UCONN
UNIVERSITY OF CONNECTICUT

Cert 123 - Bulk Mailing Process
Accounts Payable

2017

06/20/2017

1. To be sent to DRS early March
2. Run KFDM reports to review:
   a. vendors with the Nontaxable Cert 123 hold code (including inactive vendors; review the inactive reason, if the vendor is inactive because it is no longer in business, do not include in the mailing) and
   b. vendors that have been coded using the object codes
      i. 6710
      ii. 6711
      iii. 7800
      iv. 7805
3. Compare these two reports to remove duplicates, vendors with an address other than CT and individuals
4. Perform a mail merge to import vendor information into the Cert 123 form
5. Mail to DRS
6. Once forms are returned from DRS
   a. Scan all forms and save them into: Q:\AP\DRS CERT 123-New (using the correct year's folder) each form should be saved as its own document using the vendor's name as the file name
   b. Mail the original to each vendor