and if the agency could have done it more efficiently by using the statewide vendor number.

V=SWV's Paid by Warrant Report by Batch Type (MWP684B). This report comes in batch type order and will show you vendors that have been paid using an agency number when a corresponding SWV exist but was not utilized. This feature will allow an agency to see how the payment was made and if the agency could have done it more efficiently by using the statewide vendor number.

Under the **RECORDS CATEGORY** you are given one option printing and that options is:

A = All (prints the entire agency vendor edit file)

The next section gives you the **PRINT SORT ORDER**. This allows you to define how you want the print to be sorted.

1=Name (NAM)

3=Zip Code (ZIP)

2=Number (NMBR)

4=TIN (Taxpayer Identification No)

PRINT LIMITERS

Additional parameters to narrow the print criteria are listed below.

Under the section **OPTIONAL PRINT LIMIT** you are given additional limiters to use to help you reduce the size of the reports. You are limited to any three limiters. The limiter codes that can be used are:

Vendor Status (VNDR STAT)

Blank, A, B or *

Vendor Type (VNDR TYPE)

Blank, C, A, M, P, S, X, U, V, W, 0, 1, 2, 3, 4 or *

US/Foreign (US/FRGN)

Blank, U, F, or *

TIN (Taxpayer Identification #)

Blank, Y, or *

Pay Type (PAY TYPE)

Blank, I=Inserted, R=Regular, E=EFT, or *

W-9 File (W-9 FIL)

Blank, Y, N, 1, 2, or *

NOTE: Use of an asterisk (*) in a limiter field will limit the report to those vendor records with blank in that field.

The **EQUAL TO OR OLDER THAN LAST USED DATE** field allows you to limit the report to those vendor records that have a last used date equal to or older than the date you specify. Be sure that you complete the date per the format shown (MM/DD/CCYY)

The **SELECT FISCAL MONTH** must be used with print options 'U' and 'V'. This section allows you to pick a particular Fiscal Month or all three that are available. (The fiscal months will change when the fiscal month closes.)

PRINT INSTRUCTIONS

M=Vendor List (MWP685). APPENDIX C

On the PRINT CHOICE line you will enter 'M' to receive a report of all Statewide Vendors.

Then 'TAB' to RECORDS CATEGORY and type in 'A',

Then 'TAB' to PRINT SORT ORDER and enter one of the following:

(1=Name, 2=Number, 3=Zip, 4=TIN),

NOTE: At this point you should enter some type of limiter otherwise you will receive a listing of more than 18,000 vendor's (approximately three boxes of print).

'TAB' to OPTIONAL PRINT LIMIT and enter up to three limiters to narrow your vendor listing down,

Then press 'ENTER'.

S=Status Report.

OFM only.

U=SWV's Paid by Warrant Report by FEDID (MWP684).

On the PRINT CHOICE line you will enter 'U' to receive a report (MWP684) in federal id order.

Then 'TAB' to SELECT FISCAL MONTH,

Then press 'ENTER'

V=SWV's Paid by Warrant Report by Batch Type (MWP684B).

On the PRINT CHOICE line you will enter 'U' to receive a report (MWP684) in batch type order.

Then 'TAB' to SELECT FISCAL MONTH,

Then press 'ENTER'

Partial search for vendor records

Type 'P' in the Function.

Type a partial (one or more characters) or complete *billing agency*, *vendor number*, or *vendor name* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display all records that are equal to or greater than the partial or complete billing agency, vendor number, or vendor name entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence, etc.

SESSION1

QWS3270 Edit View Options Tools Help

=== AFRS =(IN.1.I)==== INTER-AGENCY VENDOR SELECTION ===== C105PIVD ===
TR: _____ (VE.8) 999M
FUNCTION: N (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK)
BILLING AGENCY: _____ VENDOR NAME: GA _____
VENDOR NUMB: _____
LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL

S	BILL AGY	VENDOR NUMBER	VENDOR NAME	BILL FUND	STAT
-	1500	SWV000366006	GA-ADMINISTRATIVE_SERVICES_DIV__	422	A
-	1500	SWV000366031	GA-CAPITAL_COURT_PARKING_____	422	A
-	1500	SWV000366033	GA-CAPITAL_COURT_PARKING_____	422	V
-	1500	SWV000366019	GA-CAPITAL_PROJECTS_(036)_____	036	A
-	1500	SWV000366027	GA-CAPITAL_PROJECTS_(057)_____	057	A
-	1500	SWV000366028	GA-CAPITAL_PROJECTS_(289)_____	289	A
-	1500	SWV000366010	GA-CAPITOL_PROJECTS_SURCHARGE__	289	A
-	1500	SWV000366000	GA-CENTRAL_STORES_____	422	A
-	1500	SWV000366005	GA-CONSOLIDATED_MAIL_SERVICE__	422	A
-	1500	SWV000366023	GA-CTR/COMMUTE_TRIP_REDUCTION__	422	A
-	1500	SWV000366004	GA-DIV_OF_CAPITAL_FACILITIES__	422	A
-	1500	SWV000366013	GA-DIV_OF_PROPERTY_MANAGEMENT__	422	A
-	1500	SWV000366012	GA-DIV_OF_REAL_ESTATE_SERVICES__	422	A
-	1500	SWV000366016	GA-EAS_ENERGY_SERVICES_____	422	A

F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
PRESS ENTER TO VIEW MORE RECORDS

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NAVIGATING WITHIN THE INTER-AGENCY VENDOR SELECTION

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD FOR AGENCY DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.3) will be displayed. This will allow you to see additional information on a particular vendor. You can then return to screen IN.1.I by pressing the F3 (PF3) key.

Partial search for vendor records.

Type 'P' in the Function.

Type a partial (one or more characters) or complete *vendor number*, *vendor name*, *zip code* or *TIN(Taxpayer Identification Number)* in the appropriate field. Do not use more than one field.

Press 'ENTER'

The search will find and display up to 999 records that are equal to or greater than the partial or complete vendor number, vendor name, zip code, or Federal ID (TIN) entered. The displayed records will be in sequential order, i.e., if the search was on vendor name, the records will be displayed in vendor name sequence; if the search was on zip code, the records will be displayed in zip code sequence; etc.

```
SESSION1
QW53270 Edit View Options Tools Help
=== AFRS =(IN.1.V)===== COMBINED VENDOR SELECTION ===== C105P2VC ===
TR: _____ 999M
FUNCTION: N (P=PARTIAL SEARCH, F=FIRST, N=NEXT, B=BACK, R=PRINT)
VND NAME: A _____ VND NUMB: _____
TIN: _____ ZIP CODE: _____ S
LINE FUNCTION: T=ADD VENDOR TO TRANSACTION, S=SELECT TO VIEW DETAIL P A T
                1=DRS V#, 2=DRS VNAME, 3=DRS VTIN, A=1099 IR.2 A G A
S VENDOR NO VENDOR NAME TIN ZIP+4 Y Y T
- SWV003724500 A_&_A_CONTRACTING_INC_____ 20-2566080_ 98563_____ E ___ A
- SWV003672600 A_&_B_CONSULTING_LLC_____ 20-8894850_ 98512_____ E ___ A
- SWV003978200 A_&_B_HOME_CARE_AND_STAFFING_I 91-2086581_ 98003_____ E ___ A
- SWV002913700 A_&_D_WEDGEWOOD_AFH_2_INC_____ 91-1657548_ 981551626 N ___ A
- SWV001109600 A_&_E_HOME_VIDEO_____ 13-3748100_ 05403_____ N ___ B
- SWV000561300 A_&_I_MANUFACTURING_INC_____ 91-1690729_ 98272_____ I ___ A
- SWV000405400 A_&_L_SUPPLY_INC_____ 91-1350098_ 993441041 E ___ A
- SWV001889500 A_&_L_TRANSMISSION_INC_____ 91-0892818_ 99202_____ N ___ B
- SWV001027600 A_&_R_PRESSURE_WASHING_____ DBA 539-74-8960 98445_____ E ___ A
- SWV000974200 A_&_S_COMPANY_____ DBA 557-53-5209 95051_____ E ___ A
- SWV001331300 A_&_W_RESTAURANT_____ DBA 91-1792672_ 98366_____ I ___ A
- SWV003690000 A_A_C_E_THERAPY_LLC_____ 37-1550950_ 98312_____ E ___ A
- SWV003224400 A_AND_N_INDEPENDENT_LIVING_____ 11-3807643_ 984968932 I ___ A
- SWV000021700 A_B_DICK_COMPANY_____ 04-2893065_ 606755685 N ___ B
F1=HELP, F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
999 RECORD LIMIT REACHED- MORE RECORDS MAY EXIST ON DATABASE
Connected to Div1.dis.wa.gov port 3262 4/58 NUM 14:29:38 IBM-3278-2 - NTV10C86
```

NAVIGATING WITHIN THE COMBINED VENDOR SELECTION

Move to page 1 (First page) of the displayed records

Type 'F' in the function

Press 'ENTER'

Page one of the selected vendors will be displayed.

