**VENDORING:  -** Please remember that KFS is not case sensitive….how you enter the information is exactly how it will look.  For vendoring please **do not use only lower case letters.  Use upper and lower case or all caps.  How you key it is how it will print on the check**.  Please note all new and edited vendors must be approved by Accounts Payable before you can use them in KFS.  Accounts Payable will approve new vendors throughout the day as time permits.  Please note new vendor submits late in the day may not be approved until the following day.  When searching for vendors be sure to use the \* as a wildcard.  Please be sure to try the wildcard before and after the name or part of the name you are searching (i.e. \*smith\*).  Please remember you will not be able to search for employees in a vendor search – only actual vendors are in the vendor search. Please do not use an apostrophe in a vendor name. An apostrophe causes problems with our check file. We will not approve a vendor with an apostrophe. **Please attach backup (i.e. invoice, quote, etc.) in the notes section when creating a new vendor.** Accounts Payable will **disapprove** any vendor request submitted without a W-9 in place.

**FOREIGN VENDORS:** The IRS has issued new regulations (effective 7/1/14) requiring all foreign entities and foreign individuals to have a W-8BEN or W-8BEN-E (blank forms are attached) on file with the paying institution before payments can be made.  Due to this new regulation, effective immediately, AP will need to have the appropriate document on file before we will be able to pay a foreign vendor.  The only exception is if a vendor is being reimbursed.  If this is the case, please be sure to attach the appropriate documentation so it is part of the vendor record (notes and attachment tab).

In order to be in compliance with the new regulations, Accounts Payable is currently inactivating all foreign vendors that do not have a W-8BEN on file.

Questions about the IRS regulations can be directed to Tax Services.                .