

New Vendor Activations with the Algorithm

Presented by SFMS Operations
September 15, 2011

Adding A New Vendor General Information

- n Before adding a new vendor check the 3A screen to verify that the vendor is not already on R*STARS
- n Search by last name, first name for individual or at least the 1st three letters of the business name
- n Make sure the vendor is not under a different vendor number
- n Check for duplicate addresses
- n If the vendor is not already found on 3A screen enter the new vendor on the 52 profile

Here's an example of the 3A screen:

S03A UC: 04 STATE OF OREGON 03/10/09 09:28 AM
VENDOR ALPHA INQUIRY PROD

SELECT VENDORS FROM: S (S=SYSTEMWIDE, A=AGENCY)

SEARCH NAME: JONES,ROBERT AGY: VENDOR TYPE:

S	VENDOR NO / MC	SC	PDT	VENDOR NAME	ADDRESS
	1OR000XXX 000	A	MA	ROBERT JONES	3454 30TH AVE NE
	1540000000 000	A	MA	ROBERT JONES	PO BOX 744

Adding An Individual/Business with an FEIN Prefix “1”

- n The process for vendors beginning with a “1” has not changed for vendors with an FEIN
- n It is very important that agencies determine if a vendor TIN (Tax Identification Number) is an FEIN or an SSN
- n Type in a “1” and FEIN in the vendor number field
- n The 1099 IND is “Y”, the FEI/SSN is “F”, the Reason Code is “ADD” Vendor Type is “8” and the Ownership Code is “I”

S052 UC: 10 STATE OF OREGON 10/01/10 03:15 PM
LINK TO: SYSTEMWIDE VENDOR PROFILE ACPT
VENDOR NO: **1770685488** NAME CONTROL: OREG
VENDOR NAME: OREGON TRAIL DEMOCRATS
SEARCH NAMES: OREGON TRAIL DEMOCRATS OREGO 97011

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD
VENDOR TYPE: **8** OWNRSHIP CD: I TIN MATCH: TIN: **770685488**
ADDRESS: PO BOX 160

CITY: BRIGHTWOOD ST: OR ZIP: 97011 CNTRY:
VENDOR CONTACT: LINDA LAYNE TAX OFFSET EXMPT: N
TELEPHONE: 503 622 1784 EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 999 CONTACT: LISA WOOD PHONE: 503 945 0000
UPDATED BY: WOOD, LISA DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE: 08062010 EFF END DATE: LAST PROC DATE: 08062010
Z06 RECORD SUCCESSFULLY RECALLED

Adding An Individual/Business with an FEIN Prefix “1”

- n When SFMS reviews the vendor for activation, the vendor will be TIN Matched with the IRS
- n If the vendor comes back as a match and an FEIN, SFMS will activate the vendor, this process has not changed
- n If the vendor comes back and is not a match, SFMS will not activate the vendor, this process has not changed
- n If the vendor comes back as a match, but the TIN is an SSN instead of an FEIN, SFMS will set up a new profile beginning with a “3” and the algorithm will be applied
- n SFMS will not activate the original vendor and will put a message on the original indicating the new vendor #

Adding An Individual/Business with an FEIN

Prefix “1” in ADPICS

- n PCHL5200 – Enter vendor in ADPICS using current process
- n F10 to Save/F11 to Add to R*STARS
- n SFMS Vendor Desk will perform the verification, complete missing information & make necessary changes in R*STARS and ADPICS

Adding Individuals with an SSN Prefix “3”

- n The process for vendors beginning with a “3” is new for vendors with an SSN
- n It is very important that agencies determine if a vendor TIN (Tax Identification Number) is an FEIN or an SSN
- n In the vendor number field type a “3” and then the Social Security #
- n 1099 IND “Y”, FEI/SSN will be “S”, Reason Code “ADD”, Vendor Type “8” and Ownership Code will be “I”
- n As soon as the vendor profile is saved, the algorithm will take place. Agency staff will be able to view the new vendor # at that time

S052 UC: 10 STATE OF OREGON 10/01/10 03:08 PM
LINK TO: SYSTEMWIDE VENDOR PROFILE ACPT

VENDOR NO: **3021710001** NAME CONTROL: TES
VENDOR NAME: TEST VENDOR
SEARCH NAMES: TEST VENDOR

VENDOR,TEST,

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: S REASON CODE: ADD
VENDOR TYPE: 8 OWNRSHP CD: I TIN MATCH: TIN: 54402**0217**
ADDRESS: TEST

