

Establishing Vendor File

General:

Establishing a vendor file is the first step to recording all transactions for a single vendor and exclusive to the Division of Accounts, Department of Administration. This file contains the following data for all permanent vendors and is used on a recurring basis by the Government of Guam.

1. Name
2. Address
3. Type of business and business license
4. EIN/SSN

Each vendor is assigned a code consisting eight characters called a "vendor number". The vendor code is required in the processing of transactions to identify the provider of goods or services. The vendor code is used to print the names and addresses on checks.

It is the responsibility of each agency to update vendor files.

Line-by-Line Instructions:

Line 1 – From

Enter the name of the department/agency requesting for a vendor number.

Line 2 – New Vendor

Check this box if request is for a new vendor.

Line 3 – Name

Enter the complete and official name of vendor to be established.

Line 4 – Address

Enter the mailing address of the vendor being established.

Line 5 – Change of Vendor Record

Check box if a change is being made to the vendor record.

Line 6 – Name

Enter the new name of vendor.

Line 7 – Address

Enter the new address of vendor.

Line 8 – Taxpayer ID Number

Enter the taxpayer ID Number applicable to this vendor request.

Line 9 – Product/Service

Provide supporting documents for any changes (product or services). Identify e.g. Government of Guam.

Line 10 – Existing Vendor Number

If there is an existing vendor number under the same name and address, enter the vendor number.

Line 11 – Attachment

Check the box applicable to the document submitted with the request form.

Line 12 – Applicant

Enter the name of the applicant (Company name, Government of Guam employee name or Non-Profit Organization name).

Line 13–

Authorized Representative

Enter the name and title of the authorized representative.

Line 14 – Submitted by

Enter the name, original signature and date of the person submitting the document.

Line 15 – Vendor Number

To be completed by Division of Accounts only.

Attachments:

(Where applicable)

- Marriage license
- Current license
- Proper identification
- Court orders/Legal documents
- By laws