

<b>VENDORS</b> .....	<b>2</b>
<b>17.1 Terminology</b> .....	<b>2</b>
<b>17.1.1 Procedure Terminology</b> .....	<b>2</b>
<b>17.2 Overview</b> .....	<b>4</b>
<b>17.3 Maintenance</b> .....	<b>5</b>
<b>17.3.1 Adding Vendor Records</b> .....	<b>5</b>
<b>17.3.1.1 Interagency Vendor Records</b> .....	<b>5</b>
<b>17.3.2 Changing Vendor Records</b> .....	<b>6</b>
<b>17.3.2.1 Approvals</b> .....	<b>6</b>
<b>17.3.3 Vendor Record Standardization</b> .....	<b>7</b>
<b>17.3.4 Purges</b> .....	<b>8</b>
<b>17.3.5 1099 Implications</b> .....	<b>8</b>
<b>17.3.6 B Notices</b> .....	<b>9</b>
<b>17.3.7 Backup Withholding</b> .....	<b>9</b>
<b>17.3.8 Status Codes</b> .....	<b>10</b>
<b>17.4 Documentation</b> .....	<b>11</b>
<b>17.4.1 Additions</b> .....	<b>11</b>
<b>17.4.2 Changes</b> .....	<b>11</b>
<b>17.4.3 Inactivations</b> .....	<b>12</b>
 <b>PROCEDURES</b> .....	 <b>13</b>
<b>1700 Establishing a Vendor Record</b> .....	<b>13</b>
<b>1710 Establishing a Foreign Vendor</b> .....	<b>22</b>
<b>1720 Changing a Vendor Record</b> .....	<b>30</b>
<b>1730 Inactivating a Vendor Record</b> .....	<b>36</b>
<b>1740 Reactivating a Vendor Record</b> .....	<b>40</b>
 <b>EXHIBITS</b> .....	 <b>42</b>
<b>Exhibit 17-1</b> .....	<b>42</b>
<b>Exhibit 17-2</b> .....	<b>43</b>
<b>Exhibit 17-3</b> .....	<b>44</b>
<b>Exhibit 17-4</b> .....	<b>46</b>
<b>Exhibit 17-5</b> .....	<b>47</b>
<b>Exhibit 17-6</b> .....	<b>48</b>
<b>Exhibit 17-7</b> .....	<b>49</b>
<b>Exhibit 17-8</b> .....	<b>50</b>
<b>Exhibit 17-9</b> .....	<b>52</b>

## VENDORS

### 17.1 Terminology

The following terms are used throughout this chapter:

**Buyouts** – The action that takes place when one company buys out all assets of another company and all orders and payments are transferred to the buying company.

**FEIN** - Federal Taxpayer Identification Number assigned to an entity by the Internal Revenue Service.

**Location Code** - A unique two-digit code assigned to each vendor record to designate a unique physical location of the vendor.

**Mergers** - The action that takes place when two companies join to form one company.

**Name Change** - The action that takes place when a company changes its legal name.

**SSN** - Social Security Number assigned to an individual by the Social Security Administration.

**TIN** - Taxpayer Identification Number the FEIN or SSN.

**Vendor** - The individual or entity that receives benefits from and/or provides goods or services to the State of Louisiana.

**Vendor Code** - The eleven-digit code comprised of the nine-digit TIN and the sequentially assigned two- digit location code.

**Vendor Record** - Collection of descriptive data about an individual or entity by FEIN and location code.

#### 17.1.1 Procedure Terminology

The following are the field definitions for each vendor related field used in the 1700 – 1740 procedures in this chapter:

**Vendor Code** - The Federal Employer Identification Number (FEIN) or Social Security Number (SSN) followed by a two-digit alpha/numeric location code.

**Name** - The legal name as it appears on IRS or SSA records for the FEIN/SSN number of the vendor being established.

**Name 2** - It is used for vendors with names in excess of 30 characters. The “doing business as” (DBA) name can be placed on the Name2 line.

**Address** - The first line of the address of the vendor.

**Address2** - This line is provided for vendor addresses that will not fit on one line.

**City** - This is the city in which the vendor address is located.

**State** - The standard United States Postal Service two-letter code for the state in which the vendor address is located. Must be a valid entry from the BTAB table ‘ST’ (State Code). If the country is not ‘US’, this field is left blank.

**Zip** - The postal code that corresponds to the address entered in the Address and/or Address2 field.

**Parish** - The parish code that corresponds to the city entered for the address. If the address is in Louisiana, this field must be a valid entry from BTAB table ‘CC’. Enter 98 if not in Louisiana.

**Country** - This code identifies the country in which the vendor address is located. Must be a valid entry from BTAB table ‘CR’ (Country Code). Defaults to US if left blank.

**Contact** - The name of the person to contact if any communication with this vendor is necessary.

**Phone** - The area code, telephone number and extension (if known) of the contact person listed.

**FEIN/SSAN** - The TIN under which payments are to be reported to IRS. This number should match the first nine digits of the vendor code.

## CHAPTER 17

**Primary Vendor Ind** - A 'Y' is placed in this field for non-1099 vendors when this is the first entry for a vendor record. All non-1099 vendors must have one and only one location designated as a primary vendor. This indicator identifies the main/corporate office.

**1099 Vendor Ind** - A 'Y' is placed in this field for 1099 vendors whose payments are to be reported to the IRS at the end of the calendar year.

**Master Vendor Ind** - A 'Y' is placed in this field for the parent or main company address for this FEIN or SSN for 1099 reporting to the IRS. All 1099 vendors should have one and only one location designated as a master vendor.

**Backup Withholding** - A 'Y' is placed in this field for automatic backup withholding on a vendor when erroneous information has been reported to the IRS on a 1099 form and the Agency has been unable to obtain the correct information after mailing a B Notice to the vendor. It is mandatory that backup documentation be sent to OSRAP before this indicator will be set or changed to 'Y'.

**Prevent Deletion** - A 'Y' is placed in this field for vendors who should never be purged from the vendor database. Written documentation must be sent to OSRAP indicating why the prevent deletion flag should be 'Y'.

**Requesting Agency** - This field is used to identify the agency requesting the establishment of a new vendor record. The field defaults to the user's Executive Agency number. OSRAP is the only agency authorized to update this field.

**Status Code** - The current status of the vendor record.

**Activate** - The user enters a 'C' to create a casual vendor in the AGPS vendor database. OSRAP is the only agency allowed to place a vendor in any other status. This field updates the hold-payment indicator in AFS.

## 17.2 Overview

All vendor records utilized by State Agencies for purchasing, payments and professional services are entered in ISIS and maintained in AGPS. Vendor records entered by agencies, remain in the casual (5) status until activated by OSRAP. For activation, OSRAP policy requires receipt of an IRS W-9 form. A form must be on file for each FEIN/SSN before a vendor is activated in the vendor file. If an additional location is being added to a record that already exists, a Vendor Location Form must be submitted listing all locations doing business with the

## CHAPTER 17

State of Louisiana. The Vendor Location form will be maintained in the Vendor Section of OSRAP. If the location being added is not listed on the Vendor Location form, the corporate office of the company will have to complete a Vendor Location form to add the location. Entry of the information by the agencies will be verified by OSRAP Vendor Section personnel for adherence to naming and punctuation standards and United States Postal Service postal addressing standards. Vendor records are one of the fundamental components of the purchasing and payment process. Managing and maintaining vendor information is extremely important to the success of the overall processes of AGPS, AFS, and CFMS.

Once a vendor record is activated it may be used by any state agency to process encumbrance and/or payment transactions. Therefore, agency specific information is usually not allowed on any vendor record. Since any agency may use a vendor record, changes may be initiated by any agency. However, OSRAP must review, approve and enter all changes to the vendor data on the AGPS VENC screen. If a vendor is on the OSP bidder list and/or has a statewide contract, OSP must approve the change of name, TIN#, and main, solicitation, and order addresses. The bidder vendors pay OSP a yearly fee to automatically receive invitations to bid. OSP has authorized signatures on file and changes cannot be made unless the request is approved by OSP. If a vendor has a CFMS contract in ISIS, the vendor record cannot be changed without OCR approval. **It is the agencies responsibility to verify vendor information prior to placing a vendor code on any ISIS system document. Use of incorrect vendor codes may result in delays in processing bids, orders and payments.**

### 17.3 Maintenance

#### 17.3.1 Adding Vendor Records

New vendors are established in AGPS on the VENC table. All pertinent vendor data and documentation should be gathered before attempting to establish a vendor. PPM71 requires “A valid, proper TIN (as determined by IRS Form W-9) must be obtained by the reporting unit for every payee, before payment can be made...” Users need to verify that a vendor’s record is not already present before attempting to add a new one. Specific procedures for adding a vendor can be found in Section 1700.

##### 17.3.1.1 Interagency Vendor Records

Interagency transfers are transfer of funds from one agency to another agency. It is the policy of the Division of Administration that agencies will use interagency transfers instead of issuing checks when paying another state agency. All agencies that sell goods or services to other state agencies should have a vendor code with a location code of SA-SZ under their master FEIN on

the VENC screen of AGPS. See SAMemo 98-47 (Exhibit 17-8) for additional information and guidelines.

### 17.3.2 Changing Vendor Records

All changes to vendor file information must be submitted on a Payee Vendor Update form with documentation from the vendor indicating the change is required. It is only necessary to complete the fields on the Payee Vendor Update form that need to be changed and the reason for change. The name field should always be filled in so there is a cross reference between the vendor number and the name for the particular record being changed. For name and TIN changes, a new W-9 will be required. Once a vendor is entered in the vendor file, successful maintenance of the information requires a coordination of effort on the part of the agencies and OSRAP. OSRAP does not know when it becomes necessary to change vendor information unless OSRAP has been notified by the agencies or consolidated checks are returned to OSRAP. Since the agencies deal directly with the vendors and receive documentation (i.e., invoices) that contain address and company information, the agencies are in a better position to determine when information on the vendor file needs to be updated. Specific procedures for changing vendor information can be found in Section 1720.