CITY: LEBANON ST: OR ZIP: 97355 CNTRY:
VENDOR CONTACT: ALAN PARK TAX OFFSET EXMPT: N
TELEPHONE: 503 373 1044 EXT: 248 FAX: 503 378 8940 HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 999 CONTACT: LISA WOOD PHONE: 503 945 0000
UPDATED BY: PARK, ALAN DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: R
EFF START DATE: 08242010 EFF END DATE: LAST PROC DATE: 08242010
Z06 RECORD SUCCESSFULLY RECALLED

Adding Individuals with an SSN Prefix “3”

- n When SFMS reviews the vendor for activation, the vendor will be TIN Matched with the IRS
- n If the vendor comes back as a match and an SSN, SFMS will activate the vendor and change the vendor type to “7”, these vendors no longer receive W-9s, this process has not changed
- n If the vendor comes back and is not a match, SFMS will not activate the vendor, this process has not changed
- n If the vendor comes back as a match, but the TIN is an FEIN instead of an SSN, SFMS will set up a new profile beginning with a “1” and the FEIN
- n SFMS will not activate the original vendor and will put a message on the original indicating the new vendor #

Adding Individuals with an SSN Prefix “3” in ADPICS

- n PCHL5200 – Enter vendor in ADPICS using current process with prefix “1”
- n F10 to Save/F11 to Add to R*STARS
- n SFMS Vendor Desk will perform the verification, complete missing information & make necessary changes in R*STARS and ADPICS

ADPICS vendor profiles

F10 to Save/F11 to add to R*STARS

PCHL5200 V4.1 ADVANCED PURCHASING/INVENTORY 10/07/2010 1:42
PM

LINK TO: VENDOR TABLE MAINTENANCE

VENDOR: 1555115596 NAME: BRUCE WAYNE

ALT. NAMES : BRUCE WAYNE
BATMAN

NOTES : N
UPDATED: 10/07/10
DELETE (Y/N): N

ALT. VENDOR ID: VENDOR STATUS:
ORDER ADDRESS : 10101 BAT CAVE

CITY: GOTHAM ST: NY ZIP: 12345 CTRY:
REMIT ADDRESS : 20202 BAT CAVE

CITY: GOTHAM ST: NY ZIP: 12345 CTRY:

CONTACT : ALFRED DOLLARWORTH

TELEPHONE : 212 123 4567 EXT FAX : EXPEDITOR CODE :

AGY : 107 CONTACT: JIM GORDON PHONE: 212 321 7654

DELETE REASON :

UPDATED BY : PARK, ALAN R*STARS STATUS:

VENDOR INFORMATION SUCCESSFULLY ADDED TO RSTARS

ADPICS vendor profiles

SFMS Vendor Desk selects vendor to review

S03S UC: 04
PM

STATE OF OREGON

10/07/10 01:59

LINK TO:
ACPT

VENDOR RECORD STATUS INQUIRY

STATUS: P (P/R/B)

S	PROC DT	AGY	VENDOR ID	MC	NAME	TIN
	07/16/10	107	1093116559	000	GORGE NETWORKS INC	2 P
	07/16/10	107	1153160586	000	BROAD SKY NETWORKS LLC	3 P
	07/20/10	107	1325070760	000	VIRTUAL INFORMATION EXECUTIVES	P
	07/20/10	100	1562319041	000	FAMILY VALUES COMMUNICATIONS LLC	P
	08/02/10	581	1721366400	502	NTNL ASSOC OF STATE DIRECT OF MIGRANT ED	I P
S	10/07/10	107	1555115596	000	BRUCE WAYNE	P

