

Vendor Entry & Modification

How to add and maintain Purchase Order vendors in EPIC

Contents

- EPIC Vendors – Getting Started..... 4**
 - Overview of Vendor Maintenance Procedures..... 4
 - The Documents 5
 - VIP Contents 5
 - An Important Note about Critical Information..... 5
 - Requirements 6
 - Exceptions for Emergency Vendor Approval..... 7
 - Legal and DBA Names..... 7
- Vendor Entry..... 8**
 - Overview..... 8
 - Instructions for Adding a Vendor 9
- Vendor Modification..... 17**
 - Overview..... 17
 - Instructions for Modifying a Vendor 18
 - Locate the Vendor 18
 - Add or Edit an Address or Fax Number..... 20
 - Edit a Vendor’s Details..... 22
 - Add an Alternate Name or Customer Number..... 24
 - Add or Edit a Contact..... 25
 - Switch a Vendor from DV Type to PO Type..... 26
 - Add a Note to the Vendor Record 27
- Appendix A: Vendor Verification 28**
 - Overview..... 28
 - Verifying the Vendor’s Legitimacy..... 28
 - Preventing Vendor Duplication..... 29
 - Vendor Duns #..... 29
 - Business Diversity..... 29

Appendix B: IU Employees Working as Contractors	30
Overview	30
Vendor Workgroup Procedure for Instate Individuals	30
A Clarification from FMS Tax Management	32
Appendix C: WorkFlow Notifications	33
Overview	33
Enabling WorkFlow Notifications	33

EPIC Vendors – Getting Started

Overview of Vendor Maintenance Procedures

Before a Requisition can be used to procure goods or services from a vendor, that vendor must be established in EPIC as a Purchase Order (PO) vendor.

All faculty and staff at all IU campuses have the ability to add or modify vendors in EPIC, but all new purchase order (PO) vendors, and certain vendor changes, must be approved by the Procurement Services Vendor Workgroup.

While members of the Vendor Workgroup do not initiate vendor additions or modifications, they are responsible for verifying that all PO type vendors are legitimate, that all information is complete and correct, and that any new vendor is not a duplicate of one already in the system.

NOTE: [Appendix A: Vendor Verification](#) explains the procedures and guidelines used by the PO Vendor Workgroup during the approval process.

To facilitate approval by the Vendor Workgroup, staff members who add or modify a vendor should obtain the proper documentation (as outlined in [The Documents](#) section on the following page) from the vendor before initiating the change in EPIC. Without the information found in these documents, the new or modified vendor might not be approved for use.

If it is not possible to obtain the appropriate documentation directly, Purchasing staff may be able to help secure the required data. To initiate a request for Purchasing assistance:

- If *adding* a new vendor, submit a requisition in EPIC and enter the vendor's name and address in the VENDOR section. Finish and route the requisition as normal.
- If *modifying* an existing vendor, add a note to the vendor's profile in EPIC and send an email to purhelp@indiana.edu.

In both cases, the requisition will route to the Purchasing staff member responsible for this commodity. Purchasing staff will work with the initiating department to request the VIP from the vendor and confirm any additions or modifications.

NOTE: *You can greatly expedite the process by obtaining the required documentation in advance and using the addition or modification instructions provided in the remainder of this guide. See [The Documents](#) section on the following page for more information.*

The Documents

Before adding a vendor:

- A. Send the vendor a US or Foreign Vendor Information Packet (VIP). Current VIPs forms are available on the Department Resources tab in EPIC.

ONESTART → SERVICES → ADMINISTRATIVE SYSTEMS → EPIC → DEPARTMENT RESOURCES

- B. Ask the vendor to return the completed VIP to you via fax or mail.

VIP Contents

US VIP	<ul style="list-style-type: none">• W-9• Vendor Information page (encouraged for new vendor or changed contact details)• ACH Authorization (for automatic payment through direct deposit)• Business Diversity Certification form (for certifying that the vendor is a small-business, woman or minority-owned business, etc.)
Foreign VIP	<ul style="list-style-type: none">• W-8BEN• Vendor Information page (encouraged for new vendor or changed contact details) <p>NOTE: <i>The W-8ECI may be accepted in place of the W-8BEN for foreign vendors with permanent US branches.</i></p>

An Important Note about Critical Information

VIPs may contain critical information like social security and bank account numbers. These kinds of sensitive data require careful handling, as defined by the University Information Policy Office. The following articles describe what constitutes critical information along with the precautions required for such data:

- What is critical information and how is it protected by law? <http://kb.iu.edu/data/augs.html>
- Should I send confidential information via email? <http://kb.iu.edu/data/aktv.html>

After receiving a VIP from a vendor, please provide the packet to the Vendor Workgroup by fax at 812-855-7839 or 317-278-2625. When the vendor has been approved, be sure to destroy any remaining sensitive data. Shred all paper copies of the VIP and permanently delete any associated emails.

If you encounter SSN or bank account data in EPIC, email purhelp@indiana.edu to request redaction of the data. This applies to all SSNs and US bank account numbers.

Indiana State law does **not** require redaction of FEIN or IBAN (International Bank Account) data.

- Add an EPIC vendor note and contact Kasi Spyker if uncertain whether a tax number is a SSN or FEIN. DO NOT write the tax number in any notes or emails, as this can compound the problem. Kasi will verify the nature of the number and take appropriate action.
- If a bank account is known to be foreign, add a note to the vendor record explaining that redaction is not required. If the bank is American or unknown, email purhelp@indiana.edu to have the number redacted.

Requirements

Barring an [emergency](#) as defined on the following page, a W-9 or a W-8 (BEN, ECI or EXP) is required if the vendor meets any of the following criteria:

- The vendor is new.
- The vendor's name, tax number or ownership type has changed.
- The vendor does not have a tax document on file.

The submitted tax document must include:

- legal name
- address (permanent address on the W-8BEN must be a non-US address)
- ownership type
- tax ID (optional on W8)
- signature

If any of the above information is missing, or if there are contradictions (as defined in the tables below), inform the vendor of the mistake and request a new corrected tax document.

Acceptable Combinations of Information for the **W-9**

Legal Name	Acceptable Tax Number Types	Acceptable Ownership Types
Individual's Name (ex. Bob Smith)	SSN or FEIN	Individual/Sole Proprietor/Single Member LLC
Company Name (ex. Best Gears)	FEIN	Corporation Partnership/LLC/LLP Estate/Trust Government Non-Profit

Acceptable Combinations of Information for the **W8-BEN**

Legal Name	Acceptable Tax Number Types	Acceptable Ownership Types
Individual Name	SSN or FEIN or none	Non-Resident Alien
Company Name	FEIN or none	Foreign Corporation

Acceptable Combinations Information for the **W-8ECI**

Legal Name	Acceptable Tax Number Types	Acceptable Ownership Types
Company Name	FEIN	Foreign Corporation

NOTE: *If a W-9 lists a foreign address, contact the vendor to confirm US citizenship for the individual or corporation. If the vendor is not a US citizen or Resident Alien, send the appropriate tax form (i.e. W-8BEN) and request completion before continuing.*

Exceptions for Emergency Vendor Approval

If there is an immediate threat to the health and/or safety of anyone on University property, or an immediate threat to University property or a critical University function, then the Vendor Workgroup may add a vendor to the system without obtaining the W-9 or W-8BEN.

