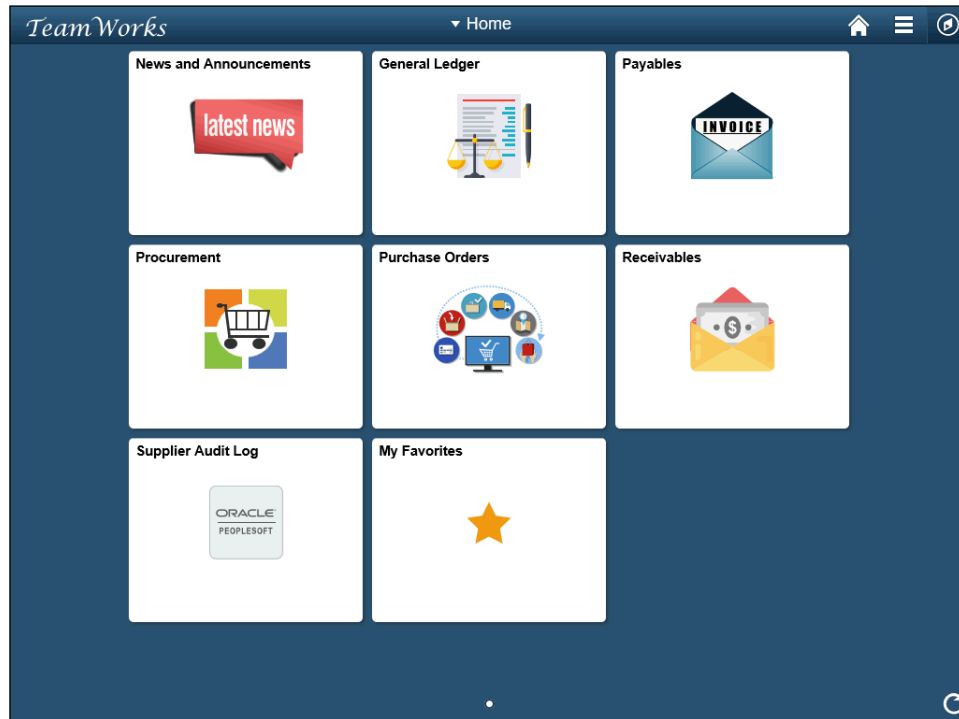
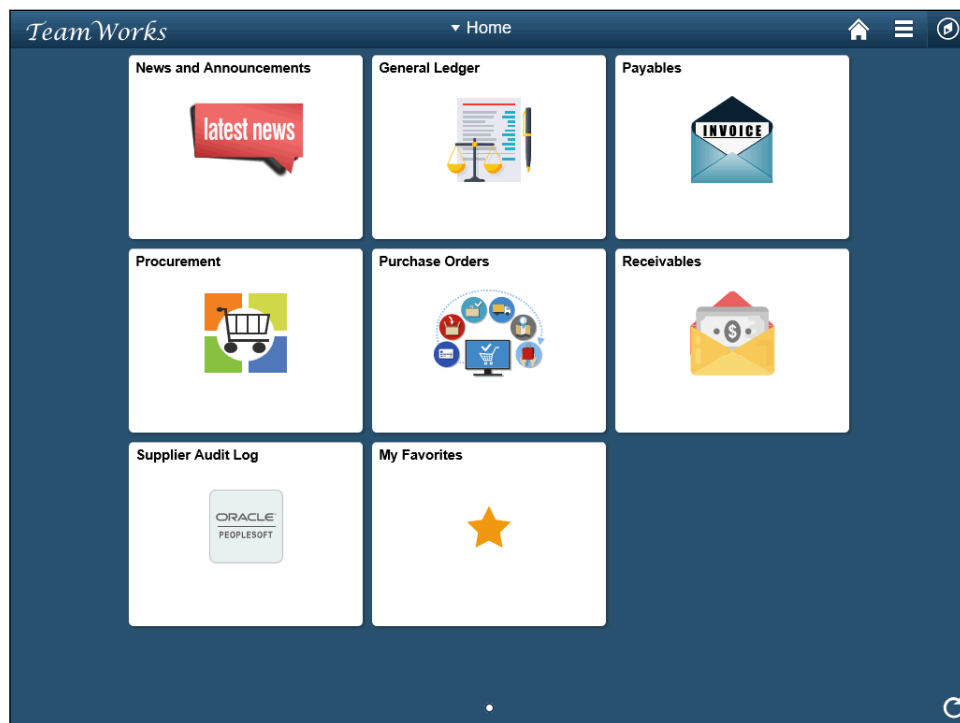



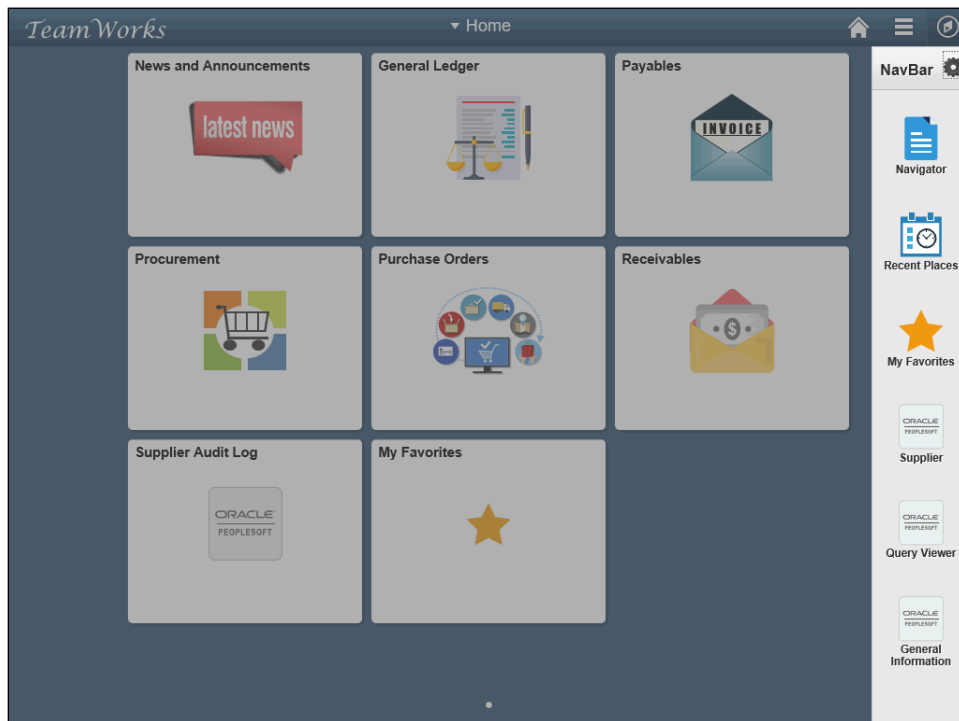
How to enter a 1099 for new Suppliers




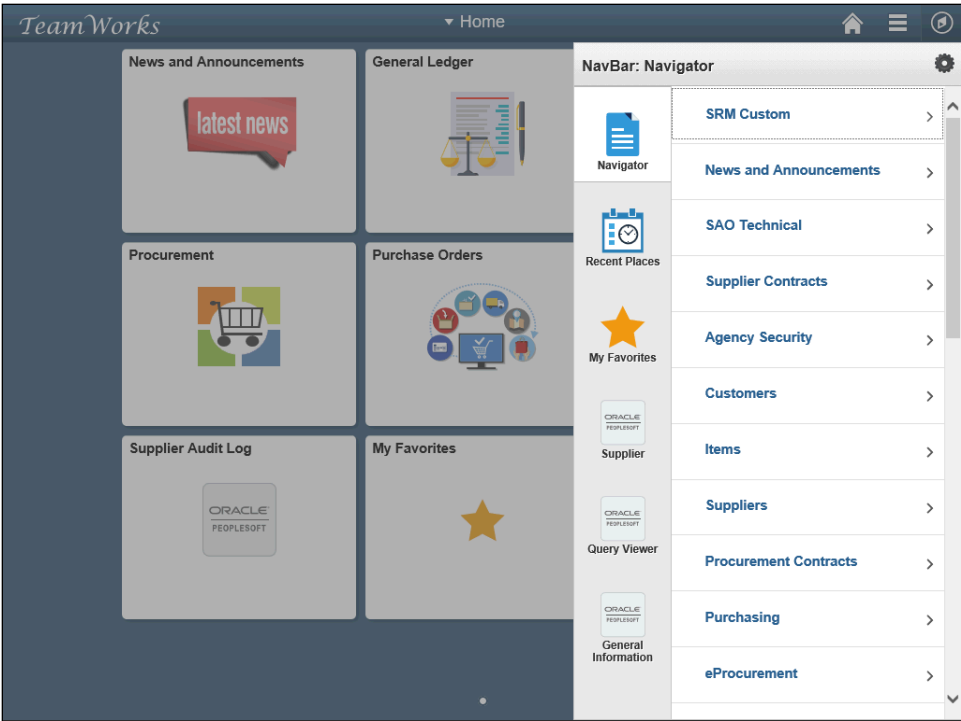
Step	Action
1.	<p>Note: This simulation is an example of a transaction. For security reasons, some financial information has been altered (i.e. Distribution line codes and supplier information).</p> <p>When entering a transaction in the live TeamWorks Financial' s system please select all values and options based on your agency policy, paperwork on hand and current situation.</p>

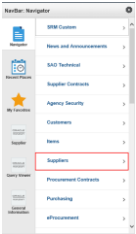


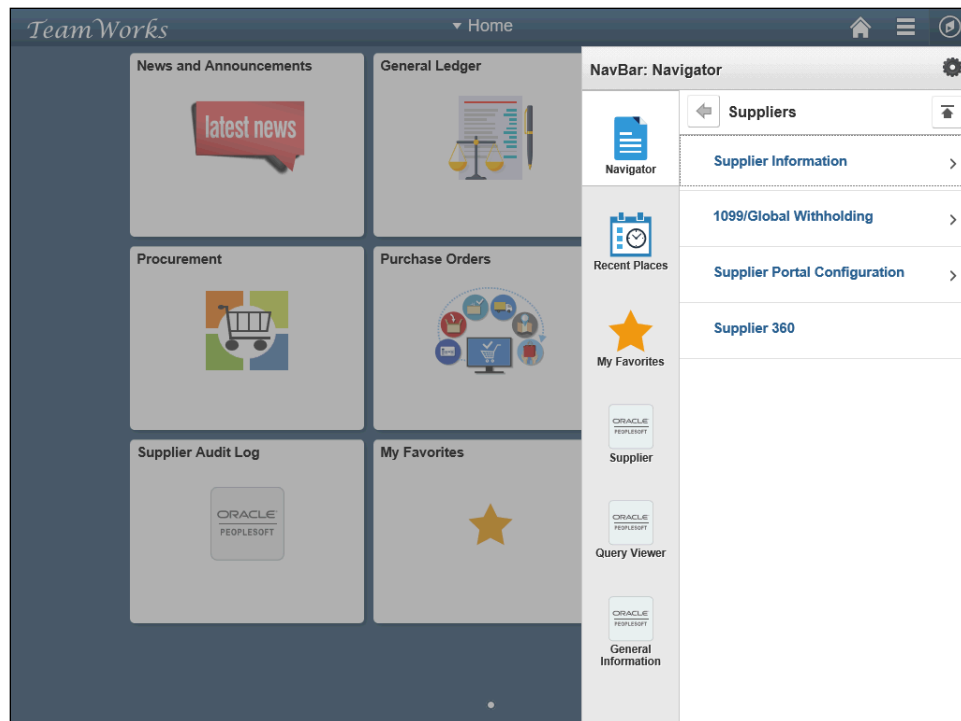
Step	Action
2.	<p>Begin by navigating to the Supplier Information page.</p> <p>Click the NavBar link.</p> 

