

Purpose: To provide general guidelines and information of Albuquerque Public Schools' Vendor Set up.

General Guidelines:

- New vendors are only considered at the request of an APS school/location. Request Forms are not accepted directly from applicant vendors.
- Vendor set up will be initiated upon accounting/accounts payable's receipt of completed Albuquerque Public Schools Vendor Number Request form, W-9, and other business documents (if required).
- A thorough vendor search will be conducted prior to setting up the applicant vendor to ensure that an active vendor number does not already exist. A search will be conducted not only by full name but by partial name as well. Sometimes more information can be gathered by searching on the first few letters of the vendor's name than if the entire name is used.

A search will also be conducted to ensure that the applicant vendor is not a current or recently retired APS employee. APS does not, under any circumstances, issue a vendor number to an individual who is a former APS employee within one year of that individual's termination of employment. Vendor number requests for former employees will be considered by the Vendor Approval Committee only after the individual's one-year lapse of APS employment. Additionally, APS does not issue a vendor number to an individual who is a current APS employee, except for reimbursement purposes. Any other type of payment through the Accounts Payable system will be disallowed.

- Note about requesting a vendor number for a **SERVICE PROVIDER**: As a general guideline, and in an effort to save you time, any applicant using their Social Security Number **MUST** also submit the business documentation listed in the Contractor Vendor box. In most cases, any applicant using a Federal Tax ID Number (EIN) will not have to submit additional documentation. This guideline does not apply in ALL situations, and you may be contacted to request additional business documentation/information from the applicant vendor, to be submitted for consideration by the Vendor Approval Committee.
 - All vendor requests are usually processed within 24 business hours. In some cases the request must go before the Vendor Approval Committee for their consideration, so these requests can take up to 5 business days. All requests are approved or declined at the complete and sole discretion of the Vendor Approval Committee.
- It is the APS Requester's responsibility to look up their vendor in Lawson after the 24-hour processing period. The APS Requester will not be notified when their vendor is set up with a vendor number. The only time the APS Requester will be notified is if their vendor number request is declined, or if more information is required to process the vendor request.
- All forms must be completely filled out with regard to the required fields. Incomplete forms will result in an automatic decline of the vendor request.
 - For APS to receive goods and/or services prior to having an approved purchase order is in violation of the New Mexico Procurement Code, Section 13-1-28 through Section 13-1-199, NMSA 1978, could constitute a possible audit finding, and is reportable to APS Internal Audit.
 - The most recent forms and information regarding vendor set up is available at <http://www.aps.edu/finance/accounts-payable/vendors>.

Naming Conventions:

- All names and addresses will be in ALL CAPS.
- No punctuation or symbols will be used.
- W-9's are required of applicant vendors prior to set up for verification of name, tax identification number, business status, and additional vendor attributes. No tax information = no vendor set up.
- Due to space limitations, some words may have to be abbreviated. For example:
 - Company may be CO
 - Incorporated be INC
 - Corporation may be CORP
 - Association may be ASSN
 - New Mexico may be NM

Foreign Status:

If an applicant vendor is not a "U.S. Person" and they have no US tax ID number, they must supply an IRS Form W-8BEN (in lieu of the W-9). This form can be found at: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Assigning a vendor number to a foreign entity will be considered by the Vendor Approval Committee if their goods or services are not available in the United States.


Changes to Existing Vendors:

A Vendor Number Address Change Form must be submitted for an existing vendor's change of:

- Name – Must also be accompanied by the vendor's new W-9
- Address(es) – Must also be accompanied by the vendor's new W-9
- Contact Information

A new Vendor Number Request Form must be submitted to change an existing vendor's Tax ID Number, and must also be accompanied by the vendor's new W-9. Each vendor number has an original Tax ID Number, so if a vendor changes their Tax ID Number a new vendor number is required, and the vendor's old vendor number will be inactivated.

Questions/Help:

**ALBUQUERQUE
PUBLIC SCHOOLS**
I am APS.

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+ Vendors!

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