

# VENDOR FORM

## Frequent Asked Questions (FAQ)

### 1. QUESTIONS ON WHY THE VENDOR FORM IS REQUIRED

#### 1.1 What is the purpose of the Vendor Form?

According to the UN Controller’s memo dated 2 August, 2007 on Payment Instructions and “Guidelines for Approving Payments to Vendors of the United Nations”, Vendors are required to submit the standard funds transfer form when submitting their payment details/banking information or when requesting changes in banking information, which forms part of the contract file. The Vendor Form serves the same purpose as the standard funds transfer form which captures all information required to facilitate payments.

In addition to the above, the Vendor Form serves to collect requisite information required for the creation of a Vendor ID in ATLAS, and the main reference point for verification by Finance Unit.

#### 1.2 What constitutes a Vendor?

According to the UN Controller’s memo dated 2 August, 2007 on Payment Instructions, the payee beneficiary shall be the Vendor named in the contract/agreement.

However, the definition of Vendor in the context of ATLAS refers to all payees who receive payment from the UNU and includes staff members, PSA, CTC, CIC and SSA contract holders, Meeting Participants, Fellows, UN Volunteers and Suppliers, etc.

#### 1.3 What are the different types of Vendors recognized by the UNU in ATLAS?

The different types of Vendors in ATLAS are classified as follows:

<b>ATLAS Vendor Classification</b>	<b>UNU equivalent</b>
Fellow	Includes personnel such as interns, visiting professors, volunteers, etc who do not have a written contract with UNU and receiving stipend, allowance or reimbursements for work done for UNU.
Mtg Participant	Includes personnel who are non-staff and non-contract holders attending meetings within UNU travel authorization.
Staff	Includes staff members appointed under the UN Staff Rules. Index Number of staff member should be provided.
SSA	Includes personnel who have SSA contracts in UNU
Svc Contract	Includes personnel who have written contract with UNU (namely PSA, CTC, CIC and SSA holders)
	The following are organizational suppliers providing services under Contract, POD or Direct Contracting

Sup-GEPS	Government/Public Sector
Sup-IGO	Inter-Governmental Organization (e.g. UN Agency)
Sup-NGO	Non-Governmental Organization
Sup-Priv	Private Sector Organization
Sup-U/IRI	Universities/International Research Institutes (includes ICA)
Supplier	All Other

## 2. QUESTIONS ON HOW TO FILL UP THE VENDOR FORM

### 2.1 The Vendor Form requires the Vendor to complete the Address field. What if the Vendor has multiple addresses?

The Vendor should fill up the same address which is contained in the Purchase Order, Contract or Agreement between the UNU and the Vendor. If the Vendor has a different correspondence address please indicate and explain under “Special Instructions”.

### 2.2 What happens when the name of the Account Holder is not the same as the Vendor?

Generally the Payee should be the Vendor named in the contract or agreement.

In cases where the Vendor requests that payment be made to an alias (a.k.a.) or Doing Business As (d.b.a.) name or a Pay Agent, the identification of the a.k.a./d.b.a. name or Pay Agent must be included in the contract of agreement with the UNU. The Vendor shall be required to explain the use of an alias or d.b.a. name of its relationship with the designated Pay Agent. The general condition on prohibition of assignment of vendor rights and interests to third parties without the written consent and approval of the UNU shall be strictly enforced. No change in payee beneficiary name or bank account information shall be allowed unless requested in writing and signed by an authorized official of the vendor and approved by the Approving Officer in the UNU.

### 2.3 How do we support bank account holder information which is in Japanese *Katakana*?

If the Account Holder’s name is in *Katakana*, they should write in *Katakana* followed by English equivalent in brackets.

### 2.4 Why is Bank identification (ID) information required?

A bank identification ID is a bank code assigned by a central bank to all licensed banks in a particular country, which identifies which financial institution the funds are drawn upon. This is a requirement for all funds transfers.

### 2.5 What is a “Routing Code”?

The word “Routing Code” is not commonly used in Japan – it is unique to Citibank, so Vendors may not know what it is in the first instance. The Routing Code consists of 4-digit bank code plus 3 digit branch number, making it 7 digits in total. In the Vendor Form, Vendors are required to

provide the bank code + branch code combination under “Routing Code”. For example BTM bank code is 0005 Aoyamadori branch code is 084 making it 0005084.