In these emergency cases, the Vendor Workgroup will:

- Consult the campus Purchasing Directors to document that the situation is truly an emergency and not just a lack of planning.
- Generate a tax number or verbally obtain a tax number from the vendor.
- Set the Restricted Flag for the vendor, noting the reason as EMERGENCY ORDER.
- Alert Purchasing staff that the PO status must be set to PAYMENT HOLD. They will also indicate the approver of this emergency Purchase Order.

The W-9 or W-8BEN must be secured as soon as possible - the payment hold cannot be removed until the appropriate tax document is on record at IU. When the document is received:

- The Tax Number is reviewed and updated if necessary.
- The Restricted Flag and reason is removed.
- A note is added to the PO indicating that the “payment hold” status can be removed. An email notification is sent to the associated contract manager.

Legal and DBA Names

A single vendor may have multiple names under which they conduct business. They may have ‘Doing Business As’ (dba) names by which they are known by most of their customers, and they may have previous names or alternate names to be used in different regions.

It is essential that the vendor’s legal name, as reflected on the tax documentation, is entered in the **Vendor’s Legal Name** field for businesses with FEIN tax numbers, or in the **Last, First** fields for vendors with SSN tax numbers.

Dba names should also be entered in the vendor record, as these names are often how the vendor will be recognized by Indiana University users. These names should be entered in vendor’s first address line (**dba The Fish Shop**), and in the alternate names section of the vendor record. This combination ensures that EPIC searches for the dba name reveal the associated vendor and mitigates any confusion in future correspondence between IU and the vendor.

Vendor Entry

Overview

For best results, the first step to adding a new vendor is to obtain the VIP, as described in [The Documents](#) section on the previous pages. After receiving the completed packet and verifying that all required information has been provided, add the vendor's details into EPIC using the [Instructions for Adding a Vendor](#) that begin on the following page of this guide.

After the Vendor Workgroup reviews the information and verifies the vendor's credentials, the new vendor will be activated and available for use in EPIC.

When necessary, there are two alternatives to obtaining the required documents from the vendor:

- In **emergency situations**, it may be possible to approve the vendor without the required documentation. See [Exceptions for Emergency Vendor Approval](#) (Page 6) to learn more.
- If, for any reason, it is not possible to obtain the vendor's documentation; you can create a new requisition and enter as many details as possible in the Vendor Information section. Purchasing staff will receive the requisition and review the new vendor to ensure an existing contract would not satisfy the same need. Purchasing will then work with the vendor and your department to obtain the VIP and confirm the information required by IU for doing business with any vendor.

NOTE: *Processing a new vendor request without the appropriate documentation may take significantly more time and may be less likely to be approved. Be sure to obtain the VIP and follow the instructions below whenever possible.*

Instructions for Adding a Vendor

After obtaining the required documents, follow these instructions to add the vendor to EPIC:

1. Access EPIC.

ONESTART → SERVICES → ADMINISTRATIVE SYSTEMS → EPIC

2. Select the **CREATE A VENDOR** link.

RESULT: The *Add a Vendor-Start* page appears:

3. Complete the initial *Add a Vendor* fields as outlined in the table below:

FIELD NAME	TIPS
Tax Number	Type the vendor's FEIN or Social Security Number with no dashes. If adding a foreign vendor that does not have a Tax Number, leave this field blank.
Tax # Type	Select the radio button to indicate whether the Tax Number is a FEIN or SSN , or select None for foreign vendors that do not have Tax Numbers.
Vendor Type	Select Purchase Order .
Is this a Foreign Vendor?	Leave as No unless entering a Foreign Vendor. If this is a Foreign Vendor, be sure to select Yes .

4. Click the **continue to address** button.

RESULT: The *New Vendor-Address* page appears.

New Vendor - Address

Enter a name and an address for the new vendor: Vendor Actions:

* required field for US Vendor
 * required field for non-US Vendor

Start	Address >	Vendor Detail >	Additional >	Review/Submit
**Vendor's Legal Name: <input type="text"/> -or- <input type="text"/>				
Last, First <input type="text"/>				
Address Type: Purchase Order				
**Address Line 1: <input type="text"/>			*Postal Code: <input type="text"/>	
Address Line 2: <input type="text"/>			Province: <input type="text"/>	
**City: <input type="text"/>			**Country: United States	
*State: <input type="text"/>			PO Fax Number: <input type="text"/>	
<input type="button" value="cancel new vendor"/> <input type="button" value="back to start"/> <input type="button" value="continue to vendor detail"/> <input type="button" value="review/submit"/>				

5. Complete the *New Vendor-Address* fields as outlined in the table below.

Vendor Address Fields

FIELD NAME	TIPS														
Vendor's Legal Name -or- Last, First	<p>Complete one set of fields or the other, not both.</p> <ul style="list-style-type: none"> • Verify the vendor's legal name as it appears on the W-9 as "Legal Name", or on the W-8BEN as "Name of Vendor or Organization." • Type the vendor's name exactly as it appears on the tax document; <ul style="list-style-type: none"> ○ If the tax ID type is FEIN, use the Vendor's Legal Name field. ○ If the tax ID type is SSN, use the Last, First fields to enter his or her full name, as described below: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Last Name Field</th> <th>First Name Field</th> </tr> </thead> <tbody> <tr> <td>Doe</td> <td>Jane</td> </tr> <tr> <td>Doe Jr</td> <td>John</td> </tr> <tr> <td>Doe MD</td> <td>Jane</td> </tr> <tr> <td>Doe</td> <td>John F</td> </tr> <tr> <td>Doe</td> <td>John Frances</td> </tr> <tr> <td>Doe-Smith</td> <td>Jane</td> </tr> </tbody> </table>	Last Name Field	First Name Field	Doe	Jane	Doe Jr	John	Doe MD	Jane	Doe	John F	Doe	John Frances	Doe-Smith	Jane
Last Name Field	First Name Field														
Doe	Jane														
Doe Jr	John														
Doe MD	Jane														
Doe	John F														
Doe	John Frances														
Doe-Smith	Jane														
Address Type	Defaults to "Purchase Order" after the selection made on the previous screen.														
Address Line 1	Type the first line of the vendor's address, or a <i>Doing Business As</i> (dba) name if the vendor has one. See Legal and DBA Names on page 6 to learn more.														
Address Line 2	If there is a suite number or any additional address info, enter it here. Enter the full street address here if Address Line 1 is populated with a dba name.														
City	Type the city name. Do not include foreign provinces or zip codes in this field.														