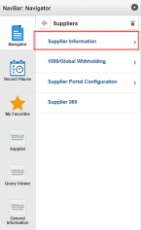


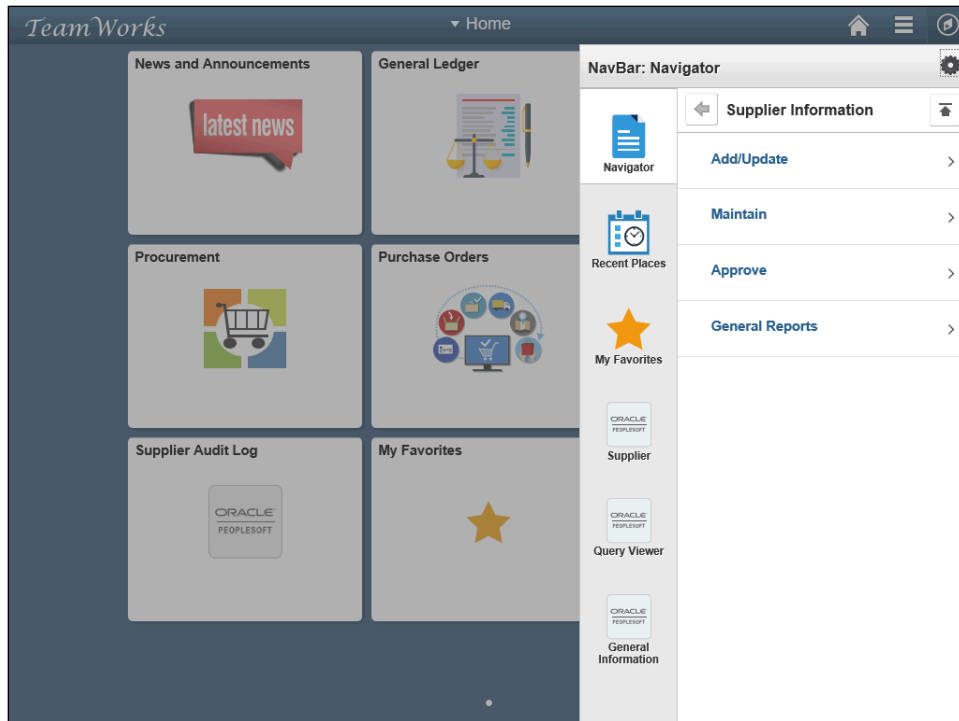
Step	Action
3.	<p>Click the Navigator link.</p> 

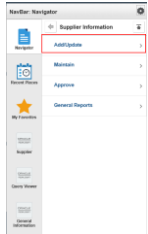


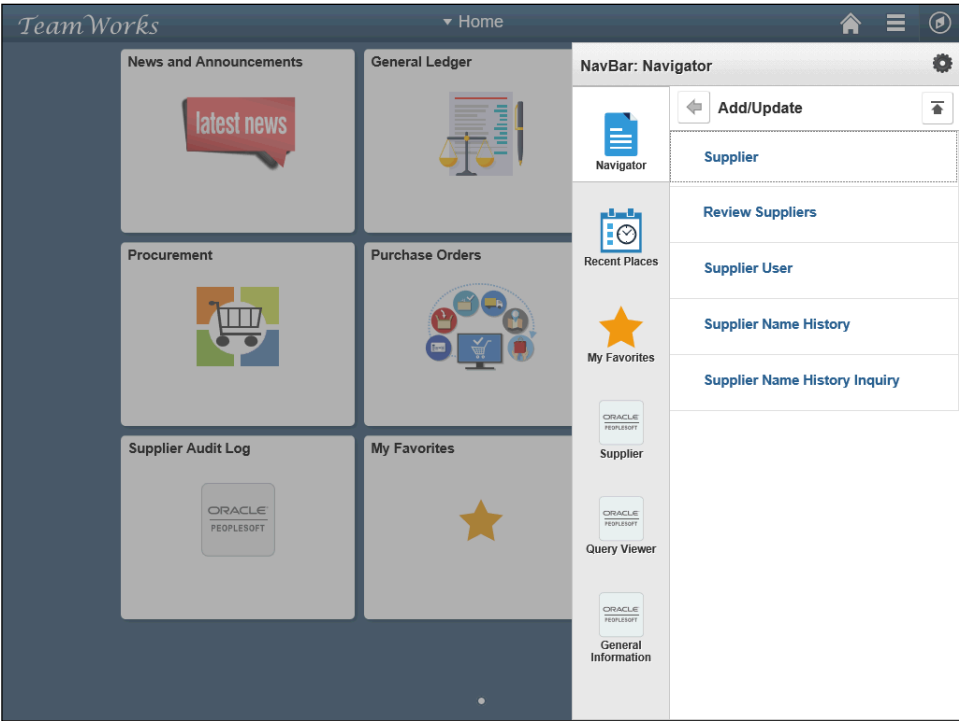
Step	Action
4.	Click the Suppliers link. <div></div>

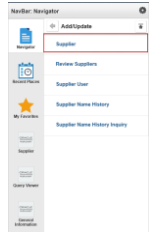


Step	Action
5.	<p>Click the Supplier Information link.</p> 



Step	Action
6.	Click the Add/Update link. 



Step	Action
7.	Click the Supplier link. <div></div>

Home

New Window | Help

Supplier 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

Search Criteria

SetID = STATE
Supplier ID begins with
Persistence =
Short Supplier Name begins with
Our Customer Number begins with
Name 1 begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	Use the Supplier Information page to update an existing supplier.

Home

New Window | Help

Supplier 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

Search Criteria

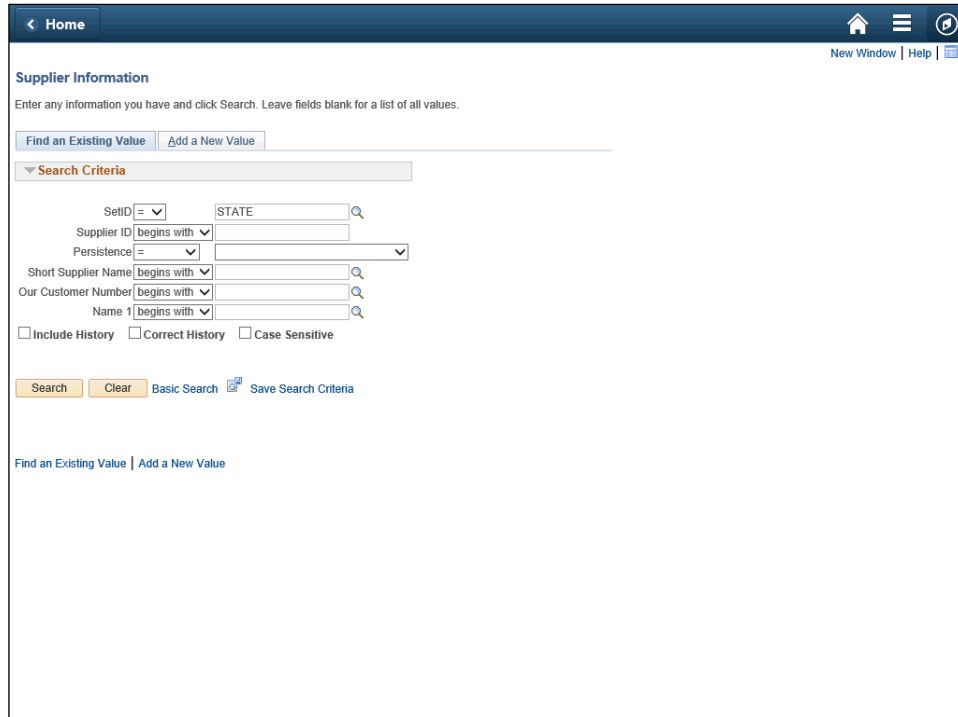
SetID = STATE
Supplier ID begins with
Persistence =
Short Supplier Name begins with
Our Customer Number begins with
Name 1 begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
9.	<p>The SetID field defaults to 'STATE'. If it does not, type STATE in the SetID field.</p> <p>For this example, the SetID field has defaulted to STATE.</p>



Supplier 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](#)

Search Criteria

SetID

Supplier ID

Persistence

Short Supplier Name

Our Customer Number

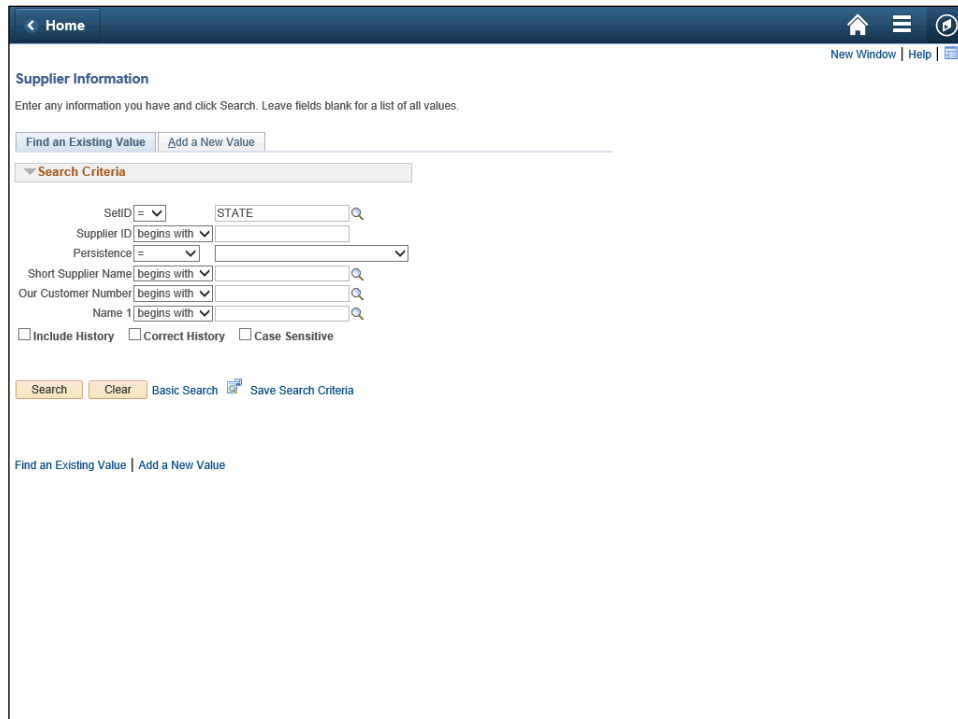
Name 1

☐ Include History ☐ Correct History ☐ Case Sensitive

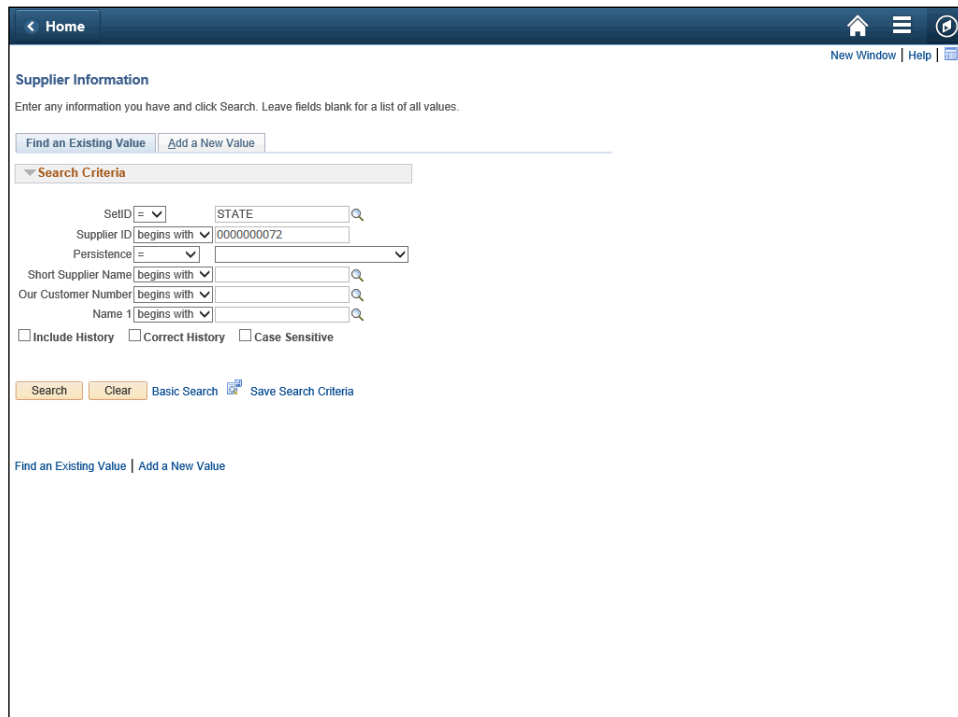
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

