

STANDARD OPERATING PROCEDURE (SOP) #: 112.00

Subject: Overview of Banner Vendor File Process

Purpose and Scope: To Define the General Procedures for the Banner Vendor Files

Procedures:

There are numerous types of Vendors in the Banner System and each may be processed differently:

- **“General” Vendors** – Anyone (not UWF employees or students) can go to Procurement’s external Vendor Registration Page and complete an online registration to be added to the system. This will allow them to show up when Procurement is running a report to view all vendors who provide a particular commodity or service, i.e. for a list of vendors to send a solicitation to. **SEE SOP 112.20**
- **PO and Direct Pay Vendors:** The vendor must register themselves online at the External Vendor Registration Page OR submit a current W-9 before a PO or full payment can be issued. To comply with Federal Tax Laws, Financial Services must be able to verify if the vendor is exempt from any withholding taxes. If the vendor does not complete the online registration process or does not provide a W-9 Form, Financial Services must assume that the vendor is not exempt from withholding taxes and deduct 30% from the invoice payment. The 30% that is deducted will be forwarded to IRS. If the vendor is exempt from withholding and either registers online or provides the W-9 Form AFTER the invoice has been paid, UWF will NOT pay the remaining 30% of the vendor invoice. The vendor will have to request a refund from the IRS. New PO and Direct Pay Vendors are keyed manually into Banner by the Vendor Maintenance Agent **only** when an Online Vendor Registration cannot be completed and the vendor must provide a W-9 form on the most current IRS W-9 (emailed to procurement@uwf.edu) - **SEE SOP 112.20**
 - **Foreign Vendors:** For foreign nationals performing services in the United States, UWF may require completion of the Foreign National Information Form and the appropriate W-8 (forms and instructions available for download at www.irs.gov), and may also require a copy of their Visa and I-94. It is the Foreign Vendor’s responsibility to fill out the appropriate form(s).
- **Student/Employee Vendor** – Student Vendors can be registered by an internal user at the Internal Student Vendor Registration Page located on Procurement’s Internal Web Page. Student/Employees can be made vendors also by an internal email request. Students and employees are already in the system, they just have to be made vendors. **SEE SOPs 112.80 and 112.170**
- **PCard Vendor** – PCard Vendors are added by the departments via the PCard Vendor Registration Page and processed into the system by Procurement. **SEE SOPs 112.70, 112.75, 112.120**
- **Accounts Receivable/Invoice (AR) Vendors** – Internal requests from departments via email with spreadsheet attached – **SEE SOP 112.300**
- **Refund Vendors** - Internal requests from departments via email with spreadsheet attached – **SEE SOP 112.300**
- **Payroll Deduction Vendors** – Internal requests via email from Payroll – **SEE SOP 112.105**
- **Fish Tagger Vendors** – Internal requests via email from Wetlands – **SEE SOP 112.160**

UWF terminated the use of a paper registration form and now uses online registration. If vendor does not have internet access, they must provide a current W-9 form. The only vendors entered with no backup documentation are Accounts Receivable/Refund Vendors and Payroll Deduction Vendors. These vendors are coded so it can be easily see that they are one of these types of vendors. Follow instructions under the applicable SOP's (SOP.112.105 and SOP.112.300).

Manual maintenance of the Banner Vendor Files (FTMVEND) consists of:

- ❑ entering new PO and Direct Pay Vendors when online registration is not possible - vendor must provide a W-9 or 8 form on a current IRS form;
- ❑ entering new AR Vendors, Refund Vendors and Payroll Deduction Vendors (email requests);
- ❑ entering employees after they have been entered by Human Resources via PPAIDEN. The employee is keyed in manually using their UWF ID (9-digit number beginning with "97") as their Banner ID;
- ❑ entering Student Vendors, usually by Accounts Payable email request; and,
- ❑ updating existing vendor files, e.g. changes to vendor's name, addresses, phone numbers, etc.
- ❑ The Banner Vendor File is maintained by the Vendor Maintenance Agent in Procurement and Contracts Office. The manual entries are keyed adhering to the UWF Data Standards Document. Paper W-9's are saved to P&C's shared drive (procurement home / Vendor Registration Forms) in alpha folders. The Vendor Registration Forms folders also contain scanned paper registration forms (before the online process was implemented) and W-9 forms. The electronic W-8's for Foreign Vendors are saved to a folder titled W8 Forms (within procurement home / Vendor Registration Forms). Original hard-copy W-8's for Foreign Vendors are kept also in folder in file drawer in Dora English's office.
 - Note: There is a strict naming convention for the Vendor Registration folders:
 - Individual's are saved as Last Name/comma/First Name/underscore/document saved, i.e. W-9, W-8, etc.
 - If a W-9 comes in with a legal business name and a dba, the document is saved twice – once under the legal name and once under the dba. If there are multiple dba's, the document should be saved under each of the dba's as well as the legal name.
 - Suggestion: Go to the Vendor Registration Folder and look through several of the alpha files to see the naming convention.

One individual and one backup individual within P&C will be responsible for maintaining the vendor files.

Note: All P&C employees have access to FTMVEND and can enter vendors.

To process vendors entered on both the External and Internal Registration pages, go to Vendor Processing at:

https://nautical.uwf.edu/utility/BannerUtilities/VendorSelfService/InternalForms/dsp_VendorEdits.cfm?User=900000476