FIELD NAME	TIPS
State	Select the vendor's state. Leave this field blank for foreign vendors.
Postal Code	Type the vendor's zip code. If the zip code has four extra digits at the end, do not type the dash. For example, 47401-2525 is entered as 474012525.
Province	This field is only used for foreign vendors. Be sure to enter the correct province when adding a Canadian vendor.
Country	This field defaults to the United States; please select the correct country from the drop-down list when dealing with foreign vendors.
PO Fax Number	Enter the vendor's fax number, with dashes . (Ex. 812-335-6262) Fax numbers for countries outside the US and Canada will not fit in this field – please enter foreign fax numbers in the vendor notes as defined on page 14. NOTE: This field is not required but is strongly recommended. Fax is the preferred method of transmitting IU Purchase Orders (POs).

6. Click the **continue to vendor detail** button.

RESULT: The *New Vendor-Detail* page appears.

New Vendor - Vendor Detail for testing

Enter detail for the new vendor: Vendor Actions:

Start	Address	Vendor Detail >	Additional >	Review/Submit
Ownership Type: <input type="button" value="v"/>				
Ownership Category: <input type="button" value="v"/>				
Supplier Diversity: <input type="button" value="edit"/>				
W9 Received: <input type="button" value="v"/>				
W-8BEN Received: <input type="button" value="v"/>				
Backup Withholding Begin Date: <input type="text"/>				
Backup Withholding End Date: <input type="text"/>				
Excluded: <input type="button" value="v"/>				
DUNS Number: <input type="text"/>				
Payment Terms: <input type="button" value="v"/>				
Pre-Payment: <input type="button" value="v"/>				
Credit Card: <input type="button" value="v"/>				
Minimum Order Amount: <input type="text"/>				
Shipping Title: <input type="button" value="v"/>				
Shipping Payment Terms: <input type="button" value="v"/>				
Shipping Special Conditions: <input type="button" value="edit"/>				
Restricted: <input type="button" value="v"/> Reason: <input type="text"/>				
Vendor Phone #: <input type="text"/>				
Toll Free Phone #: <input type="text"/>				
Vendor URL: <input type="text"/>				
Confirmation: <input type="button" value="v"/>				
Remit Name: <input type="text"/>				

7. Use the completed VIP to populate the Vendor Detail fields, as described in the table below. Any of these fields can be left blank if the information is not available.

Vendor Detail Fields

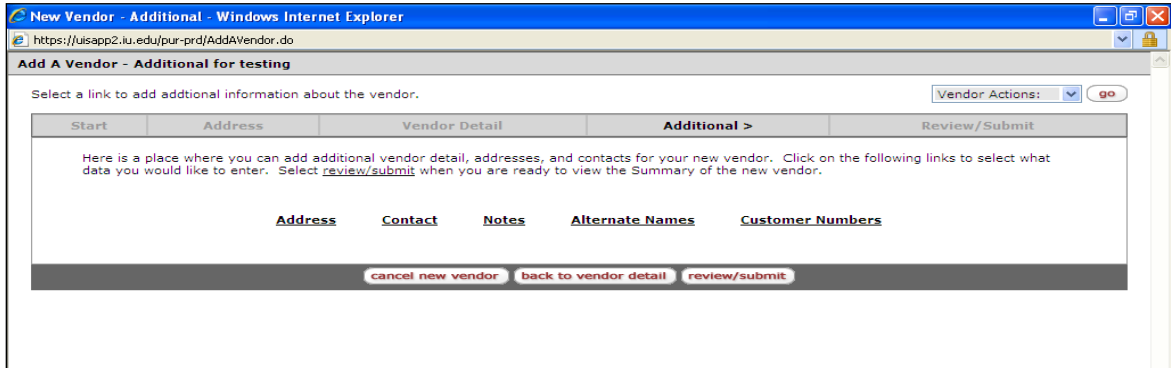
FIELD NAME	TIPS
Ownership Type	For US vendors, select the ownership type indicated on the W-9. For foreign vendors, be sure to select either NON-RESIDENT ALIEN (for individuals) or FOREIGN CORPORATION. Those are the only foreign types supported by EPIC.
Ownership Category	If Health Care Services or Legal Services is indicated on the W-9, select that category from the drop-down list. Otherwise, leave this field blank.
Supplier Diversity	Leave this field blank. The Business Diversity group will complete this field when appropriate.
W-9 Received	Select YES or NO to indicate whether a completed W-9 has been submitted.
W-8BEN Received	Select YES when entering a Foreign Vendor who has already submitted the W-8BEN (included in the Foreign VIP). Select NO if the foreign vendor has not yet submitted a W-8BEN. <i>NOTE: This field can be left blank when entering a U.S. vendor.</i>
Backup Withholding Dates	Leave this field blank. FMS Tax Management will complete this field when appropriate.
Excluded	Leave this field blank. Purchasing will complete this field when appropriate.
DUNS number	Enter the 9-digit DUNS number with no dashes. This number can be found on the Vendor Information page of the VIP.
Payment Terms	Select the appropriate term from the drop-down list. <i>NOTE: IU's preferred payment term is Net 30. Terms shorter than Net 15 will be routed for Purchasing negotiation prior to approval.</i>
Pre-Payment	Select YES or NO to indicate whether the vendor requires prepayment.
Credit Card	Select YES or NO to indicate whether the vendor accepts credit cards.
Minimum Order Amount	If the vendor requires a minimum dollar amount per order, enter the amount here.
Shipping Title	Select the vendor's shipping title from the drop-down list. The title can be found near the bottom of the Vendor Information page in a completed VIP.

FIELD NAME	TIPS
Shipping Payment Terms	Select the appropriate terms. This information is also provided near the bottom of the Vendor Information page in a completed VIP.
Shipping Special Conditions	Click the red EDIT button if any special conditions are required. The Shipping Conditions window appears. Specify the conditions associated with this vendor; then click the SAVE button to return to the Vendor Detail page.
Restricted	If the vendor is a restricted vendor select YES , otherwise select NO . Most vendors are not restricted.
Reason	If YES is selected in the Restricted field, then a restriction reason is required. Enter the reason in this field.
Vendor Phone Number	Enter the vendor's primary phone number, including the area code with dashes. (Ex. 812-334-2626)
Toll Free Number	Enter the vendor's toll free number if known, with dashes. (Ex. 800-334-2626)
Vendor URL	Type the URL address for the Vendor's website. NOTE: Be sure to include the full URL. (Ex. http://www.mystore.com)
Confirmation	Leave this field blank.
Remit Name	Leave this field blank.

NOTE: Remember, all of these fields are optional. However, if the vendor has provided the information in the VIP, please be sure to enter it in the correct format and fields.

8. Is any additional information provided on the VIP for this vendor?
 - If there are any additional addresses, contacts, notes, alternate names or customer numbers to be listed for this vendor; click **Continue to additional** and proceed to step 9.
 - If this vendor's information is complete, click the **review/submit** button and skip to step 11 (on page 15).

9. The *Add a Vendor – Additional* page provides access to additional addresses, contacts, notes, alternate names and customer numbers.



