Instructions for Completing the Vendor Authorization Form (VAF) 1679

The current Vendor Authorization form should be obtained from the forms library. http://policy.umn.edu/Forms/procurement/um1679.pdf.

1. Prior to requesting a New Vendor set up the requestor should determine if a vendor number already exists.
2. The department obtains the information directly from the vendor over the phone and completes the form. The form should be typed instead of handwritten. Handwritten forms are extremely difficult to read and could result in incorrect vendor information.
3. Do not submit a fax cover sheet with the vendor form. The requester should complete the bottom section of the form. This information is used to send the vendor number back to the requester. The vendor should never complete this section.
4. A W9 is not required for Foreign Nonresident or Foreign Entities for vendor set up. Refer to Payroll http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@payroll/documents/asset/ohr_asset_097301.doc and Nonresident alien http://www1.umn.edu/ohr/payroll/international/index.html for forms required by payroll for voucher entry.
5. If the type of business is an Individual/Sole Proprietor (US Citizen), Employee or Student the Independent Contractor Authorization Form must be completed and submitted with the VAF. http://policy.umn.edu/prod/groups/president/@pub/@forms/documents/form/UM1650.pdf
6. For changes to existing vendors, mark the "Change" box and include the Vendor number to be changed. The requester completes the change fields on the VAF. All Name or Tax ID changes require a New VAF and an updated W9. The Independent Contractor Authorization and W9 form is not needed for any other changes.
7. The Description of Services/Reason for Payment is a required field.
8. The University's preferred methods for dispatching a PO is by fax or email. PO 's are not dispatched by phone.
9. Users who have Adobe Reader can only save the original PDF form. Data can be filled in and printed, but the data can't be saved. Users that have Adobe Pro, will have all functionality and can save the VAF, including the data, or they can use the Excel version of the Vendor Authorization Form (VAF) 1679 located in the forms library.
10. Completed forms with all documents attached are to be faxed to 612-624-9562 or emailed to disbsvcs@umn.edu.