#### 17.3.2.1 Approvals

**Office of State Purchasing (OSP) approval** - If a vendor is registered as a bidder with OSP and/or has a statewide contract, OSP's approval is required for any change being made to the name, address (main, solicitation, or order address), or tax identification number for the vendor record.

**Office of Contractual Review (OCR) approval** - If a vendor has a CFMS contract, OCR's approval is required for any change being made to the name, address, or tax identification number for the vendor record.

**Office of Statewide Reporting & Accounting Policy (OSRAP) approval** - OSRAP must approve all entries of new vendors as well as all changes made to vendor records. If any transaction is disapproved, OSRAP will contact the requesting agency and notify of disapproval and what action should be taken to complete their processes.

### 17.3.3 Vendor Record Standardization

**Naming Standards** - All vendor names should be standardized for easier access by all state agencies.

- Punctuation should not be entered in the name unless commas are needed for clarity. (For example: Smith, Poe, Howe Attorneys-at-law). When entering the name of companies that have periods in their legal name, replace the periods with spaces. Use the ampersand symbol (&) not the word 'and', if part of the vendor's legal name. All symbols, with the exception of hyphens and slashes, should be set off by spaces. (For example: #, "", &).
- Individuals must be set up as first name first. Do not use personal titles such as Mr., Miss, or Mrs., unless it is part of the legal name (For example: Miss Goldy's Chicken).
- Do not precede a doctor's name with Dr., follow his/her name with MD. (For example: J P Smith MD).
- Doctors using the FEIN of a clinic must be entered with the clinic's name on the first line. The doctor's name will be entered on the Name2 line. For payments to multiple doctors within one clinic, the name of the clinic must be used.
- The name line for a deceased vendor will be entered as "Estate of John Doe". Legal documentation will be required prior to activating a vendor record for a deceased vendor.
- For vendors doing business under another name, the person's name must appear on the first line and the DBA must be entered on the Name2 line. (For example: an individual using his SSN: John Doe  
DBA Triple A Wreckers)
- Notice that slashes are not used. If the DBA is company to company, the company names must be entered in the order they appear on the W-9.
- When payments will be jointly endorsed, the Name line will contain the name of the person whose FEIN or SSN is being used. The name of the second endorsee will be entered on the Name2 line preceded by the word 'AND'.

- Do not abbreviate the name of a vendor unless space becomes an issue. If space is an issue, abbreviate things such as Incorporated (INC), Company (CO), Department (Dept), Joint Venture (JV), Limited (LTD), etc.
- Do not include account numbers, policy numbers, etc. in any field of VENC. Agencies should include this information in the comments/description field of their payment documents. The vendor file is for statewide use.
- State Agencies should be entered with the department name on the first line and the agency or an office name on the second line. For example:

Department of Education  
Office of Academic Programs

**U.S. Postal Services Standards.** The United States Postal Service has a publication called Postal Addressing Standards (Publication 28). When abbreviations are necessary in an address, the postal addressing standards should be utilized. To obtain a copy of this booklet, write to US Postal Services, National Customer Support Center, Memphis TN 38188-0001.

#### 17.3.4 Purges

Purges will be run as scheduled against vendors who have had no financial activity in the prior three years and vendors who are in the casual, pending inactive, and inactive status. This process allows for increased space on the mainframe and aids agencies in finding the most up to date information for their use. If a vendor is purged and must be reinstated, the agency must key in the vendor information and use the next location code available.

#### 17.3.5 1099 Implications

1099 reporting to the Internal Revenue Service (IRS) is an important accounting activity within a state agency. The IRS requires that payments made by state agencies must be reported to 1099 reportable vendors and the IRS. Since the IRS may penalize an agency for each incorrect 1099 reported, it is extremely important that data established on the state's vendor file is correct. Not only does the vendor data affect the bid process, purchase orders and payments, but the 1099 data on the vendor file is used to comply with IRS reporting requirements. See Chapter 15 1099 Reporting for additional information.



### 17.3.6 B Notices

Once a Form 1099 is filed with the IRS, the IRS will perform various matching functions to determine whether the name and taxpayer identification number combination provided match the information on the IRS master files. If they do not, the IRS will send the payer a list of returns filed with incorrect TIN's. This is the "B Notice" to the payer. This notification to the payer contains a date on it. All required activities must be done within a certain number of days after this date. The payer must contact the payee within 15 business days of the date on the notice and request that the payee execute Form W-9 certifying the payee's TIN. If the payee does not do so within 30 business days from the date the IRS notified the payer, the payer must backup withhold 28 percent of all future payments to that payee. Backup withholding will remain in effect until the payee submits the certified TIN.

### 17.3.7 Backup Withholding

If an agency receives a B-Notice from the IRS, the agency should attempt to contact the vendor and obtain the correct Taxpayer Identification Number (TIN). If a vendor cannot be contacted or a TIN is not provided when requested, you must impose "Backup Withholding" on any payments that are 1099 reportable (expenditures charged to 1099 reportable objects) to the service provider. This is true even if the amount is less than \$600.00 per year. You must continue to withhold until the payee provides a TIN. If you are required to withhold and fail to do so, you are liable for the amount you should have withheld. A Vendor who has been designated for "Backup Withholding" will have their Backup Withholding indicator, 1099 indicator and 1099 Master Vend Indicator changed to 'Y' on the VENC table in AGPS/AFS. This will accomplish the objective of complying with the IRS B-Notice requiring the backup withholding. A 1099 is required for vendors subject to backup withholding regardless of whether the vendor meets any other 1099 reportable criteria.

It remains the "paying agency's" responsibility to code expenditures correctly.

The agency remits the withholding to the IRS by preparing IRS Form 945. Instructions to complete the form is available at the IRS website: <http://www.irs.gov/pub/irs-pdf/i945.pdf>.

### 17.3.8 Status Codes

Several status codes are utilized so that the effort exerted to create transactions and the natural flow of documents is not lost or disrupted. Valid vendor codes are:

#### DESCRIPTION

- 1 Active. All transactions can be processed against a vendor with a status equal to 1. The AFS Payment Hold Ind. flips to 'N'.
- 2 Inactive. No transactions can be processed against a vendor with a status equal to 2. The AFS Payment Hold Ind. flips to 'Y'. No rollover of documents can occur.
- 3 Suspended/Invalid Vend #. FY rollover, payments and modifications are allowed to existing encumbrances. No new transactions are allowed in AGPS/CFMS. However, new transactions are allowed in AFS as Status 3 only effects AGPS/CFMS.
- 4 Debarred. OSP debars vendors who, after due process are debarred from consideration for award of contracts in accordance with R.S. 39:1672.
- 5 Casual. Agencies add vendor codes at a status of 5. Only solicitations are allowed at this status.
- 6 Pending Inactive. Allows rolled over transactions to be completed and payments to existing encumbrances. No new transactions are allowed.
- 7 CFMS Pending Inactive. Allows rolled over transactions to be completed and payments to existing encumbrances. No new transactions are allowed.

## 17.4 Documentation

### 17.4.1 Additions

**W-9 Form** - For all additions of the initial vendor record for a tax identification number, a W-9 completed and signed by the vendor is required. The W-9 form is an Internal Revenue Service (IRS) document used to certify that the Federal Employer Identification Number/Social Security Number belongs to the vendor and also certify the legal name of the vendor. The IRS requires due diligence in ensuring that the FEIN/SSN reported are correct for the payees submitted to the IRS on magnetic tape. This form is used as a tool to ensure compliance with Federal 1099 reporting requirements and the integrity of the information entered into the system. For foreign vendors, which have no Taxpayer Identification Number, a copy of an invoice will substitute for the W-9.

**Vendor Location Form** - The Vendor Location Form was designed for vendors who have multiple locations doing business with the State of Louisiana. OSRAP maintains the Vendor Location Form in-house and pulls the form when additional locations of a company are requested to be added to the vendor file database. If at any time the information on the Vendor Location Form becomes obsolete, it will be necessary for the corporate office of the vendor to complete a new Vendor Location Form. This form certifies that the general and remittance address listed are valid and the master or primary vendor is aware of their use. It provides assurance for 1099 reporting purposes that all of the locations receiving payments tied to each FEIN/SSN, which will be reported to the IRS under the master vendor record, are correct. Effective 11/1/97, OSRAP requires agencies to obtain a Vendor Location Form for all multiple location vendors listing all valid addresses for their company.

### 17.4.2 Changes

**Vendor Payee Update Form** - The Vendor Payee Update form must be submitted when it becomes necessary to change information pertaining to the vendor as displayed on the AGPS VENC screen. The form contains all fields that correspond to the fields on VENC that can be changed. The forms may be purchased from Division of Administration – Forms Management Section. Requests should be sent by mail to PO Box 94095; Baton Rouge LA 70804-9095, or by messenger mail at 950 Brickyard Lane. Documentation from the vendor is required indicating that the change is required for name changes, address changes or tax identification number changes and must be submitted with the Vendor Payee Update Form.

## CHAPTER 17

**Vendor Location Form** - The Vendor Location Form was designed for vendors who have multiple locations doing business with the State of Louisiana. OSRAP maintains the Vendor Location Form in-house and pulls the form when additional locations of a company are requested to be added to the vendor file database. If at any time the information on the Vendor Location Form becomes obsolete, it will be necessary for the corporate office of the vendor to complete a new Vendor Location Form. This form certifies that the general and remittance address listed are valid and the master or primary vendor is aware of their use. It provides assurance for 1099 reporting purposes that all of the locations receiving payments tied to each FEIN/SSN, which will be reported to the IRS under the master vendor record, are correct. Effective 11/1/97, OSRAP requires agencies to obtain a Vendor Location Form for all multiple location vendors listing all valid addresses for their company.