Use the procedures on the following pages to add any additional information required by this vendor.

To add an additional address...

- a. Click the **Address** link.
- b. Click the **add a new address** button.
- c. Complete the address fields, being sure to select the appropriate address type. Refer to the [Vendor Address Fields](#) table on page 9 for detailed instructions.
- d. Click the **save** button to save the new address, or **cancel** to erase it.

To add a contact...

- a. Click the **Contact** link, then the **add a new contact** button.
- b. Complete the following fields:
 - **Contact Type:** Select from the options listed. (Required)
 - **Name:** Type the contact person's name. (Required)
 - **Email Address:** Type the contact person's email address, if known.
 - **Address Fields:** Use the standard address fields to enter the mailing address for this contact, only if the contact's mailing address differs from the vendor's.
 - **Comments:** Add any comments regarding this contact in the space provided.
 - **Phone # Type:** Select from the options listed. (Required)
 - **Phone Number:** Type the phone number with area code and dashes. (Required)
 - **Extension:** Enter the phone extension if applicable.
- c. Click the **save** button to save the new contact, or **cancel** to erase it.

NOTE: To add additional phone numbers, click **Add New Row**.

NOTE: To delete a contact, place a check mark in the delete box and click **SAVE**.

To add a note...

- a. Click the **Note** link.
- b. Type the extra information in the Note Text field. For individuals, please include:
 - What the vendor will be doing or providing for the university
 - How much the vendor will be paid
 - Whether or not the vendor is a relative of anyone in your department.

NOTE: The Vendor Workgroup needs this information to determine if an IU executed Agreement and/or Conflict of Interest form will be required for vendor approval.

- c. Click the **save** button.

RESULT: The system retains the note with vendor record in EPIC, along with the note's author and creation date. The note is permanently displayed on the vendor's note tab, accessible by any EPIC users.

To add an alternate name...

- a. If there is an alternate name for the vendor, such as a former name or a dba name, click the **Alternate Names** link.
- b. Type the name or names into text field. Multiple names are allowed.

NOTE: *This is a searchable field. When searching EPIC for a given vendor name, the system will search both legal names and any alternate names that have been entered for each vendor.*

- c. Click the **save** button to retain the alternate names, or **cancel** to erase them.

To add a customer number...

Only use this feature if the vendor has established a unique customer number for a department or campus. If that is the case:

- a. Click the **Customer Number** link.
- b. Click the **Add new row** button.
- c. Enter the customer number by completing the following fields:
 - **Customer Number:** Type the customer number provided by the vendor.
 - **Organization:** Type the department organization associated with this number. (Ex. Pur, chem, bi, etc.)
 - **Campus:** Indicate whether the customer number applies to a specific campus or all campuses.
- d. Click the Add new row button if any additional numbers are required. When finished, click the **save** button.

NOTE: *If a number changes or is no longer needed, place a check mark in its delete box and click the **save** button to remove it from the vendor record.*

10. Repeat Step 9 as many times as necessary, entering all data pertinent to this vendor. When all additional information has been provided, click the **Review/Submit** button.

RESULT: A summary page appears, displaying all the vendor information entered so far.

11. If any corrections are required, click the **Edit** button and use the steps above to modify the necessary information.

12. If there are no changes left to make, click **Route for Approval**.

RESULT: A confirmation page appears, listing the vendor's name along with the document ID and the vendor ID. You do not need to print this page. Fax the VIP or any other supporting documentation to the Vendor Workgroup, at 812-855-7839 or 317-278-2625.

Vendor Modification

Overview

Certain vendor changes can be made directly in EPIC by members of IU faculty or staff, without need for supporting documentation or Vendor Workgroup review. Such changes include the addition or modification of vendor contacts, notes, alternate names, or customer numbers.

Any changes to the vendor's **Details** or **Address** pages will route to the Vendor Workgroup for approval.

Changes to the following fields also require the submission of a new W-9 or W8-BEN from the vendor, and preferably the completion of a new VIP:

- The vendor's **name**
- The vendor's **tax number**
- The vendor's **ownership type**

A detailed description of the necessary forms is provided in [The Documents](#) section on page 4 of this guide. After receiving the VIP or relevant tax form and verifying that all required information is complete, proceed to the [Instructions for Modifying a Vendor](#) that begin on the following page.

After making the changes in EPIC, fax all supporting documentation to the Vendor Workgroup at 812-855-7839 or 317-278-2625.

NOTE: *In emergency situations, it may be possible to approve the vendor changes above without tax documentation. See [Exceptions for Emergency Vendor Approval](#) on page 6 of this guide to learn more.*

Instructions for Modifying a Vendor

Follow the steps below to modify a vendor's data in EPIC:

Locate the Vendor

1. Access EPIC.

ONESTART → SERVICES → ADMINISTRATIVE SYSTEMS → EPIC

2. Click the **Search For Vendors** link.

RESULT: The *Vendor Search* page appears.

Search for a Vendor

Enter at least one of the following search criteria: Vendor Actions:

Vendor Name Includes: <input type="text"/>	<input type="checkbox"/> And Starts	Status: <input type="text"/>
With <input type="text"/>		Vendor Type: <input type="text"/>
Tax # (FEIN or SSN): <input type="text"/>		Legacy Payee ID: <input type="text"/>
Vendor #: <input type="text"/>		

3. Use the search fields to enter known information about the vendor. **Vendor Name Includes** is the most commonly used field, facilitating searches for one or more words found in the vendor's name. Alternate names that have been entered in EPIC will also be searched for any words entered in this field.

NOTE: *If the first portion of the vendor's name is known, enter the word(s) exactly as they appear at the beginning of the name and select the **And Starts** option.*

All populated fields will be combined to obtain the search results. Be sure not to include uncertain or unnecessary information, as this may accidentally exclude the relevant vendor.

EPIC searches for the exact string of characters entered, including letters, spaces, and any punctuation. If the full spelling of a word is unknown, enter only the portion of the word that is certain.

- Click the **search for vendors** link.

RESULT: The search results appear at the bottom of the page.

Enter at least one of the following search criteria: Vendor Actions:

Vendor Name Includes: <input type="text" value="best"/> <input type="checkbox"/> And Starts With	Status: <input type="text"/>
Tax # (FEIN or SSN): <input type="text"/>	Vendor Type: <input type="text"/>
Vendor #: <input type="text"/>	Legacy Payee ID: <input type="text"/>

Search Results: 122 found.