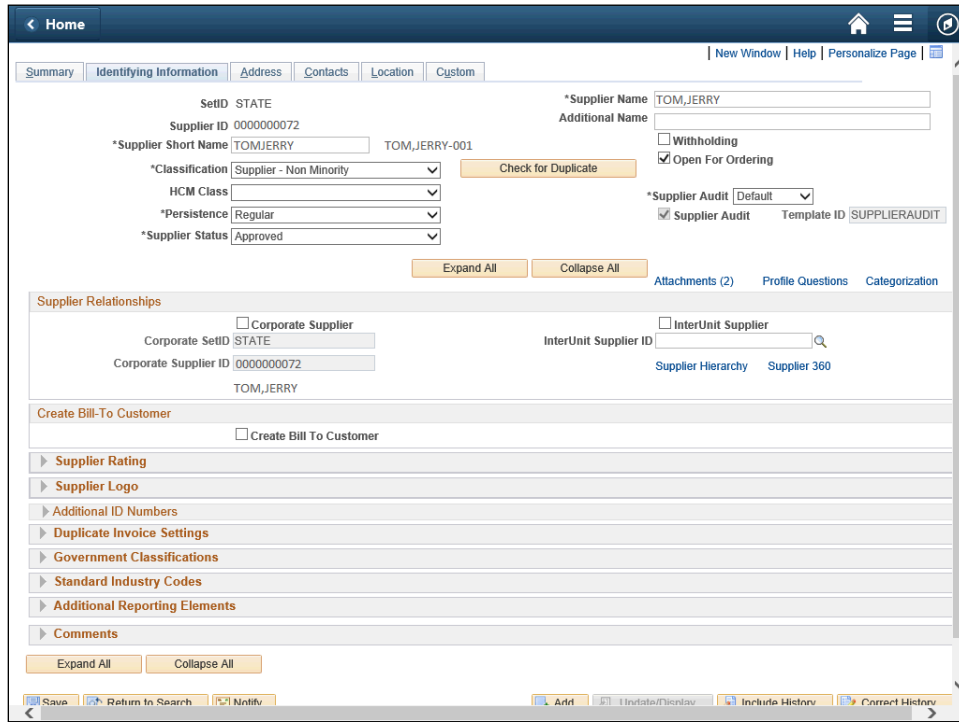
Step	Action
10.	<p>Click in the Supplier SetID field.</p> <p>Supplier ID <input type="text" value="begins with"/></p>



Step	Action
11.	<p>Enter the appropriate information into the Supplier ID field.</p> <p>For this example, type 0000000072.</p>



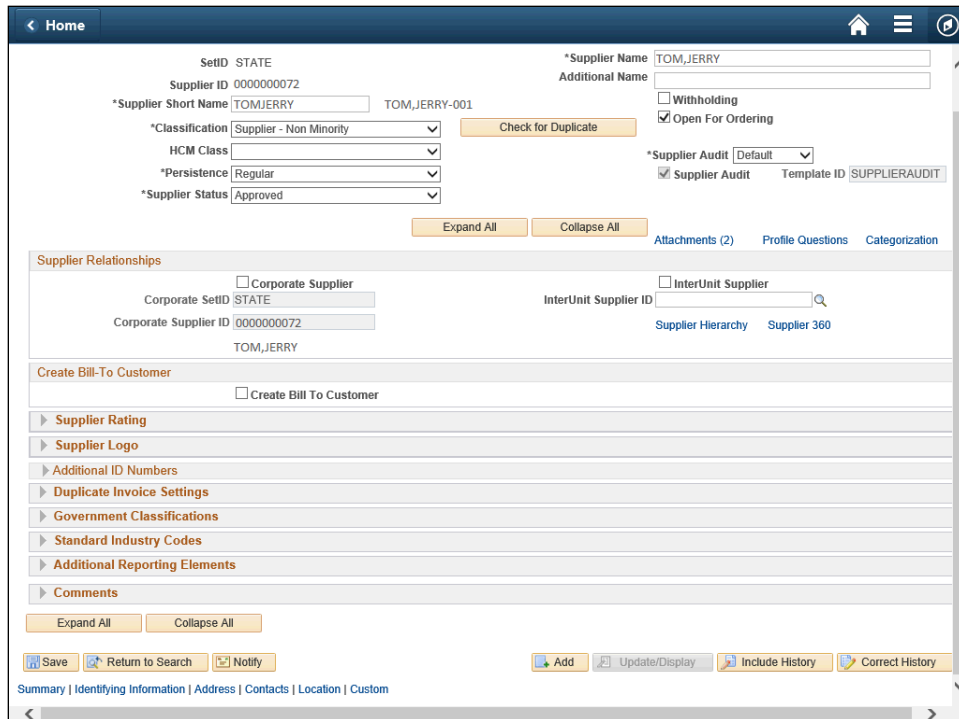
Step	Action
12.	Click the Search button.




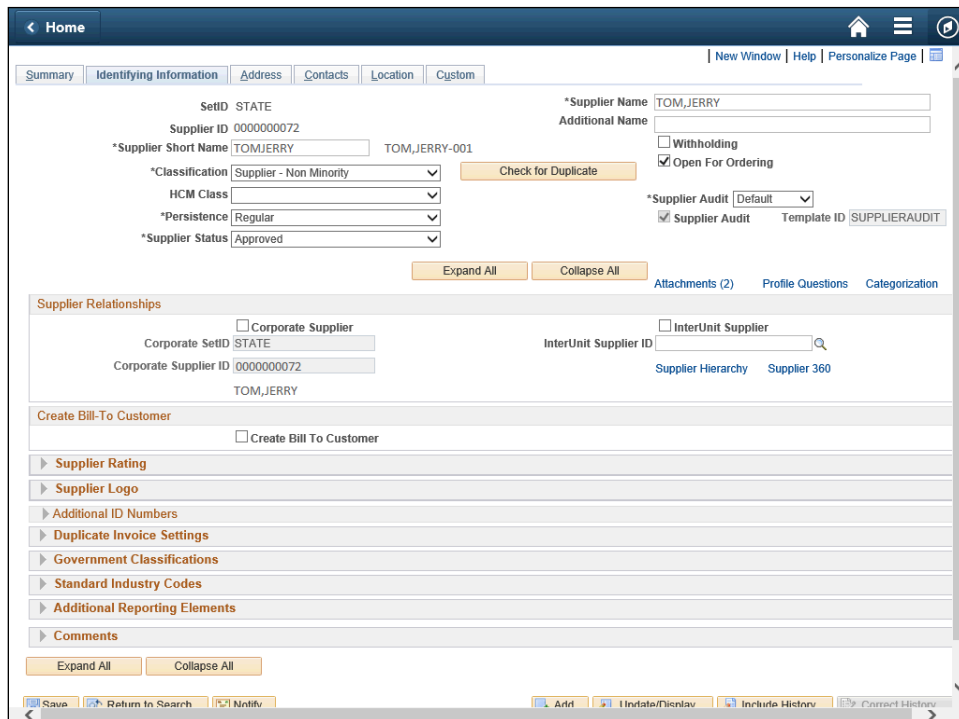
The screenshot shows the 'Identifying Information' tab of a supplier management system. The form contains the following fields and controls:


- SetID:** STATE
- Supplier ID:** 0000000072
- *Supplier Short Name:** TOMJERRY (with a secondary field TOMJERRY-001)
- *Supplier Name:** TOMJERRY
- Additional Name:** (empty field)
- *Classification:** Supplier - Non Minority (dropdown)
- HCM Class:** (dropdown)
- *Persistence:** Regular (dropdown)
- *Supplier Status:** Approved (dropdown)
- *Supplier Audit:** Default (dropdown)
- Supplier Audit:** (checked checkbox)
- Template ID:** SUPPLIERAUDIT
- Check for Duplicate:** (button)
- Expand All / Collapse All:** (buttons)
- Supplier Relationships:**
 - ☐ Corporate Supplier
 - Corporate SetID:** STATE
 - Corporate Supplier ID:** 0000000072
 - InterUnit Supplier ID:** (field with search icon)
 - ☐ InterUnit Supplier
 - Supplier Hierarchy:** Supplier 360
- Create Bill-To Customer:**
 - ☐ Create Bill To Customer
- Supplier Rating** (expandable section)
- Supplier Logo** (expandable section)
- Additional ID Numbers** (expandable section)
- Duplicate Invoice Settings** (expandable section)
- Government Classifications** (expandable section)
- Standard Industry Codes** (expandable section)
- Additional Reporting Elements** (expandable section)
- Comments** (expandable section)
- Expand All / Collapse All:** (buttons)
- Save** (button)
- Return to Search** (button)
- Notify** (button)
- Print** (button)
- Include History** (button)
- Current History** (button)

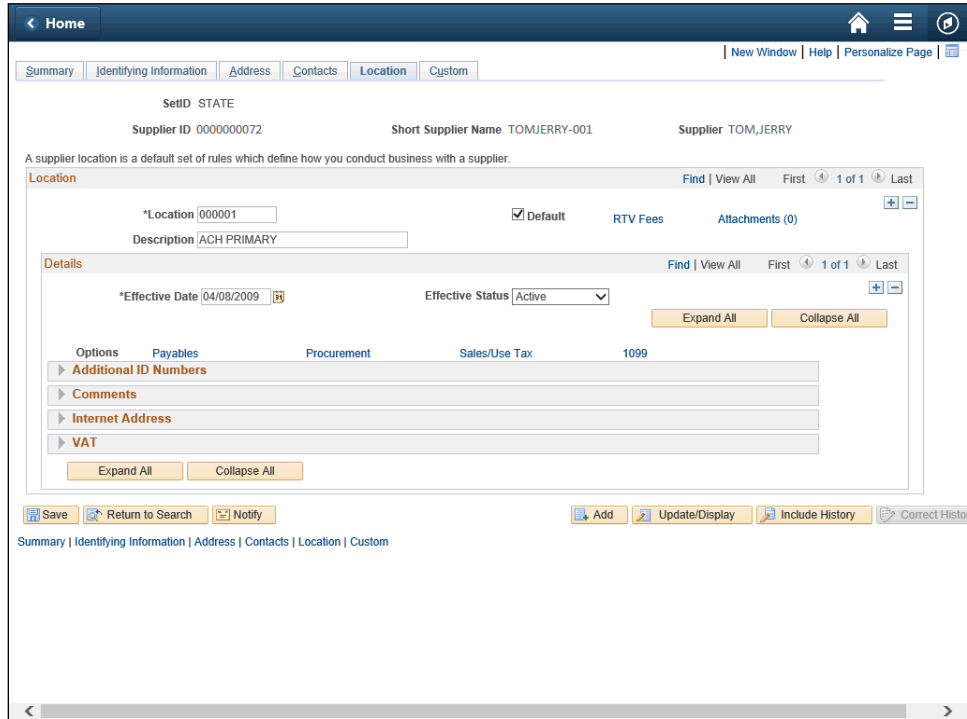
Step	Action
13.	Click the Vertical scrollbar.



