

Checklist for Setting Up a New Vendor

Summary

This document is a summary of what you will need to get started with either requesting a vendor change to the FMS database or establishing a new vendor in the FMS database. All necessary forms and instructions are on the AP Website.

Searching for an existing vendor by name in PeopleSoft

Check to see if the vendor is currently set up in FMS by searching the vendor by name in PeopleSoft using the procedures on the AP Website. Pages 1 through 9 walk you through what to look for in FMS. It is located here.

<http://www.lbl.gov/Workplace/CFO/assets/docs/co/ap/VendorProceduresPeopleSoft8dot8.pdf>

Adding a New Vendor Address

If you are adding a new address to a vendor you need to provide to AP one of the following: (page 19 of procedures, examples of acceptable documentation on pages 19-22)

<http://www.lbl.gov/Workplace/CFO/assets/docs/co/ap/VendorProceduresPeopleSoft8dot8.pdf>

- Vendor invoice with Tax Identification Number (TIN) printed or written on it.
- Memo on vendor letterhead with TIN printed or written on it.
- Completed and signed LBNL Vendor Form (W-9, W-8).
- Completed and signed IRS Form W-9, W-8
- Email from vendor address (return should not be Yahoo, MSN, hotmail, etc.) with address and TIN

Establishing a New Vendor

If you are establishing business with a brand new vendor, you will need to know there are various types of new vendors. They include:

Domestic Vendors

Foreign Vendors

Employee Vendors

All vendors are required to fill out the appropriate paperwork and send it back to you.

You will review it prior to submitting it to AP.

New Domestic Vendor (Domestic Companies or Individuals)

- Send vendor welcome letter
- Send vendor LBNL W-9 (TIN form for either Domestic Company or Individual)

If faxing the documents use the Fax Cover Sheet on the AP website

- Review returned forms from vendor and ensure accuracy prior to forwarding to AP

Note: Returned forms can be submitted by FAX or hard copy. In some cases, email is acceptable. No in-house email exchanges with SSNs or Individual Taxpayer Identification Number (ITIN), if documents contain these, then fax or mail to AP.

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New Foreign Vendor

- Send vendor welcome letter
- Send vendor LBNL W-8 (TIN for foreign)

If faxing the documents use the Fax Cover Sheet on the AP website

- Review returned forms from vendor and ensure accuracy prior to forwarding to AP

Note: Returned forms can be submitted by FAX or hard copy. In some cases, email is acceptable. No in-house email exchanges with SSNs or Individual Taxpayer Identification Number (ITIN), if documents contain these, then fax or mail to AP

Vendor Employees

All employees are added as vendors automatically via the Human Resources system (HRIS)

<http://www.lbl.gov/Workplace/CFO/assets/docs/co/ap/VendorProceduresPeopleSoft8dot8.pdf> (refer to page 23-25 of 31)

Sometimes terminated employee vendors will need to be activated to reimburse for items of expense incurred prior to the termination date. AP will need an email from HR, Division, or Procurement to the vendor desk at vendor@lbl.gov that contains the following:

- Name
- Employee ID
- Date of Expense
- Type of Expense (reason for expense)