

Updating Vendor Name and/or TIN (Tax ID Number)

Vendors are unable to update their own organization name or tax ID number in the organization maintenance section of their accounts. This is a security feature requiring verification and agreement of information between a vendor's W-9 form, ProcureAZ, AFIS, and information filed with the IRS. It is important that information is correct in order for the State to issue payment to vendor accounts.

TIN UPDATES:

TIN updates require a signed AZ substitute W-9 to be provided first to the contracting officer(s) (if the vendor has active contracts), then provided to GAO Vendors Group (vendors@azdoa.gov) to be verified with IRS records. Once GAO verifies that the information on the W-9 matches IRS records, any POs/contracts issued to the old vendor account must be canceled then reissued to a new vendor record assigned to the correct TIN. Before canceling any documents, the vendor must create a new registration. The existing POs/contracts should be cloned and assigned to the new vendor ID once the new vendor profile is established.

1. Obtain completed AZ Substitute W-9 form from vendor (a blank form with instructions is provided on the GAO website at <https://gao.az.gov/afis/vendor-information>);
2. Run "POs by Vendor Number Ad Hoc" report in BI for any active documents;
3. Provide completed AZ Sub W-9 and PO report to GAO Vendors Group (vendors@azdoa.gov) for verification with the IRS;
4. Notify procurement officers administering any contracts issued to the vendor so they can perform any required due diligence;

Example notice to buyer and vendor:

Good morning, **[Procurement Officer(s)]**. **[Vendor]** is updating their (legal name and) TIN. Each of you administers an active contract with this vendor that I've highlighted in the attached PO report. A new vendor profile will need to be created by the vendor and the current contracts cloned and reassigned to the new vendor account.

[Vendor Name],

Because you are changing your TIN and you have active contracts with the State, we require that you create a new vendor registration using the new TIN and legal name you have provided below. Please complete the attached AZ substitute W-9 and provide it to **[Procurement Officer(s)]**. You can begin the new registration by clicking the link to Register at <https://procure.az.gov/bsa/login.jsp>. I have attached a step-by-step guide to help you with the registration process. Once you have completed the registration and have been assigned a new vendor ID number please provide this vendor ID to **[Procurement Officer(s)]** so they can reassign your company's contracts new contract numbers. Their email addresses are below. If you have any questions, please don't hesitate to ask.

[Buyer Name: buyer email]

Regards,

[Your Name]

ProcureAZ Help Desk
602.542.7600
procure@azdoa.gov

Updating Vendor Name and/or TIN (Tax ID Number)

5. Help Desk involvement ends at this point.

NAME ONLY UPDATES:

Legal name updates must still be approved by GAO Vendors Group before they can be effected in ProcureAZ.

1. Obtain completed AZ Substitute W-9 form from vendor (a blank form with instructions is provided on the GAO website at <https://gao.az.gov/afis/vendor-information>);
2. Run "POs by Vendor Number Ad Hoc" report in BI to verify whether vendor has any active documents;
 - a. If there are no open documents or contracts for the vendor and no alt ID is associated with their registration, then you can update the legal name as a Vendor Administrator by simply typing the new name into the name field;
 - b. If there are open documents, then the procedure is the same as for TIN changes except the vendor does not need to create a new registration;
3. Provide completed AZ Sub W-9 and PO report to GAO Vendors Group (vendors@azdoa.gov) for verification with the IRS;
4. Notify procurement officers administering any contracts issued to the vendor so they can perform any required due diligence;
5. Help Desk involvement ends at this point.