Creating a Foreign Vendor (No US Tax ID)

Please note this is for a Vendor without a United States tax ID (SSN or FEIN) and an address outside of the United States.

- From the Google search browser, type: https://kualifinancial.umd.edu/
- Click on the (GO TO KFS) Tab
- Enter your login credentials: (Username and Password).
- To scroll down, click the scrollbar.
- Navigation: Main Menu > Lookup and Maintenance > Vendor > Vendor
- Click the Vendor link.
Prior to creating a new Vendor, you should always conduct a search to verify the vendor you are creating does not already exist in the KFS system.

- The best way to search is to use the U.S. Tax ID Number (For creating a new vendor with Tax ID only), or *Vendor Name* (For creating a new vendor without U.S. Tax ID), you must enter the asterisk symbol before and after the vendor’s name.
- Click Search button.
- If no values match this search, then click create new button.

Complete the *Description* tab:

- For creating a New Vendor, “New FV + Vendor Name”
- For Vendor Edit, “Edit FV + Vendor Name”

- The Vendor # field is a display only. The field is populated with the unique, system generated number that identifies the vendor after the document is submitted, and the new vendor is created and approved.
- Enter the Vendor Name for a company or an individual’s (First Name, Middle Name(s), Last Name) in the Vendor Name Tab.

All tabs with asterisk are required and must be completed/selected from the drop-down menu for all foreign vendors.

**Vendor Type:**
- Disbursement Voucher, or
- Purchase Order.

**Is this a foreign vendor:** Yes

**Tax Number:** Enter the placeholder for the Foreign Vendor tax number FR3200000, or FR3200001.

**Tax Number Type:** FEIN

**Ownership Type:** CORPORATION

**Ownership Type Category:** Vendor

Please note, Freeze Flag tab must be blank.

Complete the Document Overview Section.

Complete the Vendor > New > General Information Section.

**Note:** The Vendor Name field is limited to 45 characters.

Complete Corporate Information Section.

**Note:** For all foreign vendors a completed and signed W-8BEN is required to be attached to the document before it is submitted. KFS will display an error message if the form is not attached to the Vendor document.
**Payment Distribution Type:** indicates how payment should be sent to the Vendor. From the drop-down menu select **Airmail Foreign Address**.

Verify the **Active Indicator** box must be checked.

**Address Type**
1- For the **Disbursement Voucher** vendor type select: REMIT.
2- For the **Purchase Order** vendor type select: PURCHASE ORDER, then complete REMIT section (copy & paste from the completed and added PURCHASE ORDER information).

**Address 1:** Enter Street Address
**Address 2:** Enter City, Province, Postal Codes, etc.
**City:** Enter the **Country**
**Country:** Click the **Country** drop-down menu, Select the **Country**.
Click the **add** button.

**Notes and Attachments** tab will be used to attach the signed **W-8 Form**, and other required supporting documentation showing the exact same name and address to the Vendor document.
For Wire Transfer Payment Type: attach the **GAD X-9 WIRE PAYMENT REQUEST** form as a supporting document.

**Complete the Detail Information Section**

**Complete the Address Section.**

Leave the **State**, **Postal Code**, and **Province** fields BLANK.
**Set as Default Address:** Yes
**Active Indicator:** check
For each remit to **Address Type** added to a Vendor record, KFS generates a **Mail Code** starting with 000.
**Note:** This is a State of Maryland requirement for payment distribution.

**Complete Notes and Attachment Section**
Other Supporting Documentation includes:
- Invoice,
- Vendor contract,
- Approved loan or grant application,
- Credentialing application,
- Or other independent source (CJAMS, MMIS, Driver's License, Household Mail supporting address) as approved by the State of Maryland.

KFS will display an error message if the form is not attached to the Vendor document.

NOTE: Please ensure that all vendor information across all documents aligns, including names, addresses, etc., as per the State's request. Any discrepancies may result in document disapproval and potential delays in payment processing.

Save and Submit the document.

End of Procedure.

Additional Information:

Acceptable W-8 Forms:
- **W-8BEN**: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
- **W-8BEN-E**: Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
- **W-8EXP**: Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting
- **W-8ECI**: Certificate of Foreign Person's Claim That Income Is Effectively Connected with the Conduct of a Trade or Business in the United States.