**17.4.3 Inactivations**

**Vendor Payee Update Form** - The Vendor Payee Update form must be submitted when it becomes necessary to inactivate information for the vendor as displayed on the AGPS VENC screen. The forms may be purchased from Division of Administration – Forms Management Section. Requests should be sent by mail to PO Box 94095; Baton Rouge LA 70804-9095, or by messenger mail at 950 Brickyard Lane. Documentation from the vendor and/or agency is required indicating that the inactivation is required due to incorrect information such as incorrect tax identification number information, non use of the vendor number, or incorrect entry by the agency and must be submitted with the Vendor Payee Update Form.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**PURPOSE AND DESCRIPTION:**

The following procedure is to be used by the agency user when establishing a vendor in the AGPS vendor file. New vendors are established in AGPS on the **VENC** table. All pertinent vendor data and documentation should have been gathered before attempting to establish the vendor record on the table. It is required by Commissioner's PPM 71 that "A valid, proper TIN (as determined by IRS Form W-9) must be obtained by the reporting unit for every payee, before payment can be made..." Users need to verify that a vendor's record is not already present before attempting to add a new one. If the user only knows the vendor name, a name-to-number cross reference is available on the AGPS or AFS VNAM table on the Name Line. The AFS VNA1 screen provides a name-to-number cross reference on the Name 2 Line of a vendor. Users should access this screen to locate vendors doing business under a name differing from the name associated with the TIN. If the results of this inquiry provide the user with a FEIN or SSN, the user will inquire by vendor code on the VENC screen (using only the FEIN or SSN and continuing to press enter until a different 9 digit FEIN or SSN is displayed). Other vendor screens are: VENL (general address only), VENI (general address only), VEND, VADR and VSTA. If the vendor is being established for the purpose of a one time payment, the agency will send an OSRAP Form 1-Payee Vendor Update, as well as other required documentation, to have the vendor inactivated after the check has been issued.

**NOTE: Vendors who should remain anonymous, such as informants, should be paid out of the imprest fund instead of establishing on the vendor data base. The vendor data base is public information.**

<b>Responsibility</b>	<b>Action</b>
Agency User	1. Verifies that the vendor does not currently exist on the vendor file.  A. Inquiries on the VNAM screen, starting with the first four characters of the vendor's name. If the resulting display is

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

<b>Responsibility</b>	<b>Action</b>
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Agency User

large, it may be limited by typing additional characters of the vendor's name on inquiry.

- B. If a name match is found, goes to the VENC screen for each vendor code listed to determine if the needed location is in the vendor file.

**NOTE: If the vendor file shows that more than one FEIN or SSN is being utilized for a vendor with the same name, contacts the vendor to determine the correct FEIN or SSN to be used.**

- C. If the information for the location code(s) does not match the information the vendor has provided, check with the vendor to ensure that the information in the vendor file is up-to-date.
- D. If the information displayed on the vendor file is outdated, performs the procedures to change and inactivate vendor location(s) as needed.

- 2. If the information for existing locations in the vendor file is correct, but does not meet the needs of the agency:

- A. The agency will access VEND to determine the ~~Date Entered~~=and ~~Date Last Changed~~=on the vendor's existing locations.

- 1) If the vendor's existing locations were added on or before 3/11/95, the agency will send a W-9, completed and signed by the vendor, to OSRAP. If

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility                      Action**

Agency User                      the date entered is after 3/11/95, a W-9 is not required.

- 2) If the vendor's ~~Date Last Changed~~ is before 11/1/97, the agency will send OSRAP a Vendor Location Form completed and signed by the vendor.
- 3) If the ~~Date Entered~~ is after 3/11/95 and the ~~Date of Last Change~~ is after 11/1/97, the agency will send a screen print of the VENC screen to OSRAP for the location code to be activated.
  - a. OSRAP will pull the Vendor Location Form submitted previously to ensure that the vendor has certified the address.
  - b. If the address was not submitted previously, OSRAP will request that the agency obtain an up-to-date form from the vendor and the agency will fax the form to OSRAP.

3. If the results of searching VNAME and VENC do not produce a match, have the vendor complete and return the W-9 form and the OSRAP Vendor Location Form.
4. Accesses the VENC screen of AGPS and types ~~CLEAR~~ in the ~~Enter Function~~ field. Press Enter.
5. Enters all pertinent vendor information on the 'VENC' screen, completing all the required fields at a minimum. See VENC table





# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

<b>Responsibility</b>	<b>Action</b>
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Agency User

- c. Address - 25 characters. Enter the address of the vendor. If the vendor has a post office box and a street address and payments, purchase orders, solicitations, contracts, etc. may be mailed to either, then list the post office box here. If the payments are sent to a different address, list the payment address under the Remit-to-Address section. **If the vendor address contains a suite number and the street number and street name consumes an entire line, then list the suite number on the Address line and the street address on the Address2 line.** (All address information must conform to the U. S. Postal Standards)

- d. City/ST/Zip - 15 characters/2 characters/11 digits. The city, state and zip code that correspond to the address entered.

**NOTE: You must tab to the ST field after entering the city if all spaces have not been used.**

- e. Parish - 2 characters. If the address is in Louisiana, must be a valid entry of the AGPS BTAB screen for table type  $\text{CC} =$  (enter 98 if not in 'LA')
- f. Country Code - 2 characters. Must be a valid entry in AGPS BTAB table type  $\text{CR} =$ (Defaults to US if left blank)
- g. Contact - 30 characters. The person authorized by the vendor to contact with questions regarding the information entered about the vendor.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility                      Action**

Agency User

- h. Phone - 14 digits. The area code, telephone number and extension (if known) of the contact person listed. This is a mandatory field.

**NOTE: Remit-to-Address - The fields in this section are to be completed only if the Remit-to-Address is different than the main location address. The fields of the screen correspond to the Address, Address2, City/ST/Zip, Parish, Country, Contact, and Phone fields on the left side of the screen. YOU DO NOT enter Name or Name2 information on this side of the screen. DO NOT duplicate the general address information in this field.**

- i. FEIN/SSAN - 9 digits. Enter the TIN under which payments are to be reported. Verify that this number matches the first nine digits of the vendor code before pressing enter. If the wrong number is entered here, the agency may change while the status code is casual; otherwise, OSRAP must change.
- j. Primary Vendor Ind. - 1 character.  $\text{N}$  if there is no other location for this TIN in the vendor file, otherwise enters  $\text{N}$ . All non-1099 vendors must have one and only one location designated as a primary vendor.
- k. 1099 Vendor Ind. - 1 character. Valid entries are  $\text{Y}$  and  $\text{N}$ . If payments to this vendor are 1099 reportable, type  $\text{Y}$ . Generally, payments to incorporated business are not 1099 reportable, unless the company provides medical

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility                      Action**

Agency User

related services or attorney services. (See Chapter 15 1099 Reporting for more information)

- l. Master Vend Ind. - 1 character. Valid entries are Y= and N=. Enter a Y= if this is the parent or main company address for this FEIN or SSN.
- m. Backup-Withholding - 1 character. Valid entries are N= and Y=. This field will default to N=

**NOTE: If the Backup-Withholding field is marked AY@ you must send documentation to OSRAP stating that the vendor is subject to backup-withholding before the location will be activated. Backup-withholding must be remitted to the IRS by the agency in a timely manner.**

- n. Prevent Deletion – 1 character. Valid entries are ‘Y’ and ‘N’. A ‘Y’ is placed in this field for vendors who should never be purged from the vendor database.

**NOTE: Written documentation must be sent to OSRAP indicating why the prevent deletion flag should be ‘Y’.**

- o. Requesting Agency - 6 characters. The AGPS agency code of the person entering the information. Must be a valid entry on the AGPS AGCY table. The field defaults to the user’s Executive Agency number.
- p. Activate (Y/N/C/P) - 1 character. Enters "C" to create a casual vendor (status code is 5).

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

Agency User

6. Review information entered for accuracy. Verify that the TIN in the vendor code is correct before submitting data since it cannot be changed once entered.
  
7. Press Enter. If error messages appear at the bottom of the screen, you must resolve error conditions and press Enter again. When the data entered is accepted, AGPS will display the message "PREVIOUS UPDATE SUCCESSFUL."
  
8. Fax or mail a cover sheet with agency contact information and a completed copy of IRS Form W-9 (for new master/primary vendors or vendors whose master/primary vendor's Date Entered field on VEND in AGPS is on or before 3/11/95 and no other location exists on the vendor file). If there is another location on the vendor file for the FEIN/SSN used whose date entered is after 3/11/95, a W-9 is not required. Also, for vendors with multiple locations, the agency is required to submit the OSRAP Vendor Location Form to OSRAP for approval/activation. The FAX number is (225)342-1053. The mailing address is:

Division of Administration - OSRAP  
PO Box 94095  
Baton Rouge LA 70804-9095.

**NOTE: The vendor will not be approved/activated until OSRAP receives the necessary documentation from the agency.**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1700
<b>Procedure Name:</b> Establishing a Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

Agency User

9. Files all vendor documentation in Vendor Pending File alphabetically.
10. Reviews the VENC table periodically to ensure that the vendor record has been established in the system.
11. If the vendor is active, processes desired transactions involving the vendor.
12. If the vendor is inactive and you have not received notification of disapproval from OSRAP, reviews the Contact field for messages. If you have questions, contact OSRAP by phone (225-342-6356).

OSRAP Analyst

13. Enter changes, if needed, before activating the vendor record on the VENC table. Prior to making changes, screen print the VENC screen.
14. Approve the vendor by changing the activation field to 'Y' and presses ENTER.

