



SFMA VENDOR TRAINING MANUAL 2024

Department of Administrative
Services - SFMS

Topics discussed

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Topics discussed (2 of 2)

- Local government investment pool- **Slides 40-45**
- Garnishments, levies, and other contractual or legal conveyance of monies- **Slides 46-53**
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Signature authority form - SFMS responsibility



- SFMS Vendor Desk will validate each e-mailed authorized signature From the Vendor Change Request form against the agency signature form before SFMS staff will re-activate or change a vendor.
- SFMS Vendor Desk will validate each agency staff name on the system (SFMA) against the authorized signature form listing before SFMS staff will activate an addition to the vendor profile.

Signature Authority form example



DAS/EGS/FBS/SFMS Operations
Vendor Desk
1225 Ferry St SE F1 2
Salem, OR 97301 4278

Date: _____

SIGNATURE AUTHORITY FOR SFMA VENDOR REQUESTS

The individuals below are authorized by our agency to request vendor information emailed* as well as keyed into SFMA for new additions, re-activations and changes to R*STARS and ADPICS 51, 52, 5200 and 5150 screens. The following signatures will be verified against all emails and faxes requesting changes to vendor information:

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Agency name: _____

Agency #: _____

Manager Name: _____

Manager Signature: _____

Manager phone #: _____

Signature authority form - agency responsibility



- Electronically fill out the authorized Signature Authority form and return to SFMS at the email address provided on the form. Please email to SFMS.1.vendor@das.Oregon.gov . If your Manager does not have a copy of this form your Manager can request the form by emailing to the above email address. You will not find this form on our website.
- Later changes to the signature forms can be sent to SFMS.1.vendor@das.Oregon.gov as an add. Managers need to send a memo to this same email to remove an unauthorized person. These forms should be reviewed by the agencies Manager annually. If no changes are required, the date can be updated on the previous signature form by the Vendor Desk if an email is sent confirming there are no changes by the Manager.

SFMA Vendor Change form example



DAS - SFMS
1225 Ferry Street SE FL 2
Salem, OR 97301
SFMS.1.Vendor@das.oregon.gov
971-900-9770

Clear Vendor Data

Submit Via Email

SFMA Vendor Change Request Form

Date

* Required fields on all requests.

* Agency Number * Agency Name
* Agency Contact Name * Agency Contact Number

Agency Contact Signature

I have verified these requested changes with the vendor.
Note: Signature not required if form is emailed by an approved requestor.

Activate Inactivate Change Additional Info Add to ADPICs

* Vendor Number * Mail Code
* Vendor Name

Search Names

Address Line 1
Address Line 2
Address Line 3
Address Line 4

City State Zip

Vendor Contact

Telephone Fax

PDT (if employee) Email

* Required fields on all requests.

Explanation and/or
Details of Request

See back of form for detailed instructions.

Form Revision: 11/28/18

SFMA Vendor Change Request form instructions



- Please make sure you have verified all information you are changing, adding etc. with the vendor. Vendor Change Request Forms are sent electronically to SFMS.1.vendor@das.oregon.gov. If you do not have the Change Request form please contact the vendor email above to obtain the form. You will not find the form on our website.

- Boxes to check for Profile changes:

Activate: Mark this box if you are requesting a profile that is currently in 'I' status to be active. If the profile is in 'I' status, give an explanation at the bottom of the form why it needs to be activated. **Note: If a vendor is on the system under an OR# and you are wanting to activate an SSN for this same person or vice versa your manager will need to send a memo to the Vendor Desk email stating why both need to be active. The Manager at SFMS will review the memo and decide if both can be active.**

Inactivate: Mark this box if you are requesting a profile that is in 'A' status to be inactive.

Vendor Change Request form instructions (2 of 3)



Change: Mark this box to make a change to any field on the profile. If you are planning on changing the vendors name or vendor number you will need to supply the vendor name and vendor number that are already on the profile in the appropriate fields. **In the Request Explanation or Details field at the bottom of the page put the new name or number you are requesting to change it to.** The Vendor Desk will do a Tin Match with IRS. If the name and number combination are a match we will make the change. **If there is a profile containing direct deposit banking info and you are wanting the vendor number, vendor name, email address or banking info changed (direct deposit-ACH profile) the vendor will need to send in the ACH Change Request form to the ACH Coordinator Loretta Brandt. 971-900-9771.**

Add ADPICS: If you **do not** find the vendor you wish to add in R*STARS or ADPICS you need to **add** the new vendor to ADPICS and F11 to send it to RSTARS. If you go to ADPICS and **do not** find the profile you need and you **have checked** R*STARS and find it is there you **will not** be able to add this profile to ADPICS yourself. Request this profile be added by filling out the information on the **Vendor Change Request** form. Please **fill out all fields**. Vendor name and number, address, phone etc. Mark the box on the Change Request form that says **Add to ADPICS**. In ADPICS there are **two address** fields. Make sure you fill out for an **Order address** and **Remit address**. You can put both on the same form. Just make sure to **label them Order and Remit**.

If you find that a profile is set up in ADPICS that you need to **make a payment to** in R*STARS and it is not in R*STARS, send the Vendor Desk an email asking the vendor desk to go into the ADPICS profile and **F11 the profile** to send it to R*STARS.

Same rules apply to ADPICS vendors that are direct deposit in RSTARS. If the vendor wants to **change their vendor name or vendor number they will need to send in the ACH Change Request form to the ACH Coordinator.**

Vendor Change Request form instructions (3 of 3)



Do not send a W9 form to make changes to a profile including address changes. W9's are used for 1099 coding purposes only. The RSTARS System will automatically send a W9 to all vendors set up with a FEIN as the vendor #. The RSTARS system will inactivate all profiles that have not been coded by the returned W9 after 30 days of the W9 being sent to the vendor.

The Vendor change Request form is required for all changes to profiles such as name, vendor number, address, phone, fax, email etc. The Vendor Change Request form can be used for the same changes on Direct Deposit (ACH) vendor profiles **with the exception of vendor name, email address, banking info or vendor number.** **Vendor name, Vendor number, email address and banking info changes on a direct deposit profile** must be made on the ACH Change Request form filled out by the vendor and then the original form sent to the ACH Coordinator.

Adding a new vendor

- Log on to the mainframe E23.
- Before adding any new vendor check the 3A screen to verify that the vendor is not already on R*STARS.
- Search by last name comma, first name to find an individual or at least the first three letters of the business name.
- Make sure vendor is not already on the system, SFMA allows duplicate vendor names but not duplicate vendor numbers. All duplicate names must be verified as 'not the same' before they can be activated. If they are the same, vendor needs to tell us if they want the older vendor number inactivated to use the new number being provided.

Adding a new vendor (2 of 2)



- Check for duplicate addresses. Don't add a new mail code before checking the 3A screen to see if the address you want is already on the system.
- If vendor is not already found on 3A screen enter the new vendor.
- Add all new vendors on the 52 screen. Mail code 000 on the 51 profile mirrors the 52 screen with a few exceptions. You will see more detailed info when using 52 screen versus the 51 screen when referencing mail code 000.
- When entering addresses try to abbreviate. Example: Street 'St', Road 'RD', Highway 'HWY'.
- When using 'in care of' on the first line of address use the % on your keyboard instead of C/O.