Move to the next page of the displayed vendors.

Type 'N' in the function.

Press 'ENTER'

The next page of the selected vendors will be displayed. If you are on last page of the vendor list, you will see the message 'LAST RECORD FOR AGENCY DISPLAYED'. If you enter 'Next' again the result will be that the first page will start over.

Move to the previous page of the displayed vendors.

Type 'B' in the function.

Press 'ENTER'

The previous page of the selected vendors will be displayed. If you are already on page 1, the screen message 'PAGE 1 PRESENTLY DISPLAYED, BACK COMMAND IGNORED' will be displayed.

View the entire vendor record

Type 'S' in the column at the left of the screen that has the column heading 'S'. Be sure to place it next to the vendor record that you wish to view.

Press 'ENTER'.

The selected vendor record (screen VE.2 or VE.3) will be displayed. Any necessary changes to Agency records can now be made to the vendor record. You can then return to screen IN.1.V by pressing either the F3 (PF3) or F4 (PF4) key.

Print Vendor Records (Print a report of a partial search of vendors)

Type 'R' in the function.

Press 'ENTER'

This will take you to the VE.2.4 screen. Please see the VE.2.4 instructions for this feature.

TIN (FED ID) Confirmation Request – IR.4 (VE.4)

This screen provides agencies with the capability to request a pre-designed letter for agency vendor records. This letter can assist agencies in confirming a vendor's TIN (Taxpayer Identification) number. The letter can be requested for all of your vendors or specific vendors.

Access 'TIN (Fed ID) Confirmation Request' screen

On the VE screen type '4' in the SELECT FUNCTION field.

Then press 'ENTER' to access the IR.4 screen.

The screenshot shows a terminal window titled 'SESSION1' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area contains the following text:

```
=== DRS ===(IR.4) ===== TIN (FED ID) CONFIRMATION REQUEST ===== C105V063 ===  
TR: _____ 999M 0001  
  
FUNCTION: █ G=PRINT ALL VENDORS P=PRINT SELECTED VENDORS (LIST BELOW)  
REPORT ORDER: _ (1=NUMBER ORDER, 2=NAME ORDER)  
  
LIMIT: VNDR TYP: _ TAX TYP: _ AGY FLAG: _ US/FRGN: _ W9 ON FILE: _  
  
RANGE FROM: _____ TO: _____  
OR  
VENDOR NUMBER VENDOR NUMBER VENDOR NUMBER  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
  
PF1=HELP PF3=RETURN PF5=REFRESH SCREEN PF12=MESSAGE CLEAR=EXIT
```

The bottom status bar shows: Connected to Disv1.dis.wa.gov port 3262, 6/12, NUM, 14:32:42 IBM-3278-2 - NTV10C86.

FUNCTION LINE:

You have two options available to you at the function line.

G = Print All Vendors

NOTE: This will print a letter for every agency vendor if no limiters are used.

P = Print Selected Vendors (List Below)

This will print only the vendors in the 'Range From/To' or 'Vendor Number' section.

REPORT ORDER:

You have two options available to you at the report order line.

1 = Number Order

This will sort the letters by agency vendor **number**.

2 = Name Order

This will sort the letters by agency vendor **name**.

LIMIT

You have several options available to you at the limit line. This feature should be used when doing the 'G' Function to help reduce unnecessary letters from being created.

VENDOR Type: Valid limiters are as follows.

0 = Refunds  **N = Clients – Legal Resident** 

1 = Employee P = Partnership

2 = Federal Agency S = Sole Proprietor/Individual

3 = State Agency U = LLC Sole Proprietor

4 = Local Government V = LLC Partnership

5 = Volunteers  W = LLC Corporation

6 = Boards/Cncls/Comm Members  **X = Non-Profit Organization** 

A = Attorneys **Y = Clients–Non Resident Alien** 

C = Corporation **Z = Clients–Resident Alien** 

M = Corp from w/c Medical Services are Purchased

*** = Asterisk (*) will print letters for only those vendor records that contain a blank vendor type.**

TAX TYPE Box: Valid limiters are as follows.

R = IRS-issued individual taxpayer identification number (ITIN)

S = Social Security Number (SSN)

T = Employer Identification Number (EIN)

* = Field coded as blank.

AGENCY FLAG Box: Valid limiters are any number or letter used by your agency as an agency flag, or '*'.

US/Foreign Box: Valid limiters are as follows.

U = U.S. Address

F = Foreign Address

* = Field coded as blank.

W9 on File: Valid limiters are as follows.

Y = Yes, the vendor is a corporation.

N = No, the vendor is not a corporation.

1 = First IRS 'B' Notice

2 = Second IRS 'B' Notice

* = Field coded as blank.

RANGE FROM AND TO

This is used in conjunction with the 'P' feature and will only print the vendor's within the parameters that are set. To use this function you will have to type in a beginning and ending vendor number in vendor number order. *NOTE: Type the complete number (12 Characters).*

VENDOR NUMBER

This is used in conjunction with the 'P' feature and will only print the individual vendor(s) listed. To use this function you will have to type each individual vendor number that you want a letter printed for. You have up to 24 individual vendor numbers that can be requested. *NOTE: Type the complete number (12 Characters). Do not use limiters, as there is no advantage when using individual vendor numbers.*

Print Multiple Vendors Request.

Type 'G' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

NOTE: At this point you could hit enter and you would receive letters for the entire agency vendor file. It is best that you enter some limiters.

TAB to the 'Limit' section and select the appropriate limiter. (See information above).

Press 'ENTER'.

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. **NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.**

Print SELECTED Multiple/Individual Vendor Request.

Type 'P' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

TAB to the 'Range From' and enter the beginning vendor number that you want to print and then,

TAB to 'To' and enter the ending vendor number. **(Be sure that the beginning and ending numbers are in vendor number order.)**

Press 'Enter'.

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. **NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.**

OR,

Type 'P' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

TAB to the 'Vendor Number' enter each individual vendor number that you want to print and then,

Press 'Enter'.

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. **NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.**

The following letter will be printed along with a preformatted label sheet.

FROM: OFFICE OF FINANCIAL MANAGMENT DATE: 02/04/10
(RETURN TO) SWFS TEST FILE
MAILSTOP 43113
OLYMPIA WA 985043113

TO: MACKENZIE, VICTORIA REF: ADAM675200AB
4418 NW DANIELS
ALPHA SUFFIX
VANCOUVER WA 98660

IN ORDER TO ENHANCE THE EFFECTIVENESS AND TIMELINESS OF OUR VENDOR PAYMENT PROCESS, AND TO COMPLY WITH FEDERAL AND WASHINGTON STATE REPORTING REQUIREMENTS, PLEASE PROVIDE YOUR BUSINESS FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN) USING THE IRS W-9 FORM FOUND AT:

**** [HTTP://WWW.OFM.WA.GOV/ACCOUNTING/W9.DOC](http://www.ofm.wa.gov/accounting/w9.doc) ****

THE FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN) IS USED BY WASHINGTON STATE AGENCIES FOR POSITIVE IDENTIFICATION OF BUSINESSES DURING THE VENDOR PAYMENT PROCESS. THE PRESENCE OF THE TIN ALSO HELPS EXPEDITE THE VENDOR PAYMENT PROCESS. YOUR TIN WILL BE ONE OF THE FOLLOWING: SSN (SOCIAL SECURITY NUMBER), OR EIN (EMPLOYER IDENTIFICATION NUMBER)

ALSO, YOUR CORRECT TIN IS NEEDED IF YOUR BUSINESS IS SUBJECT TO IRS 1099-MISC REPORTING. THE INTERNAL REVENUE CODE REQUIRES A FORM 1099 BE SUBMITTED BY JANUARY 31 OF THE FOLLOWING YEAR FOR PAYMENTS TO EVERY PERSON, OTHER THAN A CORPORATION, FOR SERVICES PERFORMED OR FOR RENTS IN THE COURSE OF A TRADE OR BUSINESS (INCLUDING: 1-CORPORATIONS IF MEDICAL & HEALTH CARE PAYMENTS, AND 2-ATTORNEYS). THE IRS FORM 1099-MISC MUST INCLUDE THE CORRECT TIN OF THE PAYMENT RECIPIENT (SSN OR EIN FOR SOLE PROPRIETORS; EIN FOR OTHER RECIPIENTS).

**** NOTE **** **** NOTE **** **** NOTE ****

UNDER FEDERAL INCOME TAX LAW, A PAYEE COULD BE SUBJECT TO A PENALTY IMPOSED BY THE INTERNAL REVENUE SERVICE FOR FAILING TO PROVIDE US, AS THE PAYER, WITH THEIR TAXPAYER'S TIN. FURTHER, THE LAW REQUIRES THAT WE WITHHOLD 28% ON IRS 1099-MISC REPORTABLE AMOUNTS PAID TO PERSONS, MEDICAL CORPORATIONS, AND ATTORNEYS WHO HAVE NOT SUPPLIED US WITH THEIR CORRECT TAXPAYER TIN.

