

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

- **What is this request for:**
 - Refer to the PO Exception List, per our policies.... <http://ssc.jhmi.edu/supplychain/exceptions.html> (see attached) to help determine how the vendor should be setup and the payment should be processed.
 - 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.
- **Please provide a brief description of the service or product being provided?**
 - Provide a clear description of what type of services or product the vendor is providing your department.
 - If this section is blank, I will reject because the form is incomplete.
- **Vendor Type: Select all all boxes that apply.**
 - Only check the boxes IF they apply to your vendor.
 - If it does not apply to your vendor, you can leave this section blank.
- **Select the appropriate box: (Domestic or International)**
 - Domestic, IF the vendor is an USA entity with an USA remittance address.
 - International, IF the vendor is FOREIGN entity with an International remittance address.
- **Answer all questions:**
 - Is the Company/Individual performing services within the United States? **YES NO - If YES, Where: _____**
 - Is the Company/Individual providing product? **YES NO - If YES, \$ Amount of Purchase: _____**
 - If this section is blank, I will reject because the form is incomplete and this is to stay in compliance with the IRS.
- **Complete ALL applicable fields on the form:**
 - Physical Address is usually the W9/W8 address or correspondence address.
 - Invoice Remittance Address is the Vendor's payment address which is shown on the invoice (not the bank's address-that is to go on the Banking Form)
- **Requestor Information:**
 - Complete Requestor section of the form with your departmental contact information.
 - If this is blank, I will reject because the form is incomplete.