VMR-VRO CHECKLIST
SETTING UP SOLE PROPRIETORSHIPS

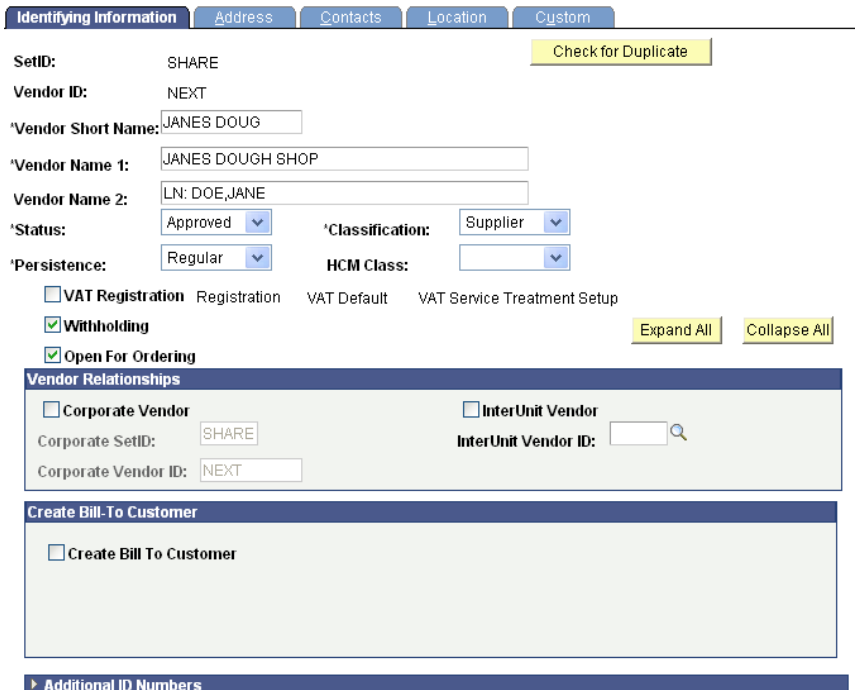
Guideline Reference – *VMR-VRO Guideline Sole Proprietorships*

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. Search the database to see if the vendor exists. If the vendor does not exist, refer to VMR-VRO Checklist-How to Add New Vendors, using the same steps below.
   - Try all combinations of vendor names to guarantee the sole proprietorship is not a duplicate: by TIN, owner's name, or business name.

2. If the vendor already exists under the owner's name or the business name, but not both, follow these steps.



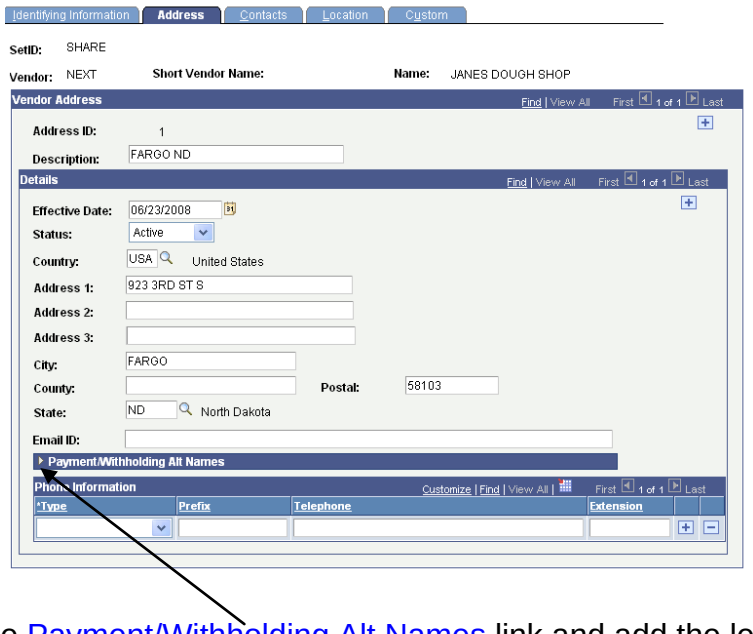
- **Short Name:** The short name no longer defaults in. Users will now need to complete this field with the first 10 digits of Name 1 (no punctuation).

