

## Vendor Management Form Instructions

The Vendor Management Group (VMG) has redesigned the Vendor Management form to simplify the process for adding a new vendor, making changes to existing 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 or submitted via secure fax to necessary parties. Always change the filename and save the form to your hard drive before making changes.

### SECTION 1

<b>Vendor Number</b> - Vendor number assigned by the TeamWorks Financial system.
<b>FEI/SSN</b> -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.
<b>Vendor Name</b> - List the entire name of the business or individual that corresponds to the applicable FEI or SSN.
<b>Payment Alternate Name</b> -If the payee name is different from the parent vendor name, the alternate payee name should be provided.
<b>Address, City, State, Zip, Country, Phone, Fax and Email</b> - should always be filled in where applicable.
<b>Payment Remit Email</b> -email address where vendor would like to receive notification of ACH payment information from State of Georgia entities using TeamWorks (PeopleSoft) financials. There can only be two (2) remit email addresses per location.

### 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 to the vendor management form is strongly encouraged and eliminates possible errors that could delay the vendor payment. ***This section MUST be signed by the vendor.***

<b>Routing Number</b> -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.
<b>Bank Account Number</b> - This is generally the second set of numbers that identifies the checking account number that has been issued by the bank.
<b>Check here if General Bank Account can be used by All State of Georgia agencies making payments.</b> 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"

**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 – the Additional Comments section can also be used to further explain the purpose of this account (e.g. Agency grant payments). The location label for this account will be “ACH-SP-All (Utilities)”, or “ACH-SP-(Grant Payments Only)”

**SECTION 3**

<b>New Vendor</b> -Any entity or individual that has not been assigned a vendor number in TeamWorks
<b>1099 Code</b> -Two digit code used by the IRS to describe the type of income paid to the vendor.
<b>Classification Change</b> - (e.g. contractor became an employee).
<b>Add Address</b> - Enter Address.
<b>FEI/TIN Change- Requires a new (current dated) w-9</b> or a copy of a letter from the IRS showing the assignment of a new FEI.
<b>Name Change</b> - Proper documentation is required for VMG to confirm the legal name change.
<b>Changes of Address</b> - Please indicate which address number in the TeamWorks Financial system to change.
<b>Right of Way Purchase</b> (DOT use only)
<b>Vendor Deactivation</b> – Agency must certify that there are no outstanding vouchers or purchase orders for this vendor for their specific business unit.
<b>Fleet Anywhere Vendor</b> - (DOT use only)
<b>Other</b> - include details in “Section 4 – Additional Comments” on the vendor management form.
<b>Bank Account Add</b> – Check this box if adding a new bank account.
<b>Bank Account Change</b> – Check this box if changing a bank account that is already in the system, or changing the location position of a bank account.
<b>Bank Account Delete</b> - Check this box if deleting a bank account all together. This requires a letter from the vendor stating that this account is no longer to be used.

**SIC CODES**

<b>Small Business</b> - 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.
<b>Georgia Based Business</b> - 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 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 circle one.

**Minority Certified-** Same above having gone through the process of obtaining certification through the Georgia Department of Transportation.

#### **SECTION 4**

Include any additional comments in this section

#### **SECTION 5**

Complete all parts of this section to ensure VMG has complete contact information if questions arise.

#### **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](mailto:psvendor@sao.ga.gov) or 404-657-3956. The vendor form should be submitted to the Vendor Management Group via secure fax at 770-357-7380.