Example-Check the 3A screen before adding a new employee...

S03A UC: 04 STATE OF OREGON
 VENDOR ALPHA INQUIRY
 SELECT VENDORS FROM: **S** (S=SYSTEMWIDE, A=AGENCY)
 SEARCH NAME: **JONES,ROBERT** AGY: VENDOR TYPE:

S	VENDOR NO / MC	SC	PDT	VENDOR NAME	ADDRESS
	1OR000XXX 000	A	MA	ROBERT C JONES	3454 30TH AVE NE
	3543210001 000	A	MA	ROBERT W JONES	PO BOX 744

Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Example-3A screen check before adding a new individual with an SSN

S03A UC: 04 STATE OF OREGON VENDOR ALPHA INQUIRY
 SELECT VENDORS FROM: **S** (S=SYSTEMWIDE, A=AGENCY)
 SEARCH NAME: **SMITH,MICHAEL** AGY: VENDOR TYPE:

S	VENDOR NO / MC	SC	PDT	VENDOR NAME	ADDRESS
	3543210001	000 I	MA	MICHAEL A SMITH	SUN GUARD WINDOW TIN
	3540010003	000 A	MA	MICHAEL C SMITH	587 WHITESTONE
	4534010099	000 A	MA	MICHAEL SMITH	909 SE STRATFORD CT
	10R0000000	001	MA	MICHAEL SMITH	587 WHITESTONE

Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Adding employees - check the 3A screen



- On the 52 screen enter employee ID# OR beginning with '1' in the field that says Vendor #.
- The payroll department can supply you with the number if you don't have it.
- Name Control field contains the first four letters of the last name.
- Enter the first name of the employee, middle name or initial if you have it, and then the last name in the field that says Vendor Name. **Do not use any punctuation.**
- Tab 3 times to the fourth (or last) search field and type the last name followed by a comma, no more than 13 characters, the first name followed by a comma, no more than 10 char and then the middle name, or initial if you have it, no more than 7 characters and **do not add the comma.**
- **Note: The last and first name must be followed by a comma in the last search field.**

Adding employees - (2 of 3)



- 1099 IND is 'N', FEI/SSN will be 'O', Reason Code 'ADD', Vendor Type '1' and Ownership Code will be 'E'.
- Type in the address in the address field.
- PO Boxes should be on the line after any physical address.
- Type the city, state and zip code in the correct fields.

Adding employees - (3 of 3)



- If you have a message or important information, you can enter it in the “Vendor Contact” field.
- Enter employees phone # if available.
- Enter your agency # in the “AGY field”.
- Enter **your** name in the “Contact field”, enter your agency phone #.
- Note: “Vendor Contact” field and “Contact” field are two different fields. The “Vendor Contact” field is used to put what action takes place on the profile throughout the life of the profile. Such as addr chg, add email, phone chg etc. It is also used to put the name of a person to get ahold of at the vendors place of business when profile is using a FEIN as the vendor #.
- NOTE: An employee may have more than one address. This will probably be an office address and a home address. You will need to set up a mail code 001 on the 51 screen for the additional payment address. In the “VENDOR CONTACT” field you need to type a message that says “office address” or “home address” whichever is the case You would type on both the 52 and the mail code 001 51 screens. Employees should be signed up to receive their payments direct deposit. This saves the state money.

Example of employee set up on the 52 screen



S052 VER 2.0 STATE OF OREGON
LINK TO: SYSTEMWIDE VENDOR PROFILE
VENDOR NO: **1OR0022222** NAME CONTROL: **SMIT**
VENDOR NAME: **ROBIN L SMITH**
SEARCH NAMES: ROBIN L SMITH
SMITH,ROBIN,L
ALT VENDOR/FID: 1099 IND: **N** FEI/SSN IND: **O** REASON CODE: **ADD**
VENDOR TYPE: **1** OWNRSHP CD: **E** TIN MATCH: TIN: OR0022222
ADDRESS: **STATE POLICE DEPT**
1666 PORTLAND RD NE
CITY: **SALEM** ST: **OR** ZIP: **97303** CNTRY:
VENDOR CONTACT: **OFFICE ADDR** TAX OFFSET EXMPT: **N**
TELEPHONE: **503 378 3725** EXT: **4602** FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: **257** CONTACT: **NICKY RULE** PHONE: **503 378 3725**
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE: 08282006 EFF END DATE: LAST PROC DATE: 08282006

Example of mail code 001 on the 51 screen



S051 VER 2.0 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO:**1OR0022222** ROBIN L SMITH
MAIL CODE: **001** NAME: **ROBIN L SMITH**
SEARCH NAMES: ROBIN L SMITH

SMITH,ROBIN,L

ADDRESS: **6080 DOVE LN SE**
CITY: **SALEM** ST:**OR** ZIP:**97302**
COUNTRY: REGION: TAX RATE:
UPDATE REASON: **ADD** OWNERSHIP CODE: **E** LICENSE:
VENDOR CONTACT: **HOME ADDR OR ADDT'L LOC** FAX:
TELEPHONE: **503 363 1022** EXT: ALT VEND NAME: LTR DATE:
PDT:MA EMAIL: PNI:
AGY:**257** CONTACT: **NICKY RULE** PHONE: **503 378 3725**
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: **R**
EFF START DATE: 08312006 EFF END DATE: LAST PROC DATE: 08312006

Adding individuals with an SSN - check 3A

- In the vendor number field type a '3' and then the social security number.
- Name Control field is the first four letters of the last name.
- Vendor Name is the first name, middle name or initial if you have it, last name. **No punctuation.**
- Tab to the fourth search name field and type last name no more than 13 characters followed by a comma, first name no more than 10 characters followed by a comma, middle name or initial if you have it, no more than 7 characters. **No comma after middle name.**
- Note: **In the fourth search field, a comma must follow the last and first name.**

Individual with an SSN (2 of 2)



- 1099 IND 'Y', FEI/SSN will be 'S' for SSN, Reason Code 'ADD', Vendor Type '8' and Ownership Code will be 'I'.
- In the “Address” field type in the address, City, State and Zip. Remember to abbreviate street (St), Road (Rd) etc.
- Type in a message on the vendor contact line if needed. For example: The vendor has a FEIN already on the system and you are replacing that profile with this new one using the SSN. In that case you would type “repl 123211111”. That way the vendor desk will know to inactivate the old number.
- Type in the **vendors** phone # if you have it.
- Type in your agency number where it says “AGY”.
- Type your name where it says “Contact” and your phone #.

Example set up for SSN



S052 VER 2.0

STATE OF OREGON

LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: **3555115597** NAME CONTROL: **STRA**

VENDOR NAME: **MARCIA KAY STRADER**

SEARCH NAMES: MARCIA KAY STRADER

STRADER, MARCIA, KAY

ALT VENDOR/FID: 1099 IND: **Y** FEI/SSN IND: **S** REASON CODE: **ADD**

VENDOR TYPE: **8** OWNERSHP CD: **I** TIN Match: TIN:

ADDRESS: **1220 Pacific Ave**

CITY: **THE DALLES**

ST: **OR** ZIP: **97058**

CNTRY:

VENDOR CONTACT: **Sep 10R0000555**

TAX OFFSET EXMPT: **N**

TELEPHONE: **541 478 2112** EXT: FAX:

HOLD RSN:

PDT: MA EMAIL:

PNI:

AGY: **629** CONTACT: **TAMMY MARTIN**

PHONE: **503 373 1044**

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE:

FORMAT:

W9 REQUEST DATE: BU/WH EFF DATE:

STATUS CODE: **R**

EFF START DATE:08292006 EFF END DATE:

LAST PROC DATE:08292006

****this is what the profile looks like when you enter it*****

2/8/24

Example-SSN profile after pressing F10 to save the profile and the system changes the SSN to an algorithm



S052 VER 2.0 STATE OF OREGON
SYSTEMWIDE VENDOR PROFILE
VENDOR NO: **3559710001**
VENDOR NAME: **MARCIA STRADER**
SEARCH NAMES: MARCIA KAY STRADER

LINK TO:

PROD
NAME CONTROL: **STRA**

STRADER,MARCIA,

VENDOR/FID: 1099 IND: Y FEI/SSN IND: **S** REASON CODE: **ADD**
VENDOR TYPE: **8** OWNRSHP CD: I TIN Match: TIN: **555115597**
ADDRESS: **1220 Pacific Ave**

CITY: **THE DALLES** ST: **OR** ZIP: **97058** CNTRY:
VENDOR CONTACT: **INACTIVE 10R0000555** TAX OFFSET EXMPT: N
TELEPHONE: **541 478 2112** EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: **629** CONTACT: **TAMMY MARTIN** PHONE: **503 373 1044**
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE:08292018 EFF END DATE: LAST PROC DATE:08292018

****This is what the profile looks like after you F10 to save and number is changed to algorithm*******

S03A UC: 04 STATE OF OREGON VENDOR ALPHA INQUIRY
SELECT VENDORS FROM: **S** (S=SYSTEMWIDE, A=AGENCY)
SEARCH NAME: **LUMBERMENS** AGY: VENDOR TYPE:



S	VENDOR NO / MC	SC	PDT	VENDOR NAME	ADDRESS
	1361410470	008 A	MA	LUMBERMENS MUTUAL CASUALTY CO	% GALLAGHER BASSETT 4550 KRUSE WAY PL BL
	1430799570	001 I	MA	LUMBERMENS UNDERWRITING ALLIANC	1842 NW CORPORATE BL
	1430799570	000 A	MA	LUMBERMENS UNDWRITING ALLIANCE	1905 NW CORPORATE BL
	1910548364	001 A	MA	PROBUILD INC	BLDG CENTERS PO BOX 507
	1910548364	003 A	MA	PROBUILD INC	PO BOX 595
	1910548364	013 A	MA	PROBUILD INC	PO BOX 1228
	1910548364	019 A	MA	PROBUILD INC	BLDG CENTERS 81054 HWY 395 N

Z06 RECORD SUCCESSFULLY RECALLED

******3A screen-check 3A screen before adding a new federal tax Id#
(business, etc)*******

Adding a business – check 3A



- In the “Vendor Number” field type a '1' and then the FEIN.
- “Name Control” is the first four letters of the business name. Do not use 'The' in the name control unless the business name is only **two words**. The Pickle should be ' THEP', The Pickle Barn should be 'PICK'.
- '&' and '-' are the only other characters accepted.
- “Vendor Name” field. Type the business name. Do not use any punctuation.
- Tab once to the second Search field.
- Type the first five characters of the business name, a space and then the zip code, space and the extension if available.

Adding a business (2 of 4)



- If the name of a company is Law Centers the second search field would look like this 'LAW C 97301'.
- If the name of a company is Mike Towing it, will look like this 'MIKE 97301'. Two spaces would follow 'MIKE'.
- If the name of a company is Law & Order Centers, it will look like this 'LAW & 97301'.
- If the name of a company is Michaels Crafts, it will look like this 'Micha 97301'.
- If the Vendor name is that of an individual you will type the persons name in the “Vendor name” field. You will go down to the last search field and type the last name followed by a comma and the first name followed by a comma just like you would for a profile with an SSN or OR#.

Adding a business (3 of 4)



- If the business has a 'doing business as' name called a DBA, you may enter that name in the third search field. If more than one DBA you may also use the fourth search field. Do not type 'DBA' in the search field, only type the actual name of the DBA.
- You may enter the DBA on the first line of the address. If the payment needs to be issued in the DBA name only, you can enter an additional mail code for the vendor number on the 51 screen. If you are going to enter an additional mail code using the DBA, the Vendor Desk will do a TIN match to see if it matches IRS records. If the DBA matches with IRS records, the Alt Vendor Name field will be coded with a 'V' and the Ltr Date field will be coded with the current date. If it does not match IRS records, a W-9 form from the vendor will need to be provided as authorization to use this different name. The agency is responsible for obtaining the W-9 for DBA authorization.
- The 1099 Ind is 'Y', the FEI/SSN is 'F', the Reason Code is 'ADD', the Vendor Type is '8', and the Ownership Code is 'I'.

Adding a business (4 of 4)

- Type in the address, remember PO Boxes follow physical addresses. Do not use punctuation. Abbreviate when possible (street-ST, Road-Rd, Highway-HWY etc. Type the city, state and zip code in the proper fields. Use the Vendor Contact field to enter a person to contact at the business or type an important message.
- Type in the phone and fax numbers of the vendor if you have them.
- Email address is optional.
- Type your agency number where it says AGY.
- Type your name where it says CONTACT.
- Type your agency phone number.
- Examples of vendor numbers using FEIN are on the following pages.

Example of 52 screen for (FEIN)business



S052 VER 2.0

STATE OF OREGON

LINK TO:

SYSTEMWIDE VENDOR PROFILE

VENDOR NO: **1930044445**

NAME CONTROL: **KAIC**

VENDOR NAME: **THE KAICO COMPANY**

SEARCH NAMES : KAICO

KAICO 97062

ALT VENDOR/FID: 1099 IND: **Y** FEI/SSN IND: **F** REASON CODE:**ADD**

VENDOR TYPE: **8** OWNRSHP CD: **I** TIN MATCH: TIN: 930044445

ADDRESS: **20417 SW 70TH AVE**

CITY: TUALATIN

ST:OR ZIP:97062

CNTRY:

VENDOR CONTACT: **MARK JONES**

TAX OFFSET EXMPT: N

TELEPHONE: **503 256 7389** EXT: FAX: **503 256 7711** HOLD RSN:

PDT: MA EMAIL: **KAICO@YAHOO.COM** PNI:

AGY: **440** CONTACT: **MARCY DARCY** PHONE: **503 945 7086**

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE: FORMAT:

