State of North Carolina
Office of the State Controller

Michael F. Easley, Governor   Robert L. Powell, State Controller

June 6, 2003

MEMORANDUM NO. FSD 030022

TO: AP Contacts
                    Purchasing Contacts

FROM: Zeke Partin, CPA, Assistant State Controller
                    Office of the State Controