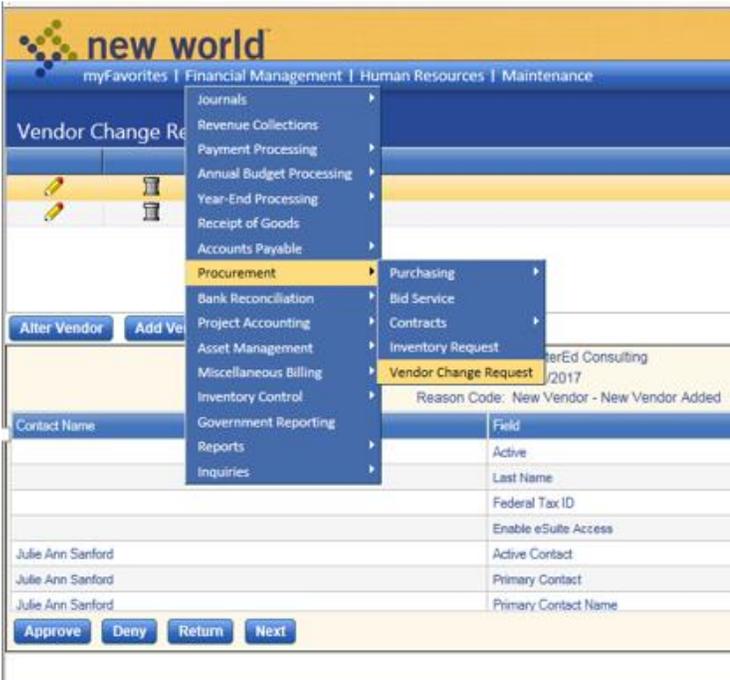
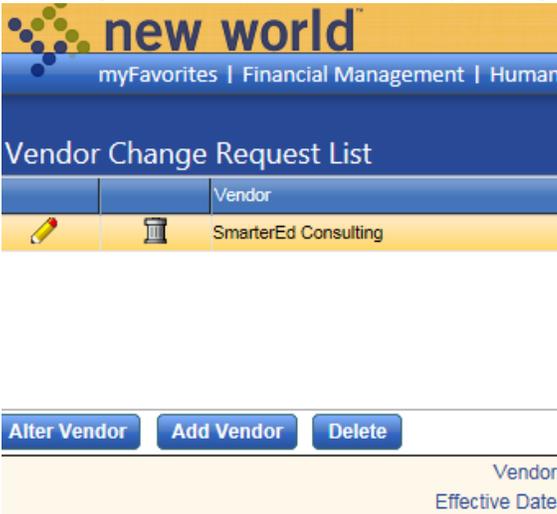


**NEW WORLD  
VENDOR ENTRY  
INSTRUCTIONS**

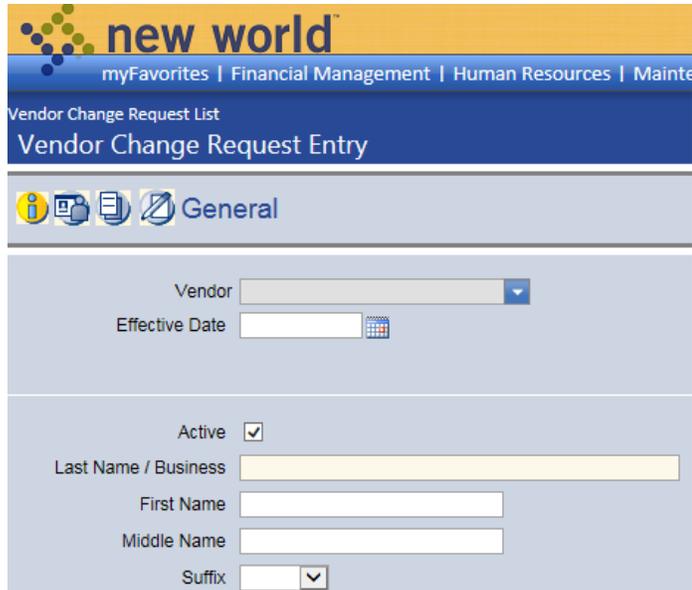
**In New World – Go To: Financial Management – Procurement – Vendor Change Request.**



