March 26, 2013

TO: Unit Business and Travel Contacts

SUBJECT: Change to Vendor Set-Up Process

It was recently brought to AgriLife Administrative Services’ attention that the sending of New Vendor Set-Up Request via email where confidential information is included in the email, such as social security numbers, must be encrypted. Since this information does not come across encrypted, Administrative Services will be changing the Vendor Set-Up Process immediately.

A Vendor Request folder has been set up in LaserFiche under WIP-DISB-TAES, WIP-DISB-TCE and WIP-DISB-TVMDL. Units requesting new vendors to be created in FAMIS should submit a completed W9 or Substitute W9 form. To set up an employee, please complete either a W9 or an Employee Vendor Information Sheet (Form AG-250).

The Vendor Request folder will be checked numerous times throughout the day. If a vendor request has not been processed within one business day, please notify us promptly by sending an e-mail to vendorrequest@ag.tamu.edu (do not include any confidential information such as SSN in the e-mail).

Documents submitted via the Vendor Request Laserfiche folder should be named with the vendor name and use the W9 template.

New vendor request forms can also be faxed to Disbursements at 979-458-3242 or mailed to Texas A&M AgriLife Disbursements, 2147 TAMU, College Station, TX 77843-2147.

Once a vendor has been created, you will be able to view the vendor information on FAMIS screens 101, 102 or 103.

The Substitute W9 and Employee Vendor Information forms are located at: http://agrilifeas.tamu.edu/forms/disbursements/index.php.

Thank you for your cooperation in this new process.

For questions, please contact: Shiao-Yen Ko, Manager Accounting Services, at (979) 845-4778 or sko@ag.tamu.edu. Texas A&M AgriLife Administrative Services | http://agrilifeas.tamu.edu/

Note: Please do not reply to this email, as this email address does not accept reply messages.