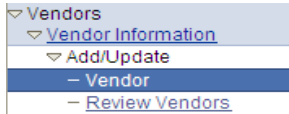


# VENDOR POLICIES AND PROCEDURES

## Finding an Existing Vendor

### Navigation:

- √ Vendors
  - √ Vendor Information
  - √ Add/Update
  - √ Vendor



Find an Existing Vendor:

Required Search Field: SETID = LBNL

### Optional Search Fields

- √ Vendor ID: Vendor Number that you want to view
- √ Short Vendor Name
- √ Name 1

**Vendor Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

SetID:	=	LBNL	Q
Vendor ID:	begins with		
Persistence:	=		
Classification:	=		
Short Vendor Name:	begins with		Q
Our Customer Number:	begins with		Q
Name 1:	begins with		Q

Include History    Correct History    Case Sensitive

### ☑ Feature: Search Options

When using the search features, you will have multiple search options. Some of the choices are begins with; contains; between; etc.

### Search by Name

You can search for vendors by Name 1.

Remember, if you search by Name 1, you should refer to the Vendor Abbreviation list for possible abbreviations. It is best to use the CONTAINS feature in conjunction with a word that is least likely to be abbreviated.

Note: If the address you need is not under that vendor, please follow procedures for requesting an address addition.

# VENDOR POLICIES AND PROCEDURES

## Vendor Information

Tabs = Summary, Identifying information, Address, Contact, and Location

Summary	Identifying Information	Address	Contacts	Location			
SetID:	LBNL						
Vendor ID:	0000015858						
Vendor Short Name:	UNIVERSITY		UNIVERSITY 014				
Vendor Name:	UNIVERSITY OF OKLAHOMA						
Order:	UNIVERSITY 014 1000 ASP AVENUE, ROOM 314 NORMAN, OK 73019-0430		Remit To:	UNIVERSITY 014 1000 ASP AVENUE, ROOM 314 NORMAN, OK 73019-0430			
Status:	Inactive	Last Modified By:	KLMARONEY				
Persistence:	Regular	Last modified date:	08/10/2006 1:56PM				
Classification:	Supplier	Created By:					
HCM Class:		Created Datetime:					
Open for Ordering:	Yes	Last Activity Date:	07/10/2002				
Withholding:	No						
VAT:	No						
<a href="#">Summary</a>   <a href="#">Identifying Information</a>   <a href="#">Address</a>   <a href="#">Contacts</a>   <a href="#">Location</a>							

## Summary Tab

Short Name:

If it is a company, the short name is the first 10 characters of Name 1 (including space, comma, period, or any special characters), or a company's well known abbreviation or acronym. If it is an individual name, the short name is the individual's last name, followed by comma and the individual's first name (For example, short name for JOHN SMITH is SMITH,JOHN). No space is between last name and first name for individual vendor. Last name and first name of the individual vendor will only be separated by a comma as short name.

Summary	Identifying Information	Address	Contacts	Location
SetID:	LBNL			
Vendor ID:	0000007016			
Vendor Short Name:	PACIFIC GA	PACIFIC GAS EL		
Vendor Name:	PACIFIC GAS ELECTRIC			

Vendor Name:

Vendor name is the same as Name 1 under Identifying Information tab. The vendor name is equivalent to the vendor's Doing Business As (DBA) name. This is the name that should match the name on the invoice and will be printed on the checks to the vendor.

# VENDOR POLICIES AND PROCEDURES

This is also the name that will appear on Requisitions and Purchase Orders for this vendor. This name can be abbreviated. The maximum number of characters is 40.

AP abbreviates Name 1 if the name is more than 40 characters. The name will be abbreviated from right to left using Standard Abbreviation list (See pages 26-30 for a list of abbreviations).

Vendor Name is entered exactly as the vendor specified on the vendor registration form. However, we do use abbreviations if needed.

Examples are:

AMERICAN = AMER	CHEMICAL = CHEM
CORPORATIONS(S) = CORP	EXECUTIVE = EXEC
HOSPITAL = HOSP	OKLAHOMA = OKLA
SOCIETY = SOC	SYSTEM(S) = SYS

A complete list of the Standard Abbreviations for Vendor Names and Addresses is at [www.lbl.gov/Workplace/CFO/co/ap/index.html](http://www.lbl.gov/Workplace/CFO/co/ap/index.html).

Order and Remit To:

The Order and Remit To addresses on the Summary tab are the default addresses for the vendor. These are the addresses that will default for the requisition and the voucher.

The screenshot shows a vendor record with the following details:

- Summary** (selected tab)
- Identifying Information
- Address
- Contacts
- Location
- SetID: LBNL
- Vendor ID: 0000007016
- Vendor Short Name: PACIFIC GAS EL
- Vendor Name: PACIFIC GAS ELECTRIC
- Order: PACIFIC GAS EL, BOX 997300, SACRAMENTO, CA 95899-7300
- Remit To: PACIFIC GAS EL, BOX 997300, SACRAMENTO, CA 95899-7300

Status:

The vendor status can be approved, unapproved, or inactive. If the vendor is approved, it is ready for use. If the vendor is unapproved, this means there are changes being made to that vendor and it should be approved soon. If the vendor is inactive, it is closed and can no longer be used.

# VENDOR POLICIES AND PROCEDURES

Status: Approved  
Persistence: Regular  
Classification: Supplier  
HCM Class:  
Open for Ordering: Yes  
Withholding: No

## Address Tab

The address tab displays all of the addresses that have been provided by the vendor. An address will have to be listed here before you are able to use it.

PeopleSoft version 8.8 allows for multiple addresses to be populated for each vendor. These addresses will be used based on the information provided by the vendor. You will find addresses for:

- √ Pricing
- √ Ordering
- √ Invoicing/Remitting
- √ Returns

The screenshot displays the 'Vendor Address' tab in a PeopleSoft application. At the top, there are navigation tabs: Summary, Identifying Information, Address (selected), Contacts, and Location. Below the tabs, the vendor information is shown: SetID: LBNL, Vendor: 000007016, Short Vendor Name: PACIFIC GAS EL, Name: PACIFIC GAS ELECTRIC. The main area is titled 'Vendor Address' and shows a single address entry with Address ID: 1 and Description: SAN FRANCISCO CA 94152. Below this is a 'Details' section with the following fields: Effective Date: 01/01/1970, Status: Active, Country: USA (United States), Address 1: BOX 52001, Address 2: (empty), Address 3: (empty), City: SAN FRANCISCO, County: (empty), State: CA (California), and Postal: 94152. There is also an Email ID field. Below the details is a section for 'Payment/Withholding Alt Names' and a 'Phone Information' table with columns for Type, Prefix, Telephone, and Extension.