YOU ARE ENCOURAGED TO INCLUDE YOUR TIN ON EVERY INVOICE SUBMITTED TO ANY STATE OF WASHINGTON AGENCY. THIS WILL ASSIST THE AGENCIES IN THE PROMPT IDENTIFICATION AND PROCESSING OF PAYMENTS TO YOU.

PLEASE PRINT AND COMPLETE THE W-9 FORM AT
[HTTP://WWW.OFM.WA.GOV/ACCOUNTING/W9.DOC](http://www.ofm.wa.gov/accounting/w9.doc) AND IMMEDIATELY RETURN THE W-9 FORM, PLUS A COPY OF THIS LETTER, TO THE AGENCY SHOWN ABOVE.

IF YOUR ADDRESS IS DIFFERENT THAN SHOWN ABOVE, PLEASE NOTE CHANGES.

Vendor Transmittal Request – IR.7 (VE.5)

This screen provides agencies with the capability to create a transmittal form for agency vendor records. This form allows agencies the ability to create short messages that can be sent out to the agencies vendor's. The transmittal can be requested for all of your vendors or specific vendors.

Access 'Vendor Transmittal Request' screen

On the VE screen type '5' in the SELECT FUNCTION field.

Then press 'ENTER' to access the IR.7 screen.

The screenshot shows a terminal window titled 'SESSION1' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main content is a green text-based form for 'VENDOR TRANSMITTAL REQUEST'. At the top right, it displays 'C105V080' and '999M 0001'. The form includes fields for 'FUNCTION:' (G for 'PRINT ALL VENDORS', P for 'PRINT SELECTED VENDORS (LIST BELOW)'), 'REPORT ORDER:' (1 for 'NUMBER ORDER', 2 for 'NAME ORDER'), 'LIMIT: VNDR TYP:', 'TAX TYP:', 'AGY FLAG:', 'US/FRGN:', and 'W9 ON FILE:'. There is a 'RANGE FROM:' and 'TO:' section with three columns of 'VENDOR NUMBER' labels. Below this is a 'MESSAGE TO BE INCLUDED IN THE TRANSMITTAL LETTER:' section with a 'Y' for 'REPLY BY' and 'N' for 'REPLY NOT NECESSARY', followed by several blank lines for input. At the bottom, there are fields for 'CONTACT NAME:' and 'PHONE:'. A footer bar shows 'Connected to Disv1.dis.wa.gov port 3262', '3/12', 'NUM', and '15:01:34 IBM-3278-2 - NTV10C86'.

FUNCTION LINE:

You have two options available to you at the function line.

G = Print All Vendors

NOTE: This will print a letter for every agency vendor if no limiters are used.

P = Print Selected Vendors (List Below)

This will print only the vendors in the 'Range From/To' or 'Vendor Number' section.

REPORT ORDER:

You have two options available to you at the report order line.

1 = Number Order

This will sort the letters by agency vendor **number**.

2 = Name Order

This will sort the letters by agency vendor **name**.

LIMIT

You have several options available to you at the limit line. This feature should be used when doing the 'G' Function to help reduce unnecessary letters from being created.

VENDOR TYPE Box: Valid limiters are as follows.

0 = Refunds 

1 = Employee

2 = Federal Agency

3 = State Agency

4 = Local Government

5 = Volunteers 

6 = Boards/Cncls/Comm Members 

A = Attorneys

C = Corporation

M = Corp from w/c Medical Services are Purchased

*** = Asterisk (*) will print letters for only those vendor records that contain a blank vendor type.**

N = Clients – Legal Resident 

P = Partnership

S = Sole Proprietor/Individual

U = LLC Sole Proprietor

V = LLC Partnership

W = LLC Corporation

X = Non-Profit Organization 

Y = Clients–Non Resident Alien 

Z = Clients–Resident Alien 

TAX TYPE Box: Valid limiters are as follows.

R = IRS-issued individual taxpayer identification number (ITIN)

S = Social Security Number (SSN)

T = Employer Identification Number (EIN)

* = Field coded as blank.

AGENCY FLAG Box: Valid limiters are any number or letter used by your agency as an agency flag, or '*'.

US/Foreign Box: Valid limiters are as follows.

U = U.S. Address

F = Foreign Address

* = Field coded as blank.

W9 ON FILE Box: Valid limiters are as follows.

Y = Yes

N = No

1 = First IRS 'B' Notice

2 = Second IRS 'B' Notice

* = Field coded as blank.

RANGE FROM AND TO

This is used in conjunction with the 'P' feature and will only print the vendor's within the parameters that are set. To use this function you will have to type in a beginning and ending vendor number in vendor number order. NOTE: Type the complete number (12 Characters).

VENDOR NUMBER

This is used in conjunction with the 'P' feature and will only print the individual vendor(s) listed. To use this function you will have to have type each individual vendor number that you want a letter to be printed for. You have up to 24 individual vendor numbers that can be requested. NOTE: Type the complete number (12 Characters). Do not use limiters, as there is no advantage when using individual vendor numbers.

MESSAGE TO BE INCLUDED IN THE TRANSMITTAL LETTER

This allows the agency to create a message to vendor(s). This area gives the agency the capability to create their own message to vendors to get particular information, such as; new address, holiday greetings, new staff contact, W9 request. This feature will print a letter to vendors within the parameters that are set. To use this function you will have to decide whether a response is required, the default is 'Y' for yes. You then can type in your message on the lines provided. You will then need to type in a 'CONTACT' and 'PHONE' number.

Print Multiple Vendors Request.

Type 'G' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

TAB to the 'Limit' section and select the appropriate limiter. (See information above).

TAB to 'Message' section and enter a date if a response is required or change it to 'N' for no response required.

TAB to the blank line section and enter your message.

TAB to 'CONTACT' enter the correct contact name, then,

TAB to 'PHONE' and enter the correct phone number.

Press 'ENTER'.

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. *NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.*

Print SELECTED Multiple/Individual Vendor Request.

Type 'P' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

TAB to the 'Range From' and enter the beginning vendor number that you want to print and then,

TAB to 'To' and enter the ending vendor number. *(Be sure that the beginning and ending numbers are in vendor number order.)*

TAB to 'Message' section and enter a date if a response is required or change it to 'N' for no response required.

TAB to the blank line section and enter your message.

TAB to 'CONTACT' enter the correct contact name, then,

TAB to 'PHONE' and enter the correct phone number.

Press 'ENTER'.

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. ***NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.***

OR,

Type 'P' in the Function.

TAB to the 'Report Order' and enter one of the following:

1 = Number Order

2 = Name Order

TAB to the 'Vendor Number' enter each individual vendor number that you want to print and then,

TAB to 'Message' section and enter a date if a response is required or change it to 'N' for no response required.

TAB to the blank line section and enter your message.

TAB to 'CONTACT' enter the correct contact name, then,

TAB to 'PHONE' and enter the correct phone number.

Press 'ENTER'

This will bring up the "BATCH JOB SUBMISSION" screen. Here you will need to make any appropriate changes. Be sure that the 'Send Output To' is set to 'LOCAL' for proper formatting. ***NOTE: If sent to an agency remote printer the job will try to print landscape rather than portrait.***

Agency Address by Batch Type – AD.7 or Agency Return Address – (VE.9)

This screen provides agencies with the capability to create a return address that will be entered on the remittance advice. This feature is currently controlled by OFM and is based on batch type.

Agencies can fill out a form and submit it to OFM. OFM will enter the information on the form on the AD.7. Agencies can view the information on the VE.9 screen.

Access ‘Agency Return Address’ screen

On the VE screen type ‘9’ in the SELECT FUNCTION field.

Then press ‘ENTER’ to access the AD.7 screen.

```
SESSION1
QWS3270 Edit View Options Tools Help
===== AFRS =(AD.7)===== AGENCY ADDRESS BY BATCH TYPE ===== C105P340 =====
TR: _____ CREATE DATE: ..... LAST UPDATE: ..... AGENCY: 999M

FUNCTION: V (V=VIEW, N=NXT, B=BCK)

AGENCY: 999M
BATCH TYPE: ____

AGENCY NAME: _____
CONTACT/OFFICE: _____
MAILING ADDRESS 1: _____
MAILING ADDRESS 2: _____
CITY/STATE/ZIP: _____ WA _____

AGENCY SYSTEM: _____
REQUESTED BY: _____ CONTACT PHONE: _____

F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT

Connected to Disv1.dis.wa.gov port 3262 2/6 NUM 09:19:55 IBM-3278-2 - NTV10C49
```

FUNCTION LINE:

You have three options available to you at the function line.

V = View which allows to see a specific batch type address.

NOTE: This is the default setting.

N = Next which allows you to see the next batch type address.

B = Back which allows you to see the previous batch type address.

The screen will show you the date of when the Agency Address was CREATED and LAST UPDATED.

Agencies can have individual Batch Type's on this screen or you can leave it with a blank in the batch type and all your payments will have this return address on the remittance.

If your agency wants to sign up for this feature please contact the OFM AFRS Helpline at 360-664-7725 or by E-mail AFRSHELPDESK@OFM.WA.GOV.

