

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

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SECTION		ISSUANCE DATE July 20, 2010
SUB-SECTION	INDEX	REVISION NUMBER 11-004

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SECTION	OVERVIEW	ISSUANCE DATE May 20, 2008
SUB-SECTION	GENERAL	REVISION NUMBER 08-004

GENERAL

PURPOSE

The statewide vendor file is a master file containing all state vendors within SAAS. The file contains information such as the vendor's name, address, tax identification number, minority status, EFT flag, vendor contacts, telephone numbers, fax numbers, etc. The name of the SAAS table is VEND and is maintained by BFC.

VENDOR IDENTIFICATION NUMBERS

Each vendor is assigned a unique 11-digit number required on all vendor-related transactions. BFC will not issue a warrant without this number. The 11-digit number is added to the statewide vendor file by completing the vendor file maintenance form that is provided following this section - form 17.20.05.

The first digit of the vendor number is either a "V" or an "S", indicating a vendor or state employee. The next nine digits provide a unique number specific for each vendor. The last digit is zero unless there are multiple addresses for the vendor. Only the first ten digits of the vendor number are necessary when performing an inquiry on the SAAS open purchase order table OPPD.

Multiple addresses allow a vendor to receive payment at an address different from that shown on the PO. For example, when purchasing items from a large computer vendor, the hardware may be ordered from one location and the software from another location; however, the invoice and billing are centralized so the payment is made to the central location.

HOLD STATUS

If a vendor changes name or federal TIN, the old vendor number is placed on "Hold" and a new vendor number is established. If there is a conflict regarding this change, then BFC may "Hold" the process until the matter is resolved. A payment cannot be made while the vendor is on "Hold". The "Comment" field provides information regarding the "Hold" status.

TRAVELING EMPLOYEES

Since vendor numbers are required prior to processing a travel document, a vendor file maintenance form, along with the "Get PID" page from SPAHRS, must be submitted to BFC for traveling employees. Although the majority of travel payments are made through SPAHRS, travel payments may be made directly to vendors on behalf of an employee, board member or contract worker (i.e., direct-billed hotel expense) through SAAS. When a travel object code is utilized on a payment voucher, the description line must contain the employee's SPAHRS personal identification number (PID).

The first digit of the vendor number for travelers is an "S" to indicate the vendor is a state employee. The next three digits of the number are zeros followed by the employee's PID, which must be obtained from SPAHRS. The last digit is a zero. Social security numbers cannot be used as the vendor number.

STATE AGENCIES

When paying another state agency, the transaction must be made payable to a specific treasury fund. A vendor number is established for each treasury fund. The first three digits of the vendor number are "V99" followed

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by the three-digit agency number, and the four-digit fund number. The last digit is a zero.

A vendor file maintenance form must be completed for funds that receive monies from other state agencies. A vendor number is required for refunding expenditures to another fund.

MISCELLANEOUS VENDORS

A miscellaneous vendor is defined as a one-time vendor that will not receive a 1099 form at the end of the year (1099 requirements are defined in section 28.30.10). When requesting payment for a miscellaneous vendor, the vendor's name and address will not automatically print on the warrant; therefore, the agency must enter this information on the PV.

BFC has assigned a unique miscellaneous vendor number to each agency. The miscellaneous vendor number is V99, the three-digit agency number, followed by MISC and a zero.

PETTY CASH VENDORS

Agencies having petty cash accounts must establish a separate vendor number for reimbursement of the account. The agency's miscellaneous vendor number may not be used for this purpose. The vendor file maintenance form must be completed with "Agency Name/Petty Cash" as the vendor's name. The individual who is responsible for the petty cash account must be listed on the first line of the vendor address.

POLITICAL SUBDIVISIONS

Section 7-7-55, Miss. Code Ann. (1972), states that DFA "Shall maintain accounts to show the name of every county, school district, municipality and every other district of any kind or character receiving funds from the state, in such manner that there may be ascertained therefrom the amounts of state funds appropriated or otherwise contributed thereto."

In order to adhere to this section of the law, BFC has assigned unique vendor numbers to political subdivisions receiving funds, including school districts, community colleges, counties, municipalities, etc. The vendor numbers for the political subdivisions are listed in the statewide vendor file.

