Organizing ACH and Vendor Packet Paperwork (Student)

Faxes & Mail

1. Retrieve faxes from back office, sort, and prepare to scan
   a. Separate vendor packets and ACH form packets
      i. The vendor packet should be sorted in the following order:
         1. Vendor form (The heading reads "State of Connecticut - University of Connecticut"), W-9, followed by any other notes or cover letters that came with the fax.
      ii. The ACH form packets should be sorted in the following order:
         1. ACH form then voided check (if included). No other paperwork should be scanned with this packet.
2. Scan Packets
   a. On the scanner select "Templates" on the top of the screen.
   b. On the next menu, select "Vendor Set-up"
      i. For Vendor Packets: Select "Vendor Packet Process"
      ii. For ACH Packets: Select "ACH Form"
   c. Scan items. When finished scanning, staple the individual documents together
3. Rename Packets & File
   a. Open the Q-drive on your computer "EFS ([\\UConn](\\UConn)) (Q:)"
   b. Open the "AP-S" folder.
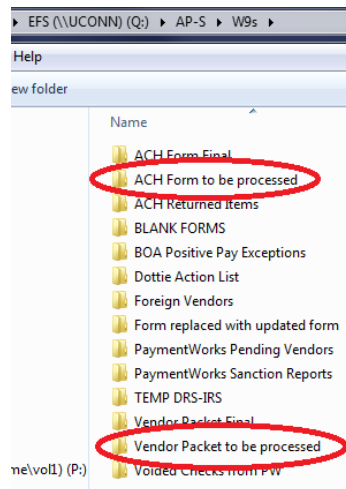
      i. For Vendor Packets:
         1. Open the "Vendor Packet to be processed" folder
            a. Open the file and rename with the information included in the document.
               i. Ex. Last name, First name, Middle initial SSN# (include dashes)
               ii. Ex. Company name DBA alternative company name (if included) FEIN# (include dashes)
      ii. For ACH forms

1. Open the "ACH Form to be processed" folder
   a. Ex. Last name, First name.
   b. Ex. Company name DBA alternative company name (if included)
   c. File Packets in appropriate Place

E-Mails (AP_Vend_Coord@uconn.edu):

1. Drag e-mail to "Vendor Pack to be processed" or ACH to be processed" folder accordingly
   a. Vendor Packets
      i. Open "Vendor Packet to be processed" folder
         1. Open the file and rename with the information included in the document
            a. Ex. Last name, First name, Middle Initial SSN# (include dashes)
            b. Ex. Company name DBA alternative company name (if included) FEIN# (include dashes)
      ii. ACH forms
         1. Open "ACH Form to be processed folder"
            a. Open the file and rename with the information included in the document
               i. Ex. Last name, First Name
               ii. Ex. Company name DBA alternative company name (if included)

Issues

1. Missing Paperwork
   a. Contact department or vendor for missing items
2. Foreign Related
   a. Save to Q:\AP-S\W9s\Foreign Vendors.