APPENDIX

Vendor Edit Dictionary – Appendix A alphabetical order

ADD 1/ADD 2/ADD 3 (VE.2 – Agency Vendor Maintenance)

The Three Address Fields are 32-character alphanumeric fields that identify titles, street address information or mail stops in lieu of street addresses. **Edit rules for the name, address lines, vendor name and address construction suggestions** are discussed in ‘Vendor Name’ below in Appendix **K & L**.

AGY CONTACT (VE.2 – Agency Vendor Maintenance)

The Agency Contact Name is an optional 32-character alphanumeric field designed to allow entry of the name of the specific person with whom the agency deals at the vendor's office. However, any notation can be entered in this field. Anything entered in this field is generally only meaningful to the agency. Information in this field is not included on any transactions or other files.

AGENCY FLAG (VE.2 – Agency Vendor Maintenance)

Valid codes are: blank, 0 - 9, A - Z. The codes are agency defined except 1-5, which should be defined as noted in OMWBE PAY FLAG below.

Note: The agency flag must be registered in the Descriptor Table 94 prior to adding on the vendor record.

These fields are not required for OMWBE reporting. It is provided solely for agency use to flag vendor payment transactions, as necessary, for agency defined purposes. Screen OM.1 (OMWBE Reporting (On-Demand)) allows reports to be sorted and limited by the Agency Flag.

CITY/ST/ZIP (VE.2 – Agency Vendor Maintenance)

The first 5 digits of the zip code are required when the vendor is marked as a U.S. vendor. Agencies are urged to also enter the last four digits (+4) of a vendor's zip code. The +4 defines an address to the proper side of a street within a city block. Such identification can be important in specific vendor identification, especially when combined with the TIN. The +4 may also have future use for reporting purposes.

DRS GENERATED (VE.2 – Agency Vendor Maintenance)

Agency created vendor records will contain an ‘N’.

Agency generated records are those vendor records which have been added by someone in your agency.

DRS Generated records will automatically contain a 'Y'.

DRS generated records are those vendor records created by the DRS nightly transaction extract process when a transaction can not be matched to the vendor file by vendor name or TIN. DRS generated vendor records are the product of disbursement transactions which are input using the '?' pseudo vendor number. 'N' is the default character in this field on a blank screen. If you add a vendor record, the 'N' should not be changed. The DRS Generated field can be changed with the 'Change' function.

Also see 'VE FILE COUNTS'.

EFT

(VE.2 – Agency Vendor Maintenance)

This is an optional field that allows employees to elect Electronic Fund Transfer (EFT) for non-payroll payments. This allows payments such as travel reimbursement to be directly deposited into the employees' bank account. The allowable codes are:

Y = Yes

N = No

TIN

(VE.2 – Agency Vendor Maintenance)

(TAXPAYER IDENTIFICATION NUMBER) The Internal Revenue Service (IRS) refers to Social Security Numbers (SSN), Individual Taxpayer Identification Number (ITIN) and Employer Identification Numbers (EIN) as Taxpayer Identification Numbers (TIN). Occasionally the IRS refers to TINs as Federal Identification Numbers. 'TIN' is the generally used term. A TIN **always** is a nine-digit number, no exceptions. TINs can be entered with or without dashes. (Also refer to 'TAX TYPE' below.)

SSNs are issued by the Social Security Administration.

EINs are issued by the Internal Revenue Service.

ITINs are issued by the Internal Revenue Service.

IRS Note on Sole Proprietors: "A sole proprietor may have an SSN or an EIN. However, he or she **must always** furnish his or her individual name, regardless of whether he or she uses an SSN or an EIN. A sole proprietor may provide a business name, but he or she must list his or her individual name first on the accounts with you." (Reference IRS Publication 1716, Rev. 02-95)

FUNCTION

(VE.2 – Agency Vendor Maintenance)

A = **Add** a new vendor edit record. Fill in the appropriate and required vendor data on the record before pressing 'Enter'.

C = **Change** a vendor edit record. The data in any field of the vendor edit record can be changed, EXCEPT the vendor number. The vendor number can only be changed through the Global Change process - Function 'X'. Before a record can be changed it must be displayed through the 'View' process (Function 'V') or the 'Next' process (Function 'N').

- D = **Delete** a vendor edit record through the vendor edit delete process. Use of this function will cause a transfer to screen VE.2.1 - Vendor Edit Delete Selection.
NOTE: For agencies that use the Disbursement Reporting System - vendor edit records can be deleted if they do not support records in the disbursement history file.
NOTE: For agencies that use ADDS the vendor table is on a replacement basis. Agencies should not delete their vendor records until the end of biennium.
- V = **View** a vendor edit record. A record can be 'viewed' by use of this function and entry of a complete valid vendor number in the vendor number field.
- N = **View** the **next** vendor edit record. Use of this function will find the next sequential vendor edit record (based on vendor number sequence). Use of 'Next' on a blank screen will find the first vendor record in the file (based on vendor number sequence).
- P = **Print** a report of your agency's vendor edit file. Use of this function also requires that a 'Print Choice' be made. The 'Optional Print Limit' field may be used if the report is to be further limited to one of the print limit choices. (See VE.2.4- Vendor Edit Print)
- X = **Transfer** to the Global Change screen VE.2.2. Global Change must be used to change a vendor edit number. It can also be used to change a vendor name. Disbursement Reporting System Users please note: Global Change will change the vendor number and vendor name (if indicated) on both the vendor edit file and the associated Disbursement Reporting System records.

FUNCTION:

(VE.2.1-Vendor Edit Delete)

- A = **Add** the designated Key and delete parameters to the vendor edit delete file.
- C = **Change** existing delete parameters of the specified Key.
- R = **Remove** the specified Key from the vendor edit delete file.
- V = **View** a specified Key and accompanying delete parameters.
- N = **Move** to the **next** Key in the delete file.
- P = **Print** a report of the vendor edit delete key file (WPD933P - DELETE TRANSACTION REPORT). (Sample report in Appendix G)
- T = **Test** the delete action by ordering a report (WPD931P-VENDORS TO BE DELETED PREVIEW) of the effect the delete will have on the vendor edit file. (Sample report in Appendix E)

FUNCTION:

(VE.2.2-Vendor Global Name/Number Change)

- A = **Add** the designated Key and global change parameters to the global change file.
- C = **Change** existing global change parameters of the specified Key.
- R = **Remove** the specified Key from the global change file.
- V = **View** a specified Key and accompanying global change parameters.
- N = **Move** to the **next** Key in the global change file.
- P = **Print** a report of the global change key file (WPD935P - VE GLOBAL CHANGE LIST OF KEYS). (Sample report in Appendix H)

T = **Test** the global change action by ordering a report (WPD936P - VE GLOBAL CHANGE TEST) of the effect the global change will have on the vendor edit file and the disbursement history file. (Sample report in Appendix I)

FUNCTION: (VE.2.3-View Vendor Edit Summary)

P = **Partial Search** on Vendor Number, Vendor Name, TIN. or Zip Code.
F = **First Page.** Return to the first page of the displayed records.
N = **Next Page.** Move to the next page of the displayed records.
B = **Previous Page.** Move back to the previous page of the displayed records.
S = **Select page.** Select and move to a specific page of the displayed records.
R = **Print Vendor List.** Print a report of the displayed records. (see page 23)

FUNCTION: (VE.2.5-Alternate View Vendor Edit Summary)

P = **Partial Search** on Vendor Number, Vendor Name, or Address1.
F = **First Page.** Return to the first page of the displayed records.
N = **Next Page.** Move to the next page of the displayed records.
B = **Previous Page.** Move back to the previous page of the displayed records.
S = **Select page.** Select and move to a specific page of the displayed records.
R = **Print Vendor List.** Print a report of the displayed records. (see page 30)

KEY (VE.2.1 & VE.2.2)

A 'KEY' is a four-character (any number or letter) **agency assigned** name for a delete or global change action added by an agency. The 'KEY' identifies a unique combination of vendor edit records to be deleted or changed (global change) **and** associated disbursement history records (if your agency uses the Disbursement Reporting System) to be changed. The computer uses these keys to identify and process each delete or global change action ordered by an agency. A 'KEY' must be *added* (Function 'A') in order to establish the action to be taken by the delete or global change process. A 'KEY' can be *changed* (Function 'C') if it has first been *added*. A 'KEY' can be *removed* (Function 'R') if it has first been *added*. The computer will not act upon a delete or global change key if it has been *removed* before the delete/global change processes run. The delete and global change processes run each Saturday night. Therefore, any *added* delete or global change keys will result in deleted or changed records once it has been validated for processing.

When a vendor record is deleted or changed, the KEY will be deleted during the same process. A key can be re-used once the delete/global change process has deleted it, or if the key has been removed by the agency.

LABEL OUTPUT DESTINATION (VE.2.4-Vendor Edit Print)

- E = Creates an exchange dataset of your agency's vendor edit file vendor names and addresses as displayed on the screen. The exchange file can be copied to a personal computer for label production or other uses as determined by the requesting agency.
- L = Causes labels to be printed 'Local' (at the Dept. of Information Services).