Agency User

15. Review the VENC table to ensure the vendor is active and the information entered is correct. If the information displayed is incorrect and the vendor is active, contact OSRAP.
16. If vendor record is active, pull related vendor documentation from Vendor Pending File and files in completed files by vendor name.
17. Processes desired transactions using this vendor.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**PURPOSE AND DESCRIPTION:**

The following procedure is to be used by the agency user when establishing a foreign vendor in the AGPS vendor file. New vendors are established in AGPS on the **VENC** table. All pertinent vendor data should have been gathered before attempting to establish the vendor on the table. It is required by Commissioner's PPM 71 that "A valid, proper TIN (as determined by IRS Form W-9) must be obtained by the reporting unit for every payee, before payment can be made..." **However, foreign vendors may not have a TIN. If this is the case, a copy of an invoice or some other document will be required.** Users need to verify that a vendor's record is not already present before attempting to add a new one. If the user only knows the vendor name, a name-to-number cross reference is available on the AGPS or AFS VNAM screen on the Name Line of a vendor. The AFS VNA1 screen provides the user a name to number cross reference on the Name2 Line of a vendor. Users should access this screen to locate vendors doing business under a name differing from the name associated with the TIN. If the results of this inquiry provide the user with a vendor code (foreign vendors are assigned vendor codes beginning with 999), the user will inquire by vendor code on the VENC screen (using only the first nine digits and continuing to press enter until a different 9 digit TIN is displayed). Other vendor screens are: VENL (general address only), VENI (general address only), VEND, VADR and VSTA. If the vendor is being established for the purpose of a one-time payment, the agency will send an OSRAP Form 1 Payee Vendor Update to have the vendor inactivated after the check has been issued. See Procedure Cross-Reference Chapter 2 - Vendor Database Maintenance, 1.1 Add Common Vendor Record and Chapter 4 - Vendor Database Maintenance, VENC Common Vendor Table in the AGPS User Guide for more detail. **Contact OSRAP vendor section to obtain the next available 999000---00 vendor code.**

<b>Responsibility</b>	<b>Action</b>
Agency User	<ol style="list-style-type: none"> <li>1. Verifies that the vendor does not currently exist on the vendor file.               <ol style="list-style-type: none"> <li>A. Inquiries on the VNAM screen, starting with the first four characters of the vendor's name. If the resulting display is large, it may be limited by typing additional characters of the vendors name on inquiry.</li> </ol> </li> </ol>

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

- B. If a name match is found, goes to the VENC screen for each vendor code listed to determine if the needed location is in the vendor file.
  - C. If the information for the location code(s) does not match the information the vendor has provided, check with the vendor to ensure that the information in the vendor file is up-to-date.
  - D. If the information displayed on the vendor file is outdated, performs the procedures to change and/or inactivate vendor location(s) as needed.
2. If the information for the existing locations in the vendor file is correct, but does not meet the needs of the agency:
- A. The agency will access VEND to determine the ~~Date Entered=~~ and the ~~Date Last Changed=~~ on the vendor's existing locations.
    - 1) If the vendor's existing locations were added on or before 3/11/95 and the vendor has a FEIN or SSN, the agency will send a W-9 completed and signed by the vendor. If the vendor does not have a TIN, a copy of an invoice will suffice.
    - 2) If the vendor's ~~Date Last Changed=~~ is before 11/1/97, the agency will send to OSRAP a Vendor Location Form completed and signed by the vendor.

Agency User

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

- 3) If the ~~Date Entered~~ is after 3/11/95 and the ~~Date Last Changed~~ is after 11/1/97, the agency will send a screen print of the VENC screen to OSRAP for the vendor location code to be activated.
  - a. OSRAP will pull the Vendor Location form submitted previously to ensure that the vendor has certified the address.
  - b. If the address was not submitted previously, OSRAP will request that the agency obtain an up-to-date form from the vendor and the agency will fax the form to OSRAP.
  
- 3. If the results of searching VNAM and VENC do not produce a match, have the vendor complete and return the W-9 form, if applicable, or other documentation (i.e. invoice) and the OSRAP Vendor Location Form (if adding a subsequent location).
  
- 4. Accesses the AGPS VENC screen and types ~~CLEAR~~ in the Function field. Press Enter.
  
- 5. Enters all pertinent vendor information on the 'VENC' screen, completing at a minimum all the required fields. See VENC table in AGPS User Guide for field descriptions. Listed below are the required fields:
  - a. Vendor Code - 11 characters. FEIN or SSN (if available) or OSRAP assigned number followed by a two-digit location code. The user will assign the location code beginning with ~~00~~ and ending with ~~99~~. If purges have

Agency User



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

caused gaps in the numbering, you may reuse deleted locations. Verify that this number has been entered correctly before pressing enter. If this number is added incorrectly, it cannot be changed. The agency will have to contact OSRAP to have this vendor code inactivated and start over.

**NOTE: Location code assignment exceptions are: assignments of proceeds (begin with A1'), assignments of contract due to buyouts and mergers (begin with B1') and corporate name change agreements (begin with C1'). Agencies are not allowed to add these suffixes.**

- b. Name - 30 characters. The legal name of the vendor being established. (The information entered on this line must conform with the information on the attached Vendor Naming and Punctuation Scheme) If needed, an additional line, Name2, is available.
- c. Address - 25 characters. The address of the vendor. If the vendor has a post office box and a street address and payments, purchase orders, solicitations, and contracts may go to either, then list the post office box here. If the payments are sent to a different address, then list that address under the Remit-to-Address section.
- d. Address2 - 25 characters. Enter the city, province (if applicable), and zip code (if applicable) on this line. (All address information must conform to the U. S. Postal Standards)

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

- e. City/ST/Zip - 15/2/11 characters. City- name of the country, ST/Zip - leave blank
- f. Parish - 2 characters. Enter '98' for out of state.
- g. Country - 2 characters. Must be a valid entry of the AGPS BTAB table type CR=
- h. Contact - 30 characters. The person, authorized by the vendor, to contact with questions regarding the information entered about the vendor.

**NOTE: Remit-to-Address – The fields in this sections are to only if the completed Remit-to-Address is different than the main location address. The fields in this section correspond to the Address, Address2, City/ST/Zip, Parish, Country, Contact, and Phone fields on the left side of the screen. YOU DO NOT enter Name or Name2 information on this side of the screen.**

Agency User

- i. Phone - 14 characters. The country code, telephone number and extension (if known) of the contact person listed. Use a 800 number, if available. This is a mandatory field.
- j. FEIN/SSAN - 9 digits. Enter the OSRAP assigned vendor code or TIN of the vendor. Verify that this number matches the first nine digits of the vendor code assigned before pressing enter. If the number entered here is incorrect, the agency may change it while the vendor status is casual; otherwise, OSRAP must change it.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

- k. Primary Vendor Indicator - 1 character. **Y**=if there is no other location for this TIN in the vendor file, otherwise enter **N**. All non-1099 vendors should have one and only one location designated as the primary vendor.
- l. 1099 Vendor Ind. - enter **N**.
- m. Master Vend Ind. - enter **N**.
- n. Prevent Deletion – 1 character. Valid entries are ‘Y’ and ‘N’. Enter a ‘Y’ in this field for vendors who should never be purged from the vendor database.

**NOTE: Written documentation must be sent to OSRAP indicating why the prevent deletion flag should be ‘Y’.**

Agency User

- o. Requesting Agency - 6 characters. The AGPS agency code of the person entering the information. Information entered here must be a valid entry of the AGPS AGCY table. The field defaults to the user’s Executive Agency number.
  - p. Activate (Y/N/C/P) - 1 character. Enters "C" to create casual vendor (status code is 5).
6. Review information entered for accuracy. Verify that the TIN in the vendor code is correct before submitting data since it cannot be changed once entered.
  7. Press Enter. If error messages appear at the bottom of the screen, you must resolve error conditions and press enter again. When the

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

data entered is accepted, AGPS will display the message "PREVIOUS UPDATE SUCCESSFUL@

8. Fax or mail a cover sheet with contact information, a completed copy of IRS Form W-9 or other documentation (for new master/primary vendors or vendors whose master/primary vendor's VEND Date Entered= is on or before 3/11/95 and no other locations exist on the vendor file) and OSRAP Vendor Location Form (if applicable) to OSRAP for approval/activation. The FAX number is (225) 342-1053. The mailing address is:

Division of Administration - OSRAP  
Attn Vendor Section  
PO Box 94095  
Baton Rouge LA 70804-9095.

Agency User

**NOTE: The vendor will not be approved until OSRAP receives from the agency the completed IRS Form W-9 or other approved documentation.**

9. Files all vendor documentation in Vendor Pending File alphabetically.
10. Reviews the VENC table periodically to ensure that the vendor has been established in the system.
11. If the vendor is active, processes desired transactions involving vendor.
12. If the vendor is inactive and you have not received notification of disapproval from OSRAP, reviews the VENC Contact field for

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1710
<b>Procedure Name:</b> Establishing a Foreign Vendor	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

<b>Responsibility</b>	<b>Action</b>
	messages. If you have questions, contact OSRAP by phone (225-342-6356).
OSRAP Analyst	13. Enters changes, if needed, before activating the vendor record on the VENC table. Prior to making changes, screen print the VENC screen.
	14. Changes the activation field to 'Y' and presses ENTER.
Agency User	15. Reviews VENC table to ensure the vendor is active and the information entered is correct. If incorrect contact OSRAP. Agency begins again at step 9.
	16. If vendor record is active, pull related vendor documentation from Vendor Pending File and file in completed file by vendor name.
Agency User	17. Processes desired transactions using this vendor.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**PURPOSE AND DESCRIPTION:**

The following procedure should be used by the agency user to change a vendor's data on the AGPS VENC screen if the vendor's status code is 1 (active) or the status is 5 (casual) and your agency is not the requesting agency listed on the VENC screen. If not previously provided, complete the vendor contact name, phone number, and parish fields. This information must be provided by the agency requesting the change or OSRAP will not process the request.

