

Maintaining Vendor File Information

Objective

To maintain current information on individuals and businesses for transactions processed through the Minnesota Accounting and Procurement System (MAPS).

Policy

The on-line vendor file contains a record of individuals and businesses, each identified with a nine-digit number and a two-digit location code, which are used in encumbrance transactions, payment transactions, and various reports. Agency staff must enter all original requests for new vendors using the correct abbreviations listed in the [Minnesota Management & Budget \(DOF\) Vendor File Handbook](#). Agencies must ensure that the vendor is not already on file by checking against the vendor name and vendor tax number.

1. TIN Code:

- If the vendor is an individual, the TIN code is **S** (for Social Security Number).
- If the vendor is a business with Inc. or Corp. in the name, the TIN code is **C** (for incorporated businesses with an FEI number).
- If the vendor is any other business, the TIN code is **F** (for federal with an FEI number).
- If the vendor is a sole proprietor, the TIN code is **S** (for Social Security Number) plus the name of the person who owns the business on the third line or a TIN code of **F** (with an FEI number).

2. Requirements for Vendor Tax Numbers:

- All vendors must have either a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN) in the TIN number field.
- All Minnesota businesses must also have a State Identification Number. (MN Sales Tax Number. Exceptions noted in **Part C**.)
- For **Non-Minnesota Businesses** receiving payment for goods and services, a TIN code and either a SSN or FEI number are required. (Exceptions noted in **Part C**.)

3. Exceptions and corresponding acceptable exempt codes:

- For all **individuals** who reside in the United States and receive payments for goods, services, interest, and real estate transactions, the TIN code and SSN are required.
- For individuals who are receiving a one-time claim or refund using a non-taxable object code, a SSN may not be required. Use the TIN exempt codes of CLM or REF for these

vendors. Vendors with a TIN exempt code of CLM or REF will be purged within 30 days or when paid, whichever is earliest.

- For **Minnesota Businesses** that receive payments for goods and services, the following fields are required:
 - A TIN code.
 - A Federal Tax Identification number. This may be either a FEI or a SSN number. Any business that uses an SSN must provide the name of the person who owns the business. Enter the name on the Vendor Name Line 3 field of the Vendor Add/Maintain (VEND screen), last name first.
 - A Minnesota Tax ID number (a nine digit number beginning with 00). If a vendor has applied for a state ID number but has not received it, or if they are not issued a state ID number for some reason, you may use one of the two following exempt codes:
 - MAF - Minnesota Applied For
 - MNR - Minnesota Not Issued (Not Applicable)
- Enter **FOR** (Foreign status where US taxpayer identification number not required) in the Exempt Code Field for any of vendors and payments exempt from the TIN code and number requirements.

4. **Rush Requests**

- If the agency must make a payment or establish an encumbrance in less than two working days, the new vendor request is entered into MAPS. When a vendor number is received and the status code set to a 3 or 4, a screen print of the Vendor Add/Maintain (VEND) screen, with the word **RUSH** written at the top, is sent to DOF File Maintenance. Fax requests received before 2:00 PM will be reviewed and approved the same day.

5. **Vendors With a Remittance Address**

- When an agency is aware that a new vendor has a remittance address different from the general address, the remittance address must be included in the Notes section of the Vendor Notes (VNTE) table.

6. **Change Requests**

- If an agency needs to make a change to an existing vendor, the agency must do an inquiry using the Vendor Add/Maintain (VEND) screen, make a print screen, cross out the incorrect information and write in the correct information. The person requesting the change should include their name, agency and phone number. Fax the printout to DOF, File Maintenance with the word **CHANGE** written at the top.
- When agencies are changing the address, the agency must also indicate whether they are making a change to the general address or the remittance address by writing the word **GENERAL** or **REMITTANCE** after the word **CHANGE**.
- If the agency wants to add a remittance address which is different than the general address to a vendor already on the file, the agency must print out the Vendor Add/Maintain (VEND), write **ADD REMITTANCE ADDRESS:** and the address at the bottom of the page,

and fax the printout to DOF, File Maintenance. When warrants are issued, MAPS will use the remittance address if there is one or else default to the general address.

7. **Vendor Approvals**

- o Vendors located in the Metro area and missing a street address will not be approved. Refer to the (DOF) Vendor File Handbook for a list of cities where the address is required.

8. **Vendor Purge**

- o Vendors entered with TIN exempt codes of CLM and REF will be purged within 30 days or when paid, whichever is earliest.

Forms

[FI-00514 - MAPS Vendor File Request](#)

Note: Use of this form will be limited to small agencies who do not have access to MAPS. Change requests can be submitted by revising a copy of the screen.

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	<p>Determine the need to add a vendor record by doing an inquiry on the Taxpayer Identification Number (TIN) and vendor name (VNAM).</p> <p style="padding-left: 40px;">If the company is already in the vendor file, but in a different geographical location, add a new location to the existing vendor number.</p> <p style="padding-left: 40px;">If the vendor does not exist in the vendor file, add it to the vendor file.</p> <p>Refer to the Vendor File Training Manual for information regarding adding and maintaining new vendors and locations to the current vendor listing.</p>	Agency
2.	<p>Refer to The Vendor File Handbook to enter the vendor information using the correct abbreviations. The required fields when adding a new vendor are: name, general address, city, state, zip, TIN code, number (and state ID number for Minnesota Vendors) or exempt code, the requestor's name, and phone number. The requestor is the</p>	Agency

	person entering the data. Enter any additional information about the vendor in the appropriate fields.	
3.	Enter the mandatory five-digit zip code. However, if available, enter a nine-digit zip code, which will reduce mailing costs.	Agency
4.	Enter all of the required information, process and, if necessary, correct any on-line errors. Once all the information is provided, MAPS will generate a vendor number, which will appear in the Vendor Number Field. NOTE: This number cannot be used to enter an encumbrance or make payments until it is approved by the Minnesota Management & Budget.	Agency
5.	Change the Status Code to a 3 if the vendor record contains a TIN code, number, the TIN exempt code field is blank, MAF or MNR and there is no separate remittance address. Otherwise, change the Status Code to 4.	Agency
6.	If the new vendor has a remittance address different from the general address, enter all required information for the new vendor. BEFORE changing the Status Code to a 3 or 4, add the remittance address to the Vendor Notes (VNTE) screen. This will ensure that the remittance address notes will be sent electronically along with the vendor request to the Minnesota Management & Budget.	Agency
7.	Review all new vendors for content and accuracy. When a new vendor is approved, change the status code to a 5. All vendor requests containing the required information in the correct format will be approved within two (2) working days. If the content or format needs correcting, DOF will contact the requestor, make the necessary changes, and electronically approve the vendor.	Minnesota Management & Budget, File Maintenance
8.	Enter the four-digit zip code extension if not input by the agency, as well as the city, county, legislative, congressional district, and region codes for all Minnesota vendors.	Department of Administration, Materials Management
9.	Check the Vendor Add/Maintain Screen (VEND) to determine if the vendor has been approved by Finance.	Agency