Note: If an address needs to be added to a vendor, the buyer is **REQUIRED** to obtain the Tax Identification Number (TIN) so the information can be properly matched to the correct vendor record. Please follow procedures for requesting an address addition.

# VENDOR POLICIES AND PROCEDURES

Vendor Address Display: Address can be viewed one at a time by clicking on the right directional arrows on the Navigational Controls bar, or click on “View All” to see a complete list.

Summary | Identifying Information | **Address** | Contacts | Location

SetID: LBNL  
Vendor: 0000007016 Short Vendor Name: PACIFIC GAS EL Name: PACIFIC GAS ELECTRIC

**Vendor Address** Find | View All First 1 of 10 Last

Address ID: 1  
Description: SAN FRANCISCO CA 94152

**Details** Find | View All First 1 of 1 Last

Effective Date: 01/01/1970  
Status: Active  
Country: USA United States  
Address 1: BOX 52001  
Address 2:  
Address 3:  
City: SAN FRANCISCO  
County: Postal: 94152  
State: CA California  
Email ID:

Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All First 1 of 1 Last

*Type	Prefix	Telephone	Extension

Effective Date: Effective date is back dated to 1970 because PeopleSoft will not allow you to enter a voucher or requisition using a date that is after the date on your invoice.

**Details**

Effective Date: 01/01/1970

Status: Address can be active or inactive. If an address is active, then it is available for use. If it is inactive, it is an invalid address that is no longer being used by this vendor.

**Details**

Effective Date: 01/01/1970  
Status: Active

Address 1, 2, and 3: Address 1, 2, and 3 are the only addresses that print on our checks, along with city, state, and zip code

# VENDOR POLICIES AND PROCEDURES

Email ID: Displays the email address provided by the vendor. There can be multiple email addresses for a vendor. Departments may use this to contact vendors.

Phone Information: Displays the telephone numbers provided by the vendor.

Contacts: There can be multiple contact information listed for each vendor, it will include the Contact Name, Title, Web URL, and email address information as provided by the vendor. The contact tab displays information for different departments within the company. Some department description examples are: Ordering, Customer Service, and Returns, etc.

Summary Identifying Information Address **Contacts** Location

### Vendor Contact

SetID: LBNL  
Vendor: 0000025091 Short Vendor Name: PACIFIC GAS A1 Name: PACIFIC GAS AND ELECTRIC CO

Vendor Contact Find | View All First 1 of 1 Last

Contact ID: 1  
Description:

Details Find | View All First 1 of 1 Last

Eff Date: [ ]  
Status: Active  
Type: [ ]  
Name: [ ]  
Title: [ ]  
Address: [ ]  
Internet: http:// [ ] [View Internet Address](#)  
Email ID: [ ]

Phone Information Customize | Find | View All First 1 of 1 Last

*Type	Prefix	Telephone	Extension
[ ]	[ ]	[ ]	[ ]

Note: The contact information is taken from the documentation received by the vendor desk.

Location: Address has to be associated with a location to be available for use. Whereas addresses are numbered by PeopleSoft in order of entry, multiple addresses will display in alphabetical/numeric order on the location tab. Each vendor should designate their address information according to: Pricing, Ordering, Invoicing, Remitting, and Returning. LBNL will always use the same address for Invoicing & Remitting.

Note: Remit To Address can be different from the Pricing/Ordering/Returns addresses. Each vendor is unique and should be checked for different types of addresses.

# VENDOR POLICIES AND PROCEDURES

**Invoicing and Remitting** addresses are under Payables link on the **Location** tab.

Summary | Identifying Information | Address | Contacts | **Location**

SetID: LBNL  
 Vendor: 0000007016 Short Vendor Name: PACIFIC GAS EL Name: PACIFIC GAS ELECTRIC

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 10 Last

\*Location: 1  Default

Description: SAN FRANCISCO CA 94152 [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1970

Status: Active [Vendor Attributes](#)

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) 1099 [Expand All](#) [Collapse All](#)

- ▶ Additional ID Numbers
- ▶ Comments
- ▶ Internet Address
- ▶ VAT

[Expand All](#) [Collapse All](#)

## Payable Option:

Invoicing and remitting addresses are the addresses that pull in on a voucher.

In the screenshot below, your payment address would be the address below.

**Payables Options**

SetID: LBNL Location: 1  
 Vendor ID: 0000007016 Description: SAN FRANCISCO CA 94152  
 Short Vendor Name: PACIFIC GAS EL  
 Name 1: PACIFIC GAS ELECTRIC [Expand All](#) [Collapse All](#)

**Invoicing**

Vendor: 0000007016 PACIFIC GAS EL  
 Address: 1 SAN FRANCISCO CA 94152  
 BOX 52001  
 SAN FRANCISCO, CA 94152  
 Location: 1 SAN FRANCISCO CA 94152

**Remitting**

\*Vendor: 0000007016 PACIFIC GAS EL  
 \*Address: 1 SAN FRANCISCO CA 94152  
 BOX 52001  
 SAN FRANCISCO, CA 94152  
 \*Location: 1 SAN FRANCISCO CA 94152

▼ **Additional Payables Options**

# VENDOR POLICIES AND PROCEDURES

**Pricing, Ordering, Returning, and Ship From** addresses are under the Procurement link on the **Location** tab.

**Procurement Option:** Ordering, Pricing, Returning, and Ship From addresses are the addresses that are related to our requisitions and purchase orders.

In the print screen below, the address shown below would be the Ordering address.

