

Vendor Management Form Instructions—UPDATED 08/14/2019

The Vendor Management Group (VMG) has redesigned the Supplier (Vendor) Management Form to simplify the process for adding a new supplier (vendor), making changes to existing suppliers (vendors), and adding banking information in the TeamWorks Financial system. This form is required for submission of all changes to an existing vendor's master file.

Information can be typed into this form, saved and emailed to necessary parties. Always change the filename and save the form to your hard drive before making changes.

SECTION 1

<p>Is this vendor New or Existing? One box must be checked REQUIRED STATE AGENCIES ONLY—RUN THE OVN_OO1_VENDOR_SEARCH Query to verify if supplier information already exist in Teamworks and that FEI/TIN matches this vendor.</p>
<p>FEI/SSN-All companies (corporations, partnerships, LLC's) have an IRS issued Federal Employer Identification (FEI) number or a Taxpayer Identification Number (TIN). All individuals must list their Social Security Number (SSN). FEI and SSN are nine-digit numbers. REQUIRED</p>
<p>Vendor Name- List the entire name of the business or individual that corresponds to the applicable FEI or SSN. REQUIRED</p>
<p>Payment Alternate Name-If the payee name is different from the parent vendor name, the alternate payee name should be provided</p>
<p>Address, City, State, Zip, Country, and Fax- should always be filled in where applicable.</p>
<p>Driver's License # and DL State- should be completed for individuals only.</p>
<p>Phone -List a Primary and Secondary Phone and extension where applicable. Indicate whether the primary number provided is a landline or a cell. This number may be used for two step bank verification. DO NOT provide a general company phone number, this number may be used to verify information. Please provide a number for a direct contact in the accounting or receivables department. REQUIRED</p>
<p>Contact Email- Complete for a specific contact within a company, this should not be a general email address.</p>

SECTION 2

BANK ACCOUNT INFORMATION

This section is required to add or change bank account information to a new or existing vendor in the TeamWorks Financial system. Attaching a copy of a voided check/bank letter to the vendor management form is required and eliminates possible errors that could delay the vendor payment.

<p>Routing Number-This is generally the first set of numbers at the bottom of the check (not the deposit slip) and uniquely identifies the banking institution. This is a nine-digit number.</p>
<p>Bank Account Number- This is generally the second set of numbers that identifies the checking account number that has been issued by the bank.</p>
<p>Check here if General Bank Account can be used by All State of Georgia agencies making payments. If this general bank account can be used by any State of Georgia agency to process payments, please check this box located. The location label will be changed to "ACH PRIMARY"</p>
<p>Check here if this account can only be used for a Specific Purpose-This is a special bank account that the vendor has provided that can only accept specific types of payment or may be applicable to certain State of Georgia agencies. List the specific use for this bank account on the line provided. An example of the payment location description for this account will be "ACH-SP-All (Utilities)", or "ACH-SP-(Grant Payments Only)"</p>
<p>Payment Remit Email-email address where supplier (vendor) would like to receive notification of ACH payment information. There can be two (2) remit email addresses per location. This information must be authorized by the supplier.</p>

Printed Name of Company Officer-This should be the name of an official with the company, not the company name.
Signature of Company Officer-This should be signed by the aforementioned person.
Date-This form must be dated within the last 90 days.

SECTION 3

Classification Change --e.g. student to supplier or supplier to non- supplier.
Name/FEI/TIN Change - Proper documentation is required for VMG to confirm the legal name change. Requires a new W-9 or a copy of a letter from the IRS showing the assignment of a new FEI.
Bank Account Add/Change – Check this box if adding a bank account OR changing a bank account that is already in the system, if changing location number is required in the space provided.
Vendor Deactivation/Reactivation – Agency must certify that there are no outstanding vouchers or purchase orders for this vendor for their specific business unit. Reactivation requires a new W-9
Add/Change Address - Required when adding or changing an address. Indicate which address number in TeamWorks to change.
HCM Vendor -Required if an HCM Vendor, this form should be sent to HCM support.
1099 Code -Provide applicable ta2qwo-digit code used by the IRS to describe the type of income paid to the vendor.
Other - include details in “Section 4 – Additional Comments” on the vendor management form. Only If the action type in section 3 of VMF is not applicable to your request, include any additional comments in this section
Statewide Contract Supplier (SWC) - Please indicate if this vendor has been approved by DOAS as Statewide Contract Vendor (STATE AGENCY USE ONLY)

SIC CODES

Small Business - A business which is independently owned and operated and must have either fewer than 100 employees or less than \$1 million in gross receipts per year.
Georgia Based Business - Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal submitted, or a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia; provided, however that a place of business shall not include a post office box, site trailer or temporary structure.
Women Owned Business - a business which is owned and controlled (51%) by a woman and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.
Minority Certified - Same above having gone through the process of obtaining certification through the Georgia Department of Transportation.
Minority Business Enterprise - a small business which is owned and controlled by one or more minorities (51%) and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. Classifications are--African American, Asian American, Hispanic/Latino, Native American and Pacific Islander. Please check one or Not Applicable

SECTION 4

Only If the action type in section 3 of VMF is not applicable to your request, include any additional comments in this section

SECTION 5

The approved Agency Vendor Liaison must complete all parts of this section. If the form is completed by someone in a remote agency location, the approved Agency Liaison must still sign the form, or the form must be forwarded via email by the Agency Vendor Liaison.

Questions?

Vendors—direct all inquiries to the state agency conducting business with the vendor.

State Agencies—direct all inquiries to the Vendor Management Group at psvendor@sao.ga.gov or 404-657-3956.