W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**

EFF START DATE: 08302018 EFF END DATE: LAST PROC DATE:08302018

*******This is how a profile should be set up for a business using a FEIN*******

Example of 52 screen (FEIN) with DBA



S052 VER 2.0 STATE OF OREGON
LINK TO: SYSTEMWIDE VENDOR PROFILE
VENDOR NO: **1931285678** NAME CONTROL: **TRID**
VENDOR NAME: **TRID DEV ENTERPRISES INC**
SEARCH NAMES: TRID DEV ENTERPRISES INC **TRIDE 97214 3234**
UPS STORE #12251
ALT VENDOR/FID: 1099 IND: **Y** FEI/SSN IND: **F** REASON CODE: **ADD**
VENDOR TYPE: **8** OWNRSHIP CD: **I** TIN MATCH : TIN: 931285678
ADDRESS: **DBA UPS STORE #2251**
3234 SE HAWTHORNE

CITY: **PORTLAND** ST: **OR** ZIP: **97214 3234** CNTRY:
VENDOR CONTACT: **BOB ELLIOTT** TAX OFFSET EXMPT: **N**
TELEPHONE: **503 230 1808** EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: **585** CONTACT: **ELLIE MARSH** PHONE: **503 731 3221**
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**
EFF START DATE: 08302018 EFF END DATE: LAST PROC DATE: 08302018

*****THIS IS WHAT A PROFILE USING FEIN WITH A DBA SHOULD LOOK LIKE*** DBA
CAN BE OMITTED IF VENDOR DOES NOT WANT IT ON THE PROFILE*******

2/8/24

Example of DBA on a mail code



S051 VER 2.0 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO:**1931285678** TRIDEV ENTERPRISES INC
MAIL CODE:**001** NAME: **TRIDEV ENTERPRISES INC**
SEARCH NAMES: TRIDEV ENTERPRISES INC **TRIDE 98166**

ADDRESS: **PO BOX 89142**

CITY: **SEATTLE** ST: **WA** ZIP:**98166**
COUNTRY: REGION: TAX RATE:
UPDATE REASON: **ADD** OWNERSHIP CODE: **I** LICENSE:
VENDOR CONTACT: **IDA BECK/ ADDT'L LOC** **FAX:206 361 5555**
TELEPHONE: **206 361 5438** EXT: ALT VEND NAME: LTR DATE:
PDT:MA EMAIL: **ELLIETRIDE@YAHOO.COM** PNI:
AGY: **585** CONTACT: **ELLIE MARSH** PHONE: **503 731 3221**
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: **R**
EFF START DATE: 08302018 EFF END DATE: LAST PROC DATE:08302018

****profile with an added mail code 001 to the 51 screen additional location needed******

S051 VER 2.0

STATE OF OREGON



LINK TO: VENDOR MAIL CODE PROFILE

VENDOR NO: 1931285678 TRIDEV ENTERPRISES INC

MAIL CODE: 002 NAME: UPS STORE #2251

SEARCH NAMES: UPS STORE #2251

UPS S 97214

ADDRESS: PO BOX 8080

CITY: PORTLAND

ST: OR

ZIP: 97214

COUNTRY:

REGION:

TAX RATE:

UPDATE REASON: ADD

OWNERSHIP CODE: I

LICENSE:

VENDOR CONTACT: BOB/W9

FAX:

TELEPHONE: 503 230 1808 EXT: ALT VEND NAME: V LTR DATE: 08302006

PDT: MA EMAIL:

PNI:

AGY: 585 CONTACT: ELLIE MARSH

PHONE: 503 731 3221

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE:

FORMAT:

HOLD REASON CODE:

STATUS CODE: A

EFF START DATE: 08302018 EFF END DATE: LAST PROC DATE: 08302018

Profile with added mail code 002 on the 51 screen. DBA name needed. Vendor Contact line, Alt Vend Name field and LTR Date field filled in by the Vendor Desk at activation verify authorization. In this case the agency provided a W9 from the vendor containing the vendor legal name and DBA vendor wants authorized*

2/8/24

3A screen example when individuals name is being use as the legal name of a business with FEIN



S03A UC: 04

STATE OF OREGON

VENDOR ALPHA INQUIRY

SELECT VENDORS FROM: **S** (S=SYSTEMWIDE, A=AGENCY)

SEARCH NAME: **CAUDELL, SHA** AGY: VENDOR TYPE:

S VENDOR NO / MC SC PDT VENDOR NAME

1260000000 000 A MA SHAWN L CAUDELL

ADDRESS

CAUDELL LANDSCAPES

3700 NW MONTGOMERY A

*****3A screen-check 3A screen before entering Person with a business under their own name*******

Z36 RECORD(S) RECALLED - END OF LIST

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

Example-Individual with a DBA set up on profile



S052 VER 2.0

STATE OF OREGON

LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO:**1204954200** NAME CONTROL: **HAYE**

VENDOR NAME: **KATHERINE M HAYES**

SEARCH NAMES: KATHERINE M HAYES

RAY O 97827

RAY OF SUN DAYCARE

HAYES,KATHERINE,M

ALT VENDOR/FID: 1099 IND: **Y** FEI/SSN IND: **F** REASON CODE: **ADD**

VENDOR TYPE: **8** OWNRSHIP CD: **I** TIN MATCH: TIN: 204954200

ADDRESS: **RAY OF SUN DAY CARE**
PO BOX 424

CITY: **ELGIN**

ST: **OR** ZIP: **97827**

CNTRY:

VENDOR CONTACT:

TAX OFFSET EXMPT: **N**

TELEPHONE: **541 662 9999** EXT:

FAX:

HOLD RSN:

PDT: MA EMAIL:

PNI:

AGY: **100**

CONTACT: **MAY WOOD**

PHONE: **503 945 6221**

DIR DEP DATE:

ABA NUMBER:

ACCT NO/TYPE:

FORMAT:

W9 REQUEST DATE:

BU/WH EFF DATE:

STATUS CODE: **R**

EFF START DATE: 08312018

EFF END DATE:

LAST PROC DATE: 08312018

****Profile with business name as dba on 1st line of address*******

Mail code 001 with DBA as name



S051 VER 2.0

STATE OF OREGON

LINK TO: VENDOR MAIL CODE PROFILE

VENDOR NO:**1204954200** KATHERINE M HAYES

MAIL CODE: **001** NAME: **RAY OF SUN DAYCARE**

SEARCH NAMES: RAY OF SUN DAYCARE

RAY O 97827

ADDRESS: **PO BOX 424**

CITY: **ELGIN**

ST: **OR**

ZIP: **97827**

COUNTRY:

REGION:

TAX RATE:

UPDATE REASON: **ADD**

OWNERSHIP CODE: **I**

LICENSE:

VENDOR CONTACT: **TIN MATCH**

FAX:

TELEPHONE: **541 662 9999** EXT:

ALT VEND NAME: **V** LTR DATE:**08312006**

PDT:MA EMAIL:

PNI:

AGY:**100** CONTACT: **MAY WOOD**

PHONE: **503 945 6221**

DIR DEP DATE:

ABA NUMBER:

ACCT NO/TYPE:

FORMAT:

HOLD REASON CODE:

STATUS CODE: **A**

EFF START DATE: 08312018 EFF END DATE:

LAST PROC DATE:08312018

****Profile of mailcode 001 created on the 51 screen with DBA as the name. DBA verified by Tin Match******

US Postal Svc - check 3A



- Vendor name will be 'United States Postal Service'.
- Name Control will be 'UNIT'.
- Third Search field can be used for DBA.
- Fourth Search field will be 'US', then space, 'PO', another space, and then the zip. Example: US PO 97301.
- 1099 IND is 'Y', FEIN/SSN is 'F', Reason Code is 'ADD', Vendor Type is '8', Ownership code is 'I'.
- Enter the address, city, state and zip.

