

# Vendor E-Doc Review/Checklist for Businesses

- 1) All new vendors must complete a vendor application form.
  - a) Review vendor signature on vendor form. If missing, obtain forms with signature from department.
  - b) Review entity status field. If foreign company or foreign address ad-hoc approve to the Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc. If not a foreign company move to next step.
  - c) Review vendor email address. If email address includes: **@uchc.edu or @ct.gov** discuss vendor with supervisor
  - d) Review UConn student and State of Connecticut Employee fields
- 2) Businesses being set up for anything other than refunds or reimbursements must complete a W-9.
  - a) Review vendor signature on W-9. If missing, obtain W-9 with signature from department.
- 3) Verify IRS TIN with e-services and perform debarment screening
- 4) Vendor Name field must be identical to the W-9 & vendor form.
  - a) Legal names as per W-9 should be in vendor name field
  - b) Db a name should be on address line 1 and entered as an alias
  - c) Run a search on vendor name for the purpose of same name different ownership where old company would need to be inactivated or duplicate vendor is already established
  - d) Extra attention should be given to Hotels as they are consistently changing ownership. If there is a name change request a new W-9
  - e) If unable to obtain a W-9 for agencies of the State or Government use the following FEIN: State of CT 000007301, Federal Governments 000127301
- 5) Vendor Type = Purchase Order/DV

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- 6) Is this a foreign vendor- yes/ no. If yes, ad-hoc approve to the Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc.
- 7) Tax number verified on IRS website, which should match the W-9. FYI, this field can be blank for refunds, reimbursements and candidates only, make sure to add hold code and complete restricted reason field.
- 8) Tax number Type is based on W-9. (Dec 2014 is current version)
- 9) Ownership type is based on W-9 see typical list below:

### Ownership

<u>Code</u>	<u>Ownership Description</u>
CP	Corporation
GV	Government
ID	Individual/Sole Proprietor
NP	Non-Profit
FI	Foreign Individual
PA	Partnership
PS	Pending Status
FC	Foreign Corp
FG	Foreign Government
LL	Limited Liability Co.
FO	Foreign Tax Exempt Org
FP	Foreign Partnership
FF	Foreign Fiduciary/Trust
SG	State Government
TG	Town Government
EI	Educational Institute
TE	Trust/Estate

- 10) Ownership type category = business type on application. Should be cert 123 for CT hotels/restaurants/catering companies and check if company is providing legal services, medical services & entertainment/public speaking. Select appropriate type below:

UConn Student  
Legal Services  
Health Care Services  
Entertainment  
Royalties

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State Employee  
Uconn Employee  
Non UConn Student  
Affiliated Employee  
CT Cert-123

- 11) W-9 received yes/no
- 12) Backup withholding dates need to be deleted if filled in (rarely used should not be filled out by staff of UConn).
- 13) Debarred field for companies when checked then select yes/no. FYI "no" means website was checked and the business does not appear.
- 14) Payment terms should be selected by department. If none is selected then select net 30 days.
- 15) Select the taxable indicator for Individuals and LLC entities unless LLC indicates tax classification of 'C' Corp or 'S' Corp. For corporations, the taxable indicator would be selected based on the ownership type category. If a corporation provides legal services, medical services, entertainment and/or public speaking this vendor is reportable and the taxable indicator should be checked.
- 16) Check vendor hold code field to be sure its appropriately marked. FYI--NRA supersedes A&E. Vendor hold codes below should explain the reason for hold code and should be entered in restricted reasons field. See below for current hold codes:

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)

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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)

## 17) Purchase Order (PO) address fields and remit address fields.

- a) If any address is Foreign, ad-hoc approve to Tax & Compliance group (10739) and fax all documents to X4296 then approve the e-doc.
- b) Address line 1 should be used from DBA name.
- c) The default PO address should be the address from the W-9 (this address will be used for 1099 purposes). If there is a different address on the vendor application then it should be entered as an additional PO address.

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- d) If the remit and PO address are the same you only have to add one address and it has to be the PO default address, be sure the “indicator” is marked yes.
  - e) If the vendor is a DV upload type vendor (e.g. Utilities, dining services, husky bucks, Babbidge and law library vendors) then PO default address needs to be the same as the remit address. Make sure the physical address is entered as a 2<sup>nd</sup> PO type address.
  - f) PO address fax number field is the electronic default for delivery of the purchase order. Be sure that a fax number is in this field. If they don't have a fax then the email address is used by purchasing to send PO. Verify email address is correct. Review for misspelling and typos.
  - g) If you have multiple PO and remit addresses only one (of each) can be selected as the default address.
- 18) Review contact information tab with vendor form. You may put attention information on address line 1. Note: the attention field does not print on the disbursement.
- 19) Supplier diversity tab should accompany certificate if this is marked yes, verify information in e-doc with certification for accuracy. These are CT vendors only. Do not add the diversity tab without the certificate attached to the vendor profile. Open tab for supplier diversity and delete information if certificate is not provided.
- 20) Alias tab should include DBAs, people-soft numbers for students, old FRS vendor number, UConn employee number and UCHC health Center mail code (MC\_####).  
\*\*Remember once you submit (approve) an alias you can't delete it so be sure to be as accurate as possible.
- 21) Review vendor phone number with vendor form.
- 22) Reviewing vendor addresses and names:
- a) UCHC department gets put on line 1, the MC is address line 2 and in the alias.
  - b) All state agencies are made out to State of CT office of the treasurer. Agency name is address line 1. Agency name should be alias. These are divisions.

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- c) DRS are divisions of the vendor that has the tax hold. Address line 1 should read Collect & Enforce Div Re:06#####. Cary Paul's name has to be on address line
- 2. Copy & paste the company's FEIN# to address line

### Below are for Remits/Divisions & Changes

- 1.) Change of Name: First do a name search in KFS for different name as the invoiced name maybe PO assigned to similar name in error. Second verify name on attached invoice against vendor name on KFS profile is **EXACTLY** the same. If there are differences contact department/vendor for updated W-9.
- 2.) New addresses: Leave current address unless you are 100% sure it's a move of location. If remit address is added consider if it should be a PO type address. Remember to add new fax, phone and emails.
- 3.) Divisions: Errors are often created by departments they mean to do an edit. Verify with a supervisor if questionable.