ADPICS vendor profiles

Profile before SFMS Vendor Desk changes



S052	UC: 04	STATE OF OREGON	10/07/10 02:03
		PM	
LINK TO:	ACTIVE	SYSTEMWIDE VENDOR PROFILE	
ACPT			
VENDOR NO: 1555115596	NAME CONTROL:		
VENDOR NAME: BRUCE WAYNE			
SEARCH NAMES: BRUCE WAYNE	BATMAN		
ALT VENDOR/FID:	1099 IND:	FEI/SSN IND:	REASON CODE: ADPX
VENDOR TYPE:	OWNRSH CD:	TIN MATCH:	TIN: 555115596
ADDRESS: 20202 BAT CAVE			
CITY: GOTHAM	ST: NY	ZIP: 12345	CNTRY:
VENDOR CONTACT: ALFRED DOLLARWORTH			TAX OFFSET EXMPT:
TELEPHONE: 212 123 4567	EXT:	FAX:	HOLD RSN:
PDT:	EMAIL:		PNI:
AGY: 107	CONTACT: JIM GORDON	PHONE: 212 321 7654	
UPDATED BY: PARK, ALAN		DIR DEP DATE:	
ABA NUMBER:	ACCT NO/TYPE:	FORMAT:	
W9 REQUEST DATE:	BU/WH EFF DATE:	STATUS CODE: P	
EFF START DATE: 10072010	EFF END DATE:	LAST PROC DATE:10072010	

ADPICS vendor profiles

Profile in R*STARS after Vendor Desk changes



S052 UC: 17 STATE OF OREGON 10/07/10 02:10
PM

LINK TO: ACTIVE SYSTEMWIDE VENDOR PROFILE
ACPT

VENDOR NO: 3559610005 NAME CONTROL: WAYN

VENDOR NAME: BRUCE WAYNE

SEARCH NAMES: BRUCE WAYNE

BATMAN WAYNE, BRUCE,

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: S

REASON CODE: ADPX

VENDOR TYPE: 7 OWNRSHP CD: I TIN MATCH: 6

ADDRESS: 20202 BAT CAVE

CITY: GOTHAM ST: NY ZIP: 12345 CNTRY:

VENDOR CONTACT: ALFRED DOLLARWORTH TAX OFFSET EXMPT: N

TELEPHONE: 212 123 4567 EXT: FAX: HOLD RSN:

PDT: MA EMAIL: PNI:

AGY: 107 CONTACT: JIM GORDON PHONE: 212 321 7654

DIR DEP DATE:

W9 REQUEST DATE: BU/WH EFF DATE:

STATUS CODE: A

EFF START DATE: 10072010 EFF END DATE:

LAST PROC DATE: 10072010

ADPICS vendor profiles

Original vendor with message showing converted vendor number

PCHL5200 V4.1 ADVANCED PURCHASING/INVENTORY 10/07/2010 1:42
PM
LINK TO: VENDOR TABLE MAINTENANCE

VENDOR: 1555115596 NAME: BRUCE WAYNE
ALT. NAMES : BRUCE WAYNE
BATMAN NOTES : N
UPDATED: 10/07/10
DELETE (Y/N): Y

ALT. VENDOR ID: VENDOR STATUS:
ORDER ADDRESS : 10101 BAT CAVE
CITY: GOTHAM ST: NY ZIP: 12345 CTRY:
REMIT ADDRESS : 20202 BAT CAVE
CITY: GOTHAM ST: NY ZIP: 12345 CTRY:

CONTACT : USE 3559610005
TELEPHONE : 212 123 4567 EXT FAX : EXPEDITOR CODE :
AGY : 107 CONTACT: JIM GORDON PHONE: 212 321 7654
DELETE REASON : ALGORITHM
UPDATED BY : PARK, ALAN **R*STAS STATUS: P**

ADPICS vendor profiles

Converted vendor profile added to ADPICS by SFMS Vendor Desk



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PCHL5200 V4.1          ADVANCED PURCHASING/INVENTORY    10/07/2010    1:42
  PM
LINK TO:                VENDOR TABLE MAINTENANCE

VENDOR: 3559610005    NAME: BRUCE WAYNE
ALT. NAMES      : BRUCE WAYNE
                  BATMAN
                                NOTES : N
                                UPDATED: 10/07/10
                                DELETE (Y/N): N