Step	Action
14.	Click the Correct History button.  Correct History



Step	Action
15.	Click the Location tab. 



Home

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

SetID STATE
Supplier ID 0000000072 Short Supplier Name TOMJERRY-001 Supplier TOM,JERRY

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

Location Find | View All First 1 of 1 Last

*Location 000001 ☒ Default RTV Fees Attachments (0)

Description ACH PRIMARY

Details Find | View All First 1 of 1 Last

*Effective Date 04/08/2009 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax 1099

Additional ID Numbers

Comments

Internet Address

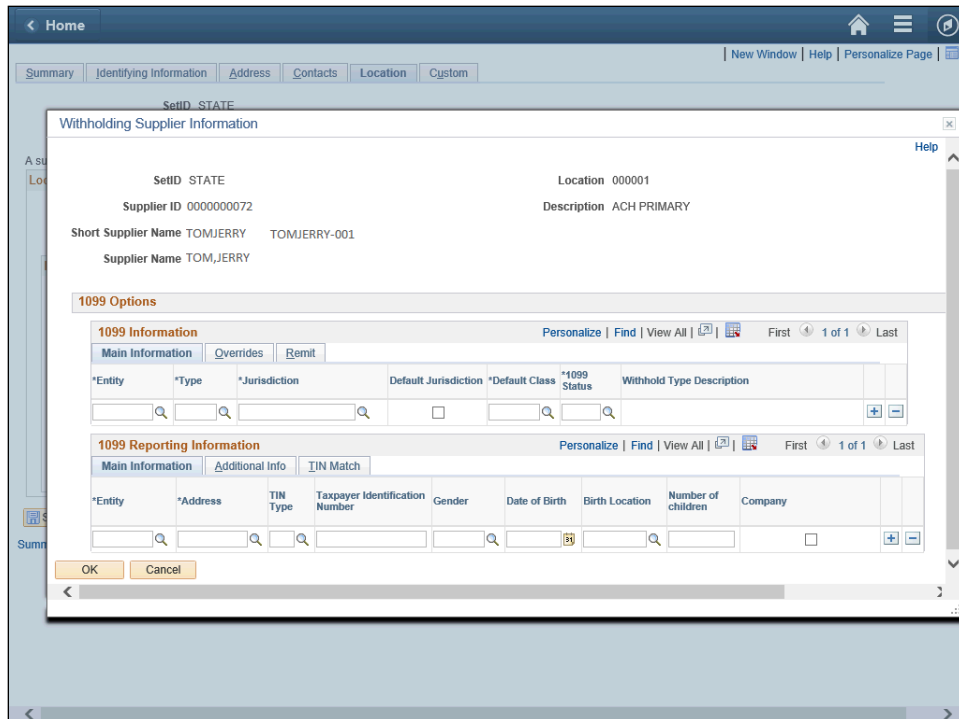
VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

Step	Action
16.	Click the 1099 link. 1099



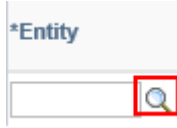
The screenshot shows the 'Withholding Supplier Information' window. At the top, there are tabs for 'Summary', 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The 'Identifying Information' tab is active. Below the tabs, the window displays the following information:

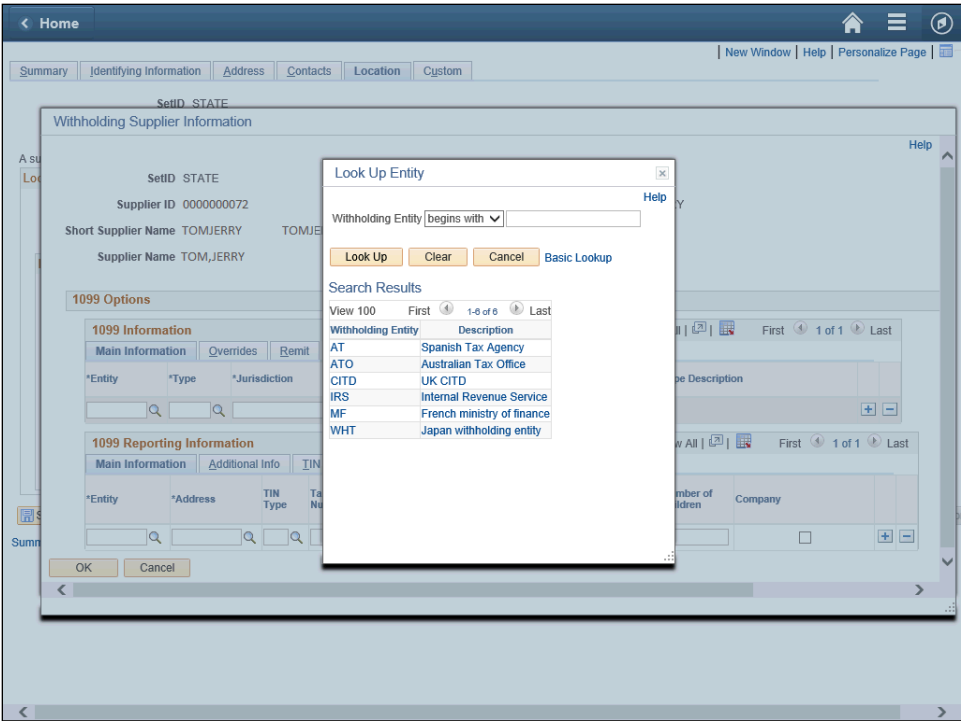
- SetID:** STATE
- Location:** 000001
- Supplier ID:** 0000000072
- Description:** ACH PRIMARY
- Short Supplier Name:** TOMJERRY
- Supplier Name:** TOMJERRY

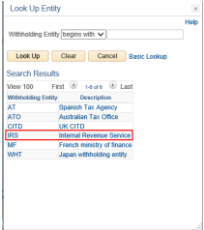
Below this information, there are two main sections:

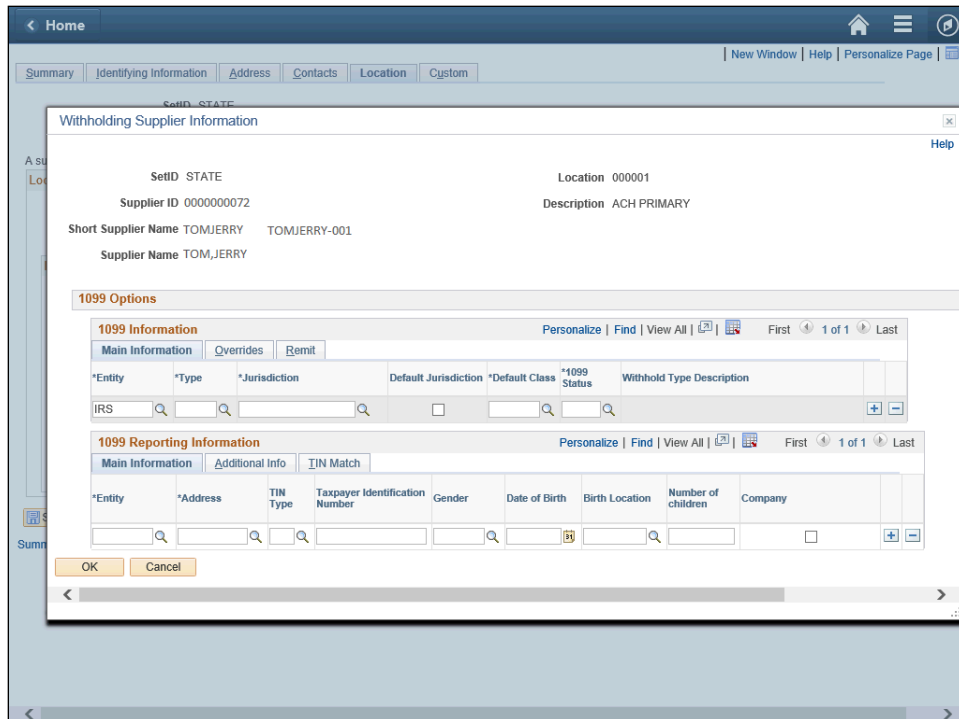
- 1099 Options:** This section has tabs for 'Main Information', 'Overrides', and 'Remit'. The 'Main Information' tab is active. It contains a table with columns: *Entity, *Type, *Jurisdiction, Default Jurisdiction, *Default Class, *1099 Status, and Withhold Type Description. There are search buttons for each column.
- 1099 Reporting Information:** This section has tabs for 'Main Information', 'Additional Info', and 'TIN Match'. The 'Main Information' tab is active. It contains a table with columns: *Entity, *Address, TIN Type, Taxpayer Identification Number, Gender, Date of Birth, Birth Location, Number of children, and Company. There are search buttons for each column.

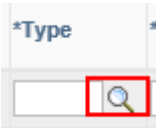
At the bottom of the window, there are 'OK' and 'Cancel' buttons.

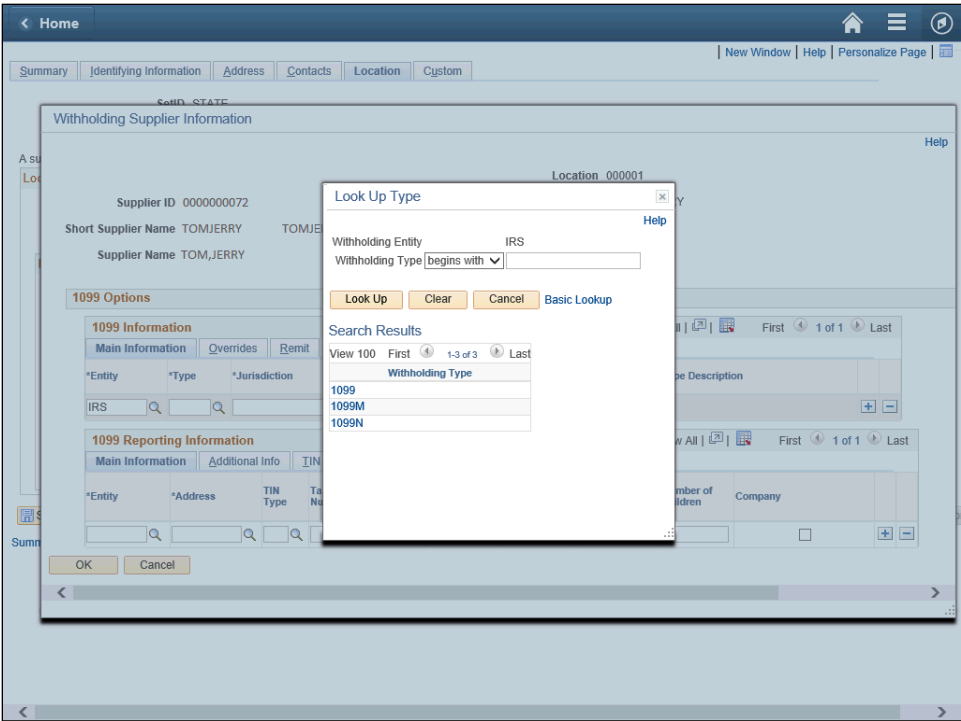
Step	Action
17.	<p>Select the entity to which the withholding amounts are reported.</p> <p>Click the Entity search button.</p> 

