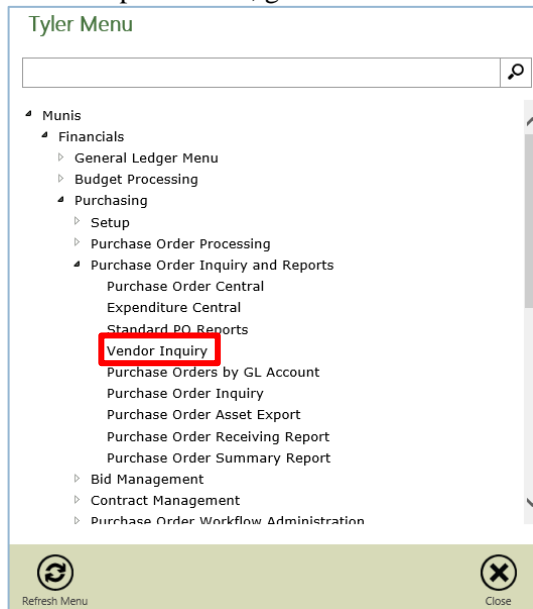
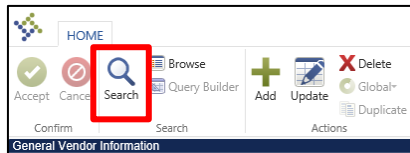


VENDOR INQUIRY

1. To look up a Vendor, go to Financials>Purchasing>Purchase Order Inquiry and Reports>Vendor Inquiry.



2. Click Search.



3. Search on three fields to verify vendors are not already in the system
 - a. For the first search, in the "Alpha" field, enter "*keyword in vendor's name*". Click "Accept". This will search for anything containing that keyword.
 - b. If no data is returned, do a second search. Click "Search". In the "Company Name" field, enter "*keyword in company name*" for possible close matches (e.g., State of TN search on *State*).
 - c. If no data is returned or the desired vendor is not returned, do a third search by clicking on "DBA" and enter "*a keyword in vendor's name/company name*".

The screenshot shows a software interface for vendor management. At the top, there is a toolbar with a 'Search' button highlighted in red. Below the toolbar, the 'General Vendor Information' section is visible, with the 'Vendor' field containing 'Alpha' and highlighted in red. The 'Contact Information' section is also visible, with 'Company Name' and 'DBA' fields highlighted in red. The interface includes various tabs and sections for managing vendor data.

4. If the vendor is not found, contact the finance department.
5. If it is determined that a new vendor will need to be set up, contact the vendor and ask for an IRS Form W-9. If the vendor operates as an ***“Individual/Sole-Proprietor/Single Member LLC”*** by their social security number, they must also provide a copy of their Driver’s License as per the Tennessee Lawful Employment Act. ****See below for more details.** This will need to be sent to the finance department before the vendor can be set up.
6. The following information, at a minimum, on the form W-9 must be completed.
 - a. Line 1 – Name
 - b. Line 2 – Business Name, if different from Line 1.
 - c. Line 3 – They must select the appropriate federal tax classification
 - d. Lines 5 and 6 – Address
 - e. Part I – They must enter their social security number or employer identification number based on what was selected on Line 3.
 - f. Part II – They must sign **and** date.

Form W-9
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
County of Sumner

2 Business name/disregarded entity name, if different from above
Sumner County Government

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) 2
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
355 N Belvedere Drive

6 City, state, and ZIP code
Gallatin, TN 37066

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see the instructions for Part I, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Number To Give the Requester* for guidelines on whose number to enter.

Social security number
____ - ____ - _____

OR
Employer identification number
6 2 - 6 0 0 0 8 6 6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *D. DeLoach* Date ▶ *7-6-13*

**Tennessee Lawful Employment Act-if you would like more information on this, please visit the following website:
<https://www.tn.gov/workforce/employers/staffing-redirect/hiring-regulations/employment-verification.html>