



VENDOR REGISTRY PROCEDURES & GUIDELINES
CENTRAL SERVICES DIVISION

PROCEDURE NUMBER:
001.2

PROCEDURE NAME: [Click here to enter text.](#)

Use of Government Classifications and Source Codes

SHORT DESCRIPTION:
The Vendor Registry Office uses the Government Classifications and Sources to record the collection (or not) of vendor applications, W-9s and W-8s. We also record the tax type of the organization and track information on bidders for state contracts.

APPLIES TO: <input type="checkbox"/> VMR <input type="checkbox"/> VRO <input checked="" type="checkbox"/> ALL	RELATED DOCUMENTS: Guideline: Who Retains and Records Vendor Paperwork; Checklist for Recording Receipt of Paperwork; Guideline: Who Collects W-9s and W-8s
TYPE/CLASSIFICATION: Government Classifications	LAST UPDATED: September 3, 2009

The Sources and Classifications are found under 'Government Classifications on the Identifying Information Page of each vendor. These items were recently updated, and the lists for both were shortened.

Government classifications are used to identify vendors that are state agencies, University System institutions, and other organization types, such as corporations, sole proprietorships, etc. Any applications, forms W-9 or forms W-8 received on a vendor should be recorded here by any VMR accepting the paperwork. Please refer to the following table when attaching sources and classifications to make sure they are applied correctly.

Use the following to designate a vendor as part of the University System or state agency:		
Government Classification	Description	Source to Use With It
30 BSC	HiEd-Bismarck SC	STATE
31 DSU	HiEd-Dickinson SU	STATE
32 LRSC	HiEd-Lake Region SC	STATE
28 MASU	HiEd-Mayville SU	STATE
29 MISU	HiEd-Minot SU	STATE
33 MSUB	HiEd-Dakota College at Bottineau	STATE
34 NDCS	HiEd-ND State School of Science	STATE
25 NDSU	HiEd-ND State University	STATE
26 UND	HiEd-University of ND	STATE
27 VCSU	HiEd-Valley City SU	STATE
35 WSC	HiEd-Williston SC	STATE
40 STATE	ND State Agencies	STATE
Some colleges track their student vendors using this source and government classification:		
Government Classification	Description	Source to Use With It
24 STUDENT	Student	STUDENT

Guideline 001.2 Use of Government Classifications and Source Codes

Any VMR that collects an original IRS Form W-8, IRS Form W-9, or substitute W-9 should record that fact on the vendor so users at other locations do not have to request another one from this same vendor.

Government Classification	Description	Source to Use With It
<i>Recording W-9s does not require a Government Classification added to the Source, and VMRs no longer need to record an expiration date of 5 years in the future. We do ask that VMRs record their initials and the acronym of the college where they work in the 'Cert Nbr' field so everyone knows where a copy of the vendor's W-9 can be found on file.</i>		W9
94 W8	W-8BEN (this requires an expiration 3 years in the future)	W8
91 W8	W-8ECI (this requires an expiration 3 years in the future)	W8
92 W8	W-8EXP (this requires an expiration 3 years in the future)	W8
93 W8	W-8IMY (no expiration date necessary for this form)	W8

The following forms are used by state agencies and the Vendor Registry Office. If a vendor submits one of these to a college or university, please record its receipt by selecting the appropriate classification with the source of "VENDOR APP".

Government Classification	Description	Source to Use With It
20 VNDR AP	VA-Bidders List Application	VENDOR APP
53 VNDR AP	VA-Business Reg Form Sub W-9	VENDOR APP
21 VNDR AP	VA-Individual (Non-Business) Sub W-9 Form	VENDOR APP
23 VNDR AP	VA-Political Subdivision Form	VENDOR APP
19 VNDR AP	VA-Vendor Registry Application (this form is no longer used)	VENDOR APP

The following forms regard **changes** to an existing vendor, and we want to keep them documented separately from original applications and forms W-9. If your institution has its own ACH authorization form or other document used to record changes to a vendor, please feel free to use one of the following:

Government Classification	Description	Source to Use With It
24 CHANGE	VA-ACH Change Form (SFN 51620 or other)	CHANGE
25 CHANGE	VA-Commodity Code Change Form (for bidders)	CHANGE
36 CHANGE	VA-Notification of Change Form (SFN 53654)	CHANGE

The following classes and MAILING source are for Vendor Registry Office use only.

