Vendor Process

Julie Hughes
Travel & Complex Payment Supervisor

Melanie Stricklin
Travel Reconciliation and Vendor Set-up
Agenda

- When do I need to submit a vendor form?
- What type of forms do I need to submit?
- What should I know when completing the forms?
- Where do I submit the forms?
- Direct Deposit for Vendors
- What is the Vendor Set-up process?
- Contact info
- Questions?
When do I need to submit a vendor form?

- Check to see if vendor has already been created
  - Refer to the [How to Look up Vendors](#) guidance
  - Steps for Banner
  - Steps for 49er Mart

- Payee already has an 800# but not a vendor
  - Payments for services (1099)
  - Incomplete vendor file

- Company is active in Banner but not in 49er Mart
  - Email Purchasing agent in order to request vendor to be added to 49er Mart

*Note that, for tax reporting purposes, certain payees (students, employees) currently set up in Banner as “vendors” may still need to complete a Vendor Information Form if payments unrelated to their status as a student or employee are being made to them.
What type of forms do I need to submit?

- For a US Person or Company
  - Submit the Vendor Information Form
  - W9

- Non-US Citizen Person
  - Form W-8BEN and FNIF
  - Copies of immigration documents may be necessary when Tax Office reviews

- Non-US Citizen Company
  - Form W-8BEN-E

- Vendor is active in Banner but contact info does not match payment information
  - SOADDRQ - VR
  - Ensure not Inactive
  - Vendor Maintenance form
What should I know when completing the forms?

- Requesting Department Contact Information

All US Vendor Information forms require the following:

- Applicable section in Part 1 – Tax Status
- Part 3 - Address
- And Part 4 - Certification
What should I know when completing the forms?

- Businesses complete:
  - All parts including part 2 – Other Information
  - Part 1 – Can be Sole Proprietor, Partnership, Corporation
    - Note: most Sole Proprietors use SSN on form

- Payment to a US individual - not a company
  - Part 1 - US Individual section only
    - Tax reporting is based on SSN
What should I know when completing the forms?

**Payment to a Foreign Person**
- Complete [W8BEN](#)
- [Foreign National Information form](#)

**Payment to a Foreign Company**
- [W8BEN-E](#)
Common Errors

- No contact information for Dept
- Form not completed/signed
- Forms with SSN emailed (Data Security risk)
- Forms with multiple Tax Status completed
- Purpose for payment not complete
  (this is required for tax reporting requirements)
- Not completing correct form type for payee
Where do I send the forms?

- **Vendor form with SSN**
  - Do not email form
  - Must fax 704-687-1450
  - Campus mail
  - Mail/Hand Deliver

- **Vendor form with EIN and no SSN**
  - Can email form to `imagenowvend@uncc.edu`

**Questions:**
- Email `vendor-setup@uncc.edu`
**Direct Deposit for Vendors**

**UNC Charlotte | Direct Deposit Vendor Authorization Agreement**

--- Complete, sign, and attach a voided check or a form letter from your banking institution for account verification with this form. Forms will not be processed without required information. ---

**Please submit completed form and attachments via one of these options (do not email)**

**Drop off or Mail to:**
UNC Charlotte
Accounts Payable, Reese Bldg., 3rd Floor
9201 University City Blvd.
Charlotte, NC 28223-0001

**OR**

**Fax to:** 704-687-1463

---

**Direct Deposit**

- **Direct Deposit** form should be completed unless vendor does not accept direct deposit

**Submit DD forms to Accounts Payable**

- **Fax 704-687-1463**
- **Mail/Hand delivered 3rd floor Reese**

**Students/Employees**

- Update their information online
What is the vendor set-up process?

Form is received
- Scanned into our secure Imaging system
- TIN match SSN/EIN with IRS

Companies
- Reviewed by Purchasing for 49er Mart activation
  - Vendor checked against State/Federal Debarred Lists
  - May require IRAN Divestment Act statement

Foreign Persons
- Visual Compliance is checked
  - Federal Restricted Party Screening
Once all reviews are complete
  - Vendor is created in Banner
  - If approved, activated in 49er Mart

800# is emailed to department contact as listed on form
  - Advised if active in 49er Mart

Vendor Maintenance Requests
  - Updated address type is emailed to department

Processing time 2-3 business days

*Note: Processing times can be delayed during times of high volume
Contacts:

- Vendor-setup@uncc.edu
- Fax 704-687-1450

- Melanie Stricklin
  - Travel Reconciliation & Vendor Setup Specialist
  - 7-8825

- Julie Hughes
  - Travel & Complex Payments Supervisor
  - 7-5650
Questions?