LAST USED (VE.2-Agency Vendor Maintenance)

Information in this field is added by the system. This will indicate the date the file was last used.

LAST UPDATE (VE.2-Agency Vendor Maintenance)

Information in this field is added by the system. This will indicate the date the file was last updated.

NEW VENDOR NUMBER/NAME (VE.2.2-Vendor Global Name/Number Change)

This is the vendor number and name the records in a global change process will be changed to. The new vendor number must exist in the vendor edit file before it can be used in the global change process. The new vendor name does not have to exist in the vendor edit file before it can be used.

OLD VENDOR NUMBER/NAME (VE.2.2-Vendor Global Name/Number Change)

This is the vendor number and name that will be changed to a new vendor number in the global change process. The old vendor number must exist in the vendor edit file in order to be used. The old vendor name field is protected and will not accept any characters.

Vendor number V0D0 is not an eligible vendor number for change.

CAUTION: Vendor number V0D1 should not be used as an 'old' number. If V0D1 is used as an 'old' number, all of the vendors in the DRS V0D1 files will lose their identity.

OPTIONAL PRINT LIMIT (VE.2.4-Vendor Edit Print)

Use of an 'Optional Print Limit' field is optional when a print of the vendor edit file is requested. Use of this feature will further limit the number of vendor edit records selected. **Only one optional print limiter field can be used for each print request of the vendor edit file.**

VNDR STATUS A = Active
 B = Blocked
 * = Select only records with a blank Vendor Status
 Blank = limiter not selected

VNDR TYPE

- 0 = Refunds 
- 1 = Employee
- 2 = Federal Agency
- 3 = State Agency
- 4 = Local Government
- 5= Volunteers 
- 6= Boards/Councils/Comm Members 
- A = Attorneys
- C = Corporation
- M = Corporation from which medical services are purchased.
- N= Clients – Legal Resident 
- P = Partnerships
- S = Sole Proprietor/Individual
- U = LLC Sole Proprietor
- V = LLC Partnership
- W = LLC Corporation
- X = Non-Profit Organization 
- Y= Clients-Non Resident Alien 
- Z= Clients-Resident Alien 
- * = Select only records with a blank Vendor Type

Blank = limiter not selected

US/FRGN

- F = Foreign address
- U = US address
- * = Select only records with a blank US/Foreign Indicator

Blank = limiter not selected

FED ID

- Y = Yes - select only records which contain a Federal ID Number (taxpayer identification number)
- * = Select only records with a blank FED ID (TIN-Taxpayer Identification Number)

Blank = limiter not selected

UBI

- Y = Yes - select only records which contain a Unified Business Identification Number
- * = Select only records with a blank

Blank = limiter not selected

AGENCY Flag

- Any number 0-9 or letter A-Z can be entered. The report will be limited to only records, which contain the designated number or letter. The records will only be those that the agency has created.
- * = Select only records with a blank

Blank = limiter not selected

W-9 File

- Y = Select only records which contain a 'Y'
- N = Select only records which contain a 'N'
- 1 = First IRS notice
- 2 = Second IRS notice
- * = Select only records with a blank

Blank = limiter not selected

RECORDS CATEGORY**(VE.2.4-Vendor Edit Print)**

- A = Use of 'A' will select all of the records in your agency's Vendor Edit File (subject to any selection of an optional limiter). To find out how many records are in your file, total the amounts shown in 'VE FILE COUNTS' fields.
- G = Use of 'G' will select the vendor edit records that contain a 'Y' in the DRS Generated field of the vendor edit record. The amount shown in the 'VE FILE COUNTS - DRS GENERATED' field is the number of records that will be printed (subject to any selection of an optional limiter).
- N = Use of 'N' will select the vendor edit records that contain an 'N' in the DRS GENERATED' field. The amount shown in the 'VE FILE COUNTS - AGENCY GEN' field is the number of records that will be printed (subject to any selection of an optional limiter).

SORT SEQ**(VE.2-Agency Vendor Maintenance)**

The Sort Sequence is a 10-character alphanumeric field that is available for use by an individual agency as alternate or second sort orders in which vendors are listed on a vendor edit report, or if a vendor edits report is limited to records with a sort sequence. One way to use this field is to fill it with the first 10 characters of the vendor's name if it is an organization, or the first 10 characters of the vendor's last name if it is an individual. However, any notation can be entered in this field. Anything entered in this field is generally only meaningful to the agency. Information in this field is not included on any transactions or other files.

STATEWIDE VENDOR**(VE.3-Statewide Vendor Maintenance)**

This is a listing of common vendors for all state agencies to use in the processing of payments. The Office of Financial Management maintains this listing.

TIN**(VE.2-Agency Vendor Maintenance)**

This is the Taxpayer Identification Number that is the umbrella term used for the following federal ids:

- | | | |
|------|---|---|
| SSN | = | Social Security Number |
| EIN | = | Employer Identification Number |
| ITIN | = | Individual Taxpayer Identification Number |

TAX TYPE**(VE.2-Agency Vendor Maintenance)**

This is a data element used to indicate whether the TIN shown is a social security number (Tax Type 'S'), individual taxpayer identification number (Tax Type 'R') or employer identification number (Tax Type 'T'). The proper formatting of a TIN with a Tax Type 'S' or 'R' is 000-00-0000, and with a Tax Type 'T' is 00-0000000. Correct tax type designation of a TIN is important when the vendor is included in reports to the Internal Revenue Service

TR

Screen Transfer. Enter the screen number (e.g. RR.1, IN.6, etc) of the AFRS or DRS screen that you wish to transfer to and press 'Enter'.

TRANSFER (VE.2 or VE.3)

VE.2 = Enter a 'Y' at the transfer line and you will be transferred to the VE.2.3 – View Vendor Edit Summary screen or Enter a 'Z' at the transfer line and you will be transferred to the VE.2.5 – Alternate View Vendor Edit Summary screen.

VE.3 = Enter a 'Y' at the transfer line and you will be transferred to the IN.1.S – Statewide Vendor Selection screen.

UBI (Unified Business Identifier) (VE.2-Agency Vendor Maintenance)

This should be entered if provided by the vendor. The UBI is a code that is unique to each vendor. The UBI is assigned by the State of Washington when a vendor applies for a business license. Also refer to OFM State Administrative and Accounting Manual (SAAM) 70.60.

US/FOREIGN ADDR (VE.2-Agency Vendor Maintenance)

The US/Foreign Address is a 1-character alpha character that identifies whether the vendor has a US or foreign address. Use of 'F' removes most address format edits. The codes are:

U = US Address

F = Foreign Address

Foreign Addresses: Enter 'F' in the US/Foreign Address field. This will turn off edits on the address fields. The foreign address can then be entered in the address fields in any format as long as the 'City' field contains characters (such as the name of the country). APO/FPO addresses and addresses in Puerto Rico, US Virgin Islands, Guam, American Samoa, Federated States of Micronesia, Marshall Islands, Northern Mariana Islands, and Palau Island are US addresses and should use the US Postal Service abbreviations and zip codes.

VALIDATED (VE.2.1 and VE.2.2)

Any action that requires a weekend process must be VALIDATED before it will run. The most common screens that require this are the delete and global change screen.

VE FILE COUNTS (VE.2-Agency Vendor Maintenance)

This displays the number (by category: DRS Generated, Agency Generated) of vendor records contained in your agency's vendor file.

VENDOR NAME**(VE.2-Agency Vendor Maintenance)**

The vendor name is assigned by the agency. If the vendor name exceeds the length of this field, the 'ADD 1' line can be used for a continuation of the name. Agencies are urged to limit the vendor name to a maximum of two lines (the Internal Revenue Service will not accept more than two lines for a vendor name). If the vendor is reportable to the Internal Revenue Service it is important the first name line contain the name of the payee (preferably surname [last name] first) whose TIN (taxpayer identification number) appears on the vendor edit record.

Agencies are urged to develop standard vendor naming conventions (e.g., last name first or first name first; use or do not use 'A', 'An' or 'The' on a vendor name; limited use or punctuation in the vendor name as IRS only recognizes dashes & ampersands; use or do not use a space between initials; etc.). Standard formatting of vendor names will simplify searches and reporting by vendor name.

- NOTE:**
- Position 1 of the vendor name line must be an alpha or numeric character. No special characters are permitted.
 - Position 2 of the vendor name line must be an alpha character, a numeric character, a space, or certain special characters such as a period.
 - Position 3 cannot be a space if position 2 is a space.

VENDOR NUMBER**(VE.2-Agency Vendor Maintenance)**

The format is a 10-character vendor number and a two-character suffix. The vendor number is the primary identification of the vendor in the vendor edit file. The suffix is used to define vendor record coding variations (such as different addresses, different IRS boxes, different contract numbers, etc.) The exact number must be entered if a specific vendor record is to be viewed. The format of vendor numbers is an agency decision. The format used should be consistently applied and meet the needs of the agency.

