

# Vendor Set-Up Procedures

## Required Documentation

All departments requesting the creation of a new vendor for payment must submit:

- A completed **Vendor Set-Up Form**
  - A current **IRS Form W-9**
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## W-9 Requirements

The W-9 must be fully completed and include:

- Individual name and/or legal business name (as applicable)
- Physical address
- Remit-to address (if different from physical address)
- Federal tax classification (must select one):
  - Individual / Sole Proprietor
  - C-Corporation
  - S-Corporation
  - Partnership
  - Trust / Estate
  - LLC (must specify: C-Corporation, S-Corporation, or Partnership)
- Federal Identification Number (FID) or Social Security Number (SSN)
- Signature and date

**Incomplete or unsigned W-9 forms will not be accepted.**

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## Vendor Set-Up Form Requirements

The Vendor Set-Up Form must include:

- Reason for the new vendor request
  - Purpose of payment (e.g., reimbursement, goods, services) for tax reporting purposes
  - Vendor's email address
  - Name and department of the employee submitting the request
  - Date of submission
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# Vendor Creation and Notification

Once the vendor has been created, the requesting department will be notified by the Auditor's Office.

If you do not receive confirmation, or if you wish to verify whether a vendor already exists prior to submitting a W-9, you may search in **MUNIS** using the following navigation path:

## MUNIS Navigation Path

- Vendor Processing
    - Vendor Inquiry
      - Alpha Search
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## Search Examples

### Individual Vendor (John Doe):

- DOE, JOHN
- DOE\*

### Company Vendor (W.B. Mason Co., Inc.):

- MASON W.B\*
  - *MASON*
  - W.B\*
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## Important Notes

- Multiple vendor records may exist for the same vendor. Always verify and select the correct record based on:
    - Name
    - Address
    - Tax Identification Number
  - If a contract is associated with the vendor, it may be scanned and attached to the vendor profile in MUNIS once the vendor number is assigned.
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## School Department Vendors

Vendor records for the School Department are created and maintained by the School Department.

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# Instructions for Employees Creating Vendors

## Main Screen Instructions

After generating a new vendor number, enter all of the following information:

- **Alpha**
  - **Status**
  - **Type**
  - **Company Name**
    - (This will generate from what is entered in Alpha — ensure the full legal name appears.)
  - **DBA (if applicable)**
    - Enter DBA name on the first Address line and also include it on the Address line as appropriate.
  - **Address**
    - Enter address here, or on the second line if a DBA is entered on the first line.
  - **Identification**
    - Social Security Number or Federal Identification Number
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## General Screen Instructions

1. Scroll to **IRS Information**.
  2. Click **W-9 Received**.
  3. Click **1099 Vendor** (if applicable), then select **Default to 1 – Non-Employee Compensation**.
  4. Click **Accept** once all information is entered.
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## Address Entry Instructions (If Multiple Addresses Are Provided)

If the vendor provides both a remit-to address and a second address (e.g., PO Box or physical address):

1. Enter the **remit-to address** in the MAIN screen.
2. Click **Addresses (0)** to open the General screen.
3. Click **Add**.
4. Tab to **Address Number** and click the “+” symbol.
  - A “1” will appear.
5. Tab to **Address** and enter the second address provided.
6. Click **Accept**.
7. At the bottom of the page, locate **Active** and uncheck it.

 **Important:** If “Active” is not unchecked, payment will be mailed to the second address instead of the remit-to address.



## VENDOR SET-UP FORM

DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR'S EMAIL ADDRESS: \_\_\_\_\_

EXPLANATION/REASON:

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Person Submitting Request: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_