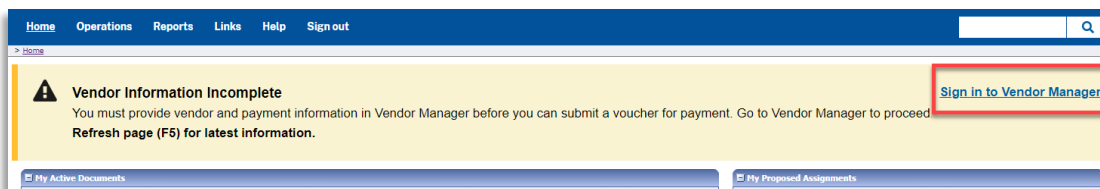## Vendor Manager System

The Vendor Manager System (VMS) is a web-based application that is used to collect W9, electronic fund transfer (EFT) payment, and employee-business relationship information for CJA payees and business entities. Vendor information syncs with JIFMS and other tenants such as eVoucher, allowing a single source of information to be shared throughout applications.

Before you can sign in and create a vendor account in the VMS application, you must have a Login.gov account. If you do not have one already, refer to the Login.gov job aids for detailed instructions on how to create a Login.gov account and sign in to eVoucher.

## Creating a Vendor Account with an EIN

Step 1

Sign in to eVoucher. A Vendor Information Incomplete message appears at the top of your eVoucher home page. Click the **Sign in to Vendor Manager** link to create your vendor account profile.

Note: You must create and link a VMS account to your eVoucher account before you can submit a voucher for payment.

Step 2

You are redirected to the Vendor Manager sign in page. Click **Sign in with LOGIN.GOV**.
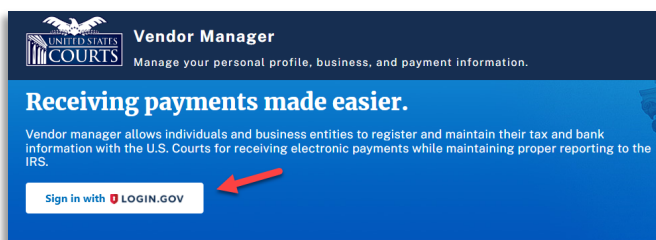

Note: Because you were already signed in to eVoucher, you aren't required to reverify your information in Login.gov. However, if for any reason you signed out of Login.gov or your authentication token expired (after 15 min.), you are required to sign in through Login.gov.

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Step 3

The first time you sign in to the VMS, a message appears showing the information that you're sharing with the VMS to connect your account. Click **Agree and continue.**
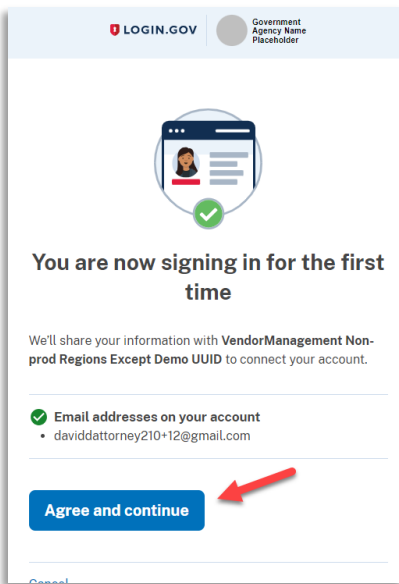
Step 4

Once signed in to the VMS, you are directed to create your vendor account. Click **Create My Account** to get started.
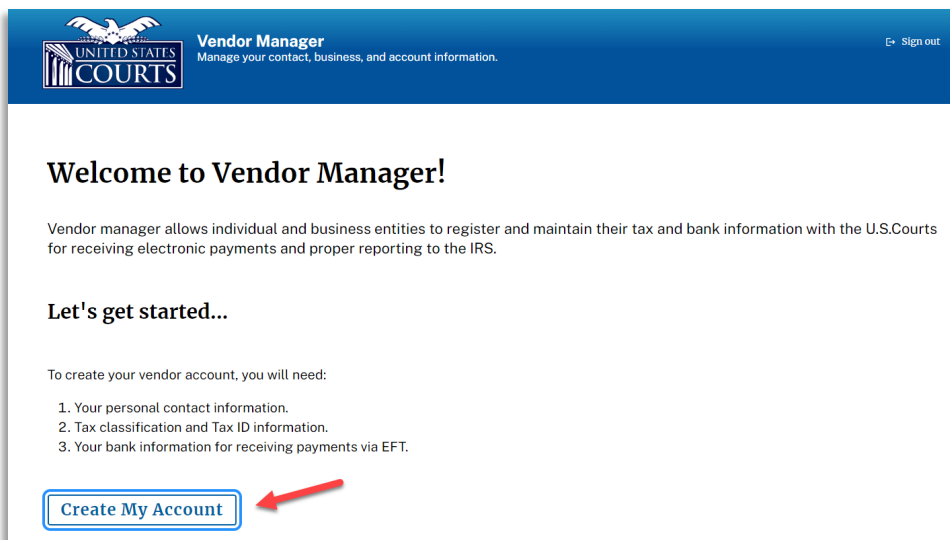
The Vendor Account Setup includes five sections.

