

Instructions for Entering New and Updating Existing Vendors/Statewide Service Providers (Updated January 14, 2016)

New Vendor / Existing Vendor Change of Address / Existing Vendor Change of Contact Information:

Use the following form(s) to complete the required information. New OJT vendors do not need to submit the DOA-6457 form. OJT vendors only need to complete the W-9 form. To notify ASD Vendors and DOA that this is an OJT vendor, please write "OJT" on top of the W-9 form or indicate in the email to ASD Vendors.

For DVR vendors, Section 7 and Section 8 on form DOA-6457 are not required. The vendor's signature is required.

DOA-6457: STAR Vendor Information:

http://dwdworkweb.dwd.state.wi.us/forms/pdf/fis_17866_e.pdf

If this is a new vendor, the following form must **also** be completed:

IRS W-9 Form: Request for Taxpayer Identification Number and Certification:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Vendors-Suppliers/IRSw9.pdf>

Process Steps:

1. DVR staff will provide vendor copies or links of the forms.
2. Vendor will submit completed forms with signature to DVR staff.
 - o If a vendor wants the check made payable to the legal name rather than the business name, make a note on the W9 and DOA-6457 form directly behind the business name. Example "add remit name as _____"
3. DVR staff will forward the completed forms to DWD MB ASD Vendors (VEND@dwd.wisconsin.gov). **If OJT**, indicate on W-9 form and email.
4. DWD ASD Vendors will review and submit the forms to DOA via SharePoint. DOA will enter into STAR within 3-4 business days and DVR should allow one additional day to be seen in IRIS. An alert will not be sent; therefore, staff will need to check IRIS to see when ready. Staff will then need to import into IRIS before adding to a PO.
 - o To import a new vendor or new address:
 - Find the STAR Vendor (Fiscal, Vendor Search, Vendor Type is "All STAR Vendors: Used to Import", Search)
 - Fill in the DVR Vendor Type
 - Choose Address to Import by checking the appropriate box
 - Choose the Location
 - Save
 - Upon Save it becomes an IRIS Vendor

5. DVR Supervisory review in IRIS is needed before a PO can be approved for new vendors. **An IRIS alert will be sent when supervisory review is complete only if you have placed this vendor onto an in process PO.** A new address imported for an existing vendor does not need supervisory approval in IRIS.
6. If vendor is a Statewide Service Provider, notify the DVR Contract Specialist, David Knuth, as soon as possible.

Change of Vendor Name / Change of Tax Identification Number (TIN):

In addition to the W-9 form listed above, one of the following forms is also needed.

DOA-6458 STAR Change of Vendor Name:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6458%20STAR%20Change%20of%20Vendor%20Name.pdf>

OR

DOA-6459 STAR Change of Tax ID:

<http://www.doa.state.wi.us/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6459%20STAR%20Change%20of%20TIN.pdf>

Process Steps:

1. DVR staff will provide vendor copies or links of the forms.
2. Vendor will submit completed forms with signature to DVR staff and indicate effective date of the change.
3. WDA staff will forward the completed forms to DWD MB ASD Vendors (VEND@dwd.wisconsin.gov).
4. DWD ASD Vendors will review and submit the forms to DOA via SharePoint. DOA will enter into STAR within 3-4 business days, and DVR should allow one additional day to be seen in IRIS. An alert will not be sent; therefore, staff will need to check IRIS to see when ready. Staff will then need to import into IRIS before adding to a PO.
 - o Note: A TIN/STAR key cannot be changed on a PO. Once the new TIN/STAR key has been imported, POs will need to be reauthorized using the language in the PO description of "this PO replaces VR16XXXXXX", then cancel the original PO.
5. If vendor is a Statewide Service Provider, notify the DVR Contract Specialist, David Knuth, as soon as possible and see below for further information for Statewide Service Providers.

Additional Information regarding Statewide Service Providers:

If a DVR service provider wishes to change their Tax Identification Number (TIN) and/or Service Provider Name, there are some additional steps required to insure that the change is also reflected in the DVR Service Agreement. The DVR Service Agreement is linked electronically to fiscal processing in the DVR case management system IRIS. The DVR Contract Specialist must be contacted to reassign or update the service provider record as close to the effective date as possible to ensure records are kept in alignment. Please see https://dwd.wisconsin.gov/dvr/service_providers/ for any questions related to Service Providers.