ENCUMBRANCE ORDERS

There are times when an agency needs to encumber funds for a specific purpose but may not know which vendor(s) will be used. In addition, there could be so many vendors that it would not be practical to enter separate purchase orders for each. DFA has established a vendor number "ENCUMORDER0" that can be used by the agencies when a blanket encumbrance is needed. Examples include making grant payments to multiple entities, establishing clothing allowances for employees making individual purchases from various stores, or purchasing books or periodicals online from numerous vendors.

When the agency has a justifiable reason to use a blanket order, a purchase order is entered into SAAS using "ENCUMORDER0" as the vendor number. When payments are made against the established encumbrance, the vendor code on the payment voucher must be to an established vendor listed in the statewide vendor file; the purchase order must also be referenced on the payment voucher. The payment will be made to the correct vendor and the encumbrance order will be reduced by the payment amount. This method cannot be used for equipment purchases.

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SAAS CONTROLS

Within SAAS, certain edits exist in order for system controls to be enforced. The statewide use of unique vendor numbers allows the system to:

- Match POs to PVs
- Identify and reduce duplicate payments
- Identify vendor payment problems
- Track minority vendor expenditures
- Provide information for IRS 1099 preparation
- Track current and historical data of vendors
- Provide a history of expenditures by vendor for analysis
- Automatically print the vendor name, address, etc. on POs, PVs and warrants
- Ensure that POs for items on state contract are coded to the vendor having the contract
- Track travel expenditures by state employee

ADDING OR CHANGING VENDORS

Prior to establishing a new vendor number, the agency should review the SAAS vendor tables to ensure that the vendor is not already in the system. The VNAME Table lists the vendor-by-vendor name. The VFED Table lists the vendor by the federal tax identification number (TIN). If the vendor's TIN number is a social security number, the number can be entered with the dashes on the VFED Table. If the vendor exists, the appropriate vendor number should be used. Improper selection of a vendor number will result in payments to the wrong vendor or rejected documents because vendor numbers do not match reference documents.

If a vendor needs to be added or information concerning a vendor needs to be changed, a vendor file maintenance form should be completed and sent to BFC. Section 17.20.05 provides a blank form and detailed instructions on adding or changing vendors in the statewide vendor tables.

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SECTION	OVERVIEW	ISSUANCE DATE July 20, 2010
SUB-SECTION	MANDATORY E-PAYMENT AND E-INVOICING	REVISION NUMBER 11-004

MANDATORY E-PAYMENT AND E-INVOICING

PURPOSE

DFA serves as the primary executive branch agency for fiscal management. Section 7-7-41, Miss. Code Ann. (1972) states that “the State Fiscal Officer has the authority to prescribe rules and regulations concerning the issuance of warrants and other forms of payments for all departments, institutions and agencies of the state”. Unless otherwise noted, this rule establishes that vendors of the State shall invoice electronically, be paid electronically, and shall be provided the supporting remittance by electronic means.

PayMode, the State’s e-payment and e-invoicing system, reduces the costs of producing paper warrants and remittance advices by eliminating the printing, sorting, distributing, copying, and mailing of paper. Additionally, there are reduced opportunities for fraud and lost payments. Vendors benefit by receiving notification of pending deposits of funds and have options for interfacing the remittance data from the State into their accounts receivable systems. Vendors also benefit by submitting online invoices or importing a file of invoices to agencies, thus eliminating the costs associated with paper invoices.

PROCESSING

All vendors, unless specifically exempted, must be set up for payment and must agree to invoice the State electronically through PayMode. To register for PayMode, vendors should go to the Bank of America’s enrollment website at <http://www.paymode.com/mississippi>.

The vendor must have a valid email address in order to enroll with PayMode. This email address can be obtained through one of the free email services such as Yahoo, Gmail, or Hotmail. In addition, the vendor must have access to a computer. The vendor may request assistance in enrolling by contacting PayMode Customer Support at 1-866-252-7366.