Vendor Name	Alternate Name	Status	Vendor Type	City	State	Supplier Diversity Type
Alinco Inc	Best Mascots	Active	PO	Sandy	UT	Small Business
America's Best Service Inc.		Active	PO	Cincinnati	OH	Small Business
Armstrong Mechanical Servs dba Best Aire		Inactive	PO	New Castle	IN	None
Bar Investor dba Best Westrn S Coast Inn		Active	PO	Goleta	CA	None
Baumbach's Best Q-Shack inc		Active	PO	Eaton	OH	None
Beckley,Cecelia Marie	Beckley's Best Blends	Active	PO	Clay City	IN	Small Business
Best Aire LLC		Active	PO	Millbury	OH	Small Business
BEST BUY		Inactive	PO	Bloomington	IN	None
Best Buy Gov LLC		Active	PO	Richfield	MN	None
Best Computer Supplies Inc		Active	DV	Reno	NV	None
Best Equipment and Welding Co Inc.		Active	PO	Indianapolis	IN	None
BEST EQUIPMENT COMPANY INC.		Active	PO	INDIANAPOLIS	IN	None
Best Events		Active	PO	South Bend	IN	None
BEST FLOORING INC		Active	PO	INDIANAPOLIS	IN	None
BEST Foundation For A Drug Free Tomorrow		Active	PO	Los Angeles	CA	None

NOTE: If there are zero results or the correct vendor is not found, remove any uncertain criteria from the search fields and try again. If there is more than one word entered in the **Vendor Name Includes** field, choose the one word most likely to appear in the vendor name and delete the rest. Also, be sure the **And Starts With** option is not selected inaccurately.

- Scroll through the results and locate the vendor that requires modification.

NOTE: Excessive results can be filtered down by adding more criteria to the search fields and clicking **search for vendors** again.

- In the **Vendor Name** column, click the name link for the vendor that requires modification.

RESULT: The *Vendor Maintenance-Summary* page for the selected vendor appears.

Vendor Maintenance - Summary for TesTech Inc.

Return to: [Search Results](#) Vendor Actions:

Summary	Details	Addresses	Contacts	Contracts	Notes
Vendor Id:	59365-0				
Vendor Name:	TesTech Inc.				
Vendor Type:	Purchase Order				
Contact Name:					
Contact Phone:					
Default Address:	Purchase Order 8534 Yankee Street Dayton, OH 454581864				
PO Fax #:	937-291-6549				
Vendor Phone:	937-435-3200				
Vendor URL:	www.testechinc.com				

Make the Change

The Summary tab provides a quick overview of the vendor's key properties. Use the **Details**, **Addresses**, **Contacts**, and **Notes** tabs to make alterations, and be sure to save each change. Instructions for the most common vendor modifications are provided on the following pages.

- [Add or Edit an Address or Fax Number](#) (page 19)
- [Edit a Vendor's Details](#) (page 21)
- [Add an Alternate Name or Customer Number](#) (page 23)
- [Add or Edit a Contact](#) (Page 24)
- [Switch a Vendor from DV Type to PO Type](#) (Page 25)
- [Add a Note for this Vendor](#) (Page 26)

Add or Edit an Address or Fax Number

Vendor addresses and PO fax numbers are stored on the addresses tab. Follow the steps below to change or add to this information:

1. Click the **Addresses** tab.

RESULT: The *Vendor Maintenance Addresses* page appears.

Address Type	Address	City	State	Fax #	Campus Default	Change Campus Default	Approval Status
Purchase Order	4406 Mt. Carmel-Tabasco Rd., Suite 4	Cincinnati	OH	513-528-XXXX	IU	Current Default	

[add new address](#)

2. To edit an existing address, click its **address type** link. The illustration above only has a Purchase Order address, but other vendors may have a variety of addresses listed so be sure to click the address type link for the address you wish to edit. To add an additional address, like a remit address for example, click the **add new address** button.

RESULT: Editable address fields appear.

* required field for US Vendor
* required field for non-US Vendor

**Address Type: [Purchase Order](#)

**Address Line 1:

Address Line 2:

Attention:

**City:

*State:

*Postal Code:

Province:

**Country:

URL:

PO Fax Number:

PO DUNS Number:

PO Email Address:

[save](#) [cancel](#)

- Use the fields to add or edit the vendor's address, as well as purchase order fax numbers or remit information. When adding a new address, be sure to select the correct **Address Type** first. This selection determines the other address fields that appear. For example, the PO Fax Number, DUNS Number and Email Address field only appear when **Purchase Order** is selected as the Address Type. Refer to the [Address Type Definitions](#) table for more details.

Address Type Definitions

ADDRESS TYPE	USE
Purchase Order	This is the address to which Purchase Orders are mailed or faxed. It also allows entry of a PO Fax Number.
Quote	This is the address to which requests for quotes are mailed or faxed.
Remit	This is the address to which any payments for this vendor will be sent. It also requires a Remit name, tax number, type, and withholding dates.
Return Goods	This is the address to which unwanted items from this vendor can be returned.
Tax	This is the address to which the vendor's official tax documents are sent.

NOTE: Required fields are denoted by a red asterisk. Fields marked with a black asterisk are required for U.S. vendors only, and the Province field is required for Canadian vendors.

- After populating the necessary fields, click the **save** button.
- Repeat steps 2-4 to add or edit any additional addresses.

NOTE: Remember, all changes to the Address page will route to the Vendor Workgroup for approval.

Edit a Vendor's Details

The Vendor's name, status, tax information, payment terms and other key properties are provided on the *Details* tab. Follow the instructions below to change this information (changes will route to the vendor workgroup for approval).

NOTE: Changes to a vendor's name, tax number, or ownership type require the completion of a new Vendor Information Packet, except in a qualified emergency. Details about the VIP, including requirements and exceptions, are found in [The Documents](#) section of this guide.

1. Click the **Details** tab.

RESULT: The *Vendor Maintenance Detail* page appears.

Vendor Maintenance - Detail for America's Best Service Inc.

Summary Details Addresses

alternate names | customer numbers

update vendor info

Vendor Id:	62382-0
Vendor Name:	America's Best Service Inc.
Status:	Active
Status Date:	05/08/2006
Vendor Type:	Purchase Order
Tax Number:	XXXXXXXXXX
Tax # Type:	FEIN
Ownership Type:	Corporation
Ownership Category:	
Supplier Diversity:	Small Business
W9 Received:	Yes
W-8BEN Received:	

2. Review the information provided. To make changes, click the **update vendor info** button.

RESULT: Editable information fields appear.

3. Edit the fields as needed. A summary of frequent changes is provided in the [Common Detail Changes](#) table on the following page.

NOTE: Refer to the [Vendor Detail Fields](#) table on page 11 of this guide for a detailed description of all available fields.

