

## Vendor Set-Up Issues

- **Manual Process Issues**
  - Missing Paperwork
    - Reach out to vendor or department for missing information
  - Data Entry
    - TIN Matching
      - Refer to steps 3-12 in Vendor Approval Packet Procedure
      - Verify the Name and TIN are correct using [www.irs.gov](http://www.irs.gov)
    - Duplicate Name (DBA)
      - (located in regular procedure)
- **Payment Works**
- **Compliance Issues**
  - Faculty Owned Businesses
  - Federally Debarred
    - Refer to steps 13-29 in Vendor Approval Packet Procedure
    - Using Visual Compliance, verify that the vendor is not debarred or has any compliance issues: <https://www.visualcompliance.com/index.html>. This search must be performed for Companies and individuals.
  - Other Compliance Issues
    - Refer to steps 13-29 in Vendor Approval Packet Procedure
- **Hold Codes**
  - Foreign Related
    - Tax & Compliance
      - Move the vendor forms to: Q:\AP-S\W9s\Foreign Vendors
  - Non-Foreign Related
    - Check vendor hold code field to be sure it is appropriately marked.
    - FYI – NRA supersedes A&E.
    - Vendor hold codes below should explain the reason for hold code and should be entered in restricted reason field.

A&E-TAX	CT Athletic & Entertainment Tax (May need to take 6.7% tax if performance over \$1,000.00 or Speaker/Lecturer over \$5,000.00 & not living in CT).For more detail refer to the Policy and Procedures folder on the shared drive.
ACH	Automated Clearing House (UConn does not use)
AFFILTE	University Affiliates (i.e. Dining services refunds, phasing this hold code out discuss with vendor coordinator)
CNDIDATE	For Candidate (Vendor only approved for reimbursements, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
DONOTUSE	Vendor info not valid-see vendor profile for details (discuss with vendor coordinator)
DRS	Department Of Revenue Services (Vendor owes taxes to DRS Adhoc "approve" E-doc to Levy Group, 10744)
IRS-LEVY	Internal Revenue Service-Levy, (Vendor owes taxes to IRS Adhoc "approve" E-doc to Levy Group, 10744)
IRS-TIN	Internal Revenue Service-Taxpayer Identification Number (Problem with Tax ID#, disapprove and advise department vendor needs editing & to obtain W-9 to remove hold code)
NONTAXBL	CERT123 Vendor No Tax (Do not pay any additional taxes if billed)
NRA	Non Resident Alien (May need to take NRA tax Adhoc "approve" Edoc to Tax & Comp Group, 10739)
NRAREIMB	Foreign guests (non-employees) receiving travel costs only (Reimbursements Only) (Vendor only approved for travel reimbursements, disapprove and advise department vendor needs editing and to contact Tax & Compliance Office)
OTH	Other (Go to the Vendor Profile to read notes about "other" and discuss with vendor coordinator)
REFUND	For Refunds Only (Vendor only approved for refunds, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
REIMONLY	Reimbursements Only (Vendor only approved for reimbursements, if services disapprove and advise department to edit vendor & obtain a W-9 to remove hold code)
SEEC	State Election Enforcement Commission (Hold entry or approval of edoc until department/processor obtains vendor phone# or Email and submits vendor edit)
SPS	Sponsored Programs, High Risk Vendor (Not currently in use, will update when implemented)
ST-EMP	State Employee, UConn Employee, State Retirees (Do not pay for any services)
UC-STU	UConn Student (Do not pay for any services)