**Responsibility**

**Action**

Agency User

1. Verifies that the vendor does not currently exist on the vendor file under another location with the information you are seeking to change (i.e. if you are changing an address or the company has changed its name).
  - A. All changes to vendor file information must be submitted on a Payee Vendor Update form. For name and TIN changes a new W-9 will be required. If the vendor has multiple locations in the vendor file, changes to name and address information will require an updated Vendor Location Form listing all affected locations to ensure the vendor's records are current. For changes to the indicators, the agency will submit the Payee Vendor Update Form only. If the backup-withholding indicator is being changed to  $\bar{X}$ , documentation will be required.

**NOTE: Vendor name changes affect credit memos. If a vendor's name has been processed after a credit memo is processed, when payment is processed, it will not pick up the credit memo because the name is different.**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

Agency User

- 1) When the vendor code is not known, inquires on the VNAM screen of AGPS or GFS, starting with the first four characters of the vendor's name. If the vendor is doing business under another name and the agency has the name the vendor is doing business under, searches the VNA1 screen of GFS. If the resulting display is large, it may be limited by typing additional characters of the vendor's name on inquiry.
  
- 2) If a name match is found, goes to the VENC screen for each vendor code listed to determine and select the correct location for use.

**NOTE: If the vendor file shows that more than one FEIN or SSN is being utilized for a vendor with the same name, contacts the vendor to determine the correct FEIN or SSN to be used.**

- B. Access the VENC screen and inquire on the 9 digit FEIN or SSN only, to ensure that a location on the vendor file does not exist with the change information. The first location using that FEIN/SSN will appear. Continue to press enter, reviewing the information listed for each location, until the 9 digit number changes.
  
- C. If the information listed in ISIS does not match the information the vendor has provided, check with the vendor to ensure that the information in the vendor file is up-to-date.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

Agency User

- D. If the information displayed on the vendor file is outdated, performs the procedures to change and inactivate vendor location(s) as needed.
  
- 2. Prepares OSRAP Form 1, Payee Vendor Update, to change a vendor's descriptive data by entering the following:
  - A. Vendor Number
  - B. Action - ' 2 ' = change
  - C. Under the Vendor Information section, always enter the vendor's name and complete only the other fields that need to be changed.
  - D. Requesting Agency Number
  - E. Requesting Agency Name
  - F. Agency Contact Name
  - G. Agency Contact Phone #
  - H. Prepared By, Title, and Date
  - I. Approved By, Title and Date
  - J. Checks the appropriate approval boxes (see #3 below)
  - K. Attaches documentation from vendor that initiated the change



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility                      Action**

**NOTE: Vendor changes to the Name and Name2 two lines must conform to the OSRAP Vendor Naming and Punctuation Scheme. Changes to the address information must conform to U. S. Postal Standards. You must include the contact, phone number, and parish, if these fields are blank or incorrect.**

3. Determines the proper routing of the form by reviewing the following screens:

A. VAWD - Inquire vendor awards by vendor code. If a record displays with document type BPC, CER, CRO, CRP, EPO, FRP, LPR, POR, RPO or TPO, the form **MUST** be approved by the Office of State Purchasing. Send the form to:

Office of State Purchasing  
Attn Vendor Section  
PO Box 94095 Capitol Station  
Baton Rouge LA 70804-9095

The Office of State Purchasing will route the form upon approval as necessary. If the change is disapproved, OSP will return the form to the agency with an explanation.

B. VEND - Inquire by vendor code. If the Fee Paid Ind. field is ~~X~~, the form **MUST** go to the Office of State Purchasing, Attn: Vendor Section, for approval at the address listed above. The Office of State Purchasing will route the form upon approval as necessary.

C. KVNO - Inquire by vendor code.

1) If a record displayed that begins with a ~~A~~, the form **MUST** go to the Office of State Purchasing, Attn: Vendor Section, for approval at the address listed above.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

**Responsibility**

**Action**

The Office of State Purchasing will route the form upon approval to OCR or OSRAP as indicated.

- 2) If the record displayed begins with a 'S' and none of the preceding conditions in 3A-C1 were met, the agency forwards the form to the Office of Contractual Review for approval. Send the form to:

Office of Contractual Review  
PO Box 94095 Capitol Station  
Baton Rouge LA 70804-9095

The Office of Contractual Review will forward the form to OSRAP upon approval. If disapproved, OCR will return the form to the agency with an explanation.

- D. If none of the conditions in sections 3A-C were met, the agency will forward the completed form to OSRAP by FAX or mail:

Division of Administration - OSRAP  
PO Box 94095 Capitol Station  
Baton Rouge LA 70804-9095  
FAX 225-342-1053

4. Files copy in vendor suspense file by Vendor Name with related documentation.
5. Reviews the VENC table periodically to determine if vendor changes have been made.
6. After the vendor's changes are made in AGPS, pulls the copy and its related documentation filed in step 3 and files in a completed vendor file by Vendor Name.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1720
<b>Procedure Name:</b> Changing a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision</b> 1 <b>Date:</b> 11/02

<b>Responsibility</b>	<b>Action</b>
OSRAP Analyst	<p>7. Verifies change information and that all of the necessary signatures have been obtained.</p> <ul style="list-style-type: none"><li>A. If information is incomplete, sends back to the agency with a form explaining the reasons for rejection.</li><li>B. If information is correct, makes the necessary changes.</li><li>C. Reviews other locations listed on the Vendor Location Form, if submitted, to determine if other locations need to be updated.</li><li>D. Files documentation submitted with screen prints of changes made.</li></ul>

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1730
<b>Procedure Name:</b> Inactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision:</b> 1 <span style="float: right;"><b>Date:</b> 11/02</span>

**PURPOSE AND DESCRIPTION:**

The following procedure is to be used by the agency user to inactivate a vendor in the AGPS vendor file. The inactivation of the vendor will not remove it from the vendor file. It will show it as "inactive" on the VENC table. Periodically a PURGE RUN will be processed to remove inactive vendors from the vendor file.

**Responsibility**

**Action**

Agency User

1. Prepares OSRAP Form 1, Payee Vendor Update, for each vendor to be inactivated completing the following fields: See Page 52.

- A Vendor Code
- B Action - '1' = Inactivate
- C Name
- D Reason
- E Requesting Agency
- F Agency Name
- G Agency Contact Name
- H Agency Contact Phone #
- I Prepared By, Title, Date
- J Approved By, Title, Date

**NOTE: Additional documentation may be required.**

2. Determines proper routing of the form by checking the following screens:

- A VAWD - Inquire by vendor code. If a record displays with document type BPC, CER, CRO, CRP, EPO, FRP, LPR,

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1730
<b>Procedure Name:</b> Inactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision:</b> 1 <span style="float: right;"><b>Date:</b> 11/02</span>

**Responsibility**

**Action**

Agency User

POR, RPO or TPO, the form **MUST** be approved by the Office of State Purchasing. The form should be sent to:

Office of State Purchasing  
Attn: Vendor Section  
P. O. Box 94095  
Baton Rouge, LA 70804-9095

The Office of State Purchasing will route the form upon approval.

- B    VEND - Inquire by vendor code. If Fee Paid Ind. is ~~Y~~, the form **MUST** go to the Office of State Purchasing Attn. Vendor Section for approval at the address listed above. The Office of State Purchasing will route the form upon approval.
  
- C    KVNO - Inquire by vendor code.
  - 1)    If a record displayed that begins with a ~~4~~, the form **MUST** go to the Office of State Purchasing Attn. Vendor Section for approval at the address listed above. The Office of State Purchasing will route the form upon approval.
  
  - 2)    If the record displayed begins with a ~~5~~ and none of the preceding conditions in 2a-c1 were met, the agency forwards the form to the Office of Contractual Review for approval. The form should be sent to:

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1730
<b>Procedure Name:</b> Inactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision:</b> 1 <span style="float: right;"><b>Date:</b> 11/02</span>

**Responsibility**

**Action**

Agency User

Office of Contractual Review  
PO Box 94095 Capitol Station  
Baton Rouge LA 70804-9095

The Office of Contractual Review will forward the form to OSRAP upon approval.

- D. If none of the conditions set in sections 2A-C are met, the agency will forward the completed form to OSRAP by FAX or mail:

Division of Administration – OSRAP  
ATTN: Vendor Section  
PO Box 94095 Capitol Station  
Baton Rouge Louisiana 70804-9095  
or Fax to 225-342-1053

OSRAP

3. Runs Infomaker report to search for open PV's and PO's and to ensure that no financial activity is pending from AGPS, CFMS or AFS against this vendor code before inactivating vendor.
4. Runs Infomaker report to search for Electronic Fund Transfer (EFT) vendors to ensure vendor is not an EFT vendor prior to inactivation.

**NOTE: As a general rule, OSRAP will not inactivate a vendor if financial activity is pending. Notes may be placed in the contact field until inactivation occurs.**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1730
<b>Procedure Name:</b> Inactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision: 1</b> <b>Date:</b> 11/02

## Responsibility

## Action

Agency User

5. Files copy in vendor suspense file by Vendor Name with related documentation.
6. Reviews the VENC table periodically to determine status has been changed.
7. After the vendor has been inactivated in AGPS, pulls the copy and its related documentation filed in step 3 and files in a completed vendor file by Vendor Name.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1740
<b>Procedure Name:</b> Reactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision:</b> 1 <b>Date:</b> 11/02

**PURPOSE AND DESCRIPTION:**

The following procedure is to be used by the agency user to reactivate a vendor that is inactive in the AGPS vendor file.