Common Detail Changes

FIELD	DEFINITION	TIPS
Vendor Name*	Used to record the vendor's official name – can be a corporation name or the first and last name of an individual.	Use the top Vendor Name field to enter corporation names, or the <i>Last, First</i> fields below to type the name of an individual. Do not use both.
Status	Used to indicate if the vendor is active or inactive.	Never inactivate a vendor except when certain that vendor has gone out of business, been bought out by another EPIC vendor, or is otherwise unavailable. Be sure to add a note to explaining any inactivation (see Add a Note to the Vendor Record , page 26).
Tax Number* - and - Tax Number Type*	Used to record the vendor's tax number.	Select FEIN or SSN and enter the full number without dashes. Or select NONE if no tax number exists. View the Requirements section of this document for more details.
Payment Terms	Used to select the appropriate payment term as agreed upon with this vendor.	IU's preferred payment term is Net 30 . Terms shorter than Net 15 will be routed for Purchasing negotiation prior to approval.
Vendor Phone Number -and - Toll Free Number	Used to record the vendor's primary and toll-free telephone numbers.	Include the full phone numbers, with dashes. Ex. 812-334-2626 or 800-334-2626
Vendor URL	Used to record the address of the vendor's website.	Be sure to include the full URL. (Ex. http://www.mystore.com)

** Changes to the vendor's name, Tax ID, or ownership type require updated tax documents.*

4. After editing all necessary fields, click the **save** button.

RESULT: The new information is saved, and routed to the Vendor Workgroup for approval. Remember to fax supporting documentation (like the updated tax documents required for name, tax id, or ownership type changes), to the Vendor Workgroup at 812-855-7839 or 317-278-2625. View the [Requirements](#) section on page 5 of this guide for more details.

Add an Alternate Name or Customer Number

Alternate names and customer numbers are also accessed through the *Details* tab. To add either of these values, or to delete a customer number, follow the instructions below:

1. Click the **Details** tab.

RESULT: The *Vendor Maintenance-Detail* page appears.

2. Click the **alternate names** or **customer numbers** link to add or edit the corresponding values.



Vendor Maintenance - Detail for America's Best Service Inc.

Summary	Details	Addresses
	alternate names customer numbers	
update vendor info		
Vendor Id:	62382-0	
Vendor Name:	America's Best Service Inc.	
Status:	Active	
Status Date:	05/08/2006	

RESULT: Editable information fields appear.

3. Add the vendor's information to the appropriate fields:
 - For alternate names, enter the alias in the text field and click **save**. You can enter multiple names in a single field.
 - For customer numbers, enter the customer number and the corresponding organization, then select the applicable campus. Click **save**.

NOTE: To delete a customer number, select the **Delete** check-box for its row and click **save**.

4. Repeat steps 2-3 to add any additional names or customer numbers. Click **add new row** to indicate any additional customer numbers used by IU organizations.

Add or Edit a Contact

Multiple individuals can be listed on the *Contacts* tab for each vendor. To add or edit a vendor contact:

1. Click the **Contacts** tab.

RESULT: The *Vendor Maintenance Contacts* page appears.

Contact Type	Contact Name	Email	Phone	Toll Free
Service/Maintenance	John Doe	JD@americasbestservice.org		
Customer Service	Jane Smith	JS@americabest.org	123-459-7891	
Inside Sales	Tom Swelt			1-800-657-4591

2. To edit or review the full details for an individual contact, click his or her **contact type** link.

RESULT: Editable fields appear, allowing review and modification of the contact's phone number, email address, mailing address, etc.

Create Date	Create Id	Change Date	Change Id
2011-01-05	Waugh, Travis	2011-01-05	Waugh, Travis

3. Make all necessary changes or additions, then click **Save**.

NOTE: To remove the selected contact, click **Delete**.

4. To add an additional contact, click the **new contact** button.
5. Be sure to select the correct **Contact Type** from the drop-down list, and provide all known contact information in the corresponding fields. Then click **save**.

RESULT: The new individual is added to the contact info list for this vendor.

Switch a Vendor from DV Type to PO Type

Vendors must be established as PO type vendors before being used in any PO transactions. Follow the steps below to switch an EPIC DV type vendor to PO type.

NOTE: Changing a vendor to PO type requires the completion of a new Vendor Information Packet, except in a qualified emergency or cases where the Vendor has recently completed another VIP. Details about the VIP, including requirements and exceptions, are found in [The Documents](#) section of this guide.

1. A Purchase Order (PO) address must be established before proceeding. Click the vendor's **Addresses** tab, and follow the steps shown in the [Add or Edit an Address or Fax Number](#) section of this document to add the new address. Be sure to select **Purchase Order** as the address type.

NOTE: If possible, add the vendor's fax number with the PO address. Fax is the preferred method for distributing Indiana University Purchase Orders.

2. Click **save**.

RESULT: The new address routes to the **DV Vendor Workgroup** in FMS Accounts Payable for review. It must be approved prior to step 3. When the approval process is complete, notification will be provided via the WorkFlow Action List. See [Appendix C: WorkFlow Notifications](#) for details.

3. After the PO address has been approved, navigate back to the vendor maintenance page and select the **Details** tab.
4. Click the **update vendor info** button.
5. In the **Vendor Type** drop-down list, select **Purchase Order**. Make any other changes to the vendor's details as needed.
6. Click **Save**.

RESULT: The change routes to the PO Vendor Workgroup in Procurement Services for final approval. Remember to provide supporting documentation (VIP) by fax to 812-855-7839 or 317-278-2625.

NOTE: There is never need to switch a PO type vendor back to DV type. While Purchase Orders cannot be sent to DV type vendors, Disbursement Vouchers can be processed for vendors of either type.

Add a Note to the Vendor Record

When in doubt, always add a note. Vendor Workgroup approval can be greatly expedited through thorough notes describing any significant vendor changes or additions. To add a note to the vendor's record, follow the steps below.

NOTE: Never included Tax Numbers, Bank Numbers, or other sensitive data in an EPIC note. If sensitive data is included in an existing note, please contact Brian Becker to have the data redacted. For details, see the [Important Note about Critical Information](#) on page 4.

1. Click the **Note** tab.

RESULT: The *Vendor Maintenance Notes* page appears.

Notes Info:	Note Text	Create Date	Note Creator
	Legacy Vendor converted from TOPS to EPIC.	2006-05-08	Sylvester, Laurie A
	Sent e-mail to vendor to verify certification	2006-05-31	Gilbert, Rebecca Jane
	Received self certifying small business form no diversity info added 6/2/06 jlm	2006-06-02	Mimms, Juanita L

2. Type a detailed explanation of any recent changes, or any other helpful information known about this vendor, in the **Note Text** field.
3. Click **Save**.

RESULT: The Note text is saved, and automatically stamped with a **Create Date** and **Creator**. The note will remain available to all EPIC users on the note tab for this vendor.

NOTE: Vendor Notes are saved with the record, but not sent to anyone. To ensure purchasing staff is aware of important notes, please email purhelp@indiana.edu.

Appendix A: Vendor Verification

Overview

This appendix explains the steps taken by the Vendor Workgroup when confirming new or significantly modified vendors. Reviewing these procedures may help avoid common mistakes and improve understanding of the overall approach to vendor maintenance at IU.

Verifying the Vendor's Legitimacy

It is essential that businesses or individuals are confirmed before being made available as PO Type Vendors in EPIC. Verification typically involves checking one or more established resources for a record of the vendor in question.