{SAMPLES IN APPENDIX K & L}

*****Agencies are not allowed to use Social Security Numbers for vendor numbers and an edit will stop you from trying to input this type of entry. Agencies should not use Taxpayer Identification numbers for their vendor numbers because of privacy issues. If you are currently using this format you need to be sure that you secure these records.

- NOTE:** Reassignment (re-use) of vendor numbers is not recommended. Research of historical financial records would be complicated if vendor numbers were re-used. The Disbursement Reporting System (DRS) references will cause any DRS records that contain the reassigned vendor number to reference the new vendor.

VENDOR STATUS**(VE.2-Agency Vendor Maintenance)**

Use of this field is mandatory. Valid codes are:

A = Active

B = Blocked

F = Vendor blocked because it matched a name on the US Dept of Treasury Office of Foreign Asset Control's Specially Designated Nationals (SDN) List.

VENDOR TYPE (VE.2-Agency Vendor Maintenance)

This is used to distinguish vendors. Valid codes are:

- 0 = Refunds 
- 1 = Employee
- 2 = Federal Agency
- 3 = State Agency
- 4 = Local Government
- 5= Volunteers 
- 6= Boards/Councils/Comm Members 
- A = Attorneys
- C = Corporation
- M = Corporation from which medical services are purchased.
- N= Clients – Legal Resident 
- P = Partnerships
- S = Sole Proprietor/Individual
- U = LLC Sole Proprietor
- V = LLC Partnership
- W = LLC Corporation
- X = Non-Profit Organization 
- Y= Clients-Non Resident Alien 
- Z= Clients-Resident Alien 

WARRANT TYPE (VE.2-Agency Vendor Maintenance)

This field allows for a choice about how the warrant is to be handled. Valid codes are:

- I = Warrant is to be inserted.
- R = Warrant is to be returned to the agency for mailing.

WILD CARD (VE.2.1-Vendor Edit Delete)

The ‘Vendor Edit Delete’ process allows multiple records to be deleted by use of a wild card (an asterisk ‘*’ is used to denote the wild card). A wild card means ‘select any character that is in the position represented by the wild card’. Vendor record deletes allow wild cards to be used to delete multiple records when the vendor numbers start with characters that are the same on each number:

Example: Vendor numbers 1994230547891, 199415688794, 199409523154. A delete key for all of these numbers can be described with a wild card as ‘1994*****’, which would attempt to delete all vendor records (of the requesting agency) starting with the characters ‘1994’.

Example: Vendor numbers 012345678900, 012345678901, 012345678902, 012345678903. A delete key for these sample numbers can be described with a wild card as ‘0123456789**’ which would attempt to delete all vendor records (of the requesting agency) starting with the characters ‘0123456789’.

Example: Vendor numbers, TEST10123456, , TEST20123456, TEST30123456, TEST40123456, TEST50123456, TEST60123456. A delete key for these sample numbers can be described with a wild card as 'TEST*0123456' which would attempt to delete all vendor records (of the requesting agency) with the characters 'TEST any character 0123456'.

The ultimate use of wild cards would be to attempt to delete all records in your agency's vendor file. This would be done by adding a delete key with a vendor number that is all asterisks, e.g. '*****'.

ON-LINE ERROR MESSAGES

Vendor Edit maintenance transactions are entered and edited directly on-line. Transactions must pass the on-line edits before they are added to the Vendor Edit Table. A transaction that is rejected by the on-line edits must be corrected while performing on-line data entry.

* Also, reference the AFRS Error Code Documentation.

PSEUDO VENDOR NUMBERS

During transaction input (AFRS screens IN.1.1 and IN.1.2) the vendor number field will accept valid vendor numbers and the pseudo vendor numbers '?', 'V0D0', and 'V0D1' (if allowed by your agency transaction edit controls on screens TM.A.1 and TM.A.2). The pseudo vendor numbers are explained below:

'?' When a question mark is used in the transaction vendor number field, the vendor name and address, plus other applicable vendor related data (TIN, Tax Type, IRS Box, Use Tax, UBI, Contract Number, OMWBE Pay Flag, Agency Flag), need to be entered on the Vendor Accounting Transaction Input screen IN.1.4. Each time the vendor information is entered on screen IN.1.4 there is a chance of incorrect spelling and other data errors. This can cause incomplete OMWBE or IRS 1099 reporting, plus complicate vendor name searches for vendor transactions. If your agency uses the Disbursement Reporting System (DRS) or the AFRS Data Distribution System (ADDS) the use of a '?' can cause your agency vendor file to grow because the system may not find a vendor record to match (by vendor name or TIN) the transaction vendor. When a disbursement record is extracted to DRS or ADDS, a vendor record will be built by the system when a vendor record cannot be found by a match of the transaction vendor name and TIN.

'V0D0' This pseudo vendor number was originally designed to enable agencies that use the Disbursement Reporting System to enter payment transactions that would not be extracted to DRS, or would be extracted but not cause the creation of a supporting vendor record. There was an expectation this pseudo vendor number would have limited application, thus be used as an exception to the normal use of valid vendor numbers.

When 'V0D0' is used in the transaction vendor number field, the vendor name and address, plus other applicable vendor related data (TIN, Tax Type, IRS Box, Use Tax,

UBI, Contract Number, OMWBE Pay Flag, Agency Flag), need to be entered on the Vendor Accounting Transaction Input screen IN.1.4.

Each time the vendor information is entered on screen IN.1.4 there is a chance of incorrect spelling and other data errors. This can cause incomplete OMWBE or IRS 1099 reporting, plus complicate searches for vendor transactions.

If your agency uses the Disbursement Reporting System (DRS) or the AFRS Data Distribution System (ADDS) the use of 'V0D0' will not allow the transaction to be extracted to DRS or ADDS. Thus, any reporting from DRS or ADDS may be incomplete.

'V0D1' this pseudo vendor number was originally designed for use by agencies that use the Disbursement Reporting System to enter payment transactions that are of a one-time nature. The transactions would be extracted to DRS, but no supporting vendor edit record would be created. These transactions in DRS will not contain a vendor address because there is no supporting vendor record. There was an expectation this pseudo vendor number would primarily be used for payments to vendors that are of a one-time nature, such as license refunds.

When 'V0D1' is used in the transaction vendor number field, the vendor name and address, plus other applicable vendor related data (TIN, Tax Type, IRS Box, Use Tax, UBI, Contract Number, OMWBE Pay Flag, Agency Flag), need to be entered on the Vendor Accounting Transaction Input screen IN.1.4.

Each time the vendor information is entered on screen IN.1.4 there is a chance of incorrect spelling and other data errors. This can cause incomplete OMWBE or IRS 1099 reporting, plus complicate searches for vendor transactions.

If your agency uses the Disbursement Reporting System (DRS) or the AFRS Data Distribution System (ADDS) the use of 'V0D1' will allow the transaction to be extracted to DRS or ADDS, but the transaction will not contain a vendor address and there will not be a supporting vendor record in the AFRS vendor file. This can complicate any reporting from DRS or ADDS because vendor information will be incomplete. Transactions in DRS that are coded for IRS 1099-MISC reporting will not summarize to the 1099 file because there will not be a vendor record to provide the vendor address.

V E Table Print (WPD930P)

Sample Report – Appendix B

999-0 ***** OFFICE OF FINANCIAL MANAGEMENT ***** AGY PAGE: 1
 RPT WPD930P AFRS V E - T A B L E P R I N T R E P O R T
 11/27/03 (14.33) ***** RUN PAGE: 1

V E - T A B L E L I S T I N G

----- REPORT ORDER = N A M E ----- DRS GEN = DRS GENERATED -----
 LIMITER = ADDRESS U
 ----- RECORD KEY ----- INFORMATION ELEMENTS -----
 ORG-CODE VENDOR-NO VEND-SUF VENDOR-TYPE *----- VENDOR NAME -----* *----- VENDOR-ADDR-1 -----* *- ADD -*
 MINOR-BUS-IND *----- VENDOR-ADDR-2 -----* *----- VENDOR-ADDR-3 -----* *- UPD -*
 SMALL-BUS-IND *- VENDOR-CITY ST ZIP *----- CONTACT NAME -----* *- UBI -*
 VENDOR-PHONE STATUS SORT-SEQ SS-FID TAX-TYPE CONTRACT # PAY AGY CROP BOX CORP RSL DRS

9990	HAP0000000	00	0	TOM G HAP	1735 COLCHESTER CT	01/31/03														
					01/31/03															
				OLYMPIA	WA 985043123															
				0 HAP TOM	041-56-2082															
9990	NELL000000	00	0	R NELL INCORPORATED	PO BOX 451179	07/13/03														
					07/13/03															
				SUNRIVER	OK 735451179															
				0 R NELL COM	56-2472747															
9990	BURRO000000	00	0	MORRIS BURROS	5132 NORWOODY DR SE	06/22/03														
					06/22/03															
				YAKIMA	WA 96301															
				0 BURROS MOR	577-50-8321															
9990	GAP00000000	00	0	GAP TESTING COMPANY	409 7TH AVE S	07/18/03														
					07/18/03															
				BOISE	WA 981042948															
				0 GAP TEST	91-1598973															
9990	APPLE000000	00	1	TOM APPLE	125 E LAKE DRIVE	/ /														
					11/08/02															
				EAST KENNEWICK	WA 90012															
				0 APPLE	92-23308741															

This report can be ordered by using the Vendor Edit Print process (refer to pages 23, & 24) and the View Vendor Edit Summary process (refer to page 26).
NOTE: The sort sequence of this sample report is TIN (Federal ID).