**Procurement Options**

SetID:	LBNL	Location:	1
Vendor ID:	0000007016	Description:	SAN FRANCISCO CA 94152
Short Vendor Name:	PACIFIC GAS EL		
Name 1:	PACIFIC GAS ELECTRIC	<a href="#">Expand All</a>	<a href="#">Collapse All</a>

**Ordering**

Vendor:	0000007016	PACIFIC GAS ELECTRIC
*Address:	<input type="text" value="1"/>	SAN FRANCISCO CA 94152 BOX 52001 SAN FRANCISCO, CA 94152
Location:	1	SAN FRANCISCO CA 94152

**Pricing**

Vendor:	0000007016	PACIFIC GAS ELECTRIC
*Location:	<input type="text" value="1"/>	SAN FRANCISCO CA 94152

**Returning**

*Vendor:	<input type="text" value="0000007016"/>	PACIFIC GAS ELECTRIC
*Address:	<input type="text" value="1"/>	SAN FRANCISCO CA 94152 BOX 52001 SAN FRANCISCO, CA 94152
Location:	1	SAN FRANCISCO CA 94152

**Ship From**

Vendor:	0000007016	PACIFIC GAS ELECTRIC
Address:	<input type="text" value="1"/>	SAN FRANCISCO CA 94152 BOX 52001 SAN FRANCISCO, CA 94152
Location:	1	SAN FRANCISCO CA 94152

**Comments:** Vendor Comments can be used by the AP vendor desk to provide information about the vendors to the department. For example, if a vendor has been inactivated, the comments should contain the date of inactivation, a reason for inactivation, and may reference a new vendor ID.

▸ Additional ID Numbers

▾ Comments



# VENDOR POLICIES AND PROCEDURES

## **Adding a Vendor:**

### Acceptable Documentation

√ Completed & Signed LBNL Vendor Form (W-9 or W-8 Substitute)

Vendor forms are required to ensure we are entering complete and accurate information as well to validate entity status and tax information.

Note: Please ask vendors to return all documentation to you first, you will then forward it to the AP Vendor Desk via fax (Note: Please do NOT email vendor registration form to the AP Vendor Desk if it contains Individual Tax Identification Number or Social Security Number. If the form does NOT contain ITIN or SSN, it is okay to email vendor forms to AP Vendor Desk). This process allows you to obtain a copy for your records and you will know when the form was sent to the vendor desk. Please always use a fax coversheet. If the Vendor Desk has any questions or if there are any delays in entering your vendor, we cannot notify you without contact information.

## **Getting Started**

Before asking the vendor to complete a vendor form, search for the vendor using their name on the Vendor Information page (see Page 1 for details). If the vendor hasn't been set up in our vendor database, please fax or email the appropriate vendor form to the vendor for completion.

## **Vendor Forms:**

### **All vendors must complete a Vendor Form.**

There are three forms available:

- Company
- Individual
- Foreign



The Company and Individual forms contains W-9 information, the Foreign form contains W-8 information. Both types of forms require a signature. Do NOT sign a vendor form on behalf of anyone.

Vendor forms are available on the Accounts Payable Website. Please always refer to the website for the most updated forms.

<http://www.lbl.gov/Workplace/CFO/co/ap/index.html>

# VENDOR POLICIES AND PROCEDURES




Vendor Form – **Company** – for display purposes only

		<p><b>LAWRENCE BERKELEY NATIONAL LABORATORY</b>  <b>W-9 SUBSTITUTE – VENDOR REGISTRATION FORM</b>  <b>FOR DOMESTIC COMPANIES ONLY</b></p> <p style="text-align: center;">Please Print or Type</p> <p>Instructions To Vendor – Please fill out the form and return/fax to the individual requesting it.          Instructions To LBNL Department – Please return/fax to: LBNL Accounts Payable Department, PO BOX, Berkeley, CA 94701 or fax to (510) 486-5995          Questions: Email <a href="mailto:vendor@lbl.gov">vendor@lbl.gov</a> or call (510) 486-6954.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">For LBNL use only</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">TIN: _____</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">VENDOR NUMBER: _____</p>
		<p><b>Company/Individual name on IRS Record:</b></p> <p>Company DBA Name (PAYMENT WILL BE MADE PAYALBE TO THIS NAME): _____</p> <p>W-9 or 1099 Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>Phone: (    )    -    _____</p> <p>Fax: (    )    -    _____</p>	
		<p><b>Type of Payee (please check one):</b></p> <p> <input type="checkbox"/> Sole Proprietorship                      <input type="checkbox"/> Partnership                      <input type="checkbox"/> Incorporated  <input type="checkbox"/> LLC    <input type="checkbox"/> Federal Tax Exempt Organization      <input type="checkbox"/> Government Entity  <input type="checkbox"/> Other (please specify): _____         </p>	
		<p><input type="checkbox"/> <b>Purchase Order Information (if different from above)</b></p> <p>Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>Contact Name and Title: _____</p> <p>Phone: (    )    -    _____                      Fax: (    )    -    _____</p> <p>Email: _____</p>	
		<p><input type="checkbox"/> <b>Remit To Information (if different from above)</b></p> <p>Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>Contact Name and Title: _____</p> <p>Phone: (    )    -    _____                      Fax: (    )    -    _____</p> <p>Email: _____</p>	
		<p><input type="checkbox"/> <b>Customer Service Information (if different from above)</b></p> <p>Address: _____</p> <p>City, State, and Zip Code: _____</p> <p>Contact Name and Title: _____</p> <p>Phone: (    )    -    _____                      Fax: (    )    -    _____</p> <p>Email: _____</p>	
Updated: 07/29/08		1 of 3	



