

FINDING SOLE PROPRIETORSHIP VENDORS

Small businesses owned by individuals or parent companies can sometimes be hard to find in the vendor database. If Vendor Registry sets up the vendor under the business name, the State may not be in compliance with 1099 reporting, because the IRS shows that income to this business is reported under the owner's name and/or social security number.

Definitions:

- Legal Name – the name used on the taxpayer's tax return
- AKA – Also known as
- DBA – Doing business as

If Vendor Registry complies with the IRS rules and sets up the vendor under the owner's name, AP users may have a hard time finding the vendor if they only know the business name.

To satisfy both AP users and the IRS, Vendor Registry uses vendor fields called Name 2, Alternate Payment Name, or Alternate Withholding Name.

To find the correct vendor for you to use, try the following search methods.

In Voucher:

Short Name = As much of the business name as will fit

Name 1 = Name of business. Note that this will not be the business owner's legal name.

Using the Limited Vendor Inquiry:

ND Utilities & Interfaces > Procurement & Vendors > Vendor

This inquiry screen was modified in 2011 to allow agency users to search on an owner's name as well as the DBA name they operated under. This helps when you know the **owner's** name, but not the business name.

1. For example, you know that you need to pay Jane Doe for some break products, but you cannot remember what her business is called. Enter the owner's last name and first initial separated by a comma, as shown below.

The screenshot shows the 'Limited Vendor Information' search interface. At the top, there is a title 'Limited Vendor Information' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A text input field for 'Maximum number of rows to return (up to 300):' contains the value '300'. The search criteria are as follows: 'SetID:' with a dropdown set to '=' and a text input containing 'SHARE'; 'Vendor ID:' with a dropdown set to 'begins with' and an empty text input; 'Short Vendor Name:' with a dropdown set to 'begins with' and an empty text input; 'Name 1:' with a dropdown set to 'begins with' and a text input containing 'doe,j'; and 'Taxpayer Identification Number:' with a dropdown set to 'begins with' and an empty text input. Below the search criteria are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are unchecked. At the bottom, there are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Clicking Search should bring you results like this:

Limited Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

SetID:

Vendor ID:

Short Vendor Name:

Name 1:

Taxpayer Identification Number:

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) [First](#) [1-2 of 2](#) [Last](#)

SetID	Vendor ID	Short Vendor Name	Name 1
SHARE	0000138740	JANES DOUG-001	DOE,JANE
SHARE	0000104970	DOE-008	DOE,JUSTINE

3. Click the hyperlink for DOE,JANE to see how Vendor Registry sets up the vendor under the business name, but lists the owner for reference:

[Identifying Information](#) [Address](#) [Contacts](#) [Custom](#)

SetID: SHARE [Check for Duplicate](#)

Vendor ID: 0000138740

Vendor Short Name: JANES DOUG JANES DOUG-001

Vendor Name 1: JANES DOUGH SHOP

Vendor Name 2: LN: DOE,JANE

Status: [Approved](#) Classification: Supplier

Persistence: Regular HCM Class:

VAT Registration Registration VAT Default VAT Service Treatment Setup

Withholding [Expand All](#) [Collapse All](#)

Open For Ordering

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate SetID: SHARE InterUnit Vendor ID:

Corporate Vendor ID: 0000138740 JANES DOUGH SHOP

Create Bill-To Customer

Create Bill To Customer

[Additional ID Numbers](#)

[Duplicate Invoice Settings](#)

[Government Classifications](#)

[Standard Industry Codes](#)

[Additional Reporting Elements](#)

[Expand All](#) [Collapse All](#)

That satisfies the ability to make payments to the sole proprietorship by their business name, but that field may not match the TIN given to Vendor Registry for 1099 reporting to the IRS. To match IRS records, we use the Address tab.

4. Click on the Address Tab of that vendor and you will see:

The screenshot shows the 'Address' tab of a vendor record in PeopleSoft. The vendor is identified as 'JANES DOUGH SHOP' with SetID 'SHARE' and Vendor ID '0000138740'. The address details include: Address ID 1, Description 'MANDAN', Effective Date '05/09/2011', Status 'Active', Country 'USA United States', Address 1 'PO BOX 555', City 'MANDAN', County 'ND North Dakota', and Postal '58554-0555'. Below the address details is a section for 'Payment/Withholding Alt Names'. Under 'Payment Alternate name', there are fields for 'Name 1' and 'Name 2'. Under 'Withholding Alternate name', there are fields for 'Withholding Name 1' and 'Withholding Name 2'. The 'Withholding Name 1' field contains 'DOE, JANE' and the 'Withholding Name 2' field contains 'JANES DOUGH SHOP'. This section is circled in red.

Now the PeopleSoft system knows that, while checks are to be made payable to “Janes Dough Shop,” any 1099 reporting will be submitted under Jane Doe’s name and her TIN. This is especially important when sole proprietors submit their personal SSNs as the vendor TIN.

AP users do not have to worry about these fields – that is Vendor Registry’s job. However, we do want you to know where the information is stored when a W-9 or vendor application is received from a sole proprietor. The search modification in 2011 made it a lot easier to find these vendors.

If you are unable to find a vendor in Voucher or by using the Limited Vendor Inquiry as shown above, please contact Vendor Registry by emailing spovendor@nd.gov.