US Postal Svc (2 of 2)



- Type the Phone # and any additional info you have in the appropriate fields.
- Type your agency number in the AGY field.
- Type your name in the Contact field.
- Type your agency phone number in the Phone field.

52 screen for US Postal Service



S052 VER 2.0

STATE OF OREGON

LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: **1940000561** NAME CONTROL: **UNIT** UPDATE MAIL CODE: **Y**

VENDOR NAME: **UNITED STATES POSTAL SERVICE**

SEARCH NAMES: UNITED STATES POSTAL SERVICE

postmaster-Depoe Bay

US PO 97341

ALT VENDOR/FID: 1099 IND: **Y** FEI/SSN IND: **F** REASON CODE: **ADD**

VENDOR TYPE: **8** OWNRSHP CD: **I** TIN MATCH: TIN: 940000561

ADDRESS: **POSTMASTER-DEPOE BAY**

486 NE HWY 101

CITY: **DEPOE BAY** ST: **OR** ZIP: **97341**

CNTRY:

VENDOR CONTACT: **DOROTHY SMITH**

TAX OFFSET EXMPT: **N**

TELEPHONE: **503 679 5885** EXT: FAX: **503 679 5555** HOLD RSN:

PDT: MA EMAIL: PNI:

AGY: **634** CONTACT: **BARRY WHITE** PHONE: **503 378 2233**

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE: FORMAT:

W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: **R**

EFF START DATE: 10192018 EFF END DATE: LAST PROC DATE: 10192018

City & county mail codes - check 3A political subdivisions and local government investment pool



- When entering a city or county start the vendor name with 'City of' or 'County of'.
- For Oregon school districts begin with the name of the related county. Example: 'Marion County School District 24J'.
- Cities, counties, fire departments, police departments, sewer and water districts, etc., are considered **political subdivisions**.
- Each political subdivision is assigned a political subdivision number this number with the prefix **PSD** will become the second search name on all city and county mail codes. Each PSD number is composed of three pairs of digits. The first pair indicates the county in which the subdivision is found (24xxxx is in Marion County). The second pair indicates what type of subdivision is represented (xx03xx is a school district). The final pair of digits is a sequence number to differentiate similar subdivisions in the same county. Each year there are audits completed for payments made to political subdivisions. DAS creates a file for the auditors. The PSD # on the second search field of the profile is used to create the file.

City & county mail codes political subdivisions and local government (2 of 3)



- Many political subdivisions also participate in the Local Government Investment Pool.
- These vendors will have their account numbers entered with the prefix 'LGIP' in the License field of the 001, 002 etc. mail code. Mail code 001, if not already set up with an LGIP, should be used before any other mail code. These mail codes cannot be inactivated or the LGIP removed without authorization (memo) from the vendor forwarded to the Vendor Desk. The memo is then forwarded to the SFMS Manager for approval to remove the LGIP from the profile.
- Before requesting an LGIP # to be entered on a profile you must have a memo from the **vendor** verifying the number you were provided is correct. You need to forward the memo to the Vendor Desk with your request for the LGIP number to be added. Email SFMS.1.vendor@das.Oregon.gov .

City & county mail codes political subdivisions and local government (3 of 3)



- In addition, Treasury maintains a table of distribution document numbers used to provide additional descriptive information about recurring payments sent by agencies to local government pool accounts via SFMA transfer. This list of distribution document numbers is available on Treasury's LGIP webpage at www.Oregon.gov/lgip. If a distribution document number does not yet exist for the payments your agency will be making to the LGIP, please contact the Treasury Banking Operations Manager at 503-378-2457.

51 screen for a city



S051 UC: 04 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO: 1932002222 CITY OF SALEM
MAIL CODE: 001 NAME: CITY OF SALEM
SEARCH NAMES: CITY OF SALEM PSD240570
SALEM PUBLIC LIBRARY
ADDRESS: SALEM PUBLIC LIBRARY
585 LIBERTY ST SE
PO BOX 14810

CITY: SALEM ST: OR ZIP: 97309
COUNTRY: REGION: TAX RATE:
UPDATE REASON: ADD OWNERSHIP CODE: G LICENSE:
VENDOR CONTACT: FAX: 503 588 6251
TELEPHONE: 503 588 6214 EXT: ALT VEND NAME: LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 123 CONTACT: PAT OWEN PHONE: 503 986 2222
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: R
EFF START DATE: 11212006 EFF END DATE: LAST PROC DATE: 11212006

*****Profile of additional location for City of Salem 'Salem Public Library' entered on the 51 screen as mail code 001. Note PSD# in 2nd search field brought over from the 52 screen*****

2/8/24

51 screen for a county



S051 UC: 04 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO: 1936008888 COUNTY OF MARION
MAIL CODE: 001 NAME: COUNTY OF MARION
SEARCH NAMES: COUNTY OF MARION PSD240200
MARION COUNTY CLERK
ADDRESS: MARION COUNTY CLERK
MARION COUNTY COURTHOUSE
555 HIGH ST

CITY: SALEM ST: OR ZIP: 97301 3665
COUNTRY: REGION: TAX RATE:
UPDATE REASON: ADD OWNERSHIP CODE: G LICENSE:
VENDOR CONTACT: FAX:
TELEPHONE: 588 5225 EXT: ALT VEND NAME: LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 100 CONTACT: MARY ALT PHONE: 503 378 1212
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: R
EFF START DATE: 11212006 EFF END DATE: LAST PROC DATE: 11212006

****Profile for additional location. Mailcode 001 for County of Marion 'Marion County Clerk' entered on the 51 screen. Note the PSD # brought over from the 52 screen*******

2/8/24

51 screen for a city with LGIP



S051 UC: 04 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO: **1936032111** CITY OF SCAPPOOSE
MAIL CODE: **001** NAME: **CITY OF SCAPPOOSE**
SEARCH NAMES: CITY OF SCAPPOOSE **PSD050535**

ADDRESS: CITY TREASURER
PO BOX 236

CITY: SCAPPOSSE ST: OR ZIP: 97056
COUNTRY: REGION: TAX RATE: **000.00**
UPDATE REASON: ADD OWNERSHIP CODE: G LICENSE: **LGIP04161**
VENDOR CONTACT: FAX: 503 543 7182
TELEPHONE: 503 543 7146 EXT: ALT VEND NAME: LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 581 CONTACT: LODDI DAH PHONE: 503 222 5641
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: **R**
EFF START DATE: 11212006 EFF END DATE: LAST PROC DATE: 11212006