<b>Responsibility</b>	<b>Action</b>
Agency User	<ol style="list-style-type: none"> <li>1. Determines that the vendor number previously inactivated needs to be reactivated for their use again.</li>   <li>2. Obtains:               <ol style="list-style-type: none"> <li>A. A W-9, completed and signed by the vendor.</li>   <li>B. The OSRAP Form 1 Vendor Payee Update, <u>completed by the agency</u>:                   <ol style="list-style-type: none"> <li>1) Vendor Code</li> <li>2) Action = 3 - Reactivate</li> <li>3) Vendor Name</li> <li>4) Requesting Agency</li> <li>5) Agency Name</li> <li>6) Prepared By, Title and Date</li> <li>7) Approved By, Title and Date</li> </ol> </li> </ol> </li> </ol>

If it is necessary to change other vendor information, you may do so by completing the necessary fields on the form.

3. Sends form(s) to :
 

Division of Administration – OSRAP  
 ATTN: Vendor Section  
 PO Box 94095



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 1740
<b>Procedure Name:</b> Reactivating a Vendor Record	<b>Date Issued:</b> 09/96
	<b>Revision: 1</b> <b>Date:</b> 11/02

## Responsibility

## Action

Baton Rouge LA 70804-9095  
or Fax to 225-342-1053

4. Files copy in Vendor Pending File.
5. Reviews the VENC table periodically to confirm status change is made.
6. If completed, pulls form from Vendor Pending File and files in completed file.
7. If incomplete, contacts OSRAP at 225-342-6356.

## EXHIBITS

### Exhibit 17-1

#### PARISH CODES

01	ACADIA	42	RICHLAND
02	ALLEN	43	SABINE
03	ASCENSION	44	ST BERNARD
04	ASSUMPTION	45	ST CHARLES
05	AVOUELLES	46	ST HELENA
06	BEAUREGARD	47	ST JAMES
07	BIENVILLE	48	ST JOHN THE BAPTIST
08	BOSSIER	49	ST LANDRY
09	CADDO	50	ST MARTIN
10	CALCASIEU	51	ST MARY
11	CALDWELL	52	ST TAMMANY
12	CAMERON	53	TANGIPAHOA
13	CATAHOULA	54	TENSAS
14	CLAIBORNE	55	TERREBONNE
15	CONCORDIA	56	UNION
16	DESOTO	57	VERMILLION
17	EAST BATON ROUGE	58	VERNON
18	EAST CARROLL	59	WASHINGTON
19	EAST FELICIANA	60	WEBSTER
20	EVANGELINE	61	WEST BATON ROUGE
21	FRANKLIN	62	WEST CARROLL
22	GRANT	63	WEST FELICIANA
23	IBERIA	64	WINN
24	IBERVILLE	98	OUT OF STATE
25	JACKSON		
26	JEFFERSON		
27	JEFFERSON DAVIS		
28	LAFAYETTE		
29	LAFOURCHE		
30	LASALLE		
31	LINCOLN		
32	LIVINGSTON		
33	MADISON		
34	MOREHOUSE		
35	NATCHITOCHE		
36	ORLEANS		
37	OUACHITA		
38	PLAQUEMINES		
39	POINTE COUPEE		
40	RAPIDES		
41	RED RIVER		

Exhibit 17-2

STATE ABBREVIATIONS

AA	MILITARY BONUS	PA	PENNSYLVANIA
AE	MILITARY BONUS	PR	PUERTO RICO
AK	ALASKA	RI	RHODE ISLAND
AL	ALABAMA	SC	SOUTH CAROLINA
AP	MILITARY BONUS	SD	SOUTH DAKOTA
AR	ARKANSAS	TN	TENNESSEE
AZ	ARIZONA	TX	TEXAS
CA	CALIFORNIA	UT	UTAH
CO	COLORADO	VA	VIRGINIA
CT	CONNECTICUT	VI	VIRGIN ISLANDS
DC	DISTRICT OF COLUMBIA	VT	VERMONT
DE	DELAWARE	WA	WASHINGTON
FC	MILITARY BONUS	WI	WISCONSIN
FL	FLORIDA	WV	WEST VIRGINIA
GA	GEORGIA	WY	WYOMING
HI	HAWAII		
IA	IOWA		
ID	IDAHO		
IL	ILLINOIS		
IN	INDIANA		
KS	KANSAS		
KY	KENTUCKY		
LA	LOUISIANA		
MA	MASSACHUSETTS		
MD	MARYLAND		
ME	MAINE		
MI	MICHIGAN		
MN	MINNESOTA		
MO	MISSOURI		
MS	MISSISSIPPI		
MT	MONTANA		
MT	MONTANA		
NC	NORTH CAROLINA		
ND	NORTH DAKOTA		
NE	NEBRASKA		
NH	NEW HAMPSHIRE		
NJ	NEW JERSEY		
NM	NEW MEXICO		
NV	NEVADA		
NY	NEW YORK		
OH	OHIO		
OK	OKLAHOMA		
OR	OREGON		

Exhibit 17-3

COUNTRY CODES

AE	UNITED ARAB EM	FI	FINLAND
AN	NETHERLD ANTILLES	FJ	FIJI
AR	ARGENTINA	FR	FRANCE
AT	AUSTRIA	GA	GABON
AU	AUSTRALIA	GB	UNITED KINGDOM
AW	ARUBA	GH	GHANA
BB	BARBADOS	GN	GUINEA
BD	BANGLADESH	GQ	EQUAT GUINEA
BE	BELGIUM	GR	GREECE
BF	BURKINA FASCO	GT	GUATEMALA
BG	BULGARIA	GW	GUINEA BISSAU
BH	BAHRAIN	GY	GUYANA
BI	BURUNDI	HK	HONG KONG
BJ	BENIN	HN	HONDURAS
BM	BERMUDA	HR	CROATIA
BN	BRINEI DARUSA	HU	HUNGARY
BO	BOLIVIA	HV	BURKINA FASO
BR	BRAZIL	ID	INDONESIA
BS	BAHAMAS	IE	IRELAND
BW	BOTSWANA	IL	ISRAEL
BZ	BELIZE	IN	INDIA
CA	CANADA	IQ	IRAQ
CF	CENT AFRIC REP	IS	ICELAND
CG	PEOP REP CONGO	IT	ITALY
CH	SWITZERLAND	JM	JAMAICA
CI	IVORY COAST	JO	JORDAN
CL	CHILE	JP	JAPAN
CM	CAMERON	KE	KENYA
CN	CHINA	KR	SOUTH KOREA
CO	COLOMBIA	KW	KUWAIT
CR	COSTA RICA	KY	CAYMAN ISLANDS
CS	CZECHOSLOVAKI	LA	LASO
CV	CAPE VERDE	LC	SAINT LUCIA
CY	CYPRESS	LK	SRI LANKA
DE	GERMANY	LR	LIBERIA
DJ	CJIBOUTI	LS	LESOTHO
DK	DENMARK	LT	LITHUANIA
DO	DOMIN REPUBLIC	LU	LUXEMBOURG
EC	ECUADOR	LV	LATVIA
EG	EGYPT	MA	MOROCCO
EN	ESTONIA	MG	MADAGASCAR
ES	SPAIN	ML	MALI
ET	ETHIOPIA	MO	MACAU

MR	MAURITANIA	UY	URUGUAY
MT	MALTA	VC	ST VINCENT
MU	MAURITIUS	VE	VENEZUELA
MV	MALDIVES	VU	VANUATU
MW	MALAWI	WS	WESTERN SAMOA
MX	MEXICO	YE	YEMEN
MY	MALAYSIA	YU	YUGOSLAVIA
MZ	MOZAMBIQUE	ZA	SOUTH AFRICA
NC	NEW CALEDONIA	ZM	ZAMBIA
NE	NIGER	ZR	ZAIRE
NL	NETHERLANDS	ZW	ZIMBABWE
NO	NORWAY		
NZ	NEW ZEALAND		
OM	OMAN		
PA	PANAMA		
PE	PERU		
PG	PAPUA N GUINEA		
PH	PHILLIPINES		
PK	PAKISTAN		
PL	POLAND		
PT	PORTUGAL		
PY	PARAGUAY		
QA	QATAR		
RO	ROMANIA		
RW	RWANDA		
SA	SAUDIA ARABIA		
SB	SOLOMON ISLANDS		
SC	SEYCHELLES		
SD	SUDAN		
SE	SWEDEN		
SG	SINGAPORE		
SI	SLOVENIA		
SL	SIERRA LEONE		
SN	SENEGAL		
SO	SOMALIA		
SU	SOVIET UNION		
SV	EL SALAVADOR		
SZ	SWAZILAND		
TD	CHAD		
TG	TOGO		
TH	THAILAND		
TI	TRINIDAD		
TN	TUNISIA		
TR	TURKEY		
TT	TOBAGO		
TW	TAIWAN		
TZ	TANZANIA		
UG	UGANDA		
US	UNITED STATES		

