



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 2.5 - Vendors

1. Importance of Vendor Registration

The first step in procuring goods or services from a vendor is to ensure that the vendor is registered in the University's PeopleSoft ERP System and active in the University's BuyWays eProcurement System.

Staff members who have access to BuyWays are able to search for a vendor within BuyWays to verify that the vendor has been entered and is active.

Staff members with access to Peoplesoft can also search for vendors within Peoplesoft. Searching in Peoplesoft allows a staff member to determine whether a vendor is active only in Peoplesoft but not in BuyWays in which case only a "BuyWays Vendor Add/Update Form" is required to activate the vendor within BuyWays but no W9 is required, thus streamlining the process. Vendors can be found by name or a unique 10 digit identification number that is assigned to each vendor by the University.

Ensuring that a potential vendor is active in University systems verifies that:

- The vendor has passed all required checks and verifications to ensure that they are compliant with applicable laws, IRS Regulations and are appropriately coded in the vendor file for tax purposes.
- The vendor is active in BuyWays so that a requisition, and following necessary approvals, a purchase order can be issued to the vendor (NOTE: a requisition cannot be entered for a vendor until the vendor is active in BuyWays)
- Note: vendor related issues will prevent the processing of requisitions in a timely manner.

2. Registering New Domestic Vendors

Each new addition to the UMass Vendor file, or change to an existing vendor record, must be processed by having the vendor complete the University of Massachusetts Substitute W-9 form (UMW9) and having them fax it to Procurement at (508) 999-8997. The W-9 form is required by the IRS to certify the vendor's Taxpayer's Identification Number (TIN) legal name and address.

Note: If a vendor is an "active" vendor in Peoplesoft and all information associated with the vendor is correct but the vendor has not been moved into BuyWays than the vendor can be added to BuyWays by completing the "BuyWays Vendor Add/Update Form" instead of a W9 or UMW9.

The (UMW9) forms are available for download from the procurement website. Completed forms should be faxed (**not emailed**) to **508.999.8997** to the Procurement Department. The procurement website can be found at:

<https://www.umassd.edu/media/umassdartmouth/administrativeservices/procurement/procurement>



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The UMW9 form has several spaces for the company or individual completing the form to provide their contact information including email and fax number. The email or fax number provided in this space is entered into BuyWays and is the number to which all purchase orders submitted to that vendor will be electronically distributed by BuyWays, once the internal approval process is completed. Therefore, it is very important that an email or fax number is included on the form, is legible and accurate. If Procurement receives a UMW9 form without this section completed, then the process of entering the vendor into BuyWays will be delayed as Procurement will have to contact the vendor to obtain the information.

Due to University security measures established by the vendor team, Procurement is unable to accept documentation that contains personal information via email. This may include information such as home addresses, phone numbers and Social Security Numbers. In the case of a security breach of personal or confidential information the potential exist for the University to face fines and other liabilities which in some cases may be upwards of \$1,000,000. Therefore, it is very important that completed UMW9 forms are transmitted via fax to the Procurement office and **NOT** by email.

The vendor database is maintained through a service level agreement (SLA) at the University of Massachusetts Amherst Campus. The addition of new vendors and the updating of existing vendors information requires the submission of a UMW9 form to the Dartmouth Campus Procurement Office where the vendor information is initially verified and other checks are completed. Once verified by the Procurement Office at the Dartmouth Campus the forms are fax to the Amherst Campus where they are added to the Peoplesoft and BuyWays systems. The Dartmouth Procurement Office will generally process all UMW9 forms within two (2) business days and the Amherst Campus will generally have UMW9 forms processed within two (2) business days following receipt. Therefore, it generally takes approximately four (4) business days from the time that the Dartmouth Procurement office receives the UMW9 form for the vendor to be added or updated in the Peoplesoft and BuyWays systems. If information is incomplete, illegible, inaccurate or any other errors are identified with the vendor form than the process of entering or updating the vendor will be delayed.

3. Registering New Foreign Vendors

Foreign vendors are required to complete one of the forms listed below instead of the W9 or UMW9 form and may at times be required to submit additional information and or complete other required documentation based on the unique circumstances of each foreign vendor whether a corporation or an individual.

Foreign vendors must complete one of the following forms in order to become a University vendor, the form required is determined by the category that they are classified within.



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Foreign Vendor Status	Required Form
(Individuals) Certificate of foreign status of beneficial owner for US tax withholding and reporting. May be used for honoraria, reimbursements, and some foreign source vendors.	W-8BEN
(Entities without US Presence) Certificate of status of beneficial owner for US tax withholding and reporting.	W-8BEN-E
(Entities with US Presence) Certificate of foreign person's claim that income is effectively connected with the conduct of a trade or business in the US.	W-8BEN-ECI
(Government) For use by foreign governments, international organizations, foreign central banks of issue, foreign tax-exempt organizations, foreign private foundations, and governments of US possessions.	W-8BEN-EXP

Foreign vendors are subject to International Tax Treaties and other complex and unique compliance issues which tend to vary and be specific to the facts of each vendor, their home country and applicable treaties. Due to the additional work required to review foreign vendors and determine applicable requirements it generally takes 2 to 4 weeks to process foreign vendors and may take longer based on the circumstances and applicable requirements.

4. Registering Vendors in MMARS

For purchases funded through state appropriated accounts, vendor registration with the Massachusetts Management Accounting and Reporting System (MMARS) is required in addition to registration with the University's systems prior to any commitment being made to the vendor.

No encumbrance can be completed against a state-appropriated account unless the vendor has been entered into MMARS and in the University's System. Vendor registration and or changes through MMARS generally require three or more weeks to process and require that stringent parameters be followed.

Departments looking to process vendors through MMARS should contact procurement for applicable requirements.