Government Classification	Description	Source to Use With It
21 VNDR IN	VI – First Request Sent	MAILING
78 VNDR IN	VI – Second Request Sent	MAILING
79 VNDR IN	VI – Third Request Sent	MAILING
85 VNDR IN	VI – Fourth Request Sent	MAILING

Now for the main list – the organization types. We combined government entities and some other special situations with the regular corporations, partnerships, and individuals. **Please attach the following classes only to the source of ORG TYPE – not W9 or W8.**

Government Classification	Description	Source to Use With It
76 ORG TYP	OT - Airport Authority	ORG TYPE
64 ORG TYP	OT - Banks or Financial Institutions	ORG TYPE
42 ORG TYP	OT - Cities – ND	ORG TYPE
87 ORG TYP	OT – Claims	ORG TYPE
61 ORG TYP	OT – Conferences	ORG TYPE
17 ORG TYP	OT - Cooperative Assoc/Utility/Credit Union	ORG TYPE

Guideline 001.2 Use of Government Classifications and Source Codes

Government Classification	Description	Source to Use With It
09 ORG TYP	OT – Corporation	ORG TYPE
95 ORG TYP	OT - Corporation – Legal	ORG TYPE
74 ORG TYP	OT - Corporation – Medical	ORG TYPE
41 ORG TYP	OT - Counties – ND	ORG TYPE
105 ORGTYP	OT - Dry Bean Council – 60600	ORG TYPE
102 ORGTYP	OT - Dues – organizational	ORG TYPE
44 ORG TYP	OT - Federal Agencies	ORG TYPE
103 ORGTYP	OT - Fees: conferences/conventions/registrations	ORG TYPE
100 ORGTYP	OT - Foreign Individual or Organization	ORG TYPE
13 ORG TYP	OT - General Partnership	ORG TYPE
45 ORG TYP	OT - Government Entity Out of State	ORG TYPE
14 ORG TYP	OT - Individual (non-business)	ORG TYPE
18 ORG TYP	OT - Individual/Sole Prop/Disregarded Entity	ORG TYPE
11 ORG TYP	OT - Limited Liability Partnership	ORG TYPE
12 ORG TYP	OT - LLLP (Limited Liability of a Ltd Partnership)	ORG TYPE
81 ORG TYP	OT - Non reportable Grants	ORG TYPE
22 ORG TYP	OT - Non-Profit Organization, Incorporated	ORG TYPE
16 ORG TYP	OT - Non-Profit Organization, Not Incorporated	ORG TYPE
43 ORG TYP	OT - Public Schools or Colleges in ND	ORG TYPE
52 ORG TYP	OT - Refunds & Reimbursements	ORG TYPE
67 ORG TYP	OT - Schools or Colleges - Out of State	ORG TYPE
83 ORG TYP	OT - Soil Conservation Districts	ORG TYPE
15 ORG TYP	OT - Special Government District	ORG TYPE
84 ORG TYP	OT - TANF GRANT - Recipients only	ORG TYPE
71 ORG TYP	OT - Townships – ND	ORG TYPE
49 ORG TYP	OT – Tribes	ORG TYPE
50 ORG TYP	OT - Trusts/Estates/Conservatorships/Guardianships	ORG TYPE
65 ORG TYP	OT – Utilities	ORG TYPE
54 ORG TYP	OT - VA LOAN PAYMENT	ORG TYPE
69 ORG TYP	OT - Water Districts –ND	ORG TYPE

(Items shaded this color are treated as organization types by the Vendor Registry Office because they are one-time payments under \$600.00.)

The following Sources are not tied to any government classifications, but are used by Vendor Registry to record information on approved bidders and various legal documents that come to our office.

Source	Description
LEGALDOCS	Death certificates, POA, etc. are on file
NO SOS APP	Waiting for Secretary of State Approval
NOT REG	Bidder failed to register w/SOS
SECOFSTATE	Secretary of State ID Number

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