

Adding A Foreign Vendor to RStars

- Log on to the mainframe E23
- Because foreign vendor numbers are not specific to the vendor always do an alpha search on R*STARS 3A screen before adding the vendor
- Search by last name comma, first name for individual or at least the 1st three letters of the business name
- Make sure vendor is not already on the system, RStars allows duplicate vendor names but not duplicate vendor #'s
- Make sure vendor is not under a different vendor number. You can check the 3N to see if its under a different name.

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- Check for duplicate addresses
- If vendor is not already found on 3A screen enter the new vendor
- Add all new vendors on the 52 profile. Mailcode 000 on the 51 profile will be automatically added by the system.
- When entering addresses try to abbreviate. Example: Street “St”, Road “RD”, Highway “HWY”

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- Foreign vendor numbers are assigned by the agency, generally they are neither a Federal Employer Identification number or a Social Security Number. The FEI/SSN field in the R*STARS 52 screen record will contain an “O” indicating Other
 - Exception – if the vendor has a US issued business number, generally starting with “98”, but this is not a hard and fast rule, please use this number with the “2” proceeding it.
 - Agency may choose to use the Foreign Govt issued ID. This is acceptable as well as long as the vendor number starts with “2”.
- On the 52 screen type the vendor number beginning with “2”
- Type the vendor name
- Vendor Type is “5”, 1099 IND is “Y”, FEI/SSN is “O”, Reason Code is “ADD”, Ownership Code is “R”

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- On the 52 screen enter the city, province, and postal or zip code below the address
- Enter the country in the “City” Field
- Enter “XX” in the “ST” field
- Enter “X’s” into the first part of the “Zip Code” field
- Type the country name into the “Country” field. Because this field will not print on the warrants the country name is also typed in the “City” field

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- SFMS must have a copy of an appropriate W-8 form before activation
- SFMS will review all W-8 forms for completeness and make a determination if it is appropriate for the vendor.
- If the W-8 form is returned with a valid U.S. tax identification number, the vendor number will be updated with the valid FEIN. No effective end date will be added. Vendor contact will indicate valid FEIN W-8 w/EIN XX/XX/XX.
- If the vendor does not have a valid U.S. tax identification number an end-date will be added to the vendor 52 profile of Dec 31 three years from the current year. Vendor contact will indicate that there is no FEIN W-8 w/o EIN XX/XX/XX

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- All Foreign Vendor profiles remain in inactive status until the Agency requests activation.
- Due to various tax treaties, withholding and reporting requirements, each subsequent payment to the vendor will be required to be evaluated before the vendor is activated for payment.
- Vendors with W8's with valid/verified US Issued ID (EIN) if used once a year will not expire. An effective end date on the 52 profile will not be present.
- Vendors must be paid annually to maintain this status

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- If a Vendor with a valid/verified EIN skips a payment year:
 - The W8 can be deemed to have expired if it was received >3 years in the past.
 - Another appropriate W8 will need to be received for the vendor, before they are activated.
 - If <3 years, an effective end date will be added to the 52 profile.
- W8's without a valid/verified EIN are only in effect for 3 years past the year received and will have an effective end date on their profile.
- Once this date is reached the vendor must submit a new appropriate W8.

S052 UC: 04

STATE OF OREGON

LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: 2240005770 NAME CONTROL: ESSA

VENDOR NAME: ESSA TECHNOLOGIES LIMITED

SEARCH NAMES: ESSA TECHNOLOGIES LIMITED

ESSA BCV6J5C6

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD

VENDOR TYPE: 8 OWNRSHIP CD: I TIN MATCH: TIN: 240005770

**ADDRESS: 1765 W 8TH AVE STE 300
VANCOUVER BC V6J 5C6**

CITY: CANADA

ST: XX ZIP: XXXXX XXXX

CNTRY: CANADA

VENDOR CONTACT:

TAX OFFSET EXMPT: N

TELEPHONE: 604 733 2996

EXT: FAX: 604 733 4657 HOLD RSN:

PDT: MA EMAIL:

PNI:

AGY: 629 CONTACT: LYNN ROTH

PHONE: 503 945 7070

DIR DEP DATE:

ABA NUMBER:

ACCT NO/TYPE:

FORMAT:

W9 REQUEST DATE:

BU/WH EFF DATE:

STATUS CODE: R

EFF START DATE: 02012007 EFF END DATE:

LAST PROC DATE: 02012007