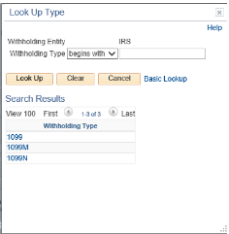


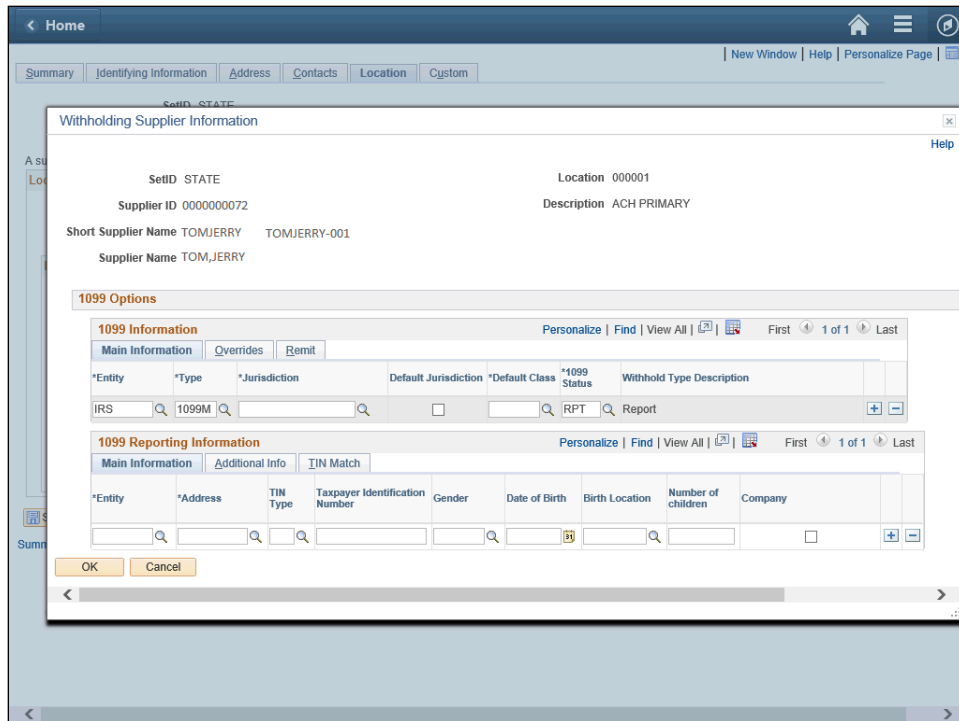
Step	Action
18.	<p>Select the appropriate Withholding Entity from the search results.</p> <p>For this example, select IRS - Internal Revenue Service.</p> 

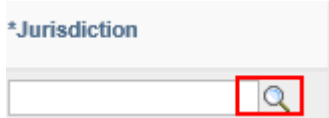


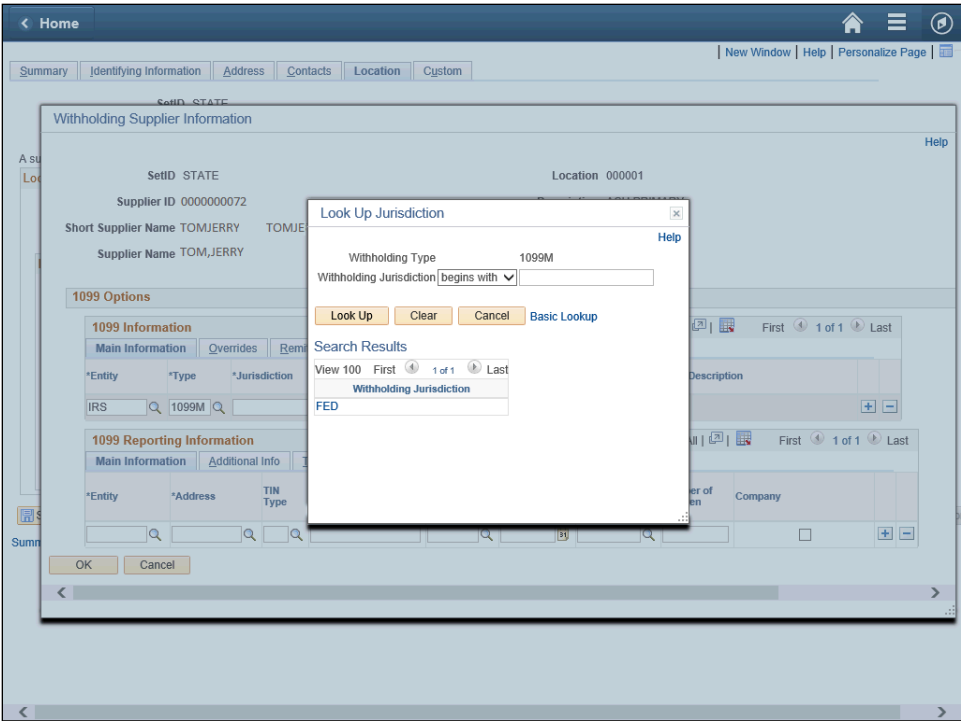
Step	Action
19.	<p>Select the type of withholding. For each withholding type, there may be classes and categories associated with each type.</p> <p>Click the Type search button.</p> 



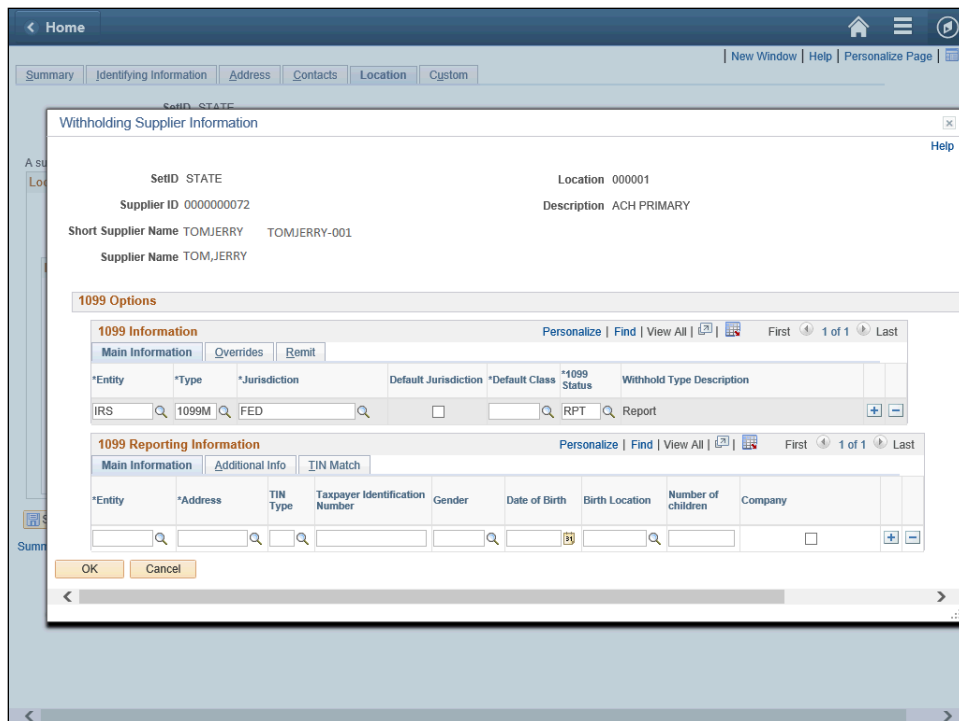
Step	Action
20.	<p>Note: Users have the option to select 1099, 1099 M or 1099 N. Select the appropriate option.</p> <p>For this example, click the 1099M link.</p> 




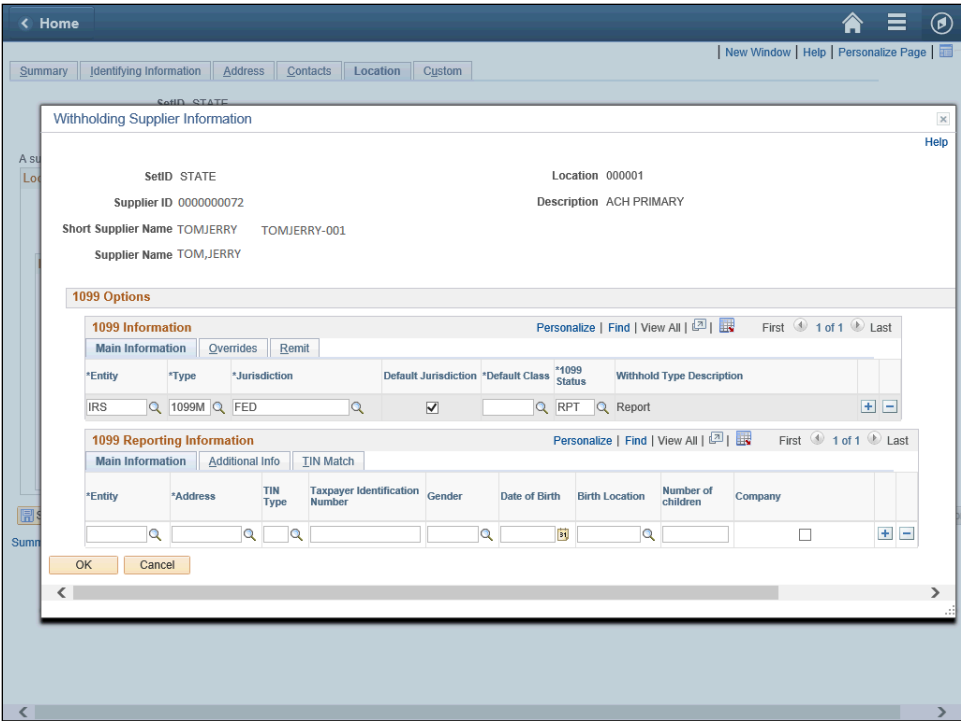
Step	Action
21.	<p>Select the withholding jurisdiction for this type of withholding.</p> <p>Click the Jurisdiction search button.</p> 




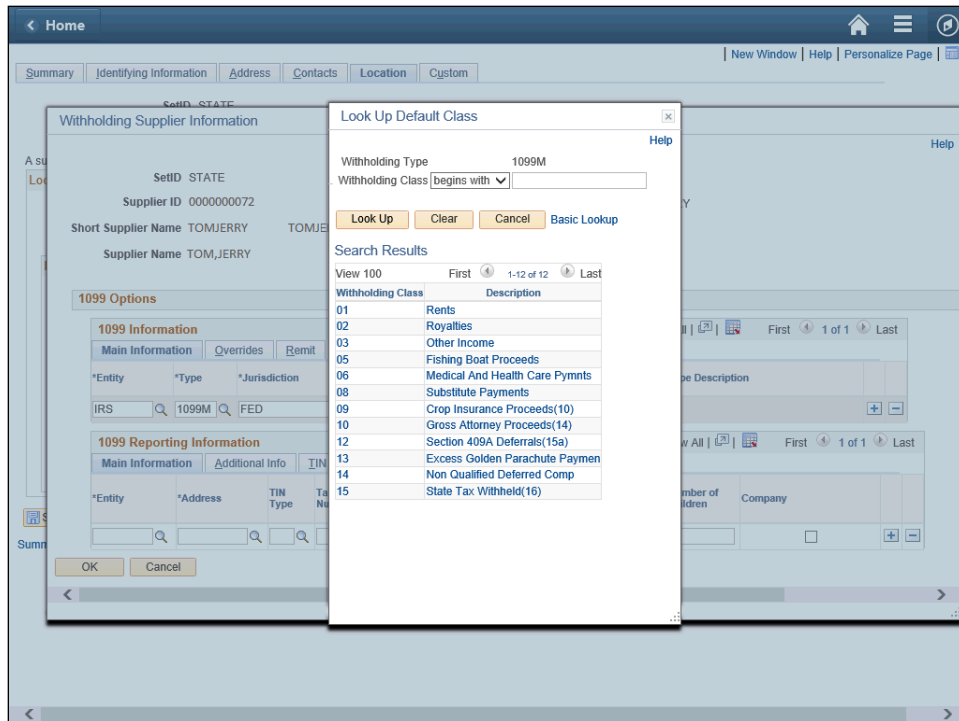
Step	Action
22.	<p>Click the FED link.</p> 



