



## Vendor Reactivation Procedure

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If your agency encounters an inactive vendor in TeamWorks, the following steps should be taken to re-activate the vendor:

- 1.) Navigate to the “Identifying Information” tab
- 2.) Review “Vendor Name 2” to assess the reason the vendor has been inactivated. In most cases, you will see the following reason: “XX-XX-16, Per IRS no match, W-9 required”
- 3.) Contact the vendor to obtain an updated, signed [W-9 form](#)
- 4.) To re-activate the vendor, submit the new W-9 form, along with a completed Vendor Management form, to the Vendor Management Group at [psvendor@sao.ga.gov](mailto:psvendor@sao.ga.gov)

### **Questions?**

If you have additional questions or concerns, please contact the Vendor Management Group at 404-657-3956, option #2, or at [psvendor@sao.ga.gov](mailto:psvendor@sao.ga.gov).