# VENDOR POLICIES AND PROCEDURES

Vendor Form – Company – page 3

   <p style="text-align: center;"><b>LAWRENCE BERKELEY NATIONAL LABORATORY</b>  <b>W-9 SUBSTITUTE – VENDOR REGISTRATION FORM</b>  <b>FOR DOMESTIC COMPANIES ONLY</b></p> <p style="text-align: center;">Please Print or Type</p> <p>Instructions To Vendor – Please fill out the form and return/fax to the individual requesting it.          Instructions To LBNL Department – Please return/fax to: LBNL Accounts Payable Department, PO BOX, Berkeley, CA 94701          or fax to (510) 486-5995          Questions: Email <a href="mailto:vendor@lbl.gov">vendor@lbl.gov</a> or call (510) 486-6954.</p>				
<p><b>Check the box below that best describes your residency status:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Domestic (U.S.) sole proprietorship  <input type="checkbox"/> Domestic (U.S.) corporation                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Domestic (U.S.) partnership  <input type="checkbox"/> Domestic (U.S.) other: _____                 </td> </tr> </table> <p><b>Note: Foreign (non-U.S.) sole proprietorship, partnership, corporation, other. You will need to complete the Substitute W-8 Vendor Form</b></p> <p>Definition: (IRS Publication 515):          Domestic (sole proprietorship, partnership, corporation, other): One that was created or organized in the U.S. or under the laws of the U.S.          Foreign (sole proprietorship, partnership, corporation, other): One that does not fit the definition of a domestic entity</p>	<input type="checkbox"/> Domestic (U.S.) sole proprietorship <input type="checkbox"/> Domestic (U.S.) corporation	<input type="checkbox"/> Domestic (U.S.) partnership <input type="checkbox"/> Domestic (U.S.) other: _____		
<input type="checkbox"/> Domestic (U.S.) sole proprietorship <input type="checkbox"/> Domestic (U.S.) corporation	<input type="checkbox"/> Domestic (U.S.) partnership <input type="checkbox"/> Domestic (U.S.) other: _____			
<p><b>SUBSTITUTE IRS FORM W-9 CERTIFICATION</b></p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.</li> <li>3. I am a U.S. citizen, or other U.S. person (Note: You are considered a U.S. person if you are: 1) U.S. citizen or U.S. resident alien. 2) A partnership, corporation, company, or association created or organized in the U.S., or under the laws of the U.S.)</li> </ol> <p>Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contribution to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.</p> <p>The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border-top: 1px solid black; border-bottom: 1px solid black;">Signature of U.S. person and vendor representative (must be authorized to sign an IRS form)</td> <td style="width: 30%; border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black;">Name and title of the individual (please print)</td> </tr> </table>	Signature of U.S. person and vendor representative (must be authorized to sign an IRS form)	Date	Name and title of the individual (please print)	
Signature of U.S. person and vendor representative (must be authorized to sign an IRS form)	Date			
Name and title of the individual (please print)				
<p>Updated: 07/29/08 <span style="float: right;">3 of 3</span></p>				

# VENDOR POLICIES AND PROCEDURES

## Company Vendor Form Information:

### Type:

Sole Proprietorship – A sole proprietor is someone who owns an unincorporated business by himself or herself. However, if you are the sole member of a domestic limited liability company (LLC), you are not a sole proprietor if you elect to treat the LLC as a corporation.

Partnership – A partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor or skill, and expects to share in the profits and losses of the business.

Corporation – In general, a corporation is formed under state law by the filing of articles of incorporation with the state. The state must generally date-stamp the articles before they are effective.

Federal Tax Exempt Organization – Exempt from federal taxes. Documentation supporting the exemption must be provided. To be recognized as exempt from federal income taxation, most organizations are required to apply for recognition of exemption. The IRS will recognize an organization as tax exempt if it meets the requirements of the Internal Revenue Code. See Types of Tax-Exempt Organizations and Publication 557 at [WWW.IRS.GOV](http://WWW.IRS.GOV))

### Names:

IRS Name – is the name of the company as registered with the IRS. This name must match with the Tax ID provided on the form. We verify the TIN and name combination with the IRS system. We will not enter the vendor unless the name matches. 1099s will be filed under this name.

DBA Name – This is the name that the company uses for business purposes. It is the name that should be on their invoices. In addition, purchase orders and payments will be addressed to this name.

### Address:

We require a 1099 address on the vendor forms. The other addresses are optional. However, we recommend requesting the remittance address in case it is different

# VENDOR POLICIES AND PROCEDURES

from the 1099 address.

## Business Classification:

This information is used for sponsor and other reporting for the LBNL to show the percentages of the types of businesses we work with.

- HUBZone Small Business – Means a historically underutilized business zone, which is an area located within one or more qualified census tracts, qualified nonmetropolitan counties, or lands within the external boundaries of an Indian reservation. Status as a qualified HUBZone small business concern is determined by the Small Business Administration (SBA) in accordance with 13 CFR part 126. If the SBA determines that a concern is a qualified HUBZone small business concern it will issue a certification to that effect and will add the concern to the List of Qualified HUBZone Small Business Concerns on its Internet website at <http://www.sba.gov/hubzone>.

## TIN Number:

Required for all U.S. vendors

## Signature, Dated, Title:

Required for all vendor forms. DO NOT SIGN ON BEHALF OF A COMPANY

**NOTE:** Do not make any adjustments to the vendor form once it has been signed by someone who is authorized to sign the form. If changes need to be made, the form should be sent back to the vendor.









# VENDOR POLICIES AND PROCEDURES

Vendor Form – Foreign – page 3

<p>OFFICE OF THE CHIEF FINANCIAL OFFICER <b>CFO</b></p>  <p><b>LAWRENCE BERKELEY NATIONAL LABORATORY</b> <b>W-8 SUBSTITUTE – VENDOR REGISTRATION FORM</b> <b>FOR FOREIGN COMPANIES &amp; INDIVIDUALS ONLY</b> Please Print or Type</p> <p>Instructions To Vendor – Please fill out the form and return/fax to the individual requesting it. Instructions To LBNL Department – Please return/fax to: LBNL Accounts Payable Department, PO BOX, Berkeley, CA 94701 or fax to (510) 486-5995 Questions: Email <a href="mailto:vendordesk@lbl.gov">vendordesk@lbl.gov</a> or call (510) 486-6954.</p> <p><b>CLAIM OF TREATY BENEFITS (IF APPLICABLE)</b></p> <p>I certify that (check all that apply):</p> <ol style="list-style-type: none"><li><input type="checkbox"/> The benefit owner is a resident of _____ within the meaning of income tax treaty between the United States and that country.</li><li><input type="checkbox"/> If required, the U.S. tax payer identification number is stated above in the U.S. Taxpayer Identification Number section.</li><li><input type="checkbox"/> The beneficial owner is not an individual, derives the item (or items) of income from which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see IRS Form W-8BEN for information).</li><li><input type="checkbox"/> The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see IRS Form W-8BEN for information).</li><li><input type="checkbox"/> The beneficial owner is related to the person obligated to pay the income within the meaning of section 267 (b) or 707 (b), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, \$500,000.</li></ol> <p>Special rates and conditions (if applicable, see IRS Form W-8BEN for instructions): The beneficial owner is claiming the provisions of Article _____ of the treaty identified on line above to claim a _____% rate withholding on (specify type of income): _____</p> <p>Explain the reasons the beneficial owner meets the terms of the treaty article.</p> <p><b>Substitute IRS Form W-8 Certification</b></p> <p>Under penalties of perjury, I declare that I have examined the information on the form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I am the beneficial owner (or I am authorized to sign for the beneficial owner) of all the income to which this form relates,</li><li><input type="checkbox"/> The beneficial owner is not a U.S. person,</li><li><input type="checkbox"/> The income to which this form relates is not effectively connected with conduct of a trade or business in the United States or is effectively connected but is not subject to tax under an income tax treaty, and</li><li><input type="checkbox"/> For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.</li></ul> <p>Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.</p> <p>Updated: 07/29/08 <span style="float: right;">3 of 4</span></p>
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# VENDOR POLICIES AND PROCEDURES