Vendor Name and Address List (MWP685) Sample Report – Appendix C

9990
RPT MWP685
WPM411F

STATE OF WASHINGTON
VENDOR NAME & ADDRESS LIST
AS OF 030915

PAGE 1
RUN DATE 09/15/03

AGENCY: 9990 - DEPT OF SERVICES

VENDOR NAME	VENDOR ADDRESS 1 - 2 - 3	VENDOR CITY	ST ZIP CODE	VENDOR NUMBER	FEDERAL ID	ITVOMWB RAEPA SXNAG BTYY
BILLY'S RENT-A-CAR	DEPARTMENT 356	ARLINGTON	KS 772810356	0000000616	99-2684568	0 T 0 K
CENTRAL STORES REVOLVING FUND	218 GA BUILDING MS: AX-22	OLYMPIA	WA 98504	0000000225	98-6004321	0 T 0 K
MANY SERVICES	PO BOX 1937	OLYMPIA	WA 985071937	0000000656	90-0756599	0 T 0 K
OMNICRON	FILE 53834	LOS ALTOS	NM 890743834	0000000576	94-1884164	0 T 0 K

Vendors to be Deleted Preview (Test) (WPD931P) Sample Report – Appendix E

999-0
 AGY PAGE: 1
 RPT WPD931P
 09/18/03 (10:16:34)
 RUN PAGE: 1

STATE OF WASHINGTON

VENDORS TO BE DELETED PREVIEW (TEST)

AGENCY: 9990 - DEPT OF SERVICES

DELETE KEY: 00A1 DELETE PATTERN: A***** 00

VENDOR NUMBER	SFX	VENDOR NAME ADDRESS	FED ID	PHONE	V T P	CI RN PD	UBI	OMWBE P A	IRS BOX
AAAAAAAAAA	00	REAL TEST RECORD 32 EAST ADEL		OR. 935220000	0				
ABAAAAAAAA	00	TRIPLE TRUCK STOP 255 W. HAVERSHAM PUCKETT	123-45-6789	WA. 985950630	0			B	2
0000000357	00	TRACTORS BY DEERE 455 S. WING RD OLYMPIA	222-55-5888	WA. 98400	0		11111111111111	C	4
0000000879	00	ABLINGER HYDROLOGY 3502 SOUTH 12TH ST KENT	99-99999999	WA. 98505	0			D	5

This report is produced by the “Vendor Delete Test” process.

NOTE FOR DISBURSEMENT REPORTING SYSTEM (DRS) USERS: Vendor records that are used in DRS are not eligible to be purged, thus will not be listed on this purge TEST report. This purge test report will list only vendor records that will be purged during the weekly purge process.

Vendor Edit Records Purged (WPD932P) Sample Report – Appendix F

999-0
RPT WPD932P
09/09/03 (21:27:12)

STATE OF WASHINGTON
VENDOR EDIT RECORDS PURGED

AGENCY/SUPP ID: 9990 0001 - DEPT OF FISCAL SERVICES

VENDOR	VENDOR NAME	FED ID	PHONE	V T	S	M	CI RN	UBI	OMWBE
NUMBER	ADDRESS			P	B	B	PD		T %
CLASS	BOX	IND							
0000001208	00 INPUT VENDOR PURGE KEY 0003								
0000001208	00 TOOLMEY, JACK			1					A
	745-7154, ROOM 214								
	SALMON RESEARCH								
	OLYMPIA WA. 98504								
0000001352	00 INPUT VENDOR PURGE KEY 0001								
0000001352	00 AMBROSE, CARROL			0					E
	ROUTE B09								
	SUITE 35								
	YELM WA. 98000								
0841040651	00 INPUT VENDOR PURGE KEY 0002								
0841040651	00								
	VENDOR NUMBER CANNOT BE PURGED. BEING USED IN DRS								
0911155874	00								
	VENDOR NUMBER CANNOT BE PURGED. BEING USED IN DRS								

This report is produced by the "Vendor Record Delete" process.

Vendor Delete Record Report (WPD933P)

Sample Report – Appendix G

999-0
AGY PAGE: 1
RPT WPD933P
03/14/03 (14:54:59)
RUN PAGE: 1

STATE OF WASHINGTON
VENDOR DELETE-RECORD REPORT

AGENCY/SUPP ID: 9990 0001 - DEPT OF FISCAL SERVICES

KEY	VENDOR NUMBER
RRR1	000038500000
12Y1	000000071100
0001	000000119200
0002	19*****

This record is produced when a 'print' is ordered on the Vendor Edit Purge Selection screen VE.2.1.

VE Global Change List of Keys (WPD935P) Sample Report – Appendix H

999-0
RPT WPD935P
030915 (14:27:57)

STATE OF WASHINGTON
VE GLOBAL CHANGE LIST OF KEYS

AGY PAGE: 1

RUN PAGE: 1

AGENCY/SUPP ID: 9990 - DEPT OF SERVICES

KEY	NEW VE NUMBER	NEW VE NAME	OLD VE NUMBER	OLD VE NAME
TEST	A00000456701	GLOBAL CHANGE TEST	TEST00002201 TEST00003400	VENDOR SERVICE COMPANY SUPPLIES INCORPORATED

This record is produced when a 'print' is ordered on the Vendor Global Name/Number Change screen VE.2.2.

999-0
RPT WPD936P
030915 (14:37:46)

STATE OF WASHINGTON
VENDOR EDIT GLOBAL CHANGE TEST

AGY PAGE: 1
RUN PAGE: 1

AGENCY/SUPP ID: 9990 - DEPT OF SERVICES

CHANGE KEY: TEST

DRS

NEW VE NUM	NEW VE NAME	OLD VE NUM	OLD VE NAME	AMOUNT	TRANSACTION ID
000000045600	AL LAIRD ENTERPRISES	000000543001	THE SMITH GROUP		VE#/NAME NOT IN DRS
077014476100	ART'S WELDING	077014473100	PRECISION WELDING		VE#/NAME NOT IN DRS
580097125000	RAY YOGI	6609565592B3	SUPERIOR WELDING	784.88	020808WW003001550
				7.85	020808WW003001560
				577.33	021010WW001002050
				20.45	021010WW001002060
				150.96	021010WW003006190
				7.66	021102WW004002810
				354.09	030201WW003002920
		013374842500	CAST IRON WELDING	38.16	010712WW004001770
				11.58	010712WW004001780
				0.71	010712WW004001790
				0.28	010712WW004001800
				53.23	010812WW002002430
				0.49	010812WW002002440
				0.63	020425WW002000470
				43.95	020425WW002000480
				0.01	020425WW002000490
				0.41	020425WW002000500
		013226789200	BRAZING SPECIALTIES	237.34	010826WW003000660

This record is produced when a 'test' is ordered on the Vendor Global Name/Number Change screen VE.2.2.

Records Changed in VE/DRS Files (WPD937P) Sample Report – Appendix J

999-0
RPT WPD937P
09/09/03 (21:15:34)

STATE OF WASHINGTON
RECORDS CHANGED IN VE/DRS FILES

AGENCY/SUPP ID: 9990 0001 - DEPT OF FISCAL AFFAIRS

NEW VE NUMBER	NEW VE NAME	OLD VE NUMBER	OLD VE NAME	TRANSACTION ID	KEY
091165185400	MERCED CONSORTIUM	060151862200 091165185400	MYERS, CYNTHIA MERCED INCORPORATED	030830WW002001580 VE# IS NOT IN DRS	JHL1 JHL1
091096479000	COUNCIL ON ENVIRONMENT	091096579000	COUNCIL ON ENVIRONMENT	030826WW001000400 030923WW002000110 030923WW002000120 031004WW003000310 031025WW002000790 VE# IS NOT IN DRS	JHL2 JHL2
		091096479000	COUNCIL OF ENVIRONMENTAL SVCS	VE# IS NOT IN DRS	JHL2
A10000000000	CHANGE NAME FOR TEST ****##123	ATEST27DEC00	TIN TEST NAME CHANGE	VE# IS NOT IN DRS	1AAA
AAAAAAAAAAAA	GLOBAL CHANGE TEST	A30000000000	TEST	VE# IS NOT IN DRS	1111

This report lists the Vendor Edit and Disbursement Reporting System records that were changed by the global change process.

