

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.

The screenshot shows a software interface for vendor setup. At the top, there are tabs for 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. Below the tabs, the 'Identifying Information' section contains the following fields: 'SetID:' with value 'SHARE', 'Vendor ID:' with value 'NEXT', and a 'Check for Duplicate' button. Below these are three text input fields: '*Vendor Short Name:' (JANES DOUG), '*Vendor Name 1:' (JANES DOUGH SHOP), and 'Vendor Name 2:' (LN: DOE,JANE). There are also dropdown menus for '*Status:' (Approved), '*Classification:' (Supplier), and '*Persistence:' (Regular). Below these are checkboxes for 'VAT Registration', 'Withholding' (checked), and 'Open For Ordering' (checked). There are also buttons for 'Expand All' and 'Collapse All'. The 'Vendor Relationships' section has checkboxes for 'Corporate Vendor' and 'InterUnit Vendor', with corresponding text input fields for 'Corporate SetID:' (SHARE), 'Corporate Vendor ID:' (NEXT), and 'InterUnit Vendor ID:'. The 'Create Bill-To Customer' section has a checkbox for 'Create Bill To Customer'. At the bottom, there is a section for 'Additional ID Numbers'.

- **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 without punctuation.
- **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

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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