Vendor Form – Foreign – page 4

<p>OFFICE OF THE CHIEF FINANCIAL OFFICER <b>CFO</b></p>  <p><b>LAWRENCE BERKELEY NATIONAL LABORATORY</b> <b>W-8 SUBSTITUTE – VENDOR REGISTRATION FORM</b> <b>FOR FOREIGN COMPANIES &amp; INDIVIDUALS ONLY</b></p> <p>Please Print or Type</p> <p>Instructions To Vendor – Please fill out the form and return/fax to the individual requesting it. Instructions To LBNL Department – Please return/fax to: LBNL Accounts Payable Department, PO BOX, Berkeley, CA 94701 or fax to (510) 486-5995 Questions: Email <a href="mailto:vendor@lbl.gov">vendor@lbl.gov</a> or call (510) 486-6954.</p> <p>The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to establish your status as a non-U.S. person or foreign government and, if applicable, obtain a reduced rate of withholding; or establish that the income for which this form is provided is effectively connected with the conduct of a trader or business within the United States</p> <table border="1"><tr><td>Signature of beneficial owner (or individual authorized to sign for beneficial owner)</td><td>Date</td></tr><tr><td colspan="2">Name and title of individual (please print or type)</td></tr></table>	Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date	Name and title of individual (please print or type)	
Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date			
Name and title of individual (please print or type)				
Updated: 07/29/08	4 of 4			

## Foreign Vendor Form Information:

# VENDOR POLICIES AND PROCEDURES

## **Type of Payees:**

Individuals – All nonresident aliens.

Partnership – A partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor or skill, and expects to share in the profits and losses of the business.

Corporation – A legal entity that has rights usually only reserved for individuals. The primary advantage of a corporation is that it provides its shareholders with a right to participate in the profits without any personal liability.

Other – If other, must complete the description line.

## **Type of Payments to be made (for LBNL use only):**

Honoraria – An honoraria is a payment or an award granted in recognition of a short-term service (such as a lecture or seminar) on which custom or propriety forbids a price to be set. Please review the Laboratory's Honoraria Financial Policies and Procedures.

Stipend – A stipend can either be an allowance to offset certain expenses (such as subsistence or travel) or a payment for services (in certain circumstances, such as an honorarium). It may also be a one time payment or a fixed sum paid periodically (or regularly). A stipend is not to be made in lieu of a salary. Please review the Laboratory's Stipends Financial Policies and Procedures.

Fee for Service – Paying an individual for services rendered.

Reimbursement ONLY – If you are only paying the individual for a travel or expense reimbursement.

Product – If buying foreign product, it must be listed on the line.

Other – If the type of payment does not fall within the specified types, please mark "Other".

**Name:** Name of the individual or organization.

**Country:** Country of incorporation or organization – Do not abbreviate. If incorporated in the U.S. they should complete a LBNL W-9 Substitute Vendor Registration Form.

**Permanent Residence Address:** This is the address in the home country of the individual or organization. If the individual is currently in the U.S., the address can be listed as the Remit to information address if this is where they want the payment mailed.

**SSN, ITIN, EIN, or Foreign tax identifying number:** All individual vendors must have either a SSN or ITIN before we approve the vendor in the system. An organization may

# VENDOR POLICIES AND PROCEDURES

have an Employer Identification Number (EIN) or a foreign tax identifying number. An individual added without a U.S. TIN will be taxed 38% (30% for Federal and 8% for state) for all services provided in the U.S. if they cannot claim a income tax treaty exemption.

**Claim of Treaty Benefits** (if applicable): If the individual wishes to claim treaty benefit, this area must be complete.

**Signature, printed name, title, and date:** Required for all vendor forms, and must be signed by the beneficial owner or individual authorized to sign for beneficial owner. The individual must type or print their name on the second line with their title within the organization.

Note: Do not make any adjustments to the vendor form once it has been signed by someone who is authorized to sign the form. If changes need to be made, the form should be sent back to the vendor for review. Do not sign on behalf of anyone.

## **Adding a Vendor Address:**

### **Acceptable Documentation**

- √ Vendor invoice with TIN and vendor number printed or written on it
- √ Memo on Vendor Letterhead with TIN
- √ Completed & Signed LBNL Vendor form (W-9 or W-8 Substitute)
- √ Email from Vendor email address (should be identifiable, Yahoo, MSN, etc NOT acceptable) with address and last 4 digit of its TIN. Please see page 20 for sample.

## **Getting Started**

Before requesting a vendor address addition, search the PeopleSoft vendor file for the vendor using its name. If your address is not located under the vendor that appears by that search, then follow the procedures for adding an address.

Note: Addresses are entered daily. If faxed before 12:00PM, Monday – Friday, they are usually entered the same day. If faxed after 12:00PM, they could be entered the next business day.