Specific exemption from the rule are listed below and do not require an exemption form:

1. State employees as defined in Section 25-9-107, Miss. Code Ann. (1972)
2. Contract workers – note that Independent Contractors are not exempt from this rule
3. Vendor approved by OFM for one-time payment using a designated vendor number
4. Right-of-Way acquisition payments made by the Department of Transportation
5. Debt service payments made by the Office of the State Treasurer
6. Tax payments to the IRS
7. Tax payments to the Department of Revenue.
8. Transfers to the Public Employees Retirement System
9. Transfers to the Mississippi Deferred Compensation and Trust/SBA

Certain payments to vendors may be approved for exemption by DFA. To apply for exemption, the Mandatory E-Payment and E-Invoicing Exemption Request form (form 17.10.20) is completed and signed by the vendor. The agency submits this form to BFC, along with the Vendor File Maintenance form (form 17.20.05). The form must detail the reason(s) for the requested exemption. Any supporting cost and legal issues associated with the request must be documented. Any vendor can request an exemption. DFA will issue a written response within 10 business days of the receipt of the exemption request. The written documentation by DFA will be considered the final determination.

**STATE OF MISSISSIPPI
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FORM INSTRUCTIONS

Exhibit 17.10.20 contains reference numbers. Following the exhibit is a blank form that may be printed and used. The instructions for completing the schedule are as follows

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	Name of vendor
2	Tax ID number of vendor
3	Street address of vendor
4	City
5	State
6	Zip
7	Provide specific reason(s) for the exemption to be granted. Consideration should be given to the need to consolidate corporations under a central billing/payment location for a federal tax ID.
8	Provide any other comments here. If specific vendor numbers are known, list them here.
9	Signature of vendor official with proper authorization
10	Date signed
11	Contact name of the vendor's representative
12	Phone number of vendor contact
13	Name of agency
14	Contact name of the agency's representative
15	Phone number of agency contact
16	Fax number of agency contact
17	Email address of agency contact
18	For DFA use only

State of Mississippi Mandatory E-Payment and E-Invoicing Exemption Request

Vendor Name _____

Vendor Tax Id Number _____

Vendor Address _____

City _____ State _____ Zip _____

Reason(s) exemption requested. Specific detail must be provided in narrative form to justify the State's consideration of the exception process. Also, provide specific costs and legal issues associated with this request. A separate document may be referenced here and attached.

Other comments:

Vendor Signature _____ Date _____

Contact Name (Please print) _____ Phone _____

Agency Name _____

Agency Contact _____

Phone _____ Fax _____

Email _____

DFA Only		Response Due 10 Business Days from Received Date		Vendor Numbers
Received Date:		Received By:		
Response Date:		Responder:		
Approved		Denied		
Comments:				

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SUB-SECTION	VENDOR FILE MAINTENANCE	REVISION NUMBER 11-004

VENDOR FILE MAINTENANCE

GENERAL

BFC is responsible for maintaining the statewide vendor file - SAAS table "VEND". Section 17.10.10 provides a detailed explanation of the procedures associated with maintaining and using the vendor file. Vendors are required to register for electronic payment and invoicing. Detailed information is found in Section 17.10.20.

ADDING A VENDOR

In order to add a vendor to the statewide vendor file, an agency must submit the following, if applicable:

- A **Vendor File Maintenance Form 17.20.05** completed and signed by an agency representative. A separate form must be submitted for each vendor.
- A **Mandatory E-Payment and E-Invoicing Exemption Request Form 17.10.20** completed and signed by the vendor.
- A **W-9** filled out by the vendor showing the vendor's federal tax identification number (TIN) and not the state identification number. This is not required for adding state employees, out-of-country vendors, or governmental entities.
- A **"Get PID"** page of the state employee's personal identification number (PID) obtained from SPAHRS.

CHANGING A VENDOR'S INFORMATION

An existing vendor's information may be changed or updated with the Vendor File Maintenance form and appropriate documentation. The vendor number, name, and action code "C" for "change" must be notated on the form along with the new or updated information. Copies of invoices are not acceptable documentation as support for the requested change. If the vendor is changing its TIN, a new W-9 form is required and must be attached to the Vendor File Maintenance Form. A new W-9 form is also required to remove a vendor from a "Hold" status. A separate Vendor File Maintenance form is required for each vendor.

VENDOR FILE MAINTENANCE FORM

Exhibit 17.20.05 is a sample form with reference number instructions. Following Exhibit 17.20.05 is a blank form that may be printed and submitted to BFC.

REFERENCE EXPLANATION

- 1 Required when changing information for an existing vendor. If blank, BFC will assign.
- 2 Either "A" to add a new vendor or "C" to change data associated with an established vendor.
- 3 Either "Y" (yes) if the vendor is a state employee or "N" (no) if the vendor is not a state employee.