When the tax number is an **FEIN**, the Vendor Workgroup typically uses one of the following resources:

- Dun & Bradstreet web site, <https://www.dnbi.com/>.
- Hoover's web site, <http://premium.hoovers.com/subscribe/>.
- The Better Business Bureau web site, <http://www.bbb.org/>.
- Indiana's Secretary of State web site, <http://www.sos.in.gov>.
- For a non-Indiana vendor, the Secretary of State's website for the vendor's state.
- The **IRS TIN Matching Application** –verifies that the legal name and FEIN match IRS records.
- Google Maps - provides confirmation that the business is located at the address provided on the tax document. For example; searching for **One Dell Way, Round Rock, TX** returns **Dell Computer, Inc.** in the "At this address" section. This is considered adequate evidence to legitimize the vendor.

When the tax number is an **SSN**, the vendor workgroup may use any of the methods listed above, or:

- Use the **IRS TIN Matching Application** to verify that the legal name and SSN match IRS records.
- Locate the vendor on www.yellowpages.com in addition to finding the vendor's website.
- Ask the vendor for business references. These references must be contacted prior to approval.

NOTE: *If the vendor cannot be verified using any of the above methods, the Vendor Workgroup will consult the Director of Procurement Systems for further instructions.*

The Vendor Workgroup also reviews the vendor's VIP for contradictions or omissions. If the vendor is shown to be legitimate and the VIP is accurate, the vendor will be approved.

NOTE: *A vendor categorized as "individual" will also need the approval of the Professional Services team. The vendor workgroup will take care of this step, but please be sure to enter the individual's name fully and accurately and include a note (as described in the [Add a Note to the Vendor Record](#) section on the previous page) that provides the following information:*

- *What the vendor will be doing or providing for the university*
- *How much the vendor will be paid*
- *Whether or not the vendor is a relative of anyone in your department.*

Preventing Vendor Duplication

The Vendor Workgroup will also confirm that the vendor has not already been entered in EPIC, by:

- Running the **Possible Duplicate Tax Number** IUIE report.
- Performing a vendor search on common name variations.

Vendor Duns #

Whenever possible the Vendor Workgroup will look up the vendor's DUNS number on the Dun & Bradstreet web site, and add the number to the vendor record. If the vendor has more than one DUNS number, the default address for IU will be used to determine which is used.

Business Diversity

If the vendor has completed the "Business Diversity Certification" page of the VIP packet, the Vendor Workgroup takes the following additional steps during the approval process:

- If only **Small Business** is selected, the Vendor Workgroup adds that information to the vendor record prior to approving the vendor. Small Business is a self-certified status - Business Diversity does not request certifications for this distinction.
- If any other distinctions are indicated on the VIP (MBE, WBE, etc.), a copy of the Business Diversity Certification page is sent by email to Lynn Mimms, IU's Business Diversity Coordinator. The vendor ID number is included in the subject line of the email. Lynn will request certifications for all marked categories. Once the certifications are returned, she will update the vendor record with the appropriate codes.

Prioritize business diversity coding on new vendors

Due to the extra approval steps required for coding diverse vendors, a buyer/contract manager should follow the steps below to ensure timely processing of known MBE/WBE vendors:

- Notify the Vendor Workgroup (Kasi Spyker) and Business Diversity (Lynn Mimms) prior to adding the vendor. They can keep an eye out for (and prioritize) the paperwork and e-docs.
- If possible, work with Lynn to request certification of MBE/WBE status along with the original VIP. This will save the vendor the time and effort of multiple requests and submissions.

NOTE: *The Vendor Workgroup will notify Lynn as soon as the vendor is approved, allowing Lynn to process the MBE/WBE coding & notes right away.*

Appendix B: IU Employees Working as Contractors

Overview

When working with individuals, the distinction between an employee and a contracted vendor is of critical importance for IU's accountability to state and federal tax laws. This Appendix explains the distinction, as well as the internal process used by the Vendor Workgroup to prevent any mistaken classifications.

Vendor Workgroup Procedure for Instate Individuals

The Vendor Workgroup takes several extra steps to verify whether Indiana residents should be paid as contractors or employees for any given service. This procedure is implemented whenever the W-9 contains the following combination of information:

- State = IN
- Tax number = SSN
- Ownership type = Individual

In such cases, the Vendor Workgroup will search for the vendor's name using the IU address book (<http://www.iub.edu/people/address.shtml>). If it is determined that the vendor is an IU employee, then the initiator of the vendor document must answer the following questions:

- What position does this individual hold with IU?
 - Is it part-time or full-time?
 - Is it faculty or staff?
 - If faculty, is it adjunct or tenure-track?
 - If staff, is it PA or SS?
 - If you cannot tell from the position title exactly what duties are included in this role, please list all duties.
- What work is the individual doing for IU that will be processed through EPIC? Please provide as much detail as possible, including:
 - What is the duration of the work?
 - What is the amount to be paid?
 - Does the individual do this type of work as a for-profit business? Does he or she offer the same services/goods to entities outside of Indiana University?
- Will the individual be providing his or her own materials or using the university's?
- To what extent will this work be supervised by other IU faculty/staff?
- Is the individual a relative of anyone in your department? (If so, a Conflict of Interest form is required.)

After receiving responses to these questions, the Vendor Workgroup will:

1. Summarize the answers and record them on the notes tab in the vendor record.
2. Work with FMS Tax Management, as well as Linda Blair or Linda Smith from IU Purchasing, to review the notes and obtain approval.

NOTE: *FMS Tax Management may ask for more information, possibly including the completion of an Independent Contractor (IC) questionnaire. This questionnaire is based on IRS guidelines for Independent Contractors and provides clear support for the final tax decision.*

FMS Tax Management, working with Linda Blair/Linda Smith, will ultimately determine whether the vendor can be approved.

A Clarification from FMS Tax Management

Ever wonder if an individual should be paid as an employee or as an independent contractor? What defines an employee? What defines an independent contractor? And more importantly, what impact can this distinction have on Indiana University?

There are significant financial repercussions associated with certain worker classifications. Generally, employers (IU in this case) are legally required to withhold income taxes, withhold and pay Social Security and Medicare taxes, and pay unemployment tax on wages paid to employees. Conversely, an employer does not withhold or pay any taxes on payments to independent contractors, who are solely responsible for their own tax liability. As a result, the IRS actively audits and screens employer records to certify they are performing due diligence in determining a worker's status. If the IRS determines an employer has misclassified an employee as an independent contractor, they can levy back taxes, penalties for late payment, penalties for filing incorrectly, and other significant penalties.

But how is a worker's classification determined? The IRS focuses on three areas when determining whether a worker is appropriately classified: **behavioral control**, **financial control**, and **relationship of the parties' involved**. These three areas are often termed the "right-to-control" tests, because each factor is designed to evaluate who controls how the work is performed. The more control an employer has over how, when, where, and by whom the work is performed; the more likely the worker is an employee, not an independent contractor.

Behavioral Control covers facts that show whether the business (IU) has a right to direct or control how the work is done, through instructions, training, or other means.