ALT. VENDOR ID:                VENDOR STATUS:
ORDER ADDRESS : 10101 BAT CAVE

                  CITY: GOTHAM                ST: NY ZIP: 12345                CTRY:
REMIT ADDRESS : 20202 BAT CAVE

                  CITY: GOTHAM                ST: NY ZIP: 12345                CTRY:
CONTACT        : ALFRED DOLLARWORTH
TELEPHONE     : 212 123 4567 EXT             FAX :
AGY           : 107 CONTACT: JIM GORDON      EXPEDITOR CODE :
DELETED REASON :
UPDATED BY    : PARK, ALAN
R*STARS STATUS: A
```

ADPICS vendor profile look-up

Link to 1200 screen, Type Search Name,
Press Enter

PCHL1200 V4.1 ADVANCED PURCHASING/INVENTORY 10/07/2010 2:25
PM

LINK TO: VENDOR TABLE INQUIRY

S	VENDOR NAME	ID	M/C	S/C	STATUS CODES
	BRUCE	1931129573	503		
	THE CHURCHILL HOTEL	1522214429	500		
	***VENDOR# LACKS 1 DIGIT*	1741934982		I	
	`	1770382248	500		
	"USE 1760774153"	2760774153			
	A AND B AUTOMOTIVE AND TO	1930655635		I	
	A AND O STORAGE	1930718924		A	
	A BET 97015	1930928328		A	
	A BETTER GLASS SHOP INC	1930928328		A	
	A BOY SUPPLY CO INC	1930678197	500		
	A BRA LINGERIE BOUTIQUE	1930821701		A	
	A BRA 97236	1930821701		A	
	A COA 97103	1262329003		A	
	A COASTAL LOCK-N-KEY	1262329003		A	
	A D D 97302	1299381784		I	
	A DAIGGER & COMPANY INC	1360972955		A	
	A P OSBORNE	1544584321		I	

ADPICS vendor profile look-up results

PCHL1200 V4.1
PM

ADVANCED PURCHASING/INVENTORY

10/07/2010

2:26

LINK TO:

VENDOR TABLE INQUIRY

S	VENDOR NAME	ID	M/C	S/C	STATUS CODES
	BRUCE WAYNE	1555115596		P	
	BRUCE WAYNE	3559610005		A	
	BRUCE 97005	1931263779		A	
	BRUCE 97123	1930773740		A	
	BRUCE 97301	1930666859		A	
	BRUCE 97502	1544049873		I	
	BRUCKNERGILLMA, SANDRA, J	1545051740		I	
	BRUND 98622	1840972141		A	
	BRUNDAGE-BONE CONCRETE PU	1840972141		A	
	BRUNT 82501	1830215482		A	
	BRUNTON	1830215482		A	
	BRUST 200007	1521183704		A	
	BRUSTEIN & MANASEVIT	1521183704		A	
	BRYAN ANDRESEN MD	1930768921		A	
	BRYAN BICKMORE DODGE INC	1930750101		A	
	BRYAN D DONNELL	1931160406		I	

Agencies with Clients Using an SSN Prefix “4”

- n Enter information Same as information for “3” individual vendor profile, prefix “4” were formerly “9” vendors
- n Exception #1: Vendor number will begin with a 4 instead of a 3
- n Exception #2: 1099 IND will be N, Vendor Type will be 7
- n Exception #3: These vendors will not receive a W9
- n Exception #4: Valid SSN is required
- n As soon as the vendor profile is saved, the algorithm will take place. Agency staff will be able to view the new vendor # at this time

S052 UC: 10 STATE OF OREGON 10/01/10 03:33 PM
LINK TO: SYSTEMWIDE VENDOR PROFILE ACPT

VENDOR NO: **469681**0002 NAME CONTROL: TES
VENDOR NAME: TEST VENDOR 2
SEARCH NAMES: TEST VENDOR 2

VENDOR,TEST,2

ALT VENDOR/FID: 1099 IND: **N** FEI/SSN IND: **S** REASON CODE: ADD
VENDOR TYPE: **7** OWNRSHIP CD: **I** TIN MATCH: TIN: 54502**6968**
ADDRESS: PO BOX 1202

CITY: NORTH BEND ST: OR ZIP: 97459 CNTRY:
VENDOR CONTACT: TAX OFFSET EXMPT: N
TELEPHONE: EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 999 CONTACT: LISA WOOD PHONE: 503 986 0000

UPDATED BY: DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE: 08062010 EFF END DATE: LAST PROC DATE: 09142010
Z06 RECORD SUCCESSFULLY RECALLED

Agencies with Clients Using an SSN Prefix “4”

- n When SFMS reviews the vendor for activation, the vendor will be TIN Matched with the IRS
- n If the vendor comes back as a match and an SSN, SFMS will activate the vendor, this process has not changed
- n If the vendor comes back and is not a match, SFMS will not activate the vendor, this process has not changed
- n If the vendor comes back as a match, but the TIN is an FEIN instead of an SSN, SFMS will set up a new profile beginning with a “1” and the FEIN
- n SFMS will not activate the original vendor and will put a message on the original indicating the new vendor #

Agencies with Clients or Vendors Using a Dummy Number Prefix “7”

- n This process replaces dummy numbers profiled with a “9”, this is for vendors whose vendor number is neither an FEIN or SSN
