<u>REQUIREMENTS FOR ENTERING/UPDATING VENDORS IN TO ADVANTAGE</u>

I. VCDE USER
   a. User must fill out and submit a security application for the new roll of VCDE.
   b. User must have sufficient training or knowledge to data entry vendors.
   c. User must have an understanding of the requirements for adding and changing vendors.

II. VENDOR FORMS
   a. Vendor Forms are required for any vendor entry/change.
   b. All forms must have the following filled in
      i. Tax ID Number (TIN)
      ii. TIN type either an SSN or EIN
      iii. Organization Type either Individual or Company
      iv. Classification (depends on previous choices)
      v. Legal name associated with the given TIN.
      vi. Full address for both payment and procurement
      vii. Phone numbers
      viii. Contact name
      ix. Email for contact
      x. Contact's phone number
      xi. Signature of the vendor
      xii. Date with in the last 3 months.
   c. Optional fields are
      i. Vendor/Customer Number (VC/VS#)
      ii. Account or Client Number
      iii. Alias/DBA (doing business as)
      iv. C/O (care of)

If the above criteria are not met, we will not add or update the vendor info in Advantage.

State employees <u>cannot</u> sign for a vendor unless they are a legal "Rep Payee" or Power of Attorney for the vendor or the vendor themselves. <u>Vendor forms are a legal document interchangeable with a W9.</u> Signing for someone is forgery if you are not authorized to do so.

Users should always have a vendor form as back up for any modifications or additions to vendor on Advantage. Failure to properly document and provide back up may result in loss of the VCDE roll.

All vendor forms along with the VCC or VCM barcode sheet should be sent to scanning at MRS <u>**after**</u> the vendor document is approved in Advantage. *(Unless specifically asked via email, phone and/or comment in the document to send it to OSC.)*