For electronic fund transfer (EFT) of USD payments to US banks, UNU processes USD payments via the Federal Reserve ACH clearinghouse system (not an actual bank wire). US banks do not commonly charge fees for incoming transfers via ACH (although most do for wire transfers). Therefore, the routing number and bank account are essential details to facilitate payment processing as ACH. The ABA number is also known as the routing number or routing transit number.

### ***ABA/Routing Code Verification***

You can use the following web site to confirm ABA/Routing Number for ACH payments into US-based USD accounts:

[http://www.fededirectory.frb.org/search\\_ACH.cfm](http://www.fededirectory.frb.org/search_ACH.cfm)

However, it is important to note that many large banks use multiple ABA/Routing Codes that may differ based on region or type of account. Therefore, the vendor should ensure they obtain the ABA/Routing Code themselves from the bank. The code can be found as part of the magnetic coding on the bottom of a standard US check. The site above is useful primarily to verify codes submitted by vendors prior to entry into Atlas.

While the SWIFT code is not mandatory for USD payments within the US, it is required if any non-USD payments are made to a US bank account. Vendors are encouraged to provide complete details in the event that other payment options have to be used.

### ***SWIFT Verification***

You can use the following web site to confirm SWIFT BIC (Bank Identifier Code), commonly referred to as the SWIFT code:

<http://www.swift.com/biconline/>

However, it is important to note that many large banks use multiple SWIFT BICs. Therefore, the vendor should ensure they obtain the SWIFT code themselves from the bank.

## **2.6 Where can the Vendor get the Bank Identification (ID) information?**

Vendors are expected to contact their respective banker (transfer department) to ask for the requisite bank identification (ID) information.

## **2.7 Some Vendors do not have a bank account and requires payment by cheque. Do they still need to complete the Vendor Form?**

Yes, for Vendors without bank accounts and requiring payment by cheque, the Vendor Form is still required. Vendors are required to complete Section 1 and leave Section 2 blank. Under Special Instructions, they should indicate that they will only be receiving cheque payments and no bank information is required.

## **2.8 Some Vendors have zero value contracts with the UNU. Do they still need to complete the Vendor Form?**

Yes, for zero value contracts, the Vendor Form is still required for consistency. Vendors are required to complete Section 1 and leave Section 2 blank. Under Special Instructions, they should indicate that they will not be receiving any payment and no bank information is required.

### **2.9 Who should sign off on the Vendor Form?**

Signature of Payee is mandatory. For individuals, the Payee/Beneficiary signs off. For Companies/Institutes/Organizations, the authorized personnel should sign off and affix the company's official stamp. If the Company does not have a company stamp, they should indicate the name of the person who signed the Vendor Form and his/her designated title in the Company. This person should be an authorized official of the Company.

## **3. QUESTIONS ON HOW THE VENDOR FORM AFFECTS THE WAY THE UNU DOES BUSINESS**

### **3.1 It may be difficult to get Vendors to complete this form – what if they disagree to do it?**

All Vendors should be informed that it is mandatory for them to complete the Vendor Form if they wish to be paid by the UNU. This should be included among the provisions of contracts and agreements entered into between the UNU and the Vendor.

However exceptional conditions may apply - please refer to paragraph 5.2 below

### **3.2 Can the UNU accept banking details information submitted by Vendor under their Company Letterhead or Invoice in place of the completed/signed Vendor Form?**

The UNU accepts banking details information submitted by Vendor under their Company Letterhead or Invoice provided that all required and complete information is provided. The document should be attached to the Vendor Form which is signed by authorized personnel and the official company stamp affixed by the Vendor before submitting to the UNU. This is to ensure that the Vendor verifies in writing their understanding of the impact or consequences of the information they have provided therein.

### **3.3 In FBPMS, there were numerous duplicate Vendor records. Is there any way ATLAS can detect duplicated Vendor records?**

ATLAS is not able to automatically detect duplicated vendor records since Vendor names can be keyed-in in different ways. It is the responsibility of the persons entering and approving Vendor data in ATLAS to ensure there are no duplicate Vendors. One of the most important rules in Vendor setup in ATLAS is to firstly check the existence of the Vendor (duplicate vendor) prior to creating the Vendor although the Vendor Forms are marked as 'new' submission.

