

## **VDES instructions and tips**

Hopefully the following information helps explain how to complete the Vendor Data Entry Form....

- **What is this request for:**
  - Check ALL boxes that apply.
  - Refer to the NON PO TRANSACTION LIST, to help determine how the vendor should be setup and the payment should be processed (AP Payment Vendor or PO purchasing Vendor)
    - IF payment type is found on the list and **is** within the Dollar Limits, please request AP to setup/update the vendor so you can process payment as an Online Check/Payment Request.
    - IF payment type is NOT found on the list or exceeds the Dollar Limits, please request Purchasing to setup/update the vendor so you can process payment through a Shopping Cart/Purchase Order.
- **Must provide a Quote/Invoice – OR - a brief description of the service or product being provided?**
  - Provide a clear description of what services or product the vendor is providing your department to avoid rejection.
  - Provide a copy of the Vendor's invoice/quote to avoid rejection.
  - Noting "to pay an invoice" in this field, is NOT an acceptable description.
- **Vendor Type (Select IF it applies):**
  - **Only** check the boxes **IF** it applies to your vendor.
  - **IF** it does **NOT** apply to your vendor, you can leave this section blank.
- **Answer all questions:**
  - Is the Company/Individual performing services within the United States?      Answer **YES** or **NO**
  - Is the Company/Individual providing product?      Answer **YES** or **NO**
  - If this section is blank, the request will be rejected for incompleteness.
- **Complete ALL applicable fields on the form:**
  - Physical Address is the W9/W8 address or the Vendor's correspondence address.
  - Invoice Remittance Address is the Vendor's payment address which is shown on the invoice
  - This field is NOT the vendor's bank's address. Bank information goes on the Bank Info Form.
- **Requestor Information:**
  - Complete Requestor section of the form with YOUR departmental contact information.
  - If this section is blank or the Vendor's information is in this section, the request will be rejected for incompleteness.