- n Type in a “7” and the dummy number in the vendor number field
- n The 1099 IND is “N”, the FEI/SSN is “O”, the Reason Code is “ADD” Vendor Type is “7” and the Ownership Code is “I” or other appropriate indicator
- n Do not use this process for a vendor who will only be paid one time, one time vendors will be discussed next

S052 UC: 10 STATE OF OREGON 10/01/10 03:44 PM
LINK TO: SYSTEMWIDE VENDOR PROFILE ACPT

VENDOR NO: **7999000000** NAME CONTROL: TEST
VENDOR NAME: TEST VENDOR 3
SEARCH NAMES: TEST VENDOR 3

VENDOR,TEST,3

ALT VENDOR/FID: 1099 IND: **N** FEI/SSN IND: **O** REASON CODE: ADD
VENDOR TYPE: **7** OWNRSH CD: **I** TIN MATCH: TIN: **999000000**
ADDRESS: STREET

CITY: SALEM ST: OR ZIP: 97301 CNTRY:
VENDOR CONTACT: TAX OFFSET EXMPT: N
TELEPHONE: 503 373 1044 EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 999 CONTACT: SOMEONE PHONE: 503 373 1044
UPDATED BY: WHEELER, TIM DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE: 08252010 EFF END DATE: LAST PROC DATE: 08252010
Z06 RECORD SUCCESSFULLY RECALLED

Agencies with Clients or Vendors Using a Dummy Number Prefix “7”

- n When SFMS reviews the vendor for activation, the vendor will not be TIN Matched with the IRS unless it appears that the number could be an SSN
- n If SFMS decides to TIN match the vendor and the vendor comes back as not a match, SFMS will activate the vendor since the vendor is set up with an “O” in the FEIN/SSN field
- n If the vendor comes back as a match and an SSN, SFMS will set up a new profile beginning with a “4” and the algorithm will be applied
- n If the vendor comes back as a match and an FEIN, SFMS will set up a new profile beginning with a “1”
- n SFMS will not activate the original vendor and will put a message on the original indicating the new vendor #

One Time Vendors

True one time vendors will no longer be profiled. Vendor information can be entered directly on the payment screen as long as the 1st digit is a “9” and the payment is non 1099-MISC reportable as determine on the D10 Comptroller Object. This process has not changed. If an agency needs to use a 1099-MISC reportable Comp Object, then the vendor needs to be set up with a “1” or “3” as the first digit.

SFMA Generated Transactions

- n Transactions automatically generated in SFMA from existing transactions may error after the algorithm is applied.
- n Examples of generated transactions where the original transaction included the original SSN vendor number are: warrant liquidation (producing the warrant), warrant cancels, warrant stop payments, and deposit reconciliation

SFMA Generated Transactions

- n Vouchers waiting for a due date on the 530 screen at the time of the algorithm will have errors on the warrant liquidation transaction (ZE documents)
- n Deposits that have not been released from the 530 screen at the time of the algorithm may have errors on the deposit reconciliation transaction
- n SFMS will clear these errors, agencies do not need to take action

Existing Document Supported Transactions

- n Subsequent transactions using existing document supported transactions in SFMA will error after the algorithm is applied
- n Examples of existing document supported transactions where the existing transaction included the original SSN vendor number are: encumbrances, deposit liability, travel advances (not if “1OR” number is used) and some accounts receivable

Existing Document Supported Transactions

- n Agencies will need to request SFMS staff to temporarily activate the SSN vendor number to allow the existing document supported transaction to be cancelled and a new document supported transaction to be created with the new algorithm number

Questions/Contacts

Questions regarding vendor profile setups:

- n Vendor desk-Tammy Lyons 503-373-0256. Email requests to: SFMS.1.vendor@das.state.or.us. Fax Number: 503-378-8940

Assistance with clearing vendor errors on transactions:

- n Agency Support Analysts:
 - Ø Karen Morin 503-373-0251
 - Ø Dianne Lay 503-373-0267
 - Ø Imee Anderson 503-373-0098