### **3.4 In FBPMS, MOD was created for general purpose obligation without identification of a particular vendor. Example, MOD may be created for "VARIOUS" vendors. How will this be handled in ATLAS?**

In ATLAS, every Purchase Order and Payment Voucher must have a registered Vendor.

### 3.5 Are Vendor Forms completed in languages other than English acceptable?

Requesting Units may send out the Vendor Form in other languages to vendors for reference only but the completed and signed/stamped Vendor Form submitted for registration should be in English.

### 3.6 Some company Vendors have several bank accounts in different banks to facilitate easy payment by their clients. Could several bank accounts be linked to ATLAS in one Vendor?

Yes, ATLAS is able to accommodate several bank accounts under one Vendor ID. However, multiple bank accounts will only be accepted by the UNU in exceptional cases after consideration of the justification submitted by the Vendor. In such cases, the Vendor should complete separate Vendor Forms for each bank account and specify under Special Instructions, which is the default bank account.

## 4.0 QUESTIONS ON VENDOR SET-UP AND REGISTRATION IN ATLAS

### 4.1 Where can we find a copy of the Vendor Form?

Vendor Forms can be found on the UNU Intranet at <https://intranet.unu.edu/atlas/p3>

### 4.2 How do we register and approve a vendor in ATLAS?

Please refer to the UNU Intranet <https://intranet.unu.edu/atlas/p3> for detailed navigational steps

### 4.3 Who has the right to register and approve vendor in ATLAS?

Vendors can be created by UNU personnel who have “Buyer” or “HR” roles in ATLAS and approved by a senior staff in Finance designated with “Vendor Approver” role. For the purpose of internal controls, the person designated to approve Vendors should not be the person who approves payments (i.e. the Approving Officer).

The following is a summary of user roles in UNU Centre and RTC/Ps (as at June 2009):

<b>Organizational Unit</b>	<b>Currency</b>	<b>Create Vendor</b>	<b>Approve Vendor</b>
UNU Centre and FAP	JPY only	Miho Komiyama Miho Hemmi Eunice Iwasaki Atsushi Nagahashi Akari Kano Mayumi Shimada	Minako Tamura Yoko Sasaki
UNU Centre and FAP	All non-JPY currencies	Angela Lee Cynthia Lee	Yong Way Peng Sia Hui Sin
UNU-IAS	JPY only	Claudia ten Have Mugifumi Akimoto Hiromi Suzuki Miki Hirano Harumi Komura	Minako Tamura Yoko Sasaki

UNU-IAS	All non-JPY currencies	Angela Lee Cynthia Lee	Yong Way Peng Sia Hui Sin
UNU-EHS	All currencies	Any HR or Buyer	Pradeep Bhandari Beatrice O'Reilly
UNU-INWEH UNU-INRA UNU-BIOLAC UNU-IIGH	All currencies	Angela Lee Cynthia Lee	Yong Way Peng Sia Hui Sin
UNU-MERIT	All currencies	Any HR or Buyer	Marcus Vleugels Mitie Stenders
UNU-WIDER	All currencies	Any HR or Buyer	Paul Silfvenius Maria Kauppinen
UNU-IIST	All currencies	Any HR or Buyer	Wendy Hoi Michelle Ho

#### 4.4 How can Requesting Units ensure that the Vendor Forms are registered quickly?

Vendor Forms should be reviewed for completeness and accuracy by Requesting Unit before being sent for registration in ATLAS. The following are some common inconsistencies found on Vendor Forms which may cause delay in the registration process:

Common inconsistencies	Action by Requesting Unit
Ineligible handwriting on Vendor Form	Vendors are requested to complete the Vendor Form in electronic PRINT. Vendors who choose to complete their Vendor Forms in ineligible handwriting may be subsequently requested to furnish a copy of their Bill or printed website information as supporting documents which will delay the registration process.
No signature and/or no company chop on Vendor Form	All Vendor Forms should be fully completed with vendor profile and bank information details with the exception of Vendors requiring cheque payment or Vendors with zero value contracts – refer to paragraph 2.7 and 2.8 above. All Vendor Forms should be properly signed and affixed with company chop (where applicable) – refer to paragraph 2.9 above. Exceptional conditions may apply - please refer to paragraph 5.2 below
Vendor Form is signed but not completed (blank)	
Vendor Form contains incomplete or inaccurate banking information	
Vendor Form does not identify which Requesting unit the Vendor Form originated from.	Requesting units should complete the reference box on the top right hand corner of the Vendor Form, marked as “For Internal Use Only” with information related to the Requestor’s Name, the Vendor Type (refer to paragraph 1.3 above) and UN Index No (for Vendors who are staff members only).
Vendor Form does not indicate which Vendor Type to classify the Vendor	