## **Example Documentation for Adding an Address**


# VENDOR POLICIES AND PROCEDURES

## Email:

-----Original Message-----  
**From:** Ralph Swartz III [mailto:Ralph.Swartz@globalknowledge.com]  
**Sent:** Wednesday, February 23, 2005 2:14 PM  
**To:**  
**Subject:** RE: . . . GLOBAL KNOWLEDGE - 2395.00

Our remit to address did change in the last year. It is now:

Global Knowledge  
13279 Collections Center Dr  
Chicago, IL 60693-3279  
TIN: XX-XXXX1296



All payments should be directed towards this address now. If you guys have any more questions let me know.


Thanks,  
Ralph

Note: LBNL policy prohibits PII number to be circulated via email.

### Example of Documentation for Adding an Address

# VENDOR POLICIES AND PROCEDURES

Letter with TIN:



**Updated New Remit To**  
For  
**Dynal Biotech, LLC**  
Effective Immediately

PLEASE REFERENCE THE INVOICE NUMBER  
WHEN MAKING A PAYMENT!

**Check Payment:**  
Dynal Biotech, LLC  
P.O. Box 933123  
Atlanta, GA 31193-3123

**ACH Payment:**  
Wachovia Bank  
One South Broad Street  
Philadelphia, PA 19107  
Contact: Mara O'Brien (212)681-3867 or (212)681-3900 Fax  
ABA 031 000 503  
Account # 2000004736093

Email: [Vicki.Linzmeyer@dynalbiotech.com](mailto:Vicki.Linzmeyer@dynalbiotech.com)  
with any questions. Thank you for your business.


DYNAL BIOTECH, LLC  
9099 NORTH DEERBROOK TRAIL  
BROWN DEER, WISCONSIN 53223  
FEI: 20-0833580 / (800) 558-4511  
FAX: (414) 357-4518  
[www.dynalbiotech.com](http://www.dynalbiotech.com)  
[www.pol-frees.com](http://www.pol-frees.com)

## Example of Documentation for Adding an Address

# VENDOR POLICIES AND PROCEDURES

Invoice with TIN:

FEB 23 2005 3:17PM HP LASERJET 3200 P. 2  
**Zebrafish International Resource Center**



**UNIVERSITY OF OREGON**

**INVOICE**

Invoice Date: December 7, 2004      Invoice Number: 06ZIRC2021  
 Shipment Number: 20041207\_05

**Bill To:**      **Ship To:**

University of Oklahoma      University of Oklahoma  
 Health Sciences Center      Health Science Center  
 975 NE 10th St.      975 NE 10th St.  
 Oklahoma City, OK 73104      Oklahoma City, OK 73104

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**Customer PO:**      **Billing Contact:**  
 Sold To Contact:      Name:  
 Phone:      Telephone:  
    FAX:  
    E-mail:

**ZIRC Contact:** Carrie Gleason  
 Phone: 541 346-6028 x 20

Item	Description	Quantity	Price =	SubTotal
A BOX Charge (1)		1	15.00	15.00
K2 Paramedium Culture (1)		2	20.00	40.00
<b>Item Total = \$55.00</b>				
<b>Shipping/Handling = \$42.80</b>				
<b>Total Amount Due = \$97.80</b>				
<b>Total Amount Paid = \$0.00</b>				
<b>Balance Due = \$97.80</b>				

*Please checks payable to: University of Oregon*

**Mailing Address:**  
 Zebrafish International Resource Center  
 c/o: Institute of Molecular Biology  
 attn: LaShell Schmid  
 1229 University of Oregon  
 Eugene OR 97403-1229  
 USA

**Visa/Mastercard/Discover Instructions:**  
 - Complete credit card information in box below  
 - Mail to the address on the left, or FAX to:  
 Accounts Receivable: LaShell Schmid  
 Phone: (541) 346-5017 FAX: (541) 346-4854  
 Email: lshell@prospero.uoregon.edu

Credit Card #: _____ Expiration Date: ____/____/____ Name on Card: _____ Address on Card: _____	Circle one: Visa    MasterCard    Discover  Signature: _____
--	---

D-LNP005,6938  
 02305

Federal Tax ID #: 93-6001796  
 (non-profit educational)

\* All currencies are United States dollars (USD).  
 Payment Terms: Net 30 days.  
 Please reference invoice number on check.

ZEBRAFISH INTERNATIONAL RESOURCE CENTER  
 1229 University of Oregon, Eugene OR 97403-1229 P (541) 346-6028 F (541) 346-0131 www.zirc.uoregon.edu  
 An equal opportunity affirmative action institution committed to values of diversity and excellence with the American with Disabilities Act

1 of 1 2/3/2005 4:24 PM

02/23/2005 WED 15:17 [TX/RX NO 8941] 002

# VENDOR POLICIES AND PROCEDURES

## **Correcting a Vendor Address:**

### **Acceptable Address Corrections**

Acceptable address corrections include typos, inverted numbers, and last four digit of the zip code changes. Such corrections do not require a TIN

## **Getting Started**

Email the correction information to [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov). The vendor desk will check the paperwork on file. If the paperwork matches your request, the address will be corrected. If the address in PeopleSoft matches the paperwork on file, the vendor desk will ask you to verify the address with the vendor to determine if it is an addition rather than a correction. If it is an addition, then you need to follow the instructions for adding an address.

### **Address Addition**

A difference to the address is not considered a correction. The vendor desk does not change addresses, we add new ones. If it is a different suite number, apartment number, department number, or street number (2120 University Ave vs. 4034 University Ave), it is an address addition not a correction.

Note: Addresses are corrected daily. If faxed before 12:00PM, Monday – Friday, they are usually entered the same day. If faxed after 12:00PM, they could be entered the next business day.

## **Vendor Load Process**

### **Regular Vendors and Foreign Vendors**

The day the vendor information is approved (new vendors, updates and corrections) in our PeopleSoft system, the vendor is available for use. If you continue to have problems with the vendor not working for more than 2 days, then call AP Vendor desk at 510-486-6954 or email at [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov).

### **Adding an Employee Vendor:**

Employee vendors are added automatically through Human Resources (HR) PeopleSoft system. Therefore, new employees will not have a vendor ID until they are in the HR system. This load is completed on a daily basis.