**When you are in Vendor Change Request List select Add Vendor:**



**First and foremost be sure to check the Active Box prior to entering the vendor information:**



## Vendor Entry

Enter vendor information using W9 supplied and signed by vendor (Sample W9 Screen Shot below). W9 must have:

- Current version date December 2014
- Physical address, we cannot accept a PO box address
- Signed by vendor with current date

When entering in New World:

- Only capitalize first initial, last name, and business name.
- No abbreviated names or street addresses

Vendor Change Request List  
Vendor Change Request Entry

General

Vendor: [Dropdown] Reason Code: New Vendor - New Vendor Added [Dropdown]  
Effective Date: 08/14/2017 [Calendar] Comment: [Text Area]

Active:   
Last Name / Business: Doe [Text Field]  
First Name: Jan [Text Field]  
Middle Name: [Text Field]  
Suffix: [Dropdown]

Contact ID's

Contact Name: Jan Doe [Text Field] Federal Tax ID: [Text Field]  
Address: 123 Any Street [Text Field] State Tax ID: [Text Field]  
[Text Field] Social Security Number: 123-45-6789 [Text Field]  
[Text Field]  
Zip Code: 12345 [Dropdown]  
City: Anytown [Text Field]  
State: MI - Michigan [Dropdown]

Form **W-9** Request for Taxpayer Identification Number and Certification Give Form to the requester. Do not send to the IRS.  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

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

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
 Other (see instructions) ▶  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

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

5 Address (number, street, and apt. or suite no.)  
123 Any Street

6 City, state, and ZIP code  
Anytown, MI 12345

7 List account number(s) here (optional)

Requester's name and address (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number  
1 2 3 - 4 5 - 6 7 8 9

or  
Employer identification number

**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 and 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 on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

Click Save.

# Doing Business as "DBA" Vendor

Vendor Entry for a Company that operates as a DBA: (See Sample W9 Following Screen).

Vendor Change Request List  
Vendor Change Request Entry

General

Vendor: [Dropdown] Reason Code: New Vendor - New Vendor Added [Dropdown]  
 Effective Date: 08/17/2017 [Calendar] Comment: [Text Area]

Active:   
 Last Name / Business: Jim's Local Hardware Store  
 First Name: [Text Field]  
 Middle Name: [Text Field]  
 Suffix: [Dropdown]

Contact ID's

Contact Name: Smith Building Products Federal Tax ID: [Text Field]  
 Address: 123 Any Street State Tax ID: [Text Field]  
 Social Security Number: 123-45-6789  
 Zip Code: 12345  
 City: Anytown  
 State: MI - Michigan [Dropdown]

Form **W-9** Request for Taxpayer Identification Number and Certification  
 (Rev. December 2014) Department of the Treasury Internal Revenue Service  
 Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Smith Building Products (DBA = Doing Business As) (Parent company)**

2 Business name/disregarded entity name, if different from above  
**Jim's Local Hardware Store (DBA Name will go on the Last Name/Business entry field in NW)**

3 Check appropriate box for federal tax classification; 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) ▶  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

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

5 Address (number, street, and apt. or suite no.)  
**123 Any Street**  
 Requester's name and address (optional)

6 City, state, and ZIP code  
**Anytown, MI 12345**

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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.  
**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
1	2	3	-	4	5	-	6	7	8	9

OR

Employer identification number										
			-							

**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.

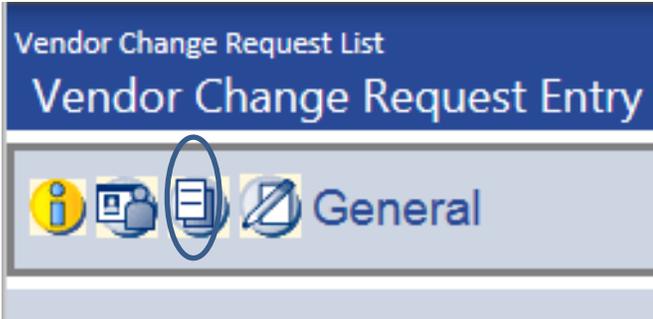
**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage 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 on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

Click Save.

