

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 a file 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
(Obtain a copy of the vendor's voided check or a copy of the bank statement showing the vendor's name and bank account routing number from the vendor's financial institution. Scan the voided check or bank statement and attach the copy to the E-Form. If a scanner is not available, fax to ATTN: Vendor Specialist at 501-324-9311).
 - **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/ExclProv/default.aspx>
 - Verifying that the name is not on the OSP Suspended/Debarred Vendors list and State and Federal Excluded Parties List, found at: <http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>

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- 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:
<https://dhsshare.arkansas.gov/OFA/CSS/Vendor%20Maintenance/Shared%20Documents/vendorMaintenance.pdf>
1. Requestor shall check the box on “Vendor Form with W-9” to indicate he or 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 DHS_VendorMaintenanceIssues@Arkansas.gov for the person responsible for processing vendor actions.
 4. Requestor shall enter text into the e-mail confirming 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;
 - The vendor is ***not*** listed on the Federal Debarment Vendor List.
 5. Requestor shall send the e-mail to the address entered in #3 above.
- C. CSS identified staff shall review the e-mailed form, contact requestor if there are questions, and submit the form to OSP upon staff member’s 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, or tax identification number is 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 Maintenance Request Form OSPV100” found on the DFA, OSP website.
 - The existing vendor number, tax information, and vendor’s PREVIOUS address information,
 - Agency contact information, and
 - Any and all information that is being CHANGED.
 2. Check the box on “Vendor Form with W-9” to indicate requestor has a hard copy of the vendor’s Form W-9.

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3. Select "E-mail Form" option at the bottom of the screen.
 4. In the "To _____" field, enter DHS_VendorMaintenanceIssues@Arkansas.gov for the person responsible for processing vendor actions.
 5. Enter into the e-mail the specific change that is being requested;
 6. If the change pertains to banking, obtain a **copy of the vendor's voided check or a copy of the bank statement showing the vendor's name and bank account routing number from the vendor's financial institution. Scan voided check or bank statement and attach it to the E-Form. If a scanner is not available, fax to ATTN: Vendor Specialist at 501-324-9311**
 7. Send the e-mail to the address entered in #4 above.
- C. CSS identified staff shall review the e-mailed form, contact requestor if there are questions, and submit the form to OSP upon 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 inputs the vendor's information to DFA, DHS shall continue to make the changes to the file.

IV. Originating Section/Department Contact

Office of Finance and Administration
Contract Support Section
General Services Unit
P.O. Box 1437/Slot Number W304
Little Rock, AR 72203-1437
Telephone: 683-4818