



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 6 – Purchasing 2.0	EFFECTIVE DATE: 01/01/1997
TITLE: Accounting System Supplier Process	REVISION DATE: 01/15/2019
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

A central supplier file system has been used by the state since 1993. Under our current supplier file system STAR; All Suppliers must be maintained by the State Controller’s Office (SCO). The Internal Revenue Service (IRS) requires organizations to have a W-9 Form on file, for all suppliers. To comply with the IRS requirement, the Department of Administration (DOA) requires that a new supplier complete an IRS W-9 Form and the New Supplier Information form (DOA-6460), before they can be set up with a Supplier Identification Number, and therefore payment made.

POLICY

All supplier table additions and changes must be entered centrally by the SCO. The standard Service Level Agreement SLA, for adding a new Supplier shall be 3 business days provided that the completed request form is received no later than 12 p.m. See [Wisconsin Accounting Manual \(WAM\), Section 5 subsection 8](#) – Accounts Payable, Finding Suppliers and [subsection 1 Supplier Table Maintenance](#) for further information.

PROCEDURES

The Accounts Payable function will remain in the DHS. Therefore the solicitation and collection of accurate supplier information with the completed forms will be DHS responsibility. Once forms are collected, they may be submitted to the SCO via the assigned Supplier Coordinator in BFS. This Coordinator will submit all required information to the SCO via STAR.

Personnel initiating purchasing transactions, via either purchase requisitions or direct payments, on behalf of the DHS, may not purchase goods or services from a New Supplier until the supplier has been set up by the SCO in the Supplier Table in STAR.

DHS personnel initiating purchasing transactions can determine whether a supplier has been set up by:

Searching for the Supplier in STAR before requesting a new supplier set up. Refer to the Wisconsin Accounting Manual (WAM), STAR Job Aids, [“Finding Suppliers in Review Suppliers.”](#)

If the Supplier exists, then verify the correct “Remit to” address is also on file by checking the Supplier Location as well.

If the Supplier ID and correct Location exist, no further action is necessary.

If the Supplier does not exist, then the following forms must be submitted electronically by email to: DHSDLDESBFSVendorVAL@dhs.wisconsin.gov:

- IRS W-9 Request for Taxpayer Identification Number and Certification
- DOA-6460 New Supplier Information

If the Supplier exists, but does not have the correct “Supplier Location” and/or “Remit to” address, then they must submit only a completed DOA-6457 Supplier Address Update form.

This form does not need a signature from the supplier if a current invoice with the correct remit to address is submitted to the above Supplier Coordinator email address.

If an existing Supplier would like to have payments made by electronic deposit to their bank account then they must submit the following form completed and signed along with a copy of a voided check, deposit ticket or bank letter:

DOA-6456 Authorization for Direct Deposits

If an existing Supplier needs to change their Supplier Name or Taxpayer Identification Number, they will need to submit the following forms completed and signed:

- IRS W-9 Request for Taxpayer Identification Number and Certification and
- DOA-6458 Change of Supplier Name or a
- DOA-6459 Supplier Tax Number Change

Please contact the Supplier Coordinator if you need further clarification on this process: (608) 267-7358 or email DHSDLDESBFSVendorVAL@dhs.wisconsin.gov .

Once the Supplier Coordinator has received all completed forms, they will submit these forms electronically to the SCO for processing. The SCO have 3-5 business days to complete the request.

SCO will then notify the Supplier Coordinator when they have completed the request with an email containing the new Supplier and Location ID. This notification shall be forwarded to the DHS personnel whom originally submitted the request.

If DHS Personnel do not have STAR Review Supplier access to search for Supplier information or are requesting help on how to use STAR Review Supplier to determine if this supplier exists, they may contact the Supplier Coordinator by email at:

DHSDLDESBFSVendorVAL@dhs.wisconsin.gov

FORMS

- IRS W-9 Request for Taxpayer Identification Number and Certification
- DOA-6457 Supplier Address
- DOA-6456 Authorization for Direct Deposits
- DOA-6458 Change of Supplier Name
- DOA-6459 Supplier Tax Number Change
- DOA-6460 New Supplier Information
- IRS W-8BEN Form – Certificate of Foreign Status

CONTACTS

[Vendor/Supplier Coordinator Expenditure Accounting Section](#)
[Section Chief, Expenditure Accounting Section](#)