****Additional mailcode 001 for City of Scappoose created on the 51 screen to accommodate the LGIP #. Note the PSD # brought over from the 52 screen*******

2/8/24

Garnishments, levies, and other contractual or legal conveyance of monies



- If you the agency receive copies of garnishment, levy, etc., Email a copy to SFMS.1.vendor@das.Oregon.gov. Paperwork needs to be received by the Vendor Desk before the mail code 410 can be activated. Exceptions are agy 150 revenue.
- On occasion, the paperwork is received by DAS first. After the Vendor Desk determines which agency is making payments to the vendor via the 85 screen, a memo will be printed and sent along with the paperwork to the contact person of the paying agency that we have on file. Each agency needs to have a person assigned to receive the paperwork and take care of what is needed to satisfy the garnishment, levy, etc.
- When a claim is made on a vendor's payment, the paying agency is required to respond in accordance with applicable state and federal laws and regulations.

Garnishments, levies, and other contractual or legal conveyance of monies (2 of 6)

- The agency should determine whether the claim is a bank assignment, support order, tax levy or other type of garnishment.
- Claims should be reviewed for their accuracy and validity.
- It is in the agency's best interest to act quickly on the claim and to be thoroughly familiar with applicable state and federal laws and regulations.
- The Vendor Desk immediately inactivates any vendor that a levy, garnishment etc. is received on. If a claim is against a vendor who is direct deposit on the R*Stars system, the profile will be inactivated so that the vendor does not receive any further payments. We will also need to remove the direct deposit information to inactivate the profile. The direct deposit information can be re-entered after the judgment has cleared without new paperwork from the vendor. There is a five day pre-note period for the direct deposit to resume.

Garnishments, levies, and other contractual or legal conveyance of monies (3 of 6)



- Before a request to activate a mail code for a garnishment is processed, the initiating agency must provide a copy of the legal authorization for the garnishment to the SFMS Central Vendor Desk. This applies only if the agency receives the paperwork first and the paperwork was not forwarded to the agency from the Vendor Desk. Email SFMS.1.vendor@das.Oregon.gov.
- Types of Claims: Writ of Garnishment, Distraint Warrants, and Writs of Execution. The Federal Garnishment laws and rules define a garnishment as any legal or equitable procedure through which the earnings or property of a party are required to be withheld for payment of a debt

Garnishments, levies, and other contractual or legal conveyance of monies (4 of 6)



- Internal Revenue Service (IRS) Notice Of Tax Levy: A taxpayer who owes back federal taxes may have property seized for unpaid taxes. The agency will receive notice of a tax levy from the IRS. The levy continues in effect until the taxpayer's liability is satisfied or becomes unenforceable and the IRS issues a release. Again, agencies should be familiar with applicable state and federal laws and regulations so as not confuse a Notice of Tax Levy with 1099 backup withholding.
- Backup withholding could be considered a reserve account established by the agency for payment of taxes potentially owed by the vendor. Federal laws and regulations require 28 percent of the amount owed to be withheld if the vendor fails to provide a correct tax identification number (TIN); properly report taxable income; or, as otherwise directed by IRS. Backup withholding is handled centrally by SFMS Operations staff. If you receive a notice for backup withholding on a vendor, please contact Karlene Hancock at 971-900-9769.

Garnishments, levies, and other contractual or legal conveyance of monies (5 of 6)



- On the 52 Screen fill in the information just as you would for a regular vendor.
- Set up a mail code on the 51 screen using 410. If this mail code # is already in the system with a 410 you will use the next consecutive mail code 411. Mail codes 410 through 429 have been set aside for this type of profile.
- Type the name of the claimant to which the warrant will be made payable.
- In the second Search Name field, enter the first five characters of the claimants name, a space, and the zip code.
- In the third Search Name field enter the type of legal document received (garnishment, child support order, tax levy, other).

Garnishments, levies, and other contractual or legal conveyance of monies (6 of 6)



- In the fourth Search name field enter the vendor name from mail code 000.
- Type the claimant's remittance address.
- In the Vendor Contact field enter the name of the claimant's contact.
- Enter the phone number.
- Where it says AGY you will type your agency number, Contact will be your name, Phone will be your agency phone number.
- These vendors will stay in **inactive** status unless a special request for activation is made. The profiles will be **inactivated** the very next day to avoid improper use.
- When the claim has been fully satisfied, contact the Vendor Desk to inactivate the garnishment mail code. If you receive a release of levy or any other conveyance of monies please forward to the Vendor Desk so we know the claim has been satisfied.

52 screen - Vendor profile



S052 UC: 04 STATE OF OREGON
LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: 1770631897 NAME CONTROL: QUEV

VENDOR NAME: QUEVEDO CONTRACTING INC

SEARCH NAMES: QUEVEDO CONTRACTING INC QUEVE 97303

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD

VENDOR TYPE: 8 OWNERSHP CD: I TIN MATCH: TIN: 770631897

ADDRESS: 730 OAK VILLA RD

CITY: SALEM ST: OR ZIP: 97303 CNTRY:

VENDOR CONTACT: TAX OFFSET EXMPT: N

TELEPHONE: 503 588 1624 EXT: FAX: 503 588 7325 HOLD RSN:

PDT: MA EMAIL: PNI:

AGY: 629 CONTACT: DONNA JONES PHONE: 503 945 7247

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE: FORMAT:

W9 REQUEST DATE: BU/WH EFF DATE: STATUS CODE: R

EFF START DATE: 01292007 EFF END DATE: LAST PROC DATE: 01292007

51 screen - Vendor mail code profile



S051 UC: 04 STATE OF OREGON
LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO: 1770631897 QUEVEDO CONTRACTING INC
MAIL CODE: 410 NAME: ALLEGIANT BUSINESS FINANCE LLC
SEARCH NAMES: ALLEGIANT BUSINESS FINAN ALLEG 98101
ASSIGNMENT QUEVEDO CONTRACT

ADDRESS: ASSIGNEE FOR
QUEVEDO CONTRACTING INC
600 UNIVERSITY ST STE 2800

CITY: SEATTLE ST: WA ZIP: 98101
COUNTRY: REGION: TAX RATE:
UPDATE REASON: ADD OWNERSHIP CODE: I LICENSE:
VENDOR CONTACT: FAX:
TELEPHONE: 503 871 5347 EXT: ALT VEND NAME: LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 629 CONTACT: DONNA JONES PHONE: 503 945 7247
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: R
EFF START DATE: 01292007 EFF END DATE: LAST PROC DATE: 01292007

****Vendor profile mail code 410 created on the 51 screen to make payment to the entity owed****

W-9s

- A W-9 form is sent only to vendors using FEIN (Federal Tax ID#) and only when the Vendor Desk is not able to determine what organization type the vendor should be coded as on the 52 screen, **or is a corporation**. W-9s are sent to every vendor claiming to be a corporation. W-9s will not be sent to employees, individuals using SSN, client vendors or foreign vendors.
- If a vendor is sent a W-9 form and does not return it within about 30 days the system will automatically inactivate the vendor and change the Vendor Type field to a '9' on the 52 screen.
- If you look at the W-9 Request Date field at the bottom of the 52 screen profile in R*STARS you can tell when the W-9 was sent.

