

# Helpful tips to AVOID delays.

- **Confirm if your vendor exists or not in SAP before submitting your request...**
  1. Helpful tips for vendor searching ... <http://ssc.jhmi.edu/accountspayable/DataFiles/ApVendorTips.pdf>
- **Confirm if your vendor payment should be processed through an Online Check/Payment Request or a Shopping Cart/Purchase Order...**
  1. Refer to the PO Exception List, per our policies.... <http://ssc.jhmi.edu/supplychain/exceptions.html>
  2. 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.
  3. 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.
- **ALL Accounts Payable Forms can be found on our Shared Website...**  
<http://ssc.jhmi.edu/accountspayable/forms.html>

## Paperwork required for AP Vendor requests:

- **Vendor Request Form (Required for ALL setup and change requests)...**
  1. Must provide a brief description of the SERVICE or PRODUCT being provided by the vendor.
  2. Complete ALL questions on the form.
  3. Check ALL applicable boxes on the form.
  4. Complete ALL applicable fields on the form.
    - Physical Address is usually the W9 address or correspondence address.
    - Invoice Remittance Address is the Vendor's payment address which is shown on the invoice.
  5. Complete Requestor section of the form with your departmental contact information.
  6. IF Form is incomplete in any way, your request will NOT be processed.
- **W9 Form for USA vendors...**
  1. Form is REQUIRED for USA vendor setups and NAME changes.
  2. Form is NOT required for an address update; instead it is preferred to provide the vendor's current invoice that includes the vendor's new information or provide the Vendor's change notification.
  3. The W9 address does NOT have to match the invoice remittance/payment address.
  4. The W9 is used for tax purposes ONLY.
  5. The vendor's signature is REQUIRED on the W9 form.
  6. For **Confidential** Study Participants, the approved VCN Form is required in lieu of the W9 Form.
  7. For **NON-Confidential** Study Participants, IF the W9 was NOT obtained at the time of study, contact [APVendorMaster@jhmi.edu](mailto:APVendorMaster@jhmi.edu) to ask for what is an acceptable substitution in lieu of the W9 Form.
  8. IF Form is incomplete in any way, your request will NOT be processed.

- **W8 Form for FOREIGN vendors providing services WITHIN the USA...**

1. Form is **REQUIRED** for vendor setup and vendor NAME change **IF** Foreign Vendor is providing services within the USA.
2. Form is **NOT** required for an address update; instead it is preferred to provide the vendor's current invoice that includes the vendor's **new** information or the Vendor's change notification.
3. **IF** Foreign Vendor is providing product or providing services outside the USA, the W-8 is **NOT** required.
4. W-8BEN is used for Foreign Individuals.
5. W-8BEN-E is used for Foreign Companies/Entities.
6. Request the Vendor to complete the form to the best of their abilities. For help reference the W-8 instructions, <http://www.irs.gov/pub/irs-pdf/iw8.pdf>

- **Banking Form (Required for ALL banking setup/update requests)...**

1. Banking setup is OPTIONAL for USA vendors.
2. Banking setup is REQUIRED for ALL Foreign vendors.
3. Banking Form is REQUIRED to update or setup banking on ALL vendors (USA & Foreign).

- **Verification of banking instructions (Required for ALL banking setup/update requests).....**

1. REQUIRED for ALL vendor banking setups/updates (USA & Foreign). This is noted on top of form:
  - **Acceptable Verification for COMPANY accounts** – Verification can be in the form of the Company's INVOICE or Company LETTERHEAD received from the Vendor which includes the Vendor's Banking instructions **—OR—** Bank LETTERHEAD received from the Company's BANK which details the Vendor's complete banking instructions **—OR—** A copy of the Company's top portion of their BANK STATEMENT **—OR—** A copy of the Vendor's USA canceled or voided Check.
  - **Acceptable Verification for INDIVIDUAL's accounts** – A/P requires an **Official Bank Document** which details the required banking information. This can be in the form of a LETTERHEAD received from the Individual's BANK which details the Vendor's complete banking instructions **—OR—** **A copy of the Individual's top portion of their BANK STATEMENT (usually easiest to obtain)** **—OR—** A copy of the Vendor's USA canceled or voided Check.