Step 5

First, complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **City**, **State**, **Zip/Postal Code**, **Phone**, and **Phone Type** fields.

Step 6

Click **Save and Continue**.

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.

USPS Address Verification

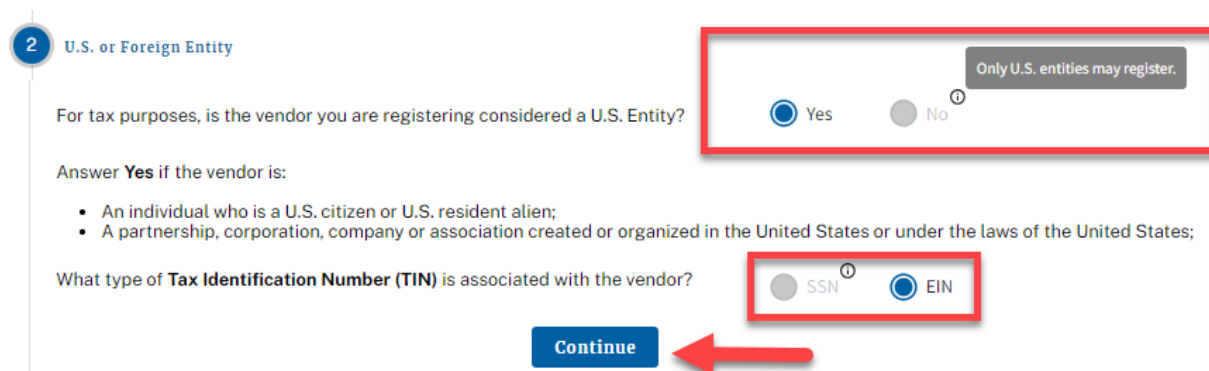According to USPS records, a verified address is listed below.
Please select which you prefer to use:

○ **Original Address**
123 San Antonio
San Antonio TX, 78229

● **USPS Address (Recommended)**
123 SAN ANTONIO
SAN ANTONIO TX 78229-3261

Cancel   Confirm

Step 8

In the U.S. or Foreign Entity section, the **Yes** radio button is selected by default indicating that the vendor you are registering is a U.S. entity. The **No** radio button is disabled, as only U.S. entities are allowed to register in the VMS. Click the **EIN** radio button, and then click **Continue**.

2   **U.S. or Foreign Entity**

For tax purposes, is the vendor you are registering considered a U.S. Entity?   ● Yes   ○ No   Only U.S. entities may register.

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;
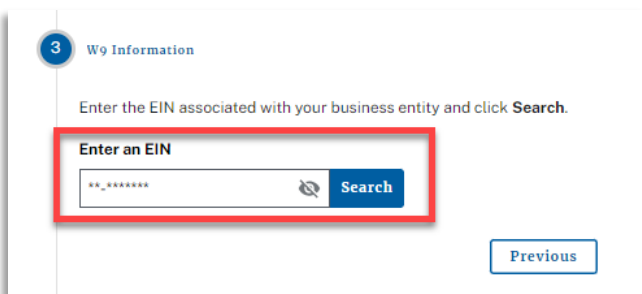
What type of **Tax Identification Number (TIN)** is associated with the vendor?   ○ SSN   ● EIN

Continue

Step 9

In the W9 Information section, fill out the EIN associated with your business entity and click **Search**.

3   **W9 Information**

Enter the EIN associated with your business entity and click **Search**.

Enter an EIN

_*****   Search

Previous

Step 10a

Existing EIN

Step 1

If the EIN exists within the VMS, a **We found an existing EIN** success message appears. Verify the information is correct and click the checkbox to send the Authorized Agent a request to use the existing EIN for payments.

Step 2

An email is sent to the Authorized Agent requesting approval to use this payment account. The payment account will appear as pending until the request is approved. Click **Ok**.

Note: To add another payment account using another EIN or SSN, click **Add New Payment Account.** Review the **Authorized Agent** job aid to learn more about the process for approving a pending payment account. To view the process for adding a new payment account an SSN, review the **Vendor Manager System for Individual** job aid.