- **Name 1**: Key the vendor's DBA Name (name of the business) here <u>without punctuation.</u>

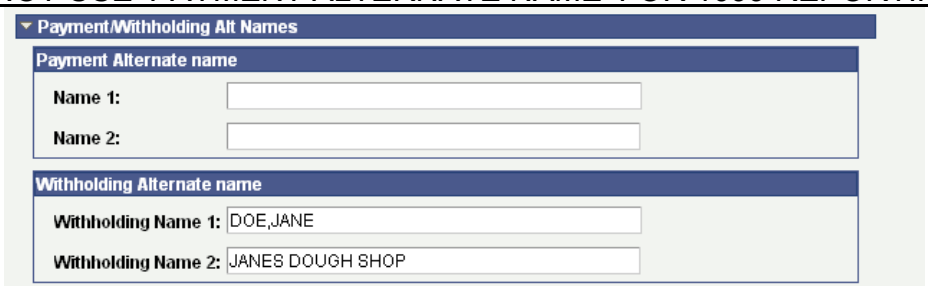
- **Name 2:** Key in the vendor's legal name here without any punctuation other than a comma after the last name and a colon after "LN". Always include "LN:" before

entering the name. The legal name could be an individual or company name. The legal name should be provided to you by a W-9.

- **Addresses:** Key in the address/addressees where the vendor would like remittances, purchase orders, and bids to be sent to, as usual.



3. Click on the Payment/Withholding Alt Names link and add the legal withholding name in Name 1(legal name). In Name 2 key in the vendor's business name. DO NOT USE 'PAYMENT ALTERNATE NAME' FOR 1099 REPORTING.



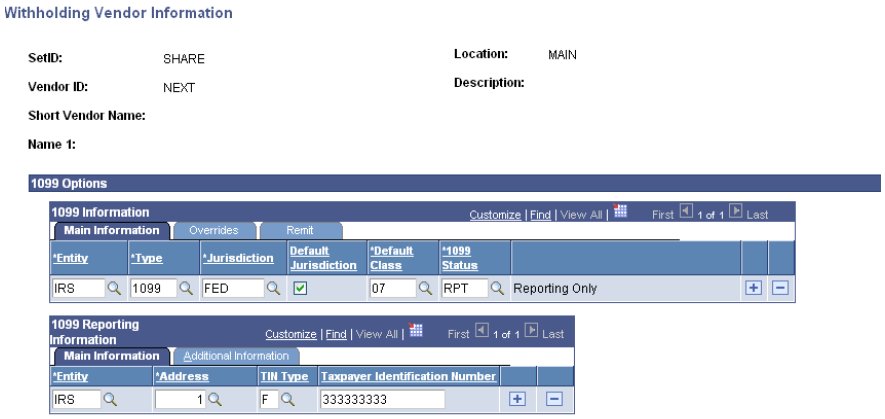
4. Save the vendor after the addresses are added.

5. Go to the Location tab.

6. Add a row to each of the location/locations that will be used for reportable payments. Never add reporting to the following locations:
   - BIDS
   - 1099-G
   - 1099-S
   - VR Use Only locations
   - LOAN

- GRANTS

7. Click on the 1099 link.



➢ Enter the required information:

Entity	=	This field will always be "IRS."
Type	=	This field will always be '1099".
Jurisdiction	=	This field will always be 'FED'.
Default Class	=	Select the appropriate class to default into the voucher.
1099 Status	=	This field will always be 'RPT'
Entity	=	This field will always be "IRS."
Address	=	Enter the number of the address you want the 1099 to be mailed to. The default is Address 1. For new vendors with only one address, this will suffice, but make sure this field does not point to an address that says "CHOOSE THE CORRECT LOCATION."
Tin Type	=	Either "S" for social security number of "F" for federal taxpayer ID
Taxpayer Identification Number	=	The vendor's social security number or federal taxpayer ID number. Enter this number without hyphens or spaces.

8. Click OK.

9. Make sure that the withholding box on the Identifying Information tab is checked, then do a final Save.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.