

WVEIS VENDOR ADDITION

The following instructions have been designed to assist in adding a vendor to WVEIS. Vendor records are created for valid vendors doing business with the county boards of education. Each vendor record is assigned a unique vendor number.

Each new vendor should complete an IRS Form W-9. This form primarily contains the name of the vendor or entity, their tax identification number, and their business designation code. For foreign vendors, a series of IRS Forms W-8 are required. These forms should be kept on hand to validate the information for a vendor or entity if questions arise from the Internal Revenue Service as a result of an inquiry or audit. To ensure that all information for the new vendor is correct, please make certain that all information has been completed by the vendor and is an original document. Counties may want to obtain a copy of a business license and/or any additional information that they find helpful.

Prior to adding a vendor into WVEIS, there should be an inquiry to see if the vendor already exists in the vendor file. The vendor search should be made using both the FEIN/SSN and vendor name. Also, please be sure to check for all possible spelling and/or abbreviations. Once it is determined that the vendor is not a duplicate in the system, please enter all necessary information from the W-9 form into WVEIS.

Proper internal controls along with segregation of duties will reduce the exposure of fraud. Ideally, the person who enters the new vendors should not have access to any other functions in the accounts payable process. However at a minimum, the person who enters the new vendor should not also have the ability to approve invoices.

If the vendor needs to be modified, please obtain a new revised IRS Form W-9 from the vendor before making changes to WVEIS.

Instances where further vendor verification may be needed:

1. Vendors whose invoices do not have pre-printed sequential invoice numbers
2. Vendors with PO Box addresses
3. Any new vendor over a certain dollar amount (for example: \$25,000)
4. Unusual looking invoices
5. Any invoice without a phone number
6. Any vendor where the W-9 information does not match the business registration information

Maintenance items:

1. Review the master vendor file yearly. Deactivate (not delete) any vendors that have not been used within the last 12-15 months.
2. Annually send out new W-9 forms to a sample of vendors to ensure information has not changed.