**Vendor Add Process**

M: District Forms/Purchasing/Vendors

Revised: 8/17/20

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| Requestor | Check to see if vendor is active in Skyward Path: FM/Vendors/VB |
| Requestor | Enter vendor request in Skyward Path: Web FM/Vendors/Vendor Browse  See [***Vendor Add Request Instructions***](Vendor%20Add%20Request%20Instructions.docx) for more information on how to enter in a vendor  This will allow you to receive an email once the vendor has been added. ***The only information you need to add is the vendor name, we will fill in the rest of the information when we receive the W9 & Request.***  If you do not have access to this section, please contact Tia Stoddard via email and she will give you access. |
| Requestor | If a vendor doesn’t exist in the system, you will need to email them the following two documents in order for accounting to set them up as a vendor:  Email a [Request for Taxpayer Information Sheet](file:///M:\District%20Forms\Purchasing\Vendors\REQUEST%20FOR%20TAXPAYER%20INFORMATION%20Form.doc) and a [W9](W9.pdf) to the vendor.  Each vendor is required to have both forms on file. The forms are located on the district drive for you to email to the vendor.  [W9](W9.pdf) – The vendor will give us a Federal Tax ID# also known as EIN - Employer Identification Number or an individual’s SS#.  [Request for Taxpayer Information Sheet](REQUEST%20FOR%20TAXPAYER%20INFORMATION%20Form.doc) is our schools request to verify their company remit to address. |
| Accounts Payable | Receives the completed forms from the vendor [apinvoices@qsd.wednet.edu](mailto:apinvoices@qsd.wednet.edu) |
| Accounts Payable | TIN Match (Taxpayer Identification Number) – Verify the Fed Tax ID # (EIN) or SS# with the IRS. |
| Accounts Payable | Enters the vendor into Skyward |
| Requestor | An emailed response is sent to the requestor to inform them of the vendor that they requested was added to Skyward if you followed the Vendor Add instructions. |

# [Vendor Change Form](file:///M:\District%20Forms\Purchasing\Vendors\Vendor%20Change%20Form.doc) (located on the district drive)

* Submit this form to [apinvoices@qsd.wednet.edu](mailto:apinvoices@qsd.wednet.edu) if you have changes to an existing vendor in the Skyward system.