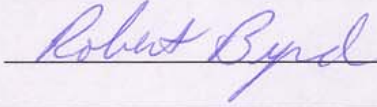




County of Riverside  
OFFICE OF THE AUDITOR-CONTROLLER  
STANDARD PRACTICE MANUAL

**SUBJECT:** Establishing or Changing Vendor Information

<b>SECTION:</b>	<b>8</b>	<b>CATEGORY:</b> Accounts Payable
<b>POLICY NUMBER:</b>	<b>801</b>	Replaces SPM Part V. Establishing or Changing Vendor Code Information 2/19/1997
<b>REVISED/ LAST REVIEWED:</b>	<b>3/25/02</b>	<b>APPROVED BY:</b> 

**PURPOSE:** To provide instruction for establishing or changing vendor information.

**SCOPE:** Applies to County departments, agencies, special districts, and authorities, that are governed by Riverside County Board of Supervisor, and/or which maintain funds in the County Treasury.

**POLICY:** A unique vendor code(s) is required for each vendor with whom the County does business or in the event a refund is owed and is referenced for procurement and payment processing.

*Note: A single vendor may have multiple unique vendor codes due to having multiple addresses or location requirements..*

Exceptions:

- Non-1099 reportable transactions made from a revolving fund
- One-time use vendor
- Non-1099 reportable Procurement Card transactions

**PROCEDURE:** There are two methods of establishing vendors: The county vendor website, Welcome to Riverside County, California <http://www.co.riverside.ca.us>, and directly into the Financial System.

**1. Vendor Entry through the County of Riverside Vendor Website:**

This is the preferred method of establishing a vendor. Vendors are encouraged to enter their own information through the County of Riverside Vendor Website.

- The W-9 information is completed online by the vendor
- A unique logon and secured password is established by the individual vendors and is used as their electronic signature.
- The "remit to" address is entered by the vendor.

**2. Establishing Vendors by Entry into the Financial System:**

Backup Documentation:

The following information must be provided as backup documentation for vendor establishment. The documents must be submitted immediately by FAX with original sent to the ACO the Next Day. Failure to submit W-9 information will result in the ACO not approving the Vendor for vouchering and therefore no payments will be allowed to process for the unapproved Vendor.

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County of Riverside  
**OFFICE OF THE AUDITOR-CONTROLLER**  
**STANDARD PRACTICE MANUAL**

<b>SUBJECT:</b> ESTABLISHING OR CHANGING VENDOR CODE INFORMATION
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<b>SECTION:</b>	<b>8</b>	<b>CATEGORY:</b> Accounts Payable Replaces SPM Part V, 2/19/1997 <div style="text-align: right;">JS</div>
<b>POLICY NUMBER:</b>	<b>801</b>	
<b>REVISED/ LAST REVIEWED:</b>	<b>3/25/02</b>	
		<b>APPROVED BY:</b> _____

- Vendor Letterhead (on invoice, statement, or company stationary) with the “REMIT TO ADDRESS” matching the information entered on-line in the financial system.
- IRS Form W-9 Request for Taxpayer Identification Number and Certification, IRS Form W-8 Certificate of Foreign Status, or Auditor-Controller’s Office (ACO) Form SPM Substitute W-9.

Steps to Establish a Vendor:

- a) Departments will enter vendor information online into the financial system, from backup documentation.
- b) A unique vendor code is automatically generated.
- c) Vendor online information is available to ACO for approval.
- d) Backup documentation (noted above) is submitted to the ACO.
- e) ACO approves vendor online.
- f) Vendor is available for selection in the AP Vouchering panels.

**3. Changing or Updating Vendor Information:**

- a) Follow instructions for Steps to Establish a Vendor (above) to provide revised information but enter data under the original established vendor code.
- b) When adding or changing a “REMIT TO” address, the new address will not be approved for vouchering until the ACO approves it as outlined above.
- c) Backup documentation must be sent to ACO.
- d) ACO reviews vendor information and gives the final online approval to vendor for vouchering.

<b>AP SECTION:</b>	<b>8</b>
<b>POLICY NUMBER:</b>	<b>801</b>
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