- **Independent Contractors (IC) status...**

1. Independent Contractor accumulatively paid less than \$5k in a calendar year...
  - ICA Short Form (ICASF) is **required** for the review process of the vendor setup.
  - Complete **ALL** questions and provide **ALL** signatures on the ICASF.
  - YOUR departmental signatures are required on both pages 1 & 2 of the ICASF.
2. For helpful tips on how to determine **IF** Vendor is considered as Independent Contractor status, please reference our informational documents under FAQ.
3. Independent Contractor Accumulatively paid **UNDER \$5k**, payments are to be processed through SAP as an Online Check/Payment Request. Per our policies, the ICA Short Form (ICASF) is required along with Vendor's invoice as supporting documentation when processing your payment request.
4. Independent Contractor Accumulatively paid **OVER \$5k**, payments are to be processed through a Shopping Cart/Purchase Order. Contact Purchasing for further assistance in regards to IC's OVER \$5k, <http://ssc.jhmi.edu/supplychain/index.html>

- **On-Call Physician status...**

1. Provide the **approved** On-Call Physician Contract.
2. Clearly note "ONCALL PHYSICIAN" on the Vendor Request Form in the field describing the services being provided.

## **Additional Notes for AP Vendor Requests:**

- Submit/Re-submit **ALL** required paperwork at the SAME time to [APVendorMaster@jhmi.edu](mailto:APVendorMaster@jhmi.edu) or Fax 410-367-2447.
- If ANY part of the paperwork is incomplete or missing, your request will **NOT** be processed. AP tries to send a notification of incomplete paperwork **when possible**, so please verify all required paperwork is completed and provided before submitting/resubmitting your request. This will avoid any additional delays of your request.
- If paperwork is incomplete or missing, AP will hold but will **NOT** process and AFTER 30 days it will be shredded.
- AP **only** setups/updates AP payment/remit vendors NOT shopping cart vendors...
  - Vendor numbers beginning with a "1" are Shopping Cart Vendors which are setup/updated by Purchasing.
  - Vendor numbers beginning with a "19" are Independent Contractors and can go either way.
    - AP sets up/updates **IF** it is LESS than \$5k in a calendar year (paid thru online check/payment request)
    - Purchasing sets up/updates **IF** it is OVER than \$5k in a calendar year. (paid thru shopping cart/PO)
  - Vendor numbers beginning with a "2" are online check/payment request vendors or AP remit vendors.
  - When processing online check/payment request, the system will accept vendor numbers that begin with a "1", "19" and "2" **as long** as SAP address matches the invoice payment/remit address and the type of payment is within our policies. See the PO Exception List for your payment type, <http://ssc.jhmi.edu/supplychain/exceptions.html>
  - When processing a shopping cart/purchase order, the system will accept vendor numbers that begin with a "1" **or** an **approved** "19" vendor. IF "19" is not approved, contact Purchasing on how to get it approved.
- AP validates the Vendor's USA Tax ID with the IRS. Vendor number will not be assigned until AP receives the IRS approval is received.
- AP does a Government OFAC security screening on ALL Vendors, Vendor's Bank and Vendor's Bank Account Holders. Vendor number will not be assigned until AP receives the OFAC approvals.
- Usual turn-around can **take up to 10 business days** after ALL required paperwork is received, additional questions are answered, IRS approval is received and OFAC approvals are received.
- Search to see if your vendor has been setup/updated (allow at least 5 days before trying) because AP no longer sends a notification of completion. Reference the helpful tips for Vendor searching, <http://ssc.jhmi.edu/supplychain/exceptions.html>