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REFERENCE EXPLANATION

- 24 Check the appropriate response.
- 25 Signature of authorized person.
- 26 Date of approval.
- 27 For BFC use only.

ADDITIONAL INFORMATION

Information about obtaining the vendor's TIN on a W-9 is provided within Section 28.20.10. Blank copies of W-9 forms can be obtained from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Information about the Minority Business Certification program administered by the Mississippi Development Authority can be found at <http://www.mississippi.org>.

STATE OF MISSISSIPPI
STATEWIDE AUTOMATED ACCOUNTING SYSTEM
VENDOR FILE MAINTENANCE FORM

VENDOR NUMBER (10-1) (1)

ACTION (A-Add / C-Change) (1) (2)

STATE EMPLOYEE (Y/N) (1) (3)

VENDOR NAME (30) (4)

VENDOR ADDRESS (30) (5)

COMMENTS (30) (8)

(City) _____

(State) _____ (Zip) _____

VENDOR PHONE # _____ (6)

FEDERAL TAX I.D. NUMBER (7)

CONTACT (30) (9)

VENDOR FAX # _____ (10)

VENDOR E-MAIL ADDRESS (11)

(12)

Indicate Y-Yes or N-No (1)

INDIVIDUAL _____ PARTNERSHIP _____ INCORPORATED _____

REPT - 2 (4) _____ (13) 1099 IND (1) _____ (15) EFT FLAG (1) _____ (16)

HOLD (1) _____ (17) SELF-CERTIFIED MINORITY CODE (1) _____ (18)

REPT - 1 (4) _____ (14)

Check

(24)

Yes No

SAAS AGENCY #: _____ (19)

1) IRS Form W-9 attached (required): _____ If not attached, justification: _____

AGENCY: _____ (20)

2) Vendor made aware of Minority Self Certification: _____

BY: _____ (21)

3) Minority Vendor Self Certification Form attached: _____

PHONE #: _____ (22) (Area Code)

4) IRS 501C attached: _____ (Applicable when notification is received from IRS)

5) Mandatory E-Payment and E-Invoicing Exemption Request Form 17.10.20 attached: _____

E-MAIL ADDRESS: _____ (23)

AGENCY APPROVAL: (25)

(26)

DATE: _____

DEPARTMENT OF FINANCE & ADMINISTRATION: _____ (27)

DATE: _____ (27)

Note: The number in the parenthesis indicates the maximum or required field size for each field.

STATE OF MISSISSIPPI STATEWIDE AUTOMATED ACCOUNTING SYSTEM VENDOR FILE MAINTENANCE FORM

VENDOR NUMBER (10-1) _____

ACTION (A-Add / C-Change) (1) _____

STATE EMPLOYEE (Y/N) (1) _____

VENDOR NAME (30)

VENDOR ADDRESS (30)

COMMENTS (30)

(City)

CONTACT (30)

(State) (Zip)

VENDOR PHONE #

VENDOR FAX #

FEDERAL TAX I.D. NUMBER

VENDOR E-MAIL ADDRESS

Indicate Y-Yes or N-No (1)

INDIVIDUAL _____ PARTNERSHIP _____ INCORPORATED _____

REPT – 2 (4) _____ 1099 IND (1) _____ EFT FLAG (1) _____ HOLD (1) _____ SELF-CERTIFIED MINORITY CODE (1) _____

REPT – 1 (4) _____

Check
Yes No

SAAS AGENCY #: _____	
AGENCY: _____	
BY: _____	
PHONE #: _____ () Area Code	
E-MAIL ADDRESS: _____	

- | | |
|--|-------------------------|
| 1) IRS Form W-9 attached (required):
If not attached, justification: _____ | _____

_____ |
| 2) Vendor made aware of Minority Self Certification: | _____
_____ |
| 3) Minority Vendor Self Certification Form attached: | _____
_____ |
| 4) IRS 501C attached:
(Applicable when notification is received from IRS) | _____
_____ |
| 5) Mandatory E-Payment and E-Invoicing Exemption Request Form 17.10.20 attached: | _____
_____ |

AGENCY APPROVAL: _____

DATE: _____

DEPARTMENT OF FINANCE & ADMINISTRATION: _____ DATE: _____