

Procurement Guideline for Vendor Setup (End User Information)

Only Authorized District personnel are permitted to submit Vendor applications to the portal (procurement@richlandone.org) for review and consideration.

*Applications submitted directly by vendors will **NOT** be accepted.*

Vendor Setup Process

A vendor is not permitted to begin work with Richland County School District One (i.e. be paid) until certain paperwork has been completed and the proper tax form is received. Because of the sensitive and confidential nature of the data, setups and changes cannot be taken over the phone; they must be submitted via email by completing the vendor application form located on the Procurement Services website. <https://www.richlandone.org/Page/11146>.

*** Vendor submissions with the appropriate paperwork may take up to (3) business days or more to verify, (vet the vendor) and enter into the MUNIS system. At peak times of the year it may take up to (5) business days. ***

Why is this important? Vetting vendors ensures the district avoids potential fraudulent situations. Vendors not submitting the proper tax documentation may delay the process further. (This will depend upon how quickly they respond to requests for the additional information). In order to avoid delays in payments, schools and departments should ensure a vendor is setup before work begins.

Only vendors who have been successfully setup will appear in MUNIS.

New Vendors

The following documentation is required for new vendor setup:

- ✓ Completed Vendor Application
- ✓ Current Form W-9 or W-8 is required for IRS regulatory compliance. The name on the form must match the firm name shown on the Purchase Order issued.
 - U.S. companies and individuals who are U.S. citizens or U.S. resident aliens must provide Form W-9 Request for Taxpayer Identification Number and Certification
 - Non U.S. companies must provide Form W-8BEN-E Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
 - Individuals who are not resident aliens for tax purposes must provide Form W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
- ✓ Certificate of Insurance (if applicable)

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Changes to existing vendors

Any updates to an existing vendor must be submitted via procurement@richlandone.org. Existing vendors will complete vendor applications as usual and update fields or attach a new W9 as necessary. The verification process will ensure against the creation of duplicates.

- If there is a vendor name and/or EIN/ tax ID number change, we are unable to just 'update' MUNIS. Additional information is required.
 - Request for a letter of novation is needed, or any legal documentation indicating the vendor name and/or EIN/ tax ID number has changed.

Potential Additional Requirements for Vendor Setup

- Procurement for Professional Development services \$2500 or more are required to complete a PD form found the Richland One website.
- If your school is receiving services from an artist, you must make sure the artist is on the approved SC Artist's Commission List
- DRAPE Form for computers, copiers, etc.
- Services being rendered by artist painting murals or any form of artwork must be on the **approved** SC Commission for Artist list.

Vetting Vendors

Why is Vetting Vendors Important? Answer: Avoiding Potential Fraud

What is Procurement Fraud?

As per cporising.com , "Procurement fraud can be defined as dishonestly obtaining an advantage, avoiding an obligation or causing a loss to public property or various means during procurement process by public servants, contractors or any other person involved in the procurement." In layman's terms it is a "kickback".

Examples of Fraud

- **Conflict of interest** – An employee is somehow related to a vendor.
- **Fraudulent or fake companies setup by employees** - This speaks for itself.
- **Colluding with a vendor** – To purchase a product or service at a higher cost or a cheaper product that doesn't meet the quality requirements. In return, the employee receives a kickback

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Example (Incorrect Submission of Vendor Information) 'W9 Form'

Form W-9
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions.

1604 SPENCE GATE CIRCLE APT 207

6 City, state, and ZIP code

VIRGINIA BEACH VA 23456

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

____ - ____ - 2 0 1 0

OR

Employer identification number

____ - 3 6 1 6 5 6 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here _____ **Date** 7/19/21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.


Cat. No. 10231X Form W-9 (Rev. 10-2018)


The vendor keyed in their SSN and EIN/ Tax ID#.

The vendor should select one or the other as indicated on the W9 form.

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Example (Correct Vendor Application) Page 1




RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER
 Procurement Services
 Vendor Application 201
 Park Street
 Columbia, SC 29201
 PH: 803-231-7033
(Subject to any federal, state and local laws)

Vendor No:

**The District does not accept vendor applications directly from vendors. Vendor applications (new and updated) must be submitted internally through a Richland County School District One employee before being created. (i.e. Bookkeepers, Administrative Assistants, or Department Heads). **

**Richland One employees will forward completed applications to the Procurement Services Department. **
 NO APPLICATION WILL BE PROCESSED WITHOUT A COMPLETE W-9 ATTACHED

Please check the appropriate boxes:

☐ M-Minority
 ☐ S-Small
 ☐ W-Woman
 ☐ O-Other
 ☒ W-9 Attached


* What services are being rendered? Student medical carts for the nurses at each school location. (ex. Consulting, professional development, etc.).

Name of Company: <u>Asgard Aesir Medical Supplies, LLC</u> Contact 1: <u>Thor G. Thunder</u> Contact 2: <u>Odin G. Allfather</u> Telephone Number: <u>999-222-4444</u> Fax Number: <u>999-222-3333</u>	DBA: <u>AA Medical Supplies, LLC</u> SSN or FEIN: <u>11-79124100</u> Business License Number: State: _____ How long in present business: <u>over 200</u> Years <small>In the interest of protection for the District and its vendors, it is mandatory for vendors to have purchase authorization in the form of a signed Purchase Order BEFORE placing an order.</small>
Address To Which Bids/Quotes and Purchase Orders Are To Be Mailed: <div style="border: 1px solid black; padding: 10px; margin: 5px; text-align: center;"> 715 Aesir Lane Oklahoma City, OK 73000 </div>	Remittance Address (If Different From Bids/Quotes/PO Mailing Address): <div style="border: 1px solid black; padding: 10px; margin: 5px; text-align: center;"> 715 Aesir Lane Oklahoma City, OK 73000 </div>
Email Address For Electronic Purchase Order Transmittals To Be Mailed: <u>asgardaesirschoolsuppliesllc@norse_marvel.com</u> Website: <u>sgardaesirschoolsuppliesllc.com</u>	P-Card Payment Preferred <u> </u> Yes <u> </u> No <small>An active application does not legally entitle a vendor to any particular solicitation, therefore, vendors are encouraged to check the District's website: www.richlandone.org for legal notices of Invitation to Bid (IFB). The Procurement Department may also be contacted for solicitation information.</small>

Type of Organization (Check One) Individual Partnership Corporation ☒ Other

RCSD One requires that no employee or Board of School Commissioners may have a special interest in any contract paid with funds belonging to or administered by the Board of School Commissioners. If you/your firm have such a relationship, attach a separate sheet explaining the relationship. All transactions are governed by the laws of the State of South Carolina and the Board of School Commissioners for RCSD One.

I certify that information supplied herein is correct and neither the applicant nor any person in any connection with the applicant as a principal or officer, so far as known, now debarred, suspended or otherwise declared ineligible by any agency of Federal Government, agencies of the State of South Carolina or by Richland County School District One.



 Person Authorized to Sign this Application, Title

7/22/2021

 Date

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Example (Correct Vendor Application) Page 2

Form
(Rev. 10-18)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Asgard Aesir Medical Supplies, LLC

2 Business name/disregarded entity name, if different from above
AA Medical Supplies, LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____
☐ Other (see instructions) ► _____

☐ C Corporation
☐ S Corporation
☒ Partnership
☐ Trust/estate

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
715 Aesir Lane

6 City, state, and ZIP code
Oklahoma City, OK 73000

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

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or

Employer identification number

5	5	-	6	6	6	2	2	2
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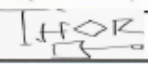
Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► 

Date ► **7/22/2021**