Step	Action
23.	<p>Note: This step is <u>required</u>.</p> <p>Select to ensure that the withholding defaults are copied to the invoice.</p> <p>Click the Default Jurisdiction option.</p> 



Step	Action
24.	<p>Select a withholding class that will be used as a default for this supplier location.</p> <p>Click the Default Class search button.</p> <div><div>*Default Class</div><div><input type="text"/></div><div></div></div>



Look Up Default Class

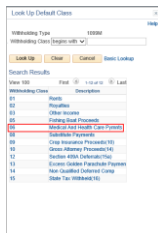
Withholding Type: 1099M
 Withholding Class: begins with

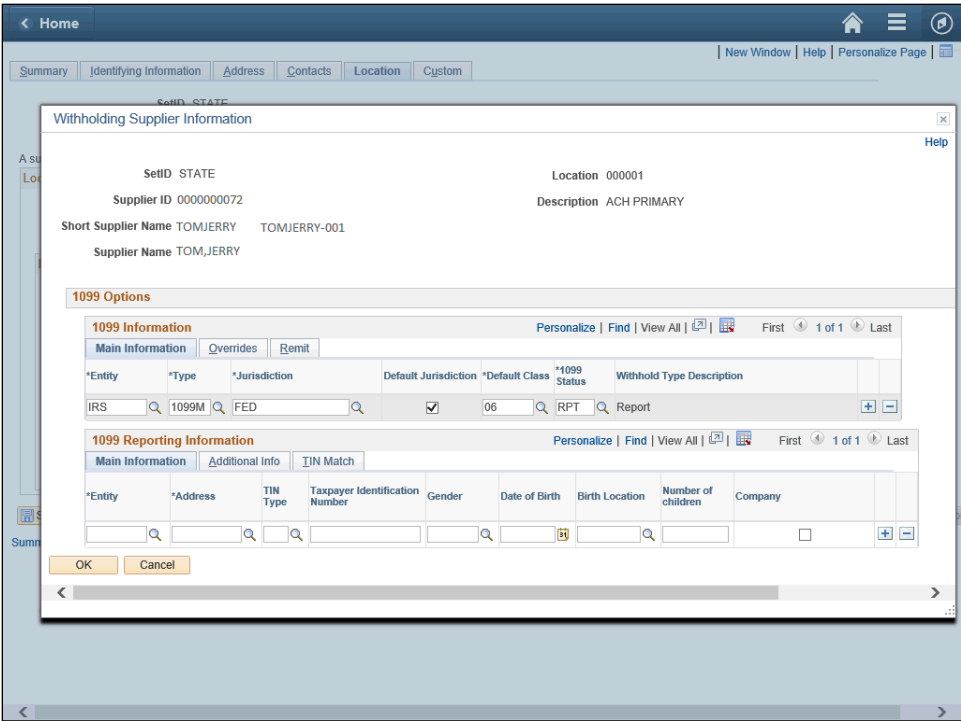
Look Up Clear Cancel Basic Lookup

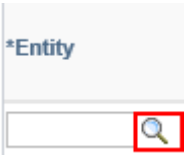
Search Results

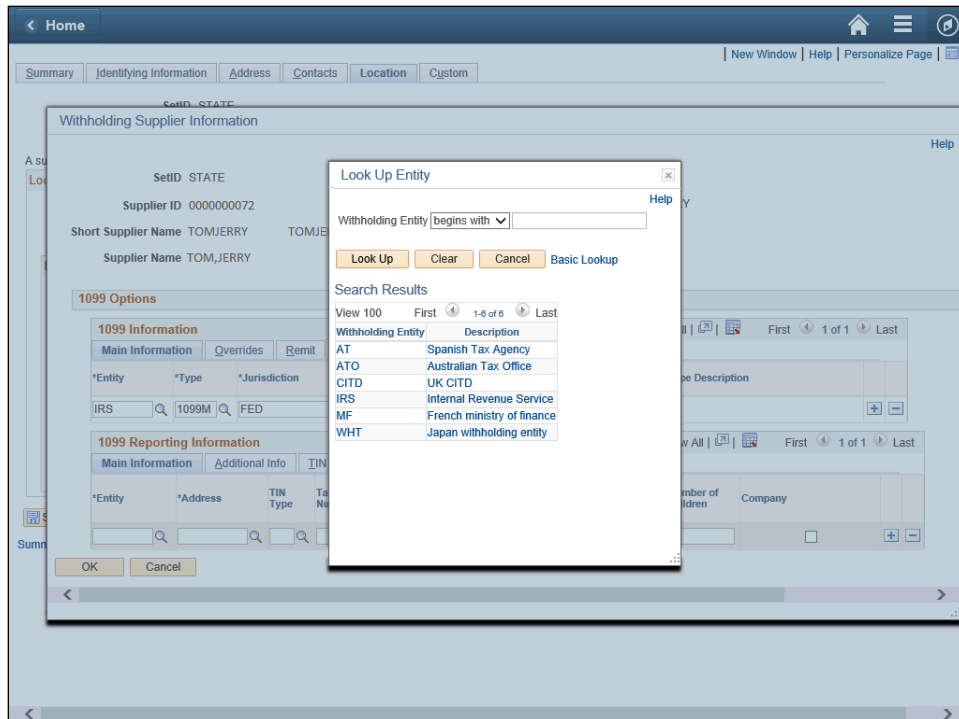
View 100 First 1-12 of 12 Last

Withholding Class	Description
01	Rents
02	Royalties
03	Other Income
05	Fishing Boat Proceeds
06	Medical And Health Care Pymnts
08	Substitute Payments
09	Crop Insurance Proceeds(10)
10	Gross Attorney Proceeds(14)
12	Section 409A Deferrals(15a)
13	Excess Golden Parachute Paymen
14	Non Qualified Deferred Comp
15	State Tax Withheld(16)

Step	Action
25.	<p>Select the appropriate Withholding Class option.</p> <p>For this example, click the 06 - Medical And Health Care Pymnts link.</p> 

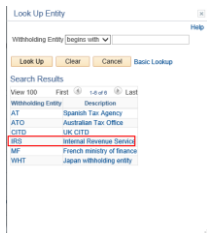


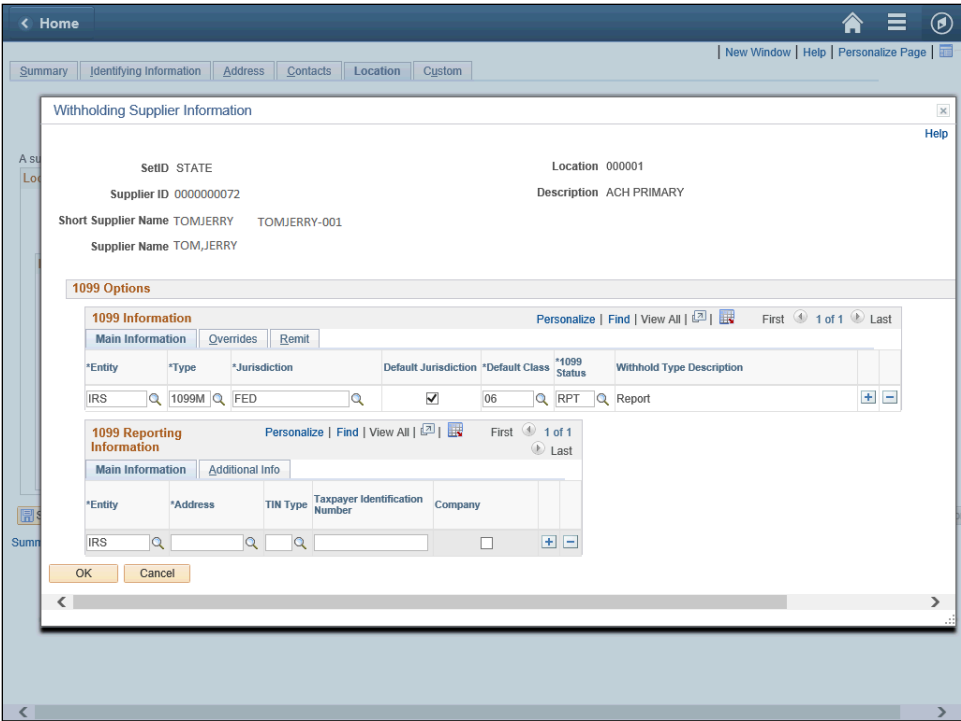
Step	Action
26.	<p>In the 1099 Reporting Information, select the entity to which the withholding information is reported. The withholding entity is the body to which withholding is reported. Users can define more than one entity for a supplier location.</p> <p>Click the Entity search button.</p> 




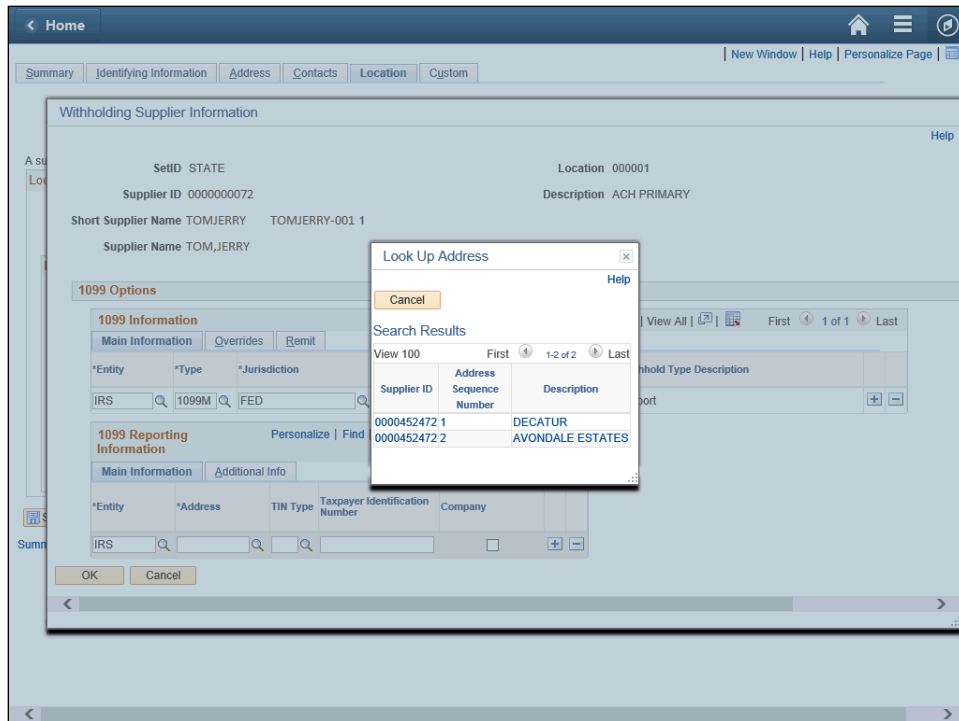
The screenshot shows the 'Withholding Supplier Information' form. The 'Look Up Entity' pop-up window is open, displaying a search results table. The table has two columns: 'Withholding Entity' and 'Description'. The results are as follows:

Withholding Entity	Description
AT	Spanish Tax Agency
ATO	Australian Tax Office
CITD	UK CITD
IRS	Internal Revenue Service
MF	French ministry of finance
WHT	Japan withholding entity

Step	Action
27.	<p>Select the appropriate Withholding Entity.</p> <p>For this example, click the IRS - Internal Revenue Service link.</p> 



Step	Action
28.	<p>Select the supplier's address from the address defined o the Supplier Information - Address page. The entity needs the supplier's address.</p> <p>Click the Address search button.</p> <div><div>*Address</div><div><input type="text"/></div><div></div></div>