All appointed full time, part time, and staff are added automatically. If the employee is not appointed, such as temporary, then they will not be added to the vendor file through HR. If this is the case and the Division needs to pay them for employment-related expenses, then follow the Adding a New Vendor procedures.

The day the employee is loaded as a vendor through HR, it is available for use.



# VENDOR POLICIES AND PROCEDURES

If you continue to have problem with an employee vendor not working for more than 2 days, please contact HR department.

## **Adding/Correcting an Employee Vendor Address:**

Employee vendor addresses are added automatically through Human Resources (HR) PeopleSoft system. This load is completed on a daily basis.

If the employee has moved and a new address should be added to their vendor file, this is done by submitting proper HR payroll paperwork to HR for the change in the HR PeopleSoft system.

After the update is made in HR, the address will load into the PeopleSoft vendor file. The new address will replace the old address. Employee vendors do not have multiple home addresses. Each employee will have one home address and one work address in HR PeopleSoft system.

The day the employee address is loaded, the address is available for use.

If you continue to have problems with an employee vendor not working for more than 2 days, please contact the HR department.

## **Terminated Employees:**

When an employee is terminated, their vendor is automatically inactivated.

If you have an employee that is terminated and continue to have an “Approved” vendor status, please contact HR department.

## **Approving Terminated Employee Vendors**

Employee vendors can be re-approved for reimbursement purposes. Employee vendors automatically inactivate on the date of termination, but may have employee related expenses that have not yet been processed. We will approve the vendor for you when proper information is provided. This is for expenses incurred during their employment only. We will not re-approve a vendor for any expenses after employment terminates. You will need to follow the process for adding a new vendor.

## **Acceptable Documentation for Re-Approving Terminated Employee Vendors**

We require an email be sent to [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov) requesting the vendor approval.

The email should contain:

- Person’s name
- Employee ID
- Date of expense
- Reason for expense

# **VENDOR POLICIES AND PROCEDURES**

We will check the HR system to verify the dates of employment. After verification, we will re-approve the employee vendor.

# VENDOR POLICIES AND PROCEDURES

## Standard Abbreviation List

<http://www.lbl.gov/Workplace/CFO/co/ap/>

Standard abbreviations will be used if the company's name is too long. If the company has its own abbreviation, that will be used.	Created: 4/21/2008
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AP	ACCOUNTS PAYABLE	
AR	ACCOUNTS RECEIVABLE	
ACAD	ACADEMIC	
ACCT	ACCOUNT(S)	
ACCUM	ACCUMULATED	
ADM	ADMINISTRATION, ADMINISTRATORS, ADMINISTRATIVE	
ADOLESC	ADOLESCENCE	
ADV	ADVANCE, ADVANCED, ADVANCES	
AGCY	AGENCY	
ALLOW	ALLOWANCE	
AMB	AMBULANCE	
AMBT	AMBULATORY	
AMER	AMERICA(N)	
APT	APARTMENT(S)	
ARCHIT	ARCHITECTURE	
ASSN	ASSOCIATION	
ASSOC	ASSOCIATE(S)	
ASST	ASSISTANT	
AUTO	AUTOMATED, AUTOMATIC, AUTOMATION	
AUX	AUXILIARY	
AVE	AVENUE	
BD	BOARD(S)	
BDWY	BROADWAY	
BEHAV	BEHAVIOR, BEHAVIORAL	
BIO	BIOLOGY, BIOLOGICAL	
BLDG	BUILDING	
BLVD	BOULEVARD	
BRO	BROTHER	
BROS	BROTHERS	
CAP	CAPITAL, CAPITALIZED	
CATER	CATERING	
CD	CERTIFICATE OF DEPOSIT	
CHEM	CHEMICAL	
CHG	CHARGE(S)	
CIR	CIRCLE	
CLIN	CLINICAL, CLINIC	
CO	COMPANY(IES)	
COLL	COLLEGE(S)	
COMM	COMMUNICATION(S), COMMITTEES, COMMISSIONS,	
COMM	COMMUNITY	
COMP	COMPUTER(S), COMPUTING	
CONF	CONFERENCE(S)	
CONST	CONSTRUCTION	
CONSULT	CONSULT, CONSULTING, CONSULTANT	
CONTR	CONTRACT(S)	
CONV	CONVENTION(S)	
COOP	COOPERATIVE(S)	
CORP	CORPORATION(S)	
COUN	COUNCIL	
COUNS	COUNSELORS	
CT	COURT	
CTR	CENTER	

# VENDOR POLICIES AND PROCEDURES

## Standard Abbreviation List

CUR	CURRENT	
DO	DOCTOR OF OSTEOPATHYRAIL	
D PH	DOCTOR OF PHILOSOPHY	
DBA	DOING BUSINESS AS	
DBTFUL	DOUBTFUL	
DEF	DEFERRED	
DEPR	DEPRECIATION	
DEPT	DEPARTMENT	
DEV	DEVELOP(ER), DEVELOPMENTS, DEVELOPMENTAL	
DIAG	DIAGNOSTIC	
DIR	DIRECTOR(S)	
DIST	DISTRIBUTION	
DIV	DIVISION	
DPH	DOCTOR OF PUBLIC HEALTH	
DR	DOCTOR	
DR	DRIVE	
E	EAST	
ED B	BACHELOR OF EDUCATION	
ED D	DOCTOR OF EDUCATION	
EDP	ELECTRONIC DATA PROCESSING	
EDUC	EDUCATION, EDUCATIONAL, EDUCATOR (S)	
ELEC	ELECTRONIC(S), ELECTRIC, ELECTRICAL	
EMPL	EMPLOYEE	
ENG	ENGINEER(S)(ING)	
ENT	ENTERPRISE(S)	
ENVIR	ENVIRONMENT(AL)	
EQUIP	EQUIPMENT	
EQV	EQUIVALENT	
EST	ESTATE	
EVT	EVENT(S)	
EXEC	EXECUTIVE	
EXP	EXPENSE(S)	
XPY	EXPRESSWAY	
EXT	EXTERNAL	
FAB	FABRICATOR(S), FABRICATIONS	
FAC	FACULTY	
FDTN	FOUNDATION(S)	
FED	FEDERAL	
FIN	FINANCE, FINANCING, FINANCIAL	
FL	FLOOR	
FRM	FROM	
FRN	FOREIGN	
FT	FORT	
GEN	GENERAL	
GEO	GEOLOGICAL	
GOVT	GOVERNMENT	
GRAD	GRADUATION, GRADUATE(S)	
HLD	HELD	
HLTH	HEALTH	
HOSP	HOSPITAL	
HR	HUMAN RESOURCES	
HSC	HEALTH SCIENCES CENTER	
HTS	HEIGHTS	
HWY	HIGHWAY	
III	THE THIRD	
IMPRV	IMPROVEMENT(S)	

