



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.7 New Vendor Set Up
Purpose:	This procedure establishes guidelines for setting up New Vendors and maintaining current vendors in MUNIS.
Background:	Vendor Maintenance is performed by VIDE Procurement Office. When there is a need to add or change the status of a vendor, the Procurement Office staff receives notification through their centralized e-mail box.
Abbreviations:	PO – Purchase Order VIDE – Virgin Islands Department of Education GA – Grant Accounting
Policy:	<ol style="list-style-type: none"> <li>1. Vendors must meet the following requirements: <ul style="list-style-type: none"> <li>• Able to do business in the US Virgin Islands (ie. Able to ship to the Virgin Islands);</li> <li>• Do not require advance payment;</li> <li>• Accept government purchase orders; and</li> <li>• Understand that payment will be rendered upon delivery of the items to the respective VIDE warehouses and a three way match is completed (PO, receiving report and invoice).</li> </ul> </li> <li>2. Buyer must ensure only valid vendors are selected to provide goods or services. Requisitions that do not meet valid vendor requirements will be rejected.</li> </ol>

Procedure:
<ol style="list-style-type: none"> <li>1. A blank W-9 form and a <i>Vendor Maintenance form (AR10)</i> are sent by the buyer to the vendor via email (or postage if vendor does not have an email address) to request the vendor Taxpayer Identification Number (TIN) and detail information about the vendor.</li> <li>2. The vendor is responsible for completing the W-9 and the <i>AR10</i>. Upon completion, the vendor submits the completed W-9 and AR10 along with a copy of its current business license to the VIDE Procurement Office centralized e-mail box.</li> <li>3. The vendor must provide the following on the AR10 form:</li> </ol>



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE

- Business Name
  - Business Address
  - Contact Name,
  - Contact telephone number; and
  - Contact e-mail address
4. Sole proprietors will be checked as a 1099 vendor in MUNIS (corporations do not receive 1099's and the box is not checked).
  5. VIDE must meet the federal mandates that require the GVI and VIDE to verify that federal funds are not being utilized with vendors who have been suspended, debarred, proposed for debarment, excluded, or otherwise banned from receiving Federal contracts, assistance, or benefits.
  6. To ensure a valid vendor is selected to provide goods or services to the VIDE, the following is required:
    - a. A vendor must possess a current business license
    - b. All programs are required to check the Excluded Party List System (<http://www.sam.gov>) to ensure vendor is not suspended or disbarred from receiving Federal contracts, assistance, or benefits ([see Appendix C for detailed instructions](#))
    - c. Buyer must print and attach a copy of the verification from the aforementioned website to all requisitions.

*(Note: Requisitions that do not include a verification search result will be rejected).*
  7. Upon receipt of complete information from the vendor the Procurement Office creates a new vendor in MUNIS, and attaches the completed W-9 form.
  8. The Procurement Office personnel send an e-mail notification to the Buyer, copying the Procurement Office centralized e-mail box advising of the new vendor set-up and assigned vendor number.

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT POLICY AND PROCEDURE