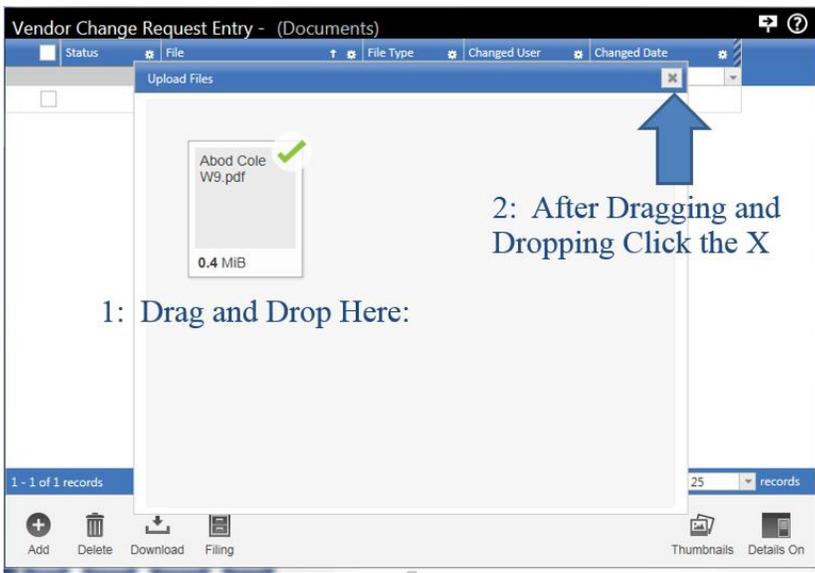
To add Vendor W9.

To add the W9 to your vendor request. Click on the document button circled below. In order to attach the W9 it will need to be scanned to yourself.

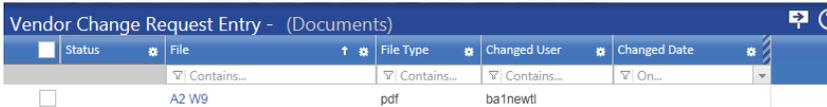


Once you have scanned and saved the W9:

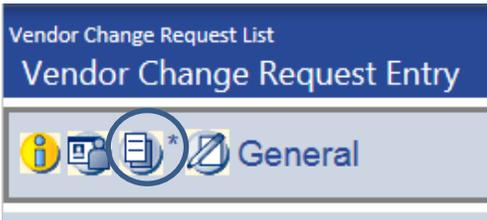
1. Drag and drop file
2. After PDF is attached (green check mark) then click x in upper right corner to close.



Once screen is closed, the file will appear as below.

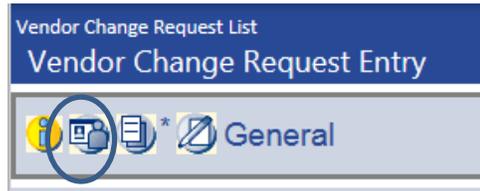


The vendor file document icon should have an asterisk once W9 is attached.



**Additional Contacts:**

To add an additional contact address you can click on the contact button circled below:



In the Contract Name field select new from drop down list. Check active and fill in the blank fields (name & address). Be sure to check which address option this is for, i.e. – Remittance for mailing, Purchasing for PO selection.

Vendor  Reason Code  Effective Date  Comment

Contact Name

**Contact Information**

Active  Primary  Name  Description  Address   
 Zip Code  City  State  Email Address  Phone Number  Extension  Fax

**Options**

Contact  Remittance  Purchasing  Primary 1099  Additional 1099  ACH Payment  Fax P.O.  Email P.O.

**Bank Information**

Routing Number  Account Number  Account Type  Notice Sent

Once you have entered all your information be sure to click Save and Submit. After Purchasing approves the vendor you will be able to enter a purchase order for them.

**Note:** If you have entered a vendor and purchasing has approved it and you cannot pull it up when entering a PO, the active button was not selected. Call Purchasing to correct.

Any questions, contact: Linda Newton: Internal Number 5-1248, [newtonl@aaps.k12.mi.us](mailto:newtonl@aaps.k12.mi.us) or Kayleen Krahn: Internal Number 5-1282, [krahnk@aaps.k12.mi.us](mailto:krahnk@aaps.k12.mi.us)