Exhibit 17-4

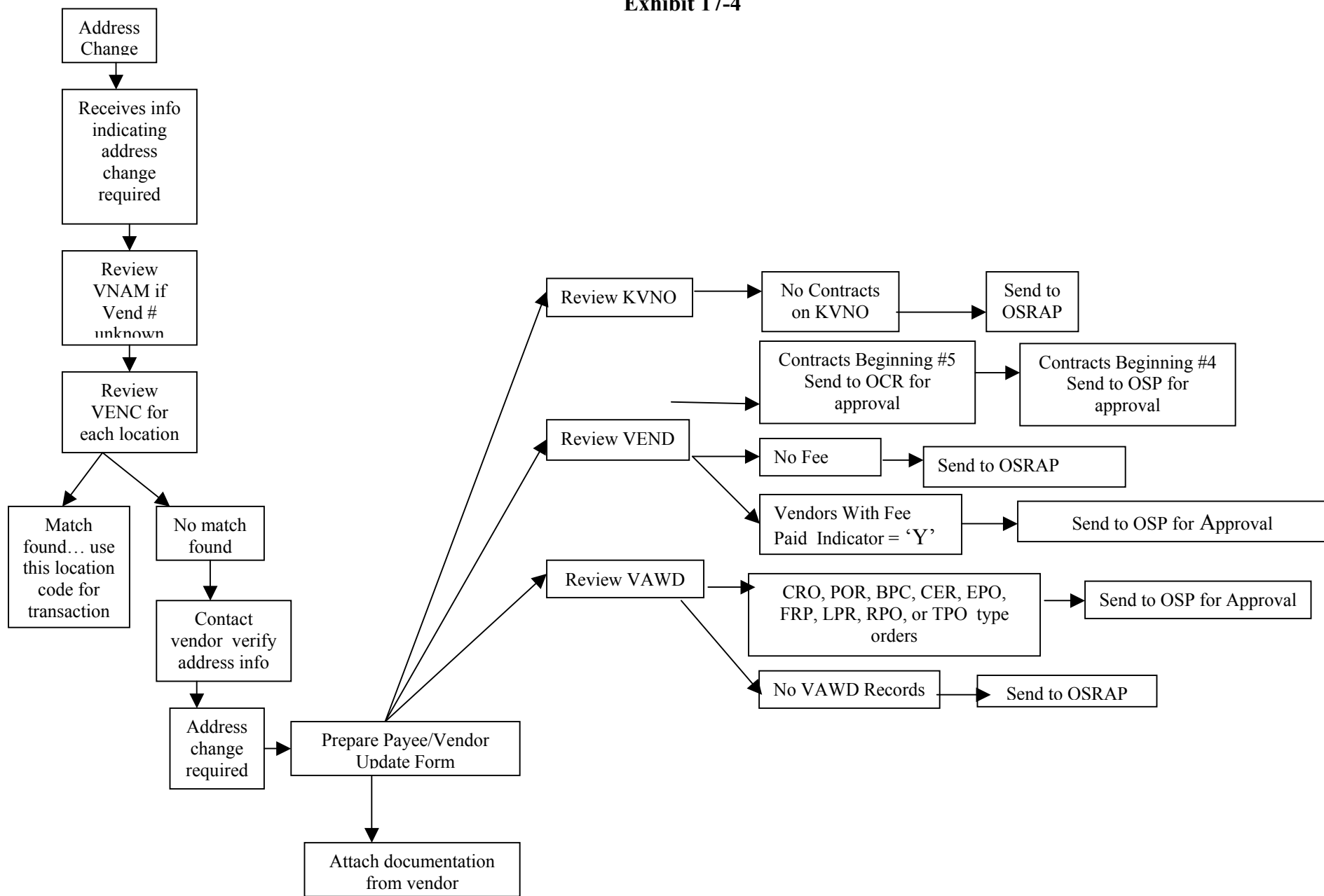


Exhibit 17-5

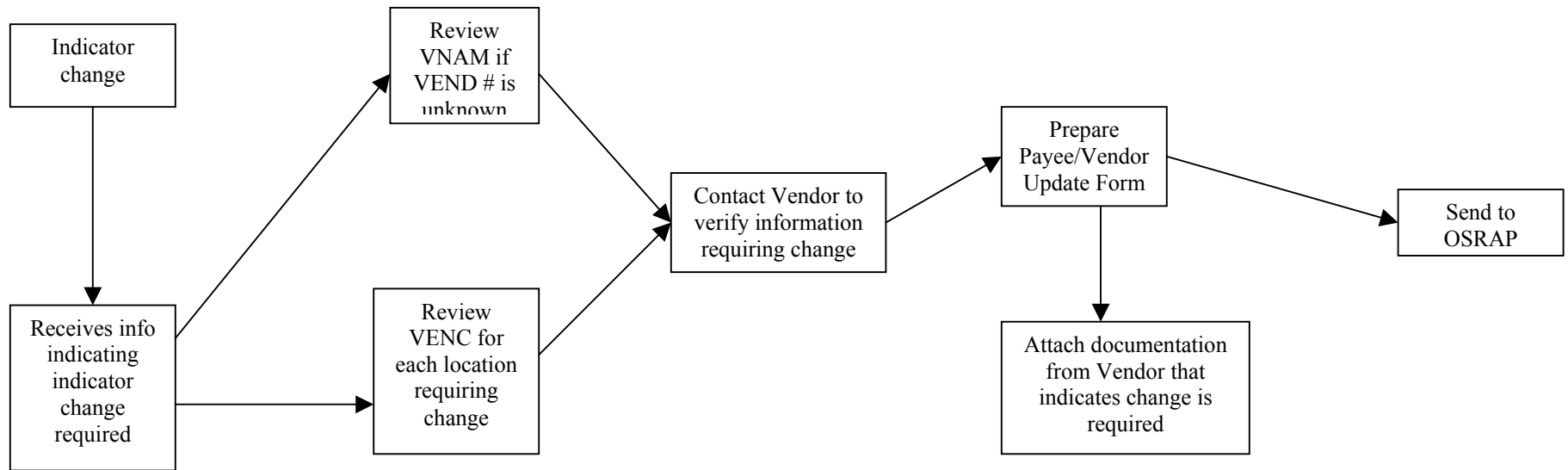
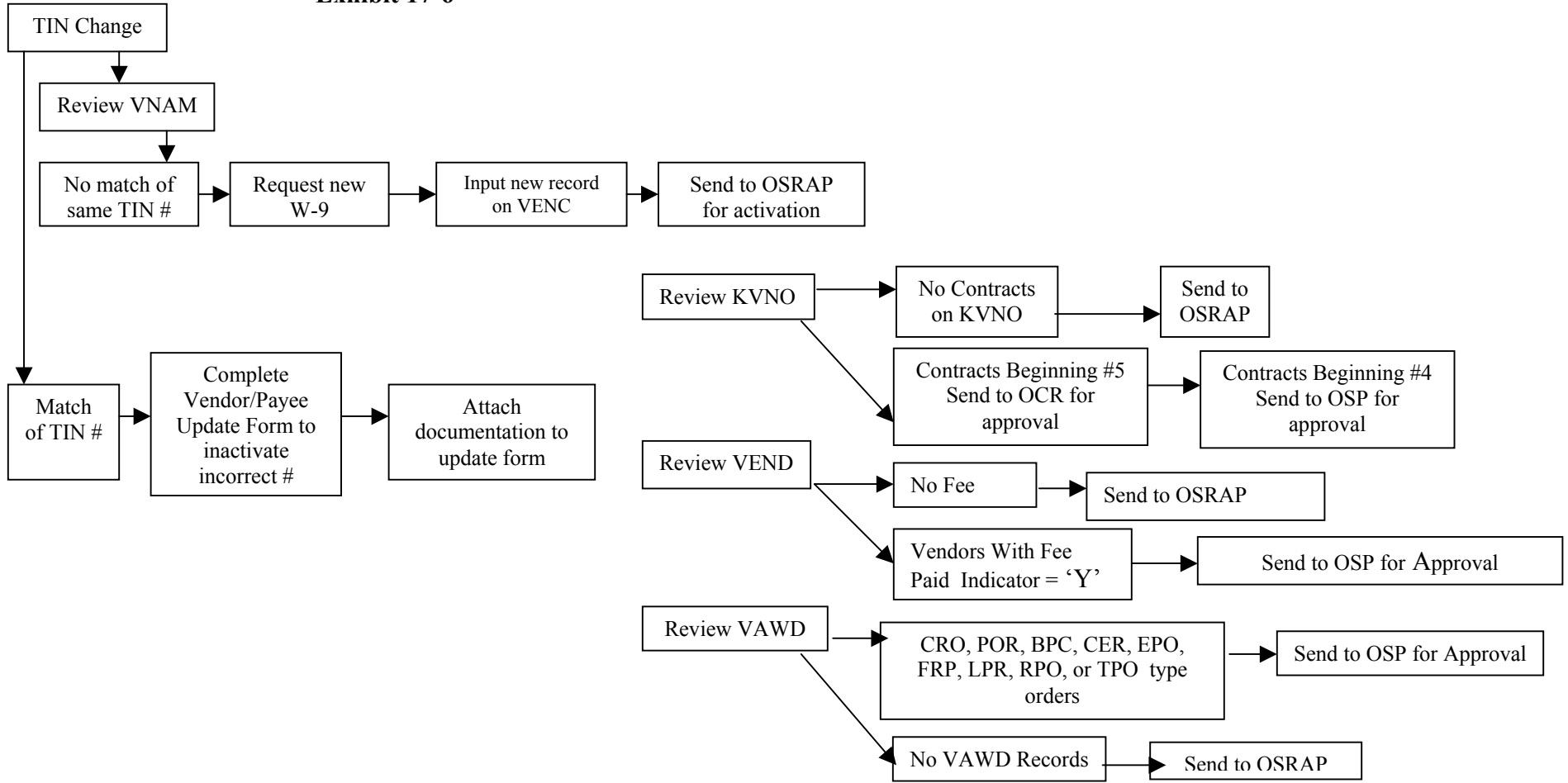
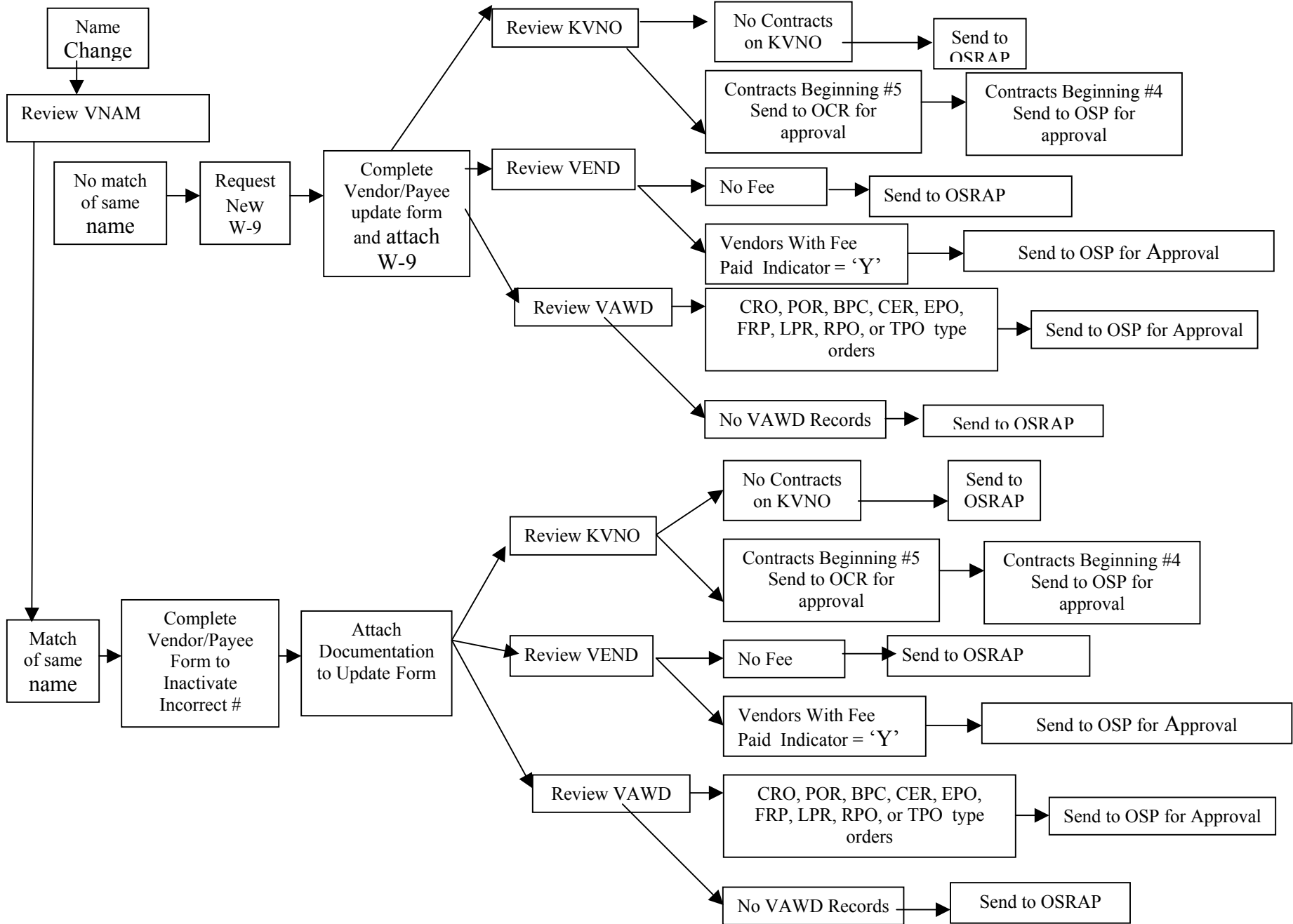