W-9s

(2 of 4)



- If a W-9 comes back 'undeliverable' the profile on R*STARS will be inactivated and a message will be put in the Vendor Contact field stating that the 'W-9 undel'. When you see this message, the address will need to be verified with the vendor, by the agency and an update given to the Vendor Desk via the change request form
- W-9 forms can be emailed to SFMS.1.vendor@das.Oregon.gov
- If you the agency receive a W-9 form from a vendor using a FEIN (Federal Tax ID#) that is going to be a new add to R*STARS, please email the W9 form to the Vendor Desk upon setting the profile up on R*STARS so that the system does not mail the vendor another one the day after activation.

W-9s (3 of 4)



- W-9s are **also needed** when a vendor with FEIN wants to authorize another name (DBA) to use their tax ID# and the IRS TIN match says the DBA or alternative vendor name and number combination do not match IRS records. Agencies are responsible for providing the W-9 from the vendor.

W-9 (4 of 4)

- W-9s are not accepted as a substitute for the SFMA Vendor Change Request form in cases regarding address change. We request the “vendor Change Request form and a W9 for name changes to vendor profiles. Vendor Change Request form is needed for all profile changes.
- A W-9 can be located on our website www.oregon.gov/das/Financial/AcctgSys/Pages/forms.aspx. This allows you to email the W-9 to the vendor yourself or provide the website to the vendor so the vendor can obtain the form on their own if needed.

S052 UC: 04

STATE OF OREGON

LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: 1930209999 NAME CONTROL: LAMB

VENDOR NAME: LAMB FOOD CENTER

SEARCH NAMES: LAMB FOOD CENTER LAMB 97330



ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD

VENDOR TYPE: 9 OWNRSHP CD: I TIN MATCH: 7 TIN:

ADDRESS: 1015 NW MONROE AVE

CITY: CORVALLIS ST: OR ZIP: 97330

CNTRY:

VENDOR CONTACT:

TAX OFFSET EXMPT: N

TELEPHONE: 541 758 5555 EXT: FAX: HOLD RSN:

PDT: MA EMAIL: PNI:

AGY: 730 CONTACT: MICHAEL DUKE PHONE: 503 373 1222

DIR DEP DATE:

ABA NUMBER: ACCT NO/TYPE: FORMAT:

W9 REQUEST DATE: 03092004 BU/WH EFF DATE: STATUS CODE: I

EFF START DATE: 03082004 EFF END DATE: LAST PROC DATE:04242004

****Profile showing 'Vendor Type' as '9' System has inactivated profile.**

S052 UC: 04

STATE OF OREGON



LINK TO: SYSTEMWIDE VENDOR PROFILE

VENDOR NO: 1930208930 NAME CONTROL: SOUP

VENDOR NAME: THE SOUP KITCHEN

SEARCH NAMES: THE SOUP KITCHEN SOUP 97330

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD

VENDOR TYPE: 8 OWNERSHP CD: I TIN MATCH: 7 TIN: 930208930

ADDRESS: 1015 NW MONROE AVE

CITY: CORVALLIS

ST: OR

ZIP: 97330

CNTRY:

VENDOR CONTACT: W9 UNDELIV

TAX OFFSET EXMPT: N

TELEPHONE: 541 758 5409

EXT:

FAX:

HOLD RSN:

PDT: MA EMAIL:

PNI:

AGY: 471

CONTACT:

PHONE:

DIR DEP DATE:

ABA NUMBER:

ACCT NO/TYPE:

FORMAT:

W9 REQUEST DATE: 03082007

BU/WH EFF DATE:

STATUS CODE: I

EFF START DATE: 03072007

EFF END DATE:

LAST PROC DATE: 03222007

Profile showing message in 'Vendor Contact' field 'W9 UNDEL' agency needs to Contact vendor for an updated address**

Alternate vendor number

- On the 52 profile screen there is a Alt Vendor/FID field. This field is used to connect an incorrect vendor number with a corrected vendor number.
- The number in the Alt Vendor/FID field is the new number replacing the old number.
- You may also find a message in the Vendor Contact field that tells you to use a different number.
- The status code on the profile will be 'I'.
- The Alt Vendor/FID field is only used when the vendor number on file is incorrect for the vendor. If a business is sold, the new owners must have a unique vendor number that is not combined with the previous owner.

52 screen example for alternate vendor



S052 UC: 04 STATE OF OREGON
LINK TO: SYSTEMWIDE VENDOR PROFILE
VENDOR NO: 1930208930 NAME CONTROL: SOUP
VENDOR NAME: THE SOUP KITCHEN
SEARCH NAMES: THE SOUP KITCHEN SOUP 97330

ALT VENDOR/FID: **1930444430** 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD
VENDOR TYPE: 8 OWNRSHP CD: I TIN MATCH: 7 TIN: 930208930
ADDRESS: 1015 NW MONROE AVE

CITY: CORVALLIS ST: OR ZIP: 97330 CNTRY:
VENDOR CONTACT: **USE 1930444430** TAX OFFSET EXMPT: N
TELEPHONE: 541 758 5409 EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 471 CONTACT: PHONE:
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: 03082007 BU/WH EFF DATE: STATUS CODE: I
EFF START DATE: 03072007 EFF END DATE: LAST PROC DATE: 03222007

*****Profile showing the 'Alt vendor/fid' field and message on 'Vendor Contact' line***
Wrong # originally entered and activated for this vendor name*******

Messages on the 51 and 52 profiles



- If you have added a new vendor and it is still in 'R' status or if a vendor profile is in 'I' status and you don't understand why, look for a message located on the 51 or 52 vendor profile screen in the **VENDOR CONTACT** field or the last line of the **ADDRESS** field. The message should give you an idea of what needs to be done or why the profile is not active. If a profile is inactive don't forget the **Vendor Type** field it may be a '9' meaning the vendor did not return the W-9 in 30 days so the system inactivated the profile. There will be no message in that case.
- If you see the message '**Vendor name and number do not match IRS**' in the **ADDRESS** field and notice that the **TIN MATCH** field is a '3' (meaning not a match) you will need to contact the vendor for the correct legal name and number. If the vendor insists the name and number given the first time is correct, ask if they can provide you with the confirmation letter the IRS sends to the vendor when they set them up. Usually that is an **SS-4 form**. The agency or the vendor can email this form to me at SFMS.1.vendor@das.Oregon.gov.
- You will use this same procedure above for the message in the **ADDRESS** field that says '**IRS says this number does not exist**'. **TIN MATCH** field will read '**2**' (**non existing #**).
- The message '**W9 undel**' in the **VENDOR CONTACT** field means you the agency will need to get a correct address from the vendor.
- The message "**Contact DOR**". When you see this message it means that the vendor is on Dept of Revenues list with DAS RSTARS System and the vendor is being garnished. You will need to follow the procedures in the "DOR Training" and contact DOR regarding payment. The vendor desk can only activate the profile if you know for sure the payment you are making cannot be garnished. If the payment you are making cannot be garnished you will send an email to the vendor desk stating you would like the profile active for a non garn payment.
- If you see a message on a profile that is still in "R" status that says vendor is on the system under a different vendor number you will need to contact the vendor and find out which vendor number they are currently using. Sometimes they will need both numbers.
- If you see the message "Use MC000 direct deposit" on a new mail code setup, that means the vendor has payments going to their bank account and you need to send payments to that account. If the vendor is saying they need a paper check you will contact the ACH Coordinator. The vendor desk cannot activate vendor Mail codes under direct deposit profile mail code 000.

