



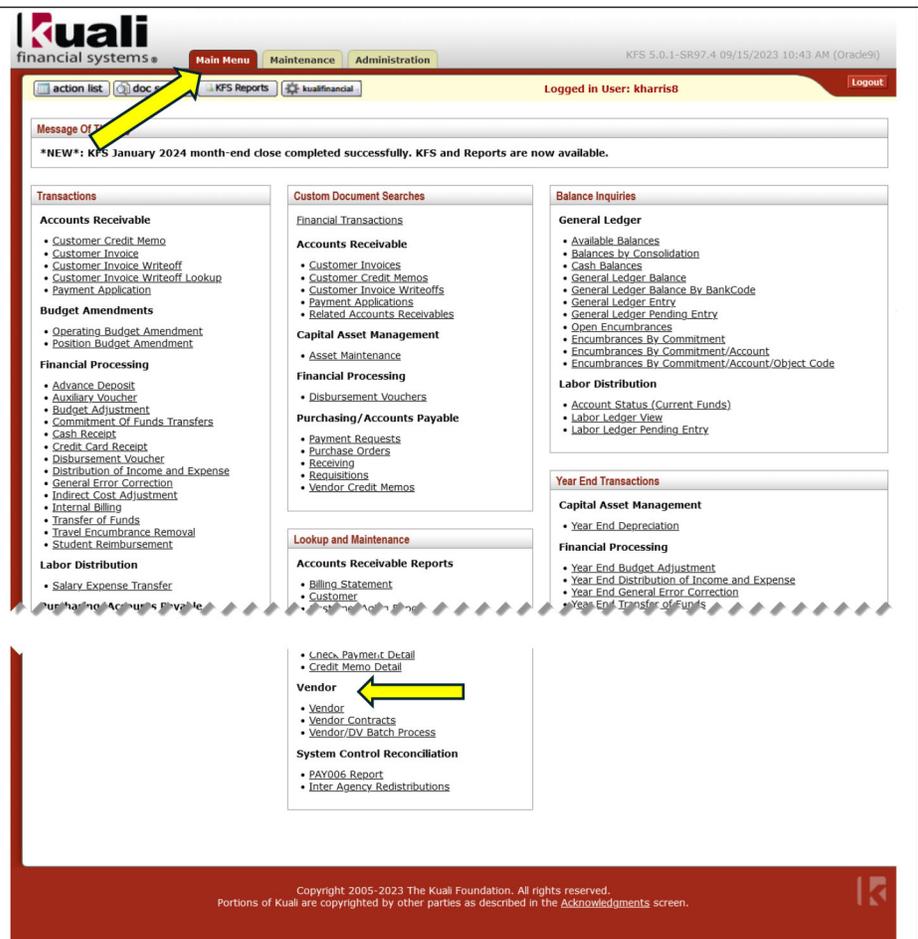
Creating a Vendor with a Foreign Address

Please note this is for a Vendor with a United States tax ID (SSN or FEIN) but 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).
- Click Search button.
- If no values match this search, then click **create new** button.

Complete the ***Description** tab:
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- For creating a New Vendor, “**New FV + Vendor Name**”
- For Vendor Edit, “**Edit FV + Vendor Name**”

Complete the **Document Overview** Section.

- 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.

Complete the Vendor > New > **General Information** Section

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

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: No

Tax Number: Enter# from W-9 or W-8

Tax Number Type:

- Entities: select **FEIN**
- Individuals: select **SSN**

Ownership Type:

- Incorporation: select **Corporation**
- All other: select **1099**

Ownership Type Category: Vendor

Complete **Corporate Information** Section

- **Employee Reimbursement:** To be used when creating a UM employee as a vendor for reimbursement of out-of-pocket expenses.
- **Petty Cash:** To be used for Petty Cash custodian only.
- **Vendor:** To be used when creating any other vendor that is not a UM employee or student.

Note: For all vendors with an **Ownership Type Category of Vendor**, a completed and signed W-9 or 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.

Please note, Freeze Flag tab must be blank.

