

# DHS ADMINISTRATIVE PROCEDURES MANUAL

## Chapter 303

### Title: Vendor Maintenance

I. **PURPOSE:** To provide uniform Department of Human Services (DHS) procedures for creating and changing master vendor files in the Arkansas Administrative Statewide Information System (AASIS).

II. **PROCEDURES: Entering a New Vendor**

A. BEFORE submitting a request for a new vendor, requestor MUST:

1. Obtain a signed Form W-9 from the vendor AND retain the Form W-9 in his/her files for audit purposes;
2. Obtain a written statement from the vendor regarding the following, as these are critical fields that must be completed correctly in accordance with the vendor's written dictates and reflect information that is not found on the Form W-9:
  - **Direct Deposit Information**, if applicable
  - **Telephone number**,
  - **Fax number**,
  - **E-mail address** (if desired by the vendor that such be entered),
  - **Minority Indicator** information, and
  - **1099 Reportable** status;
3. Verify that the following steps have been completed:
  - Checking the AASIS master vendor system to verify that there is no file already in existence in AASIS for this vendor name and address;
  - Verifying that the name is not on the **DHS Excluded Providers** list, found at: <https://dhsshare.arkansas.gov/OFA/default.aspx>
  - Verifying that the name is not on the **OSP Suspended/Debarred Vendors** list, found at: [http://www.arkansas.gov/dfa/procurement/pro\\_suspended\\_debarred.html](http://www.arkansas.gov/dfa/procurement/pro_suspended_debarred.html).
  - Verifying that the name is not on the federal **Excluded Parties List** system, found at: [www.epls.gov](http://www.epls.gov)

B. To enter a new vendor, requestor must complete in full, based on written documentation from the vendor, the electronic form entitled "Vendor Form

with W-9” found on the Department of Finance and Administration (DFA), Office of State Procurement (OSP) website:

[http://www.arkansas.gov/dfa/procurement/pro\\_agency.html#5](http://www.arkansas.gov/dfa/procurement/pro_agency.html#5).

1. Requestor shall check the box on “Vendor Form with W-9” to indicate he/she has a hardcopy of the vendor’s Form W-9.
  2. Requestor shall select “E-mail Form” option at the bottom of the screen.
  3. In the “To . . .” field, requestor shall enter as addressees the names of the individuals in Contract Support Section (CSS) who are responsible for processing vendor actions. These names are available on the CSS Share site.
  4. Requestor shall enter the following text into the e-mail:  
Confirmation that:
    - The name and address are not already in AASIS,
    - The vendor is ***not*** listed on the DHS Excluded Providers list;
    - The vendor is ***not*** listed on the DFA/OSP Suspended/Debarred Vendors list;
  5. Requestor shall send the e-mail to the addressees entered in #3 above.
- C. CSS identified staff shall review the e-mailed form, contact requestor if he/she has questions, and submit the form to OSP upon his/her approval.

### **III. PROCEDURES: Changing or Deleting a Vendor’s Information**

- A. BEFORE submitting a change to a vendor’s information in the master vendor file, requestor must obtain written confirmation from the vendor relative to the change being requested. Requestor must obtain a signed Form W-9 from the vendor if the vendor’s name, address, and/or tax identification number are being changed.
- B. To make a change to a vendor’s information, requestor must:
  1. Complete the following elements, at a minimum, on the electronic form entitled “Vendor Form with W-9” found on the DFA, OSP website.
    - The existing vendor number, tax information, and vendor name,
    - Agency contact information, and
    - Any and all information that is being CHANGED.
  2. Check the box on “Vendor Form with W-9” to indicate he/she has a hardcopy of the vendor’s Form W-9.
  3. Select “E-mail Form” option at the bottom of the screen.

4. In the "To . . ." field, enter as addressees the names of the individuals in CSS who are responsible for processing vendor actions. These names are available on the CSS Share site.
  5. Enter the following text into the e-mail:
    - The specific change that is being requested;
    - If the change pertains to banking information, confirmation that the requestor has a hard copy of the vendor's documentation as indicated above.
  6. Send the e-mail to the addresses entered in #3 above.
- C. CSS identified staff shall review the e-mailed form, contact requestor if he/she has questions, and submit the form to OSP upon his/her approval.
- D. A vendor who registered him or herself in the vendor master file must continue to make changes to his or her vendor file. OSP will NOT process a request from DHS on a vendor who registered him or herself. If DHS input the vendor's info to DFA, DHS shall continue to make the changes to the file.