Step 3

Once the Authorized Agent approves your request to link your account, you will receive an email that your request has been approved. Click **Vendor Manager** to confirm you want to link your account.
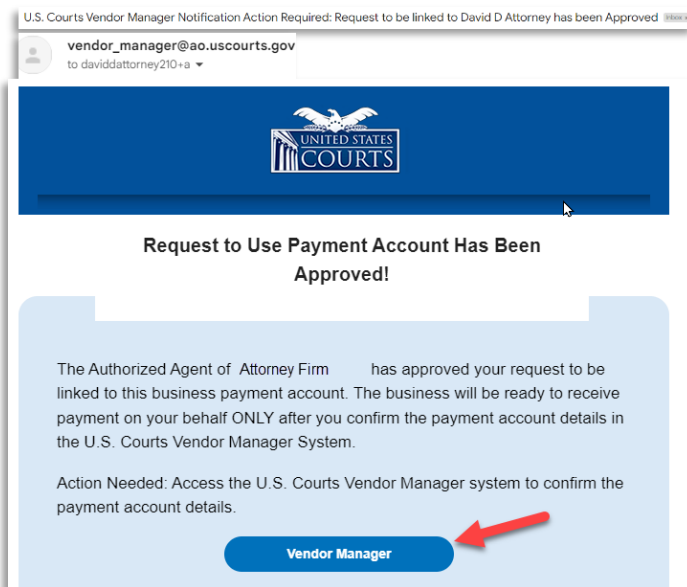
Step 4

From your VMS homepage, select the acknowledgement for EFT payments to be made to the bank account checkbox and then click **Confirm Account**. The yellow pending message changes to confirmed and you can now begin receiving payments.
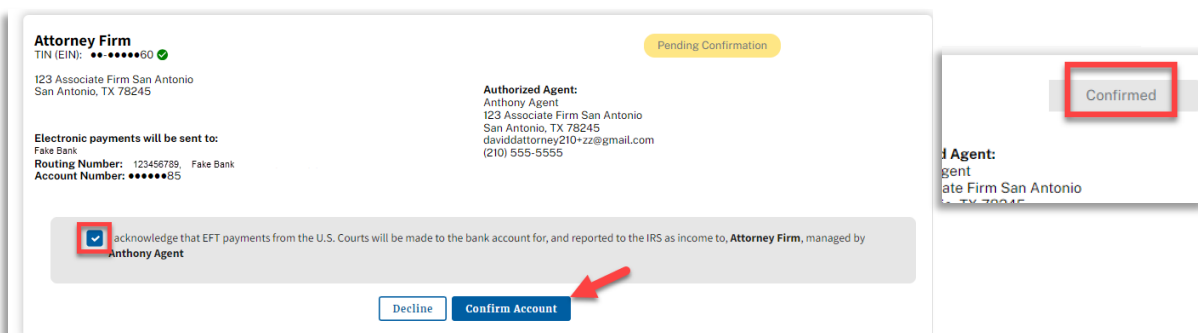
Step 10b

No Existing EIN

If the EIN does not exist within the VMS, a **No Matches Found** message appears. You can then choose to register an EIN as the authorized agent and manage the EIN payment account yourself, or you can notify someone acting as the authorized agent in your organization. Click **I am Authorized to Register this Business**.

Note: If you choose to notify someone, that person will be invited to the system to finish setting up the business account as the Authorized Agent. Review the **Notifying an Authorized Agent** section of this job aid for more information on this process.

Step 11

In the W9 Information section, enter the appropriate name, TIN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields.

Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice, and then click **Save and Continue**.

Step 12

Click a radio button to indicate if you are using a checking or savings account. Enter your bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.

Step 13

Confirm that the information you entered is correct, and then click **Confirm**.

Step 14

A New Payment Account Added! success message appears. Click **Ok**. To add another payment account for a business entity, click **Add New Payment Account**, or click **Sign out** to exit the VMS.

Note: To view the process for adding a new payment account with an SSN, please review the Vendor Manager System using SSN job aid.

Notifying an Authorized Agent

If you select the option to notify the Authorized Agent to set up and manage the payment account for the business, you will be required to enter the business name, name of authorized agent, and email address of the authorized agent.

Step 1

Click **Notify the Authorized Agent for this Business.**

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Step 2

Enter the business name, authorized agent name, email address and re-enter the email address to confirm, then select the certify authorized agent checkbox, and click **Send Invite**.

Step 3

An email is sent to the email address you entered above and a New Payment Account Requested! success message displays. Click **Ok**.

Step 4

On your homepage you will now see your requested payment account is pending approval from the authorized agent. Check your email for the approval email from the authorized agent.

Step 5

Once the Authorized Agent approves the payment account, you will receive an email that your request has been approved. Sign in to the VMS, the payment account is now pending confirmation. Select the acknowledgement checkbox and confirm the account.

Step 6

You will see a confirmed notification and you can now use this payment account.

To add another payment account for another business entity using an EIN or using an SSN, click **Add New Payment Account** or to exit click **Sign out.**