“When addressing mail to a rural route, highway contract route, or post office box, the information should be printed as shown in these examples:

Rural Route
RR 6 BOX 92

Highway Contract Route
HC 2 BOX 10

Post Office Box
PO BOX 184

“The use of two delivery addresses, such as a street address and a post office box, is not recommended. If **dual addressing** is used, one delivery designation should be placed on the Delivery Address Line and the other on the line immediately above. **It’s important to note that the mail will be delivered to the address on the *Delivery Address Line* and, for that reason, the ZIP Code or ZIP+4 should always reflect that address.**” *The last non-blank address line in the AFRS vendor record would be the *delivery address*.*

Example of Dual Addressing

GRAND PRODUCTS INC
100 MAJOR ST
Mail will be delivered here ----->PO BOX 200
NEW YORK NY 10001-0200

Some addressing abbreviation and punctuation rules are:

- N (North), S (South), E (East), W (West), NE, NW, SE OR SW,
 - AVE (Avenue), ST (Street), DR (Drive), RD (Road), PL (Place) or CIR (Circle),
 - RM (Room), STE (Suite) or APT (Apartment) number,
 - No Punctuation is preferred.
-
- The **Name of Recipient Line** should contain the name of the intended recipient. In the AFRS vendor record this is the **Vendor Name Line**.
 - The **Information/Attention Line** and the **Non-Address Line** are not currently supported by the AFRS vendor record format.

MILITARY ADDRESSES

- “APO” or “FPO” is the equivalent of a city name. “AE”, “AP”, and “AA” are the equivalents of state abbreviations.
- AE - (Zip Codes 090-098) designates Armed Forces in Europe, the Middle East, Canada, and Africa.
- AP - (Zip Codes 962-966) designates Armed Forces in the Pacific.
- AA - (Zip Code 340) designates Armed Forces in Central and South America (Except Canada).

FOREIGN ADDRESSES

- “Mail addressed to foreign countries should include the country name (no abbreviations) as the only information on the bottom line” (the City/State/Zip line).
For example:

MR DAVID LEWIS
247 HOWE LANE
LONDON, WIP8HQ
ENGLAND

- “EXCEPTION: Mail addressed to Canada may use either of the following formats when the postal delivery zone is included in the address:” For example:

MR. FRANK AMBROSE
724 FRONT STREET
OTTAWA, ONTARIO K2B OA1
CANADA

MR. FRANK AMBROSE
724 FRONT STREET
OTTAWA, ONTARIO CANADA
K2B OA1

AFRS VENDOR ADDRESSING EDIT RULES

The three address fields on the AFRS Vendor Edit Maintenance screen VE.2 are 32-character alphanumeric fields that identify titles, street address information or mail stops in lieu of street addresses. Some of the **AFRS edit rules for the name and address lines are:**

1. The minimum required fields per US Postal System are & AFRS edits that are in place are:
 - * **US Postal**-Address line 1 must not be blank
 - * **AFRS EDIT**-Address line 1 must contain a name or a character (some agencies will use a '.' or a '*' if they do not intend to put a name on this line)
 - * **US Postal**-'City' must be entered,
 - * **AFRS EDIT**-'City' must contain a name or a character (some agencies will use a '.' or a '*' if they do not intend to put a city name on this line)
 - * **US Postal**-'State' must contain a valid state abbreviation
 - * **AFRS EDIT**-'State' must contain a valid US Postal Service state abbreviation (e.g. WA=Washington) if the US/Foreign Address field is set to 'U'
 - * **US Postal**-'Zip Code' should contain at least a five-digit zip numeric code (a full Zip +4 code is recommended).
 - * **AFRS EDIT**-'Zip' must be alpha/numeric (**US Postal Service Zip codes are numeric**).

NOTE: Other AFRS on-line screen edits for the address lines are:

- * Address lines 2 and 3 can be blank
 - * The US/Foreign Indicator defaults to “U” for US
 - * Any format can be used in reporting a foreign mailing address by changing the US/Foreign Indicator to ‘F’ for Foreign
2. The Internal Revenue Service has some naming and addressing conventions that should be considered when building a vendor edit record that will be used in an IRS 1099-MISC form:
- * The vendor name must not exceed two lines (vendor name line and address 1 line),
 - * The vendor name line should contain the taxpayer name that corresponds with the taxpayer identification number (TIN) on the record,
 - * If there are multiple payees, only the name of the payee whose TIN has been provided should be entered in the name field - The names of the other payees may be entered in the second payee name line (ADD1),
 - * Preferably, the surname of the payee should appear first. If records have been developed using the first name first, a blank space must be left between the first and last names.
 - * The IRS 1099-MISC will accept only one line of address.
3. There can be multiple addresses for the same Vendor Name. The reason for this is that multi-location vendors can also have multiple billing addresses. **Each different address will require a separate vendor record.** One way to do this is to assign a ten-character vendor number to the vendor and use a different vendor number suffix (two characters) to differentiate between addresses and other vendor edit coding variations for that vendor.

Sample Vendor Number Formats – Appendix L

The numbers shown are the first 10 positions. Suffixes (next two positions) should be used to define variations of a single vendor.

000000419	leading zeros with trailing sequential number
ATTWIRELES	vendor name based
0SUPERTRON	leading digit followed by partial vendor name
000000SCHW	leading zeros followed by the first few characters of the vendor name
0450001099	leading agency number of owning agency followed by right justified sequential number
AG00000127 DIS0000000	leading initials of <i>owning</i> agency followed by sequence number or zeros
AG00000127 DOC0000000	leading initials of agency <i>to be paid</i> followed by sequence number or zeros
EE00000051	leading letters followed by sequential number
NOW9000050	leading letters and numbers followed by sequential number
000000ST09	leading zeros with agency initials and agency number (State Treasurer ST090)
000000BF10	leading zeros followed by letter categorization (BF) of financial institutions followed by a sequence number
5109802000	leading sequential number with trailing zeros
0000V6X3H1	mix of letters and numbers
00000F3290	leading zeros then first letter of vendor name and sequential number
00000VZ013	leading zeros then 'V' for vendor followed by first letter of vendor name followed by sequential number
00000EH080 000000EB41	leading zeros followed by 'E' for employee followed by first letter of employee last name followed by a sequential number
C000000002	leading first letter of vendor name followed by right justified sequential number.
ABARNARD00	leading first initial of person's name followed by last name followed by zeros
EMPLOYMG95	vendor category (employee in this case) followed by a sequential number.
0AFRICA000 0BUENOSAIR	leading zero followed by name of foreign country or foreign city.
0CLIENT002 000DLR1178	leading zero followed by vendor category then by sequential number
00NEISP005	leading zeros followed by name of an assistance program (in this case it is NEISP Program) followed by sequential number
00000RAMCO	leading zeros followed by leading letters of the vendor name
00000GP510	leading zeros followed by 'G' for government followed by first letter of payee name followed by a sequential number
00000VA201	leading zeros followed by 'V' for vendor followed by a sequential number

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)						
Business name, if different from above						
Please print or type See Specific Instructions on page 2	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px; vertical-align: top;"> <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> LLC filing as Disregarded Entity /Sole Proprietor </td> <td style="width: 25%; padding: 2px; vertical-align: top;"> <input type="checkbox"/> Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney <input type="checkbox"/> LLC filing as a Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney </td> <td style="width: 25%; padding: 2px; vertical-align: top;"> <input type="checkbox"/> Partnership <input type="checkbox"/> LLC filing as Partnership </td> <td style="width: 25%; padding: 2px; vertical-align: top;"> <input type="checkbox"/> Other <input type="checkbox"/> Non Profit <input type="checkbox"/> Government <input type="checkbox"/> Volunteer <input type="checkbox"/> Board Member </td> <td style="width: 10%; padding: 2px; vertical-align: top;"> <input type="checkbox"/> Exempt from backup withholding </td> </tr> </table>	<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> LLC filing as Disregarded Entity /Sole Proprietor	<input type="checkbox"/> Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney <input type="checkbox"/> LLC filing as a Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney	<input type="checkbox"/> Partnership <input type="checkbox"/> LLC filing as Partnership	<input type="checkbox"/> Other <input type="checkbox"/> Non Profit <input type="checkbox"/> Government <input type="checkbox"/> Volunteer <input type="checkbox"/> Board Member	<input type="checkbox"/> Exempt from backup withholding
<input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> LLC filing as Disregarded Entity /Sole Proprietor	<input type="checkbox"/> Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney <input type="checkbox"/> LLC filing as a Corporation <input type="checkbox"/> Medical <input type="checkbox"/> Regular <input type="checkbox"/> Attorney	<input type="checkbox"/> Partnership <input type="checkbox"/> LLC filing as Partnership	<input type="checkbox"/> Other <input type="checkbox"/> Non Profit <input type="checkbox"/> Government <input type="checkbox"/> Volunteer <input type="checkbox"/> Board Member	<input type="checkbox"/> Exempt from backup withholding		
Address (number, street, and apt. or suite no.)						
City, state, and ZIP code						
List account number(s) here (optional)						
Requester's name and address (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 How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 3 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. person (including a U.S. resident alien).

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 3.)

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,