

INSTRUCTIONS FOR VENDOR VALIDATION FORM (F-80112)

Vendor Number Requester should first complete the "requester data area" in the box on the upper right-hand of the form. The gray-shaded areas of the form indicate "required" Fields to be completed by Requester. This form is used to set-up a vendor in the FMS Vendor Database (or the CARS Grant Payment System when indicated).

Please note that BFS has provided Options for Requester for obtaining the IRS required W-9 Form as outlined in the Accounting Policy and Procedure Manual (APP Red Binder) Section 6 - Purchasing , 2.0 (Vendor Procedure).

Fields 2, 6, 12, 21, 28:

Blank = Original Input (new vendor set-ups).

R = Change to complete line that follows. Note that if a change is desired, all required fields in that line must be filled out. If change source documentation is available, i.e. vendor or post office notices, please submit a copy with this form.

Field 3:

This field is used for the assigned vendor number. Leave blank for new set-up requests. Fill in assigned vendor number for change requests only. *Requester can find assigned number via the FMS Vendor On-Line Inquiry system.*

Field 4:

This field is used for the Vendor Trade Name (typically the check Payment Name). Use standard abbreviations where needed (*refer to Vendor File Standards*). Our policy is to use full name abbreviated where possible, not the acronym.

Field 8:

This field is for the Street Address or PO Box. If both are provided, the PO Box should be in field 30, not field 8. If additional information is desired in the address (i.e. vendor legal name) use this field, not field 30. Note that it is our policy to not include attention lines for individual names; and also, for use of field 30, refer to field 26.

Fields 9, and 10:

These fields are used for the City, State, and Zip-Code.

Field 14:

Leave blank. This field will be completed by Vendor Validation Coordinator, when necessary. *Current field 14 use indicates status of vendor for Federal IRS 1099-MISC Information Reporting for checkwriting subsystems (i.e. CARS, Community Aids Reporting System) denoting the receipt of vendor W-9 Form and vendor entity reportability (Yes/No).*

Field 15:

Indicate if this vendor is a "State of Wisconsin Certified MBE" by entering MBE (acronym for Minority Business Enterprise). If not, leave blank. *The MBE listing is provided by the Wisconsin Office of Contract Compliance (WOCC). Contact Purchasing staff for additional data.*

Field 16:

This field is used for a three digit organization number. This number represents what division is requesting the new/changed vendor (i.e. DOH 100, DCTF 200, DCFS 300, DSL 600, etc.).

Field 17:

Leave blank. Vendor Validation Coordinator will assign when necessary. *Common uses are: 01 = CARS subsystem interface vendor/agency record; 03 = vendor is scheduled to be deleted with the next vendor system purge; 04 = vendor has a "permanent factor" who is a 3rd party that will receive this vendors' payments (factor vendor number entered in field 25).*

Field 18:

This field specifies that the number in field 19 is a Federal Tax Identification Number and not a Social Security Number (FEIN = 1 versus SSN = blank).

Field 19:

This field provides the vendor's TIN (Taxpayer Identification Number). It must be numeric with no dashes and only nine (9) digits long. *The TIN is the key interface number required by FMS and WiSMART computerized accounting systems for vendor purchases and payments and Federal 1099-MISC income reporting compliance.*

Field 24:

This field is the vendor "abbreviated" name required by certain audit reports. If the vendor is an Individual, enter last name with a comma and first name initial (or last name only). If the vendor is a Business, enter the first 10 digits of the vendor trade name, or standard abbreviations of the first two words in the business trade name. Do not use acronyms.

Field 25:

Leave blank. *This field may be used to provide the vendor number for the "3rd party" vendor who will be the payee for all invoices (refer to field 17, above). This field may also be used to direct payments to a specific vendor number, during maintenance projects intended to eliminate duplication of vendor records.*

Field 26:

This field specifies if the "optional" information in field 30 is used to create a four line address (Code 2); or if the vendor's invoice remittance will be sent to a different address than the purchase order (Code 1). If Code 2, leave field 31 blank. If Code 1, fill in field 31.

Fields 33 thru 39:

Leave blank, unless you are requesting set-up of a CARS Agency number for the Community Aids Reporting checkwriting subsystem. *Vendor Validation Coordinator will assign Agency Number, field 33. Contact CARS staff for instructions on required data for fields 34-39. Obtain the CARS Agency Number prior to submittal of pre-packets to BFS.*