Exhibit 17-6





**Exhibit 17-7**



**Exhibit 17-8**

May 29, 1998

**MEMORANDUM SA 98-47**

TO: Fiscal Officers  
All ISIS Agencies

FROM: F. Howard Karlton, CPA  
Director

SUBJECT: Interagency Transfers Through AGPS/CFMS

It is the policy of the Division of Administration that agencies will use interagency transfers instead of issuing checks when paying another state agency. Our office has received numerous questions concerning how to process an interagency transfer when making a payment through AGPS/CFMS. In order for all agencies to be in compliance with this policy, seller agencies should follow these instructions:

1. Each agency that has sold goods or services to other state agencies and received an AGPS Purchase Order or a CFMS contract number must establish a vendor code that has a location code of SA under their master FEIN on the VENC screen of AGPS. (See attached example)
2. A default accounting distribution must be added by the seller agency to the AACG screen of AGPS for the classification of your revenue. Only one AACG record can be established for each three or six digit AGPS AGCY record. (See attached example)
3. Seller agencies must provide OSRAP with a screen print of both the VENC and AACG screens by 6/15/98.
4. If your agency expects to do business with another state agency as the selling agency for FY 99, you must also provide us with this information by 6/15/98. The screen prints may be faxed to OSRAP, Attn: Vendor Section at (504)342-1053.

OSRAP will tie the vendor file and AACG records together using the "Pay to Agency" field of the VEND screen of AGPS. If a seller agency has more than one selling unit within their agency with different revenue accounting distribution information, they may set up additional vendor codes beginning with location code SB and continuing through SZ and additional AACG records. Selling

agencies are responsible for keeping their AACG records updated with valid chart of account elements.

The new vendor codes cannot be used when making payments on encumbrances already established. These vendor codes have to have been entered on the Order or Contract entry screens (OFST, ORD4, KENT) before the encumbrance is sent to AFS. You cannot change the location code on OINV, OPAY, KENT or KINV to one of these location codes, if the order or contract was encumbered to a vendor code without an entry in the "Pay To Agency" field of VEND. Only those purchase orders and contracts that result in payment will be affected.

Once these vendor records are established, the seller agency should inform all agencies that are seeking to establish AGPS purchase orders and CFMS contracts to use these vendor codes on any FY 99 documents. Purchasing agencies should look for and utilize these vendor location codes on purchase orders and contracts issued to other state agencies through AGPS/CFMS for FY 99 purchases. This includes all LEAF payments to the Division of Administration. Use of these vendor codes in AGPS/CFMS will result in the creation and processing of a PV type 2 or 3 transaction when the payment record is accepted in AFS. (See attached)

There are a few agencies that currently have interagency transfer capable vendor records established on the vendor file (see attached list). You may continue to use these vendor records through FY 99 at which time they will be inactivated and the seller agency should replace them with vendor codes that end in location codes SA - SZ.

If the buying agency cannot locate the selling agency vendor record on the vendor file after 7/1/98 or if you have any further questions, please contact the OSRAP Help Desk at (504)342-1097.

FHK:rtj

#### Attachments

C: Ms. Dottie Collins  
Ms. Denise Lea  
Ms. Susan Smith



# VENDOR LOCATION FORM

## INSTRUCTIONS

**AGCY:** The shaded area is to be completed by the state agency. The primary or master location (main office) of the vendor should be entered in the first block of page one even if the location is not going to be entered in ISIS. The agency should circle **AY** in the shaded area for the locations entered into ISIS. The agency should only assign location codes and enter into ISIS the locations needed. If the primary or master is entered, it should be assigned location code **001** by the requesting state agency when it is entered in ISIS.

**VENDOR:** The address instructions below should be followed for the **AREMIT TO** section also. A name (company and/or personal) may not be listed on the **AREMIT TO** section address lines. DO not enter address information in the **AREMIT TO** section that is not applicable to all State of Louisiana agencies remitting payments. The **AREMIT TO** section should only be used if the general and remittance addresses differ.

1. **FEIN/SSN** - The Federal Tax Identification Number or Social Security Number of the vendor. This is the number to which payments to the IRS will be reported for 1099 reportable vendors.
2. **Name 1** - 30 characters. The legal name of the vendor tied to the FEIN/SSN referenced above. Doctors using a clinic's FEIN should put the clinic's name on this line and their name on Name 2. Multiple doctors using the clinic's FEIN must be set up under the clinic's name. For Doctors, do not precede the name with Dr., follow the name with MD. Personal titles (Mr., Mrs., Miss, Ms.) are not allowed unless the title is part of the legal name. Punctuation (i.e. commas, periods) should not be included, unless needed for clarity. (i.e. Smith, Smith & Howe Inc) Decedents should be set up as **The Estate Of ...** and legal documentation proving death must be provided. Vendors doing business under another name must list their name on the Name 1 line and **DBA ...** on the Name 2 line. For joint endorsements, the name associated with the FEIN/SSN should appear on the Name 1 line and the Name 2 line should have the second endorsee preceded by the word **AND**. Do Not include policy or account numbers. The State of Louisiana vendor file is for statewide use.

3. **Name 2** - 30 characters. **See above.**

**Address related information entered on this form must conform to US Postal Standards to ensure prompt delivery of correspondence and checks.**

4. **Address 1** - 25 characters. General address of the vendor. If the REMIT TO section is not completed, this address will receive all correspondence and payments of the vendor. Therefore, if payments should go to an address differing from the address for correspondence, the REMIT TO section should also be completed. Do not use punctuation in these fields. Post Office boxes and drawers should be entered as **APO Box** or **APO Drawer**. If the vendor has a street address and a Post Office Box/Drawer to which payments and correspondence may both be sent, then list the Post Office Box/Drawer. If the vendor has an address that includes a suite and the street name and number exceed 25 characters, then list the suite number on the Address 1 line and the street name and number on the Address 2 line.
5. **Address 2** - 25 characters. **See above.** Foreign vendors will enter the name of the city, province and zip code, if applicable, on this line.
6. **City** - 15 characters. Enter the city that corresponds to the address entered above. If the city is longer than 15 characters, enter the complete name. The Office of Statewide Reporting and Accounting Policy will abbreviate in accordance with U. S. Postal Regulations. Foreign vendors will enter the name of the country associated with their address here.
7. **State** - 2 characters. Enter the two-letter abbreviation for the state associated with the address listed above.
8. **Zip** - 11 digits. Enter the zip code associated with the address listed above. If the vendor has zip + four + two code, please supply it here.
9. **Parish** - If the address listed is within the State of Louisiana, then list the parish name associated with the address listed above. If outside the State of Louisiana, then list **Other**.

10. **Country** - If the vendor is located in the United States, an entry is not required. If outside the United States, enter the name of the country associated with the address above.
11. **Contact Person** - 30 characters. Enter the name of the person authorized by the vendor to answer questions regarding the information contained on this form. A vendor's record will not be activated without this information.
12. **Contact Person Phone #** - 14 characters. Telephone number through which the contact person listed above may be reached. Please provide a toll-free number, if available. A vendor's record will not be activated without this information.