# VENDOR POLICIES AND PROCEDURES

## Standard Abbreviation List

INC	INCORPORATED	
IND	INDUSTRY(IES), INDUSTRIAL	
INFO	INFORMATION	
INST	INSTITUTE(S), INSTITUTIONS, INSTITUTIONAL	
INSTR	INSTRUCTION	
INSTR	INSTRUMENT(S), INSTRUMENTAL	
INSUR	INSURANCE	
INT	INTEREST	
INTL	INTERNATIONAL	
IS	ISLAND	
JCT	JUNCTION	
JNL	JOURNAL	
JR	JUNIOR	
LAB	LABORATORY(IES)	
LIAB	LIABILITY	
LIB	LIBRARY(S)	
LK	LAKE	
LLC	LIMITED LIABILITY COMPANY	
LN	LANE	
LTD	LIMITED	
M SC	MASTER OF SCIENCE	
MACH	MACHINE(S)	
MAINT	MAINTENANCE	
MAND	MANDATORY	
MBA	MASTER OF BUSINESS ADMINISTRATION	
MD	DOCTOR OF MEDICINE	
MDS	MASTER OF DENTAL SURGERY	
MECH	MECHANICAL	
MED	MEDICINE, MEDICAL	
MFG	MANUFACTURE(S), MANUFACTURER, MANUFACTURING	
MGMT	MANAGEMENT	
MISC	MISCELLANEOUS	
MKT	MARKET(S)	
MKTG	MARKETING	
MT	MOUNT	
MTG	MEETING(S)	
MTN	MOUNTAIN	
N	NORTH, NORTHERN	
NAT	NATURAL	
NATL	NATIONAL	
NE	NORTHEAST, NORTHEASTERN	
NW	NORTHWEST, NORTHWESTERN	
OFC	OFFICE(S)	
OKLA	OKLAHOMA	
OKLA CITY	OKLAHOMA CITY	
OPS	OPERATIONS	
ORG	ORGANIZATION(S), ORGANIZATIONAL	
OTH	OTHER(S)	
PAY	PAYABLE	
PR	PAYROLL	
PERS	PERSONAL, PERSONNEL	
PETRO	PETROLEUM	
PH	PENTHOUSE	
PH B	BACHELOR OF PHILOSOPHY	
PH C	PHARMACEUTICAL CHEMIST	
PH D	DOCTOR OF PHILOSOPHY	

# VENDOR POLICIES AND PROCEDURES

## Standard Abbreviation List

PHOTO	PHOTOGRAPH(S), PHOTOGRAPHIC, PHOTOGRAPHER(S)	
PHYSN	PHYSICIAN	
PKWY	PARKWAY	
PL	PLACE	
PLZ	PLAZA	
PMT	PAYMENT(S)	
PRIV	PRIVATE	
PROD	PRODUCT(S), PRODUCTION(S)	
PROF	PROFESSIONAL	
PROG	PROGRAM(S), PROGRAMMING	
PROJ	PROJECT(S)	
PRTG	PRINTING	
PNT	PATIENT	
PTY	PROPRIETARY LIMITED COMPANY, PROPRIETARY	
PUB	PUBLIC	
PUBL	PUBLICATION(S), PUBLISHER (S), PUBLISHING	
RD	ROAD	
RDG	RIDGE	
RECV	RECEIVABLE	
REHAB	REHABILITATION	
RES	RESEARCH	
RSTD	RESTRICTED	
REGIS	REGISTER, REGISTRATION	
REP	REPRESENTATIVE	
REPS	REPRESENTATIVES	
RET	RETIREMENT(S)	
REV	REVENUE	
RM	ROOM	
RR	RURAL ROUTE	
RSV	RESERVE	
RT	ROUTE	
S	SOUTH, SOUTHERN	
SCHOLAR	SCHOLARSHIP	
SCI	SCIENCE(S), SCIENTIFIC	
SE	SOUTHEAST, SOUTHEASTERN	
SEC	SECTION	
SNT	SAINT	
SOC	SOCIETY	
SPLY	SUPPLY, SUPPLIES, SUPPLIERS	
SQ	SQUARE	
SR	SENIOR	
ST	STATE(S)	
ST	STREET	
STA	STATION(S)	
STE	SUITE(S)	
SUR	SURGERY, SURGICAL	
SVC	SERVICE(S)	
SW	SOUTHWEST, SOUTHWESTERN	
SYS	SYSTEM(S)	
TECH	TECHNICAL, TECHNOLOGY(IES), TECHNOLOGICAL	
TELECOMM	TELECOMMUNICATION(S)	
TER	TERRACE	
THERAP	THERAPISTS, THERAPY, THERAPEUTIC	
TPKE	TURNPIKE	
TRANS	TRANSPORTATION	
TREAS	TREASURE, TREASURER, TREASURY	

# VENDOR POLICIES AND PROCEDURES

## Standard Abbreviation List

TRL	TRAIL	
TRNG	TRAINING	
TRV	TRAVEL	
UNIV	UNIVERSITY	
UNLTD	UNLIMITED	
US	UNITED STATES	
USA	UNITED STATE OF AMERICA	
VA	VETERANS AFFAIRS	
VLY	VALLEY	
W	WEST, WESTERN	
XFR	TRANSFER	
YD	YARD(S)	

# VENDOR POLICIES AND PROCEDURES

## 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

- Send vendor welcome letter
- Send vendor LBNL W-9 (TIN form)

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



# VENDOR POLICIES AND PROCEDURES

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.

## 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 [vendordesk@lbl.gov](mailto:vendordesk@lbl.gov) that contains the following:

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