52 screen when data does not match IRS



S052 UC: 04 STATE OF OREGON
LINK TO: SYSTEMWIDE VENDOR PROFILE
VENDOR NO: 1930208930 NAME CONTROL: SOUP
VENDOR NAME: THE SOUP KITCHEN
SEARCH NAMES: THE SOUP KITCHEN SOUP 97330

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD
VENDOR TYPE: 8 OWNRSHP CD: I TIN MATCH: 3 TIN: 930208930
ADDRESS: 1015 NW MONROE AVE

****VENDOR NAME AND NUMBER NOT A MATCH WITH IRS******

CITY: CORVALLIS ST: OR ZIP: 97330 CNTRY:
VENDOR CONTACT: TAX OFFSET EXMPT: N
TELEPHONE: 541 758 5409 EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 471 CONTACT: PHONE:
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: 03082007 BU/WH EFF DATE: STATUS CODE: R
EFF START DATE: 03072007 EFF END DATE: LAST PROC DATE: 03222007

****Profile showing a message left by the Vendor Desk. Status still R. Agency needs to take action****

52 screen when W-9 is undeliverable



S052 UC: 04 STATE OF OREGON
LINK TO: EMWIDE VENDOR PROFILE
VENDOR NO: 1930208930 NAME CONTROL: SOUP
VENDOR NAME: THE SOUP KITCHEN
SEARCH NAMES: THE SOUP KITCHEN SOUP 97330

ALT VENDOR/FID: 1099 IND: Y FEI/SSN IND: F REASON CODE: ADD
VENDOR TYPE: 5 OWNRSHP CD: T TIN MATCH: 7 TIN: 930208930
ADDRESS: 1015 NW MONROE AVE

CITY: CORVALLIS ST: OR ZIP: 97330 CNTRY:
VENDOR CONTACT: **W9 UNDEL** TAX OFFSET EXMPT: N
TELEPHONE: 541 758 5409 EXT: FAX: HOLD RSN:
PDT: MA EMAIL: PNI:
AGY: 471 CONTACT: PHONE:
DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
W9 REQUEST DATE: 03082007 BU/WH EFF DATE: STATUS CODE: I
EFF START DATE: 03072007 EFF END DATE: LAST PROC DATE: 03222007

****Profile showing message on the 'Vendor Contact' field explaining why the profile is inactive****

2/8/24

One-time vendors

One-time vendors should not be profiled. Vendor information can be entered directly on the 505 payment screen as long as the first digit is a '9' and the payment is non 1099-MISC reportable as determine on the D10 Comptroller Object.

Activating a DOR vendor - MC444



- Agency Authorized Person sends in a Change Request form or an email (single or for multiple vendors) to request that an inactive vendor profile containing the message 'Contact DOR' be activated.
- If the request contains the wording 'for non garnishment payment' Vendor Desk will remove the message 'Contact DOR' on the profile. Type the message 'Non Garn' on the Vendor Contact field, activate the vendor and send a reply email to the agency requester that it is done.
- If the requestor just says to 'activate' the profile, Vendor Desk will note if the agency has set up a MC 444 or if the mail code 444 is already entered. Vendor Desk will reply to the requester that the vendor is on DOR list and will need to be garnished using a MC444. The requestor will need to send a new request asking to activate MC444 for garnishment. Requestor may need to create a MC444. Upon receiving the corrected request form the Vendor Desk will remove the message 'Contact DOR' activate both MC000 and MC444. The Vendor Desk will send a reply email that MC444 is active. The activation is only good thru the overnight process.
- If the requestor says to 'activate' the profile for garnishment the Vendor Desk will remove the message 'Contact DOR' on both the MC000 and MC444 and activate both. The Vendor Desk will send the requestor an email that it has been done. The activation is only good thru the overnight process.
- If a MC444 ends up on the 3S screen (new activations) the Vendor Desk when processing the list for new activations will remove the message 'Contact DOR' on MC000 if it is there. Make sure the MC444 is set up properly by the requestor with 'Department of Revenue' as the Vendor Name and Department of Revenue garnishment address in the Address field. Vendor Desk will then activate both the MC000 and MC444. The Vendor Desk will send a confirmation email to the Agency Contact that mc444 is active. The activation is only good thru the overnight process.

2/8/24

****NOTE**** Agencies may request or set up MC444 even if the MC000 does not contain the message 'Contact DOR' and is active. This is because of paperwork the agency has received from DOR.

LINK TO: VENDOR MAIL CODE PROFILE
VENDOR NO: 1841638589 GFA CORPORATION
MAIL CODE: 444 NAME: DEPARTMENT OF REVENUE
SEARCH NAMES: DEPARTMENT OF REVENUE
DEPT OF REVENUE



ADDRESS: GARNISHMENTS
PO BOX 14725

CITY: SALEM ST: OR ZIP: 97309
COUNTRY: REGION: TAX RATE:
UPDATE REASON: ADD OWNERSHIP CODE: O LICENSE:
VENDOR CONTACT: FAX:
TELEPHONE: EXT: ALT VEND NAME: I LTR DATE:
PDT: MA EMAIL: PNI:
AGY: 845 CONTACT: EMILY OSBORNE PHONE: 503 873 5100
UPDATED BY: GREENE, EMILY DIR DEP DATE:
ABA NUMBER: ACCT NO/TYPE: FORMAT:
HOLD REASON CODE: STATUS CODE: R
EFF START DATE: 11082018 EFF END DATE: LAST PROC DATE: 11082018
Z07 NEXT RECORD SUCCESSFULLY READ

Contact us

- Vendor Desk-Tammy Lyons 971-900-9770. Email requests to SFMS.1.vendor@das.Oregon.gov
- Foreign Vendors-Karlene Hancock 971-900-9769. Email requests to Karlene.hancock@das.Oregon.gov.
- Direct Deposit-Loretta Briand 971-900-9771.
Email Address ACH.Coordinator@das.Oregon.gov ACH
Change Request forms must be original and sent to 1225 Ferry
Street SE FL 2 Salem OR 97301-4278
- Website:
<http://www.das.Oregon.gov/DAS/Financial/Acctgsys/pages/>