***Payment Distribution Type:** indicates how payment should be sent to the Vendor. From the drop-down menu select **Airmail Foreign Address**

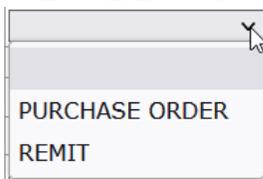


Verify the **Active Indicator** box must be checked.

Complete the **Detail Information** Section

***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 PURSHACE 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.

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.

Notes and Attachments tab will be used to attach the signed **W-8 or W-9 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.

Other Supporting Documentation includes:

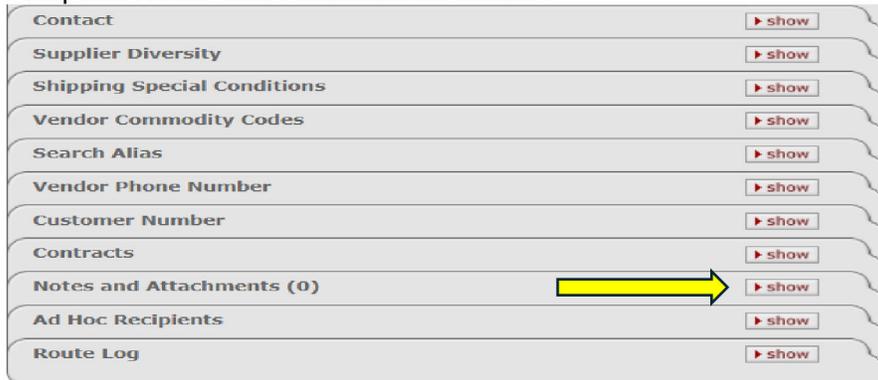
- Invoice,
- Vendor contract,
- Approved loan or grant application,
- Credentialing application,
- Or other independent source (CJAMS, MMIS, Driver's License, Household Mail supporting address) as approved by the State of Maryland.

Note: Failure to ad-hoc route may cause the document to be **DISAPPROVED**.

Under Ad Hoc Group Requests:
 Select **APPROVE**
 Type **KFS-SCR** in Namespace Code
 Type **System Control Managers** in Name

Click add 

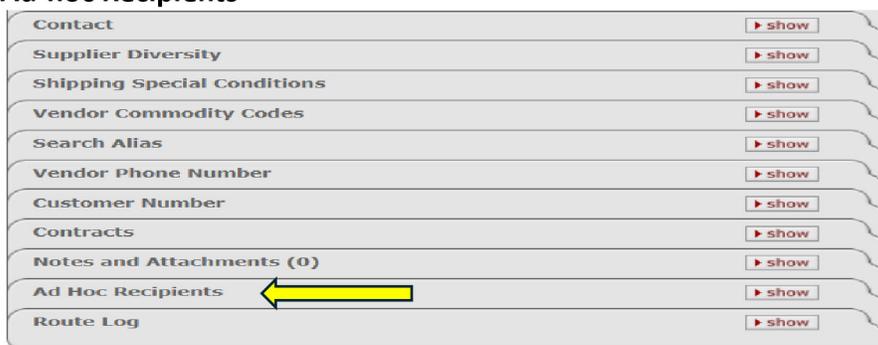
Complete Notes and Attachment Section



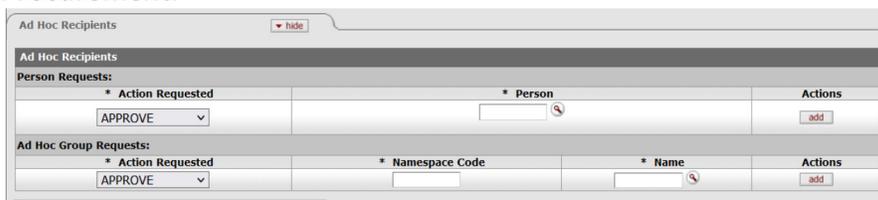
KFS will display an error message if the form is not attached to the **Vendor** document.

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.

Ad-hoc Recipients



Use the Ad-hoc Recipients section to allow the document route to System Control Managers before routing to UMCP, Central AP, or Procurement.



Save and Submit the document.

End of Procedure.