Financial Control covers facts that show whether the business (IU) has a right to direct or control the financial and business aspects of the worker's job. This includes:

- The extent to which the worker has unreimbursed business expenses
- The extent of the worker's investment in the facilities, equipment, and materials used in performing services
- The extent to which the worker makes their services available to the general public
- How the business pays the worker, and
- The extent to which the worker can realize a profit or incur a financial loss outside of wages not earned

Relationship of the Parties covers facts that show how the parties perceive their relationship. This includes:

- Written contracts describing the relationship the parties intend to create
- The extent to which the worker is available to perform services for other, similar businesses
- Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or workman's compensation
- The permanency of the work relationship, and
- The extent to which services performed by the worker are a key aspect of the regular business of the company

As you can see there are many variables and no one hard and fast definition; the determination is based on the facts and circumstances of each individual's situation. Indiana University fiscal policy ([IV-220](#)) provides addition guidance. This fiscal policy details the criteria required to meet the university's definition of an independent contractor's work status. If you have further questions, please contact the FMS Tax Department at taxpayer@indiana.edu.

Appendix C: WorkFlow Notifications

Overview

WorkFlow can be set to send automatic notifications following approval or rejection of vendor changes. The notification is sent to the initiator who entered the new vendor, or changed the vendor's information, in EPIC. This allows the initiator to proceed with the Purchase Order, or alerts him or her when it's time to take further steps in the entry/modification process.

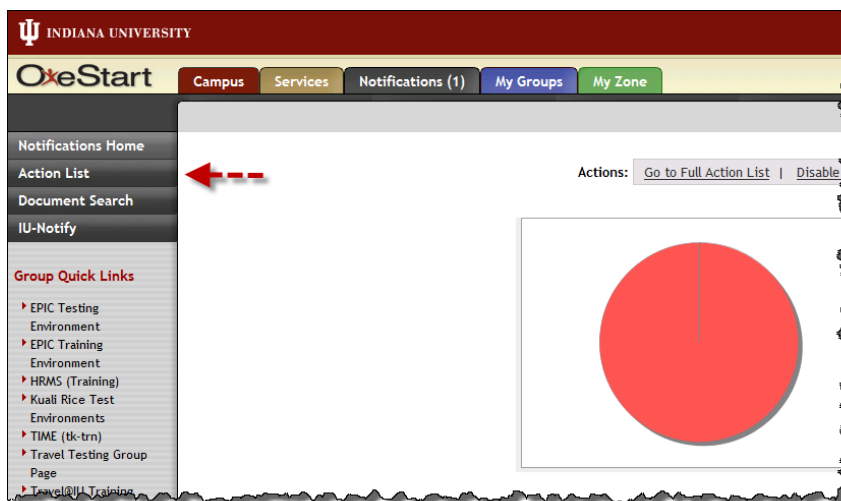
To ensure that WorkFlow preferences are set to send these notification messages, follow the instructions provided in this appendix.

Enabling WorkFlow Notifications

Follow the steps below to begin receiving notifications on approved or rejected WorkFlow documents, like those generated for vendor additions and certain vendor changes.

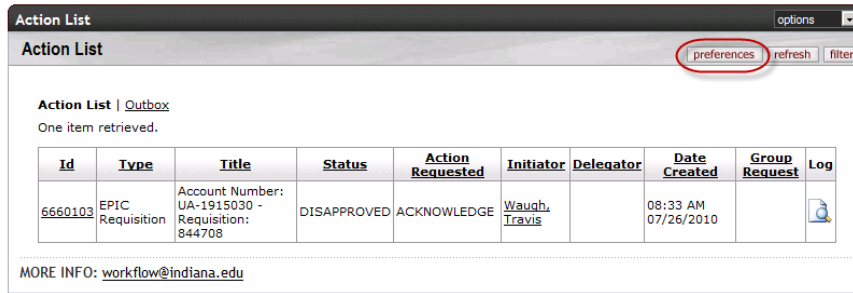
1. Navigate to your **Action List**, accessed via the Notifications tab in Onestart.

ONESTART→**NOTIFICATIONS**→**ACTION LIST** (the link is found in the left-hand menu)

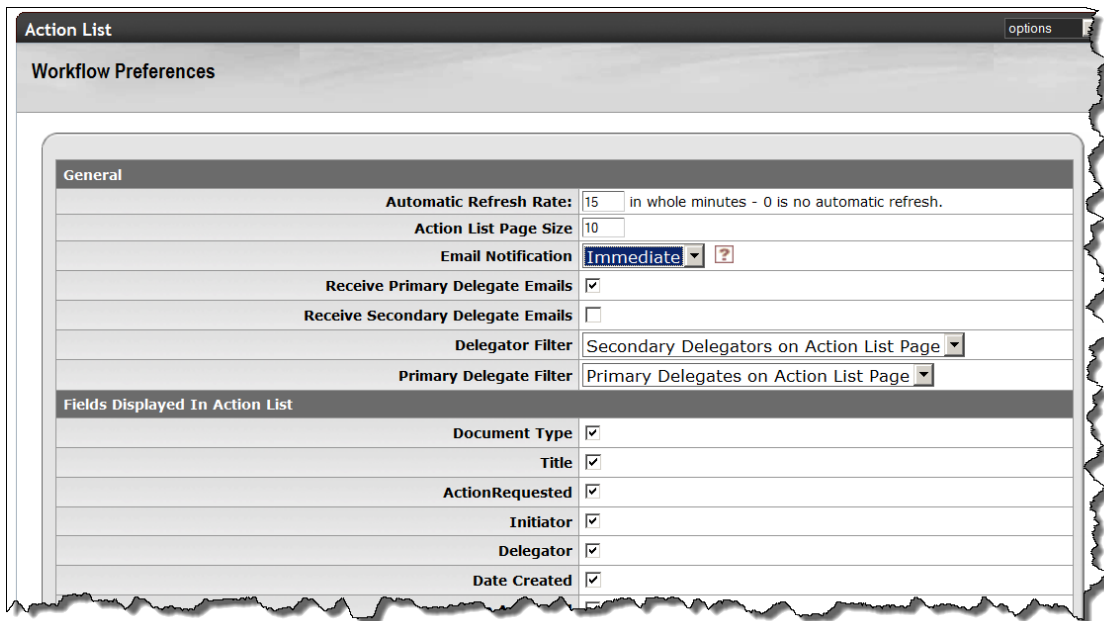


RESULT: Your *Action List* appears.

2. Click the **Preferences** button.



RESULT: Your *WorkFlow Preferences* appear.



3. The third item, **Email Notification**, determines if and when you receive notification messages. It defaults to **None**. To begin receiving notifications, use the drop-down list and select whether they should be sent **daily**, **weekly**, or **immediately** upon receipt of an item in the list.

NOTE: Select *immediately* to be alerted as soon as a vendor is approved or rejected.

4. Click **save** to set the new preferences.

RESULT: You will begin receiving notifications on the approval or rejection of any documents you initiate, as well as any other items that appear in your Action List. The notifications will be sent to your email address at the selected intervals.