**4.5 Where can persons responsible for creating vendor IDs find reference material on how to set up Vendor bank information in ATLAS?**

Please refer to the “UNU Vendor Bank Setup Reference” document on the UNU Intranet at <https://intranet.unu.edu/atlas/p3> for more information.

**4.6 How do we set up vendors where no payments are made directly to the Vendor’s bank account but through a paying institution?**

Set up the vendor ID for Vendor to link with the paying institution. On the Location Payment Options, select “Remit to” the paying institution’s Vendor ID (#627) and Location. (Note: the paying institution should already have been set up as a Vendor in ATLAS).

When a payment voucher is created for the Vendor, the “Remit To” on the Payments tab should be set to the paying institution’s vendor ID.

**5.0 QUESTIONS ON EXCEPTIONAL CONDITIONS FOR VENDOR SET-UP AND REGISTRATION IN ATLAS**

**5.1 What happens if the Vendor needs to be established in ATLAS for the purpose of printing a contract but until the contract is signed, the Vendor will not revert with banking details?**

In such cases, the Requesting Unit may complete the Vendor Form with the basic details requirements, and the banking details added later in ATLAS once the Vendor completes and returns the signed Vendor Form. It is important that the Requesting Unit closely monitors to ensure that that the completed Vendor Form is submitted in due course and the Vendor ID properly set up and registered eventually.

**5.2 Is a Vendor Form-Profile Update required to be completed and signed/stamped for minor changes in vendor profile?**

Vendor Form - Profile Update is required for the following changes:

- Change of Name of Vendor
- Change of Address of Vendor
- Change of Account Holder Name
- Change of Bank Account No.
- Change of Account Currency
- Change of Name of Bank and Bank Address
- Change of Bank Identification information
- Change of Intermediary/Correspondent Bank information

Vendor Form - Profile Update is not required for the following changes – just send an email notification to Finance Unit.

- Change of Nationality of Vendor (may need to inform HR if vendor is staff member or PSA)
- Change of Vendor’s contact details (phone, fax or email address)
- Change of Contact Person’s details

**5.3 What if it is impossible to obtain completed, signed and stamped Vendor Form from Vendor?**

Incomplete Vendor Forms are not encouraged, but the following may apply under exceptional conditions:

No.	Exceptional Conditions	Requirement (Vendor Form completion)	Action
1	If Vendor is a utility, subscription or online based company which do not as a policy, complete client supplied forms	No Vendor Form is required from Vendor	Vendor Form will be filled up internally by Requesting Unit or Finance Unit and provisionally approved by Vendor approvers based on attached third party banking information such as: (a) Bill or (b) Published Information on Website or (c) Email notification or written correspondence detailing such information on company letterhead
2	For Transition Activities/Duplicate transactions in ATLAS, where Vendor is a one-time vendor and there is no possibility of repeat payment as confirmed by the Requesting Unit	No Vendor Form is required from Vendor	Since there is already prior (latest) payment records, the Vendor Form will be created internally and provisionally approved by Vendor approvers.  Prior (latest) payment records available to be attached to the Vendor Form:  1) Citibank Payment Details or 2) FBPMS Payee Details (in the absence of prior transaction effected via Citibank though unlikely as payment should have been done for transition period) and 3) Invoice/Bills with Banking Details or as noted above in (a) to (d)
3	If Vendor Form is: (a) submitted and completed but not signed or stamped; or (b) is signed or stamped but not completed	Incomplete Vendor Form	Vendor creator to attach similar payment records as mentioned above (2). In any case that authenticity of the information provided therein is questionable, it may be at the discretion of the Vendor approver to reject the Vendor Form and ask Requesting units to re-submit

No.	Exceptional Conditions	Requirement (Vendor Form completion)	Action
4	If Vendor Form is submitted incomplete and without signature or company stamp, evidencing lack of banking details	Incomplete Vendor Form	Vendor Form should be returned to Requesting Unit for further action.