Withholding Supplier Information

SetID STATE Location 000001
 Supplier ID 0000000072 Description ACH PRIMARY
 Short Supplier Name TOMJERRY TOMJERRY-001 1
 Supplier Name TOMJERRY

1099 Options

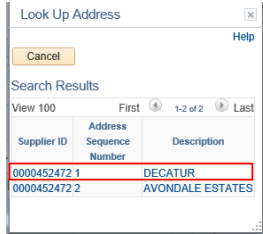
1099 Information
 Main Information Overrides Remit
 *Entity *Type *Jurisdiction
 IRS 1099M FED

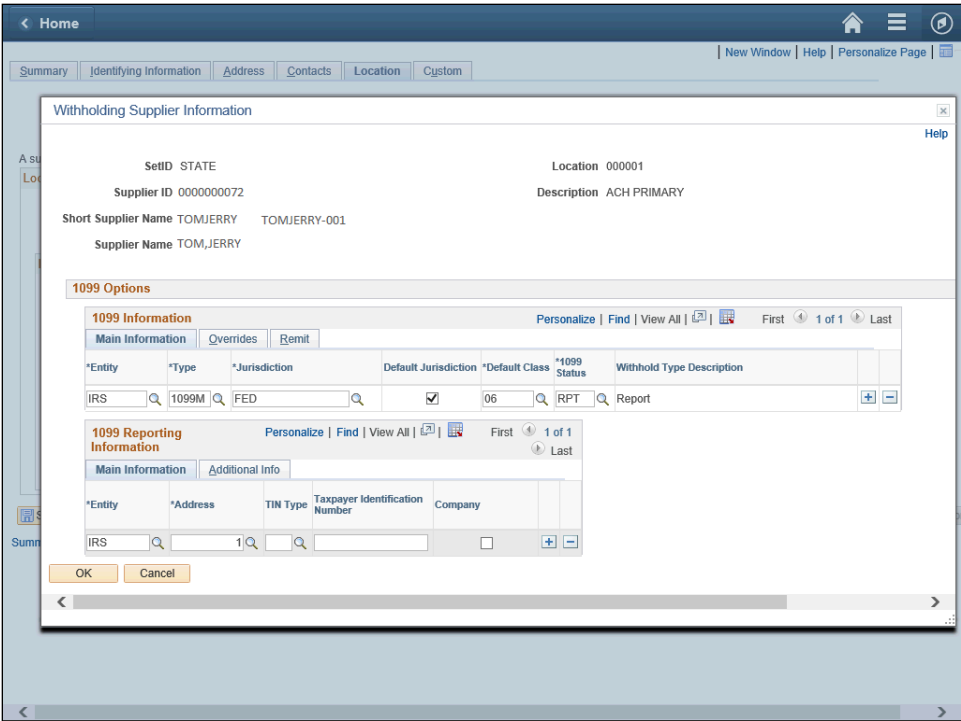
1099 Reporting Information
 Main Information Additional Info
 *Entity *Address TIN Type Taxpayer Identification Number Company


Look Up Address

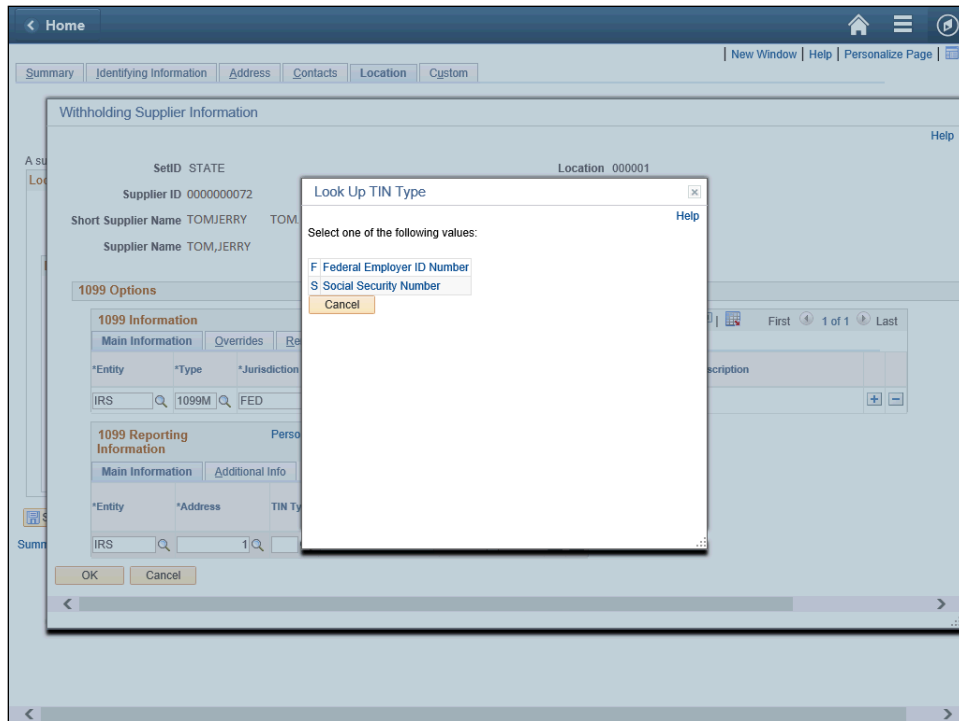
Search Results

Supplier ID	Address Sequence Number	Description
0000452472 1		DECATUR
0000452472 2		AVONDALE ESTATES

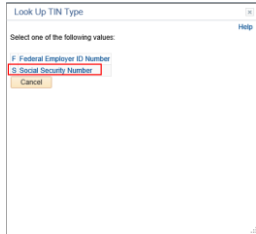
Step	Action
29.	<p>Click the 0000000072 - Decatur link.</p> 

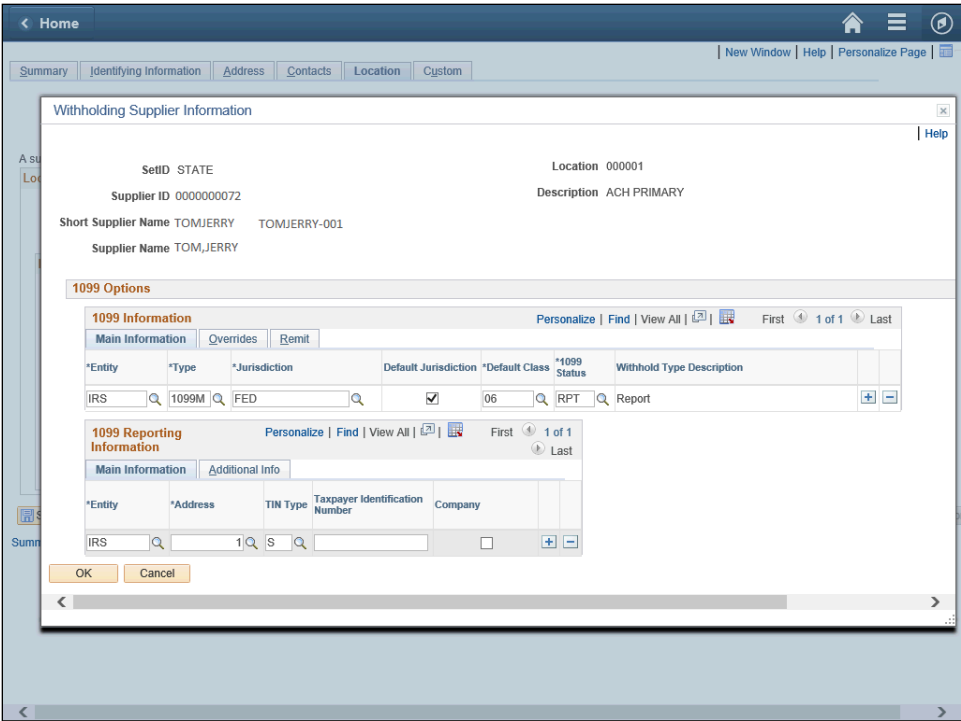


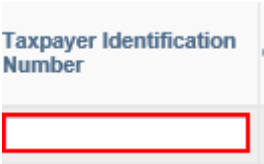
Step	Action
30.	<div>Click the TIN Type search button.</div> <div></div>

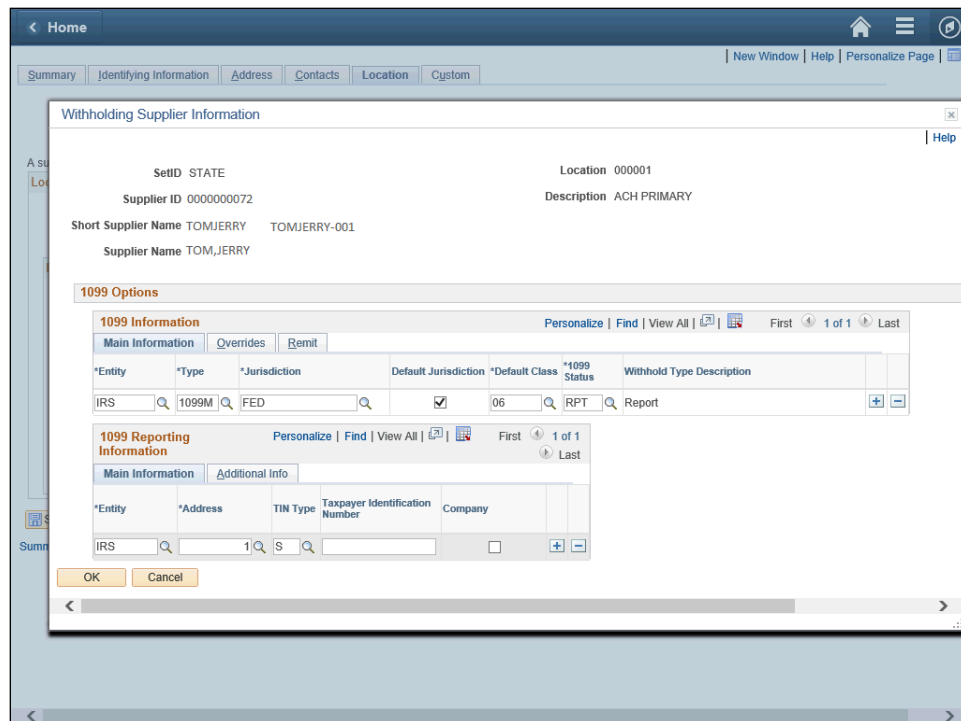


The screenshot shows a web application interface for 'Withholding Supplier Information'. A modal dialog box titled 'Look Up TIN Type' is open, prompting the user to 'Select one of the following values:'. Two options are listed: 'F Federal Employer ID Number' and 'S Social Security Number'. The 'S' option is highlighted with a red box. The background form shows fields for 'SetID STATE', 'Supplier ID 0000000072', 'Short Supplier Name TOMJERRY', and 'Supplier Name TOM,JERRY'. It also has tabs for '1099 Information' and '1099 Reporting Information'.

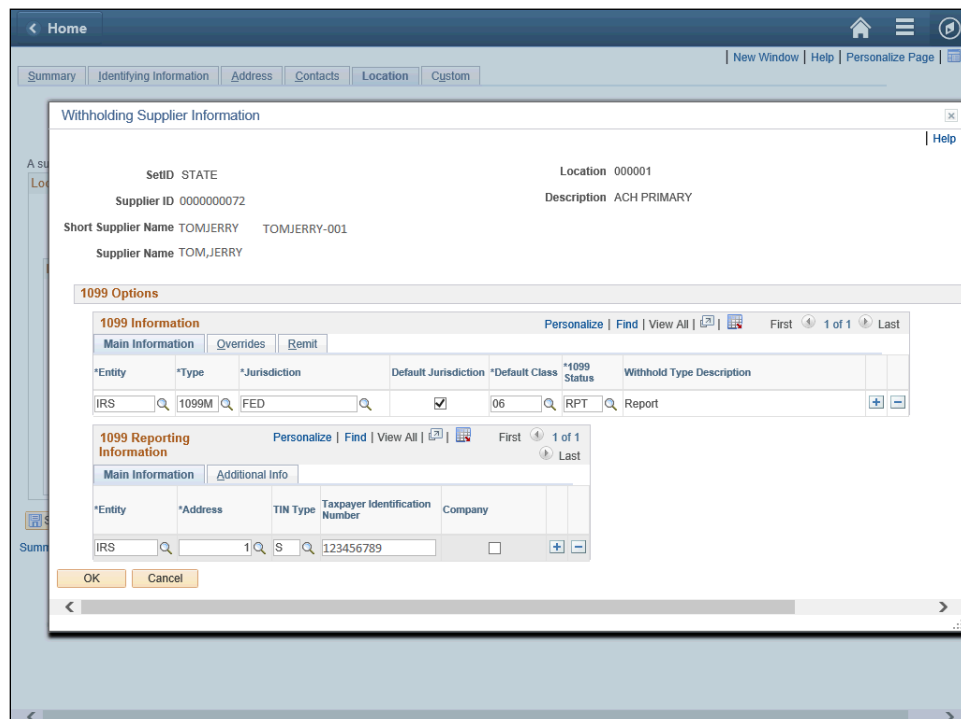
Step	Action
31.	<p>Click the S - Social Security Number link.</p> 




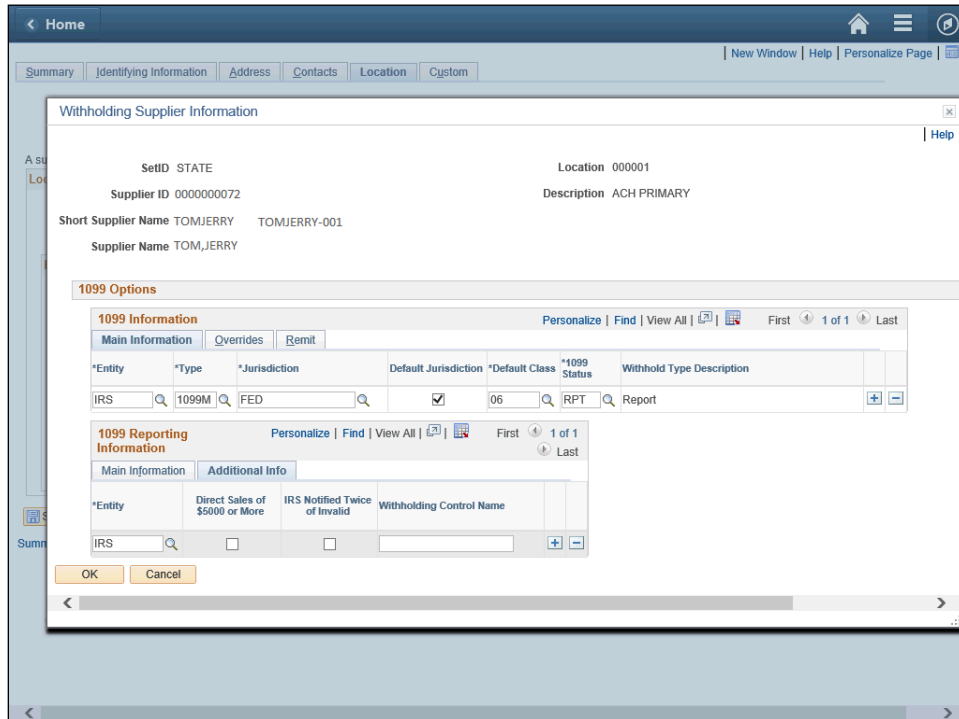
Step	Action
32.	<div>Click in the Taxpayer Identification Number field.</div> <div></div>




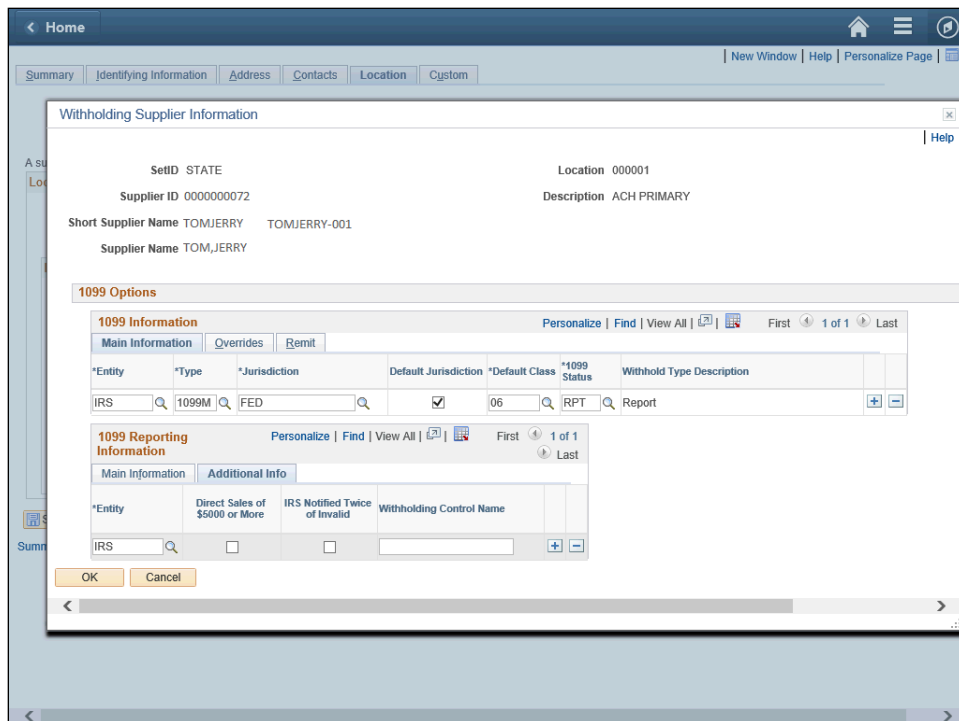
Step	Action
33.	Enter the appropriated information into the Taxpayer Identification Number field. For this example, type 123456789 .



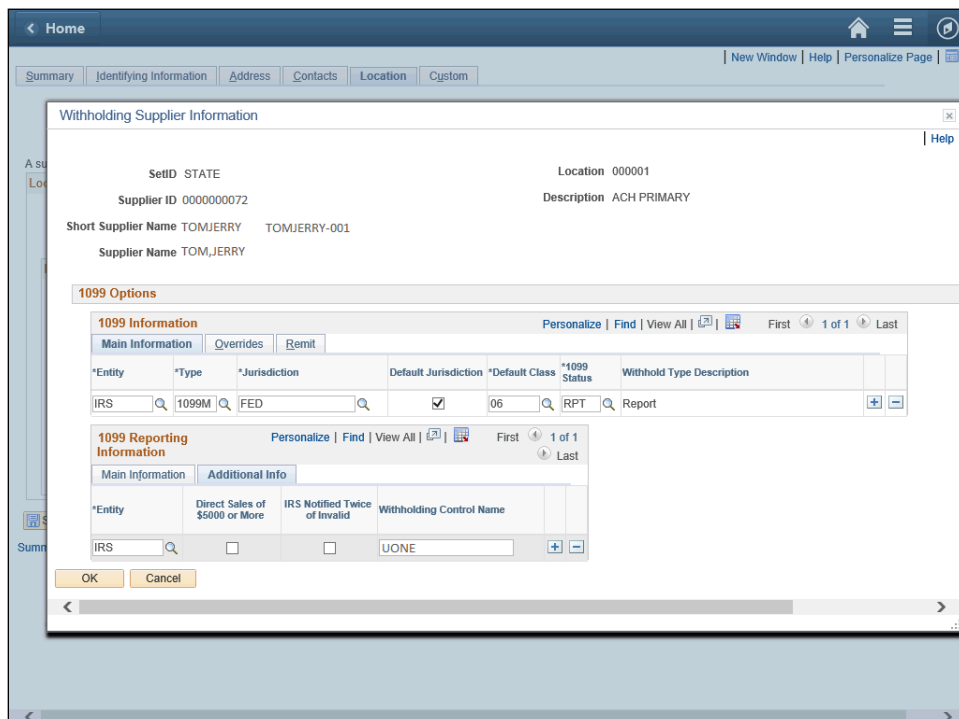
Step	Action
34.	Click the Additional Info tab. 

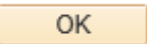


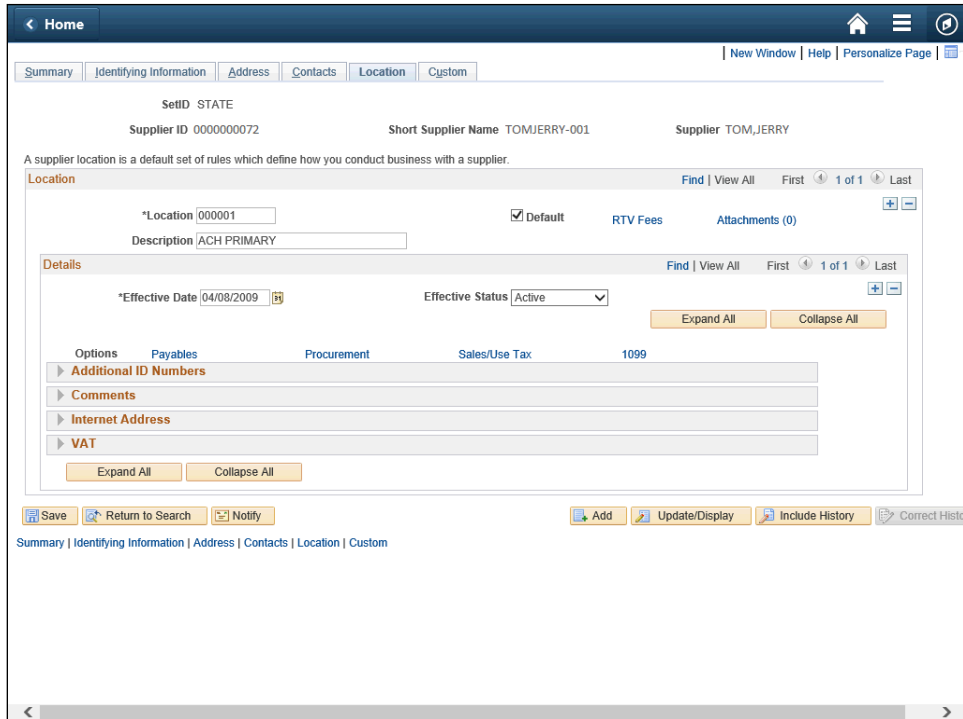
Step	Action
35.	Click in the Withholding Control Name field. 




Step	Action
36.	Enter the appropriate information into the Withholding Control Name field. For this example, type UONE .



Step	Action
37.	Click the OK button. 



Step	Action
38.	Click the Save button. 

Home

New Window Help

Summary Identifying Information Address Contacts Location Custom

SetID STATE
Supplier ID 0000000072 Short Supplier Name TOMJERRY-001 Supplier TOMJERRY

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

Location Find View All First 1 of 1 Last

*Location 000001 ☒ Default RTV Fees Attachments (0)

Description ACH PRIMARY

Details Find View All First 1 of 1 Last

*Effective Date 04/08/2009 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax 1099

Additional ID Numbers
Comments
Internet Address
VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

Summary Identifying Information Address Contacts Location Custom

Step	Action
39.	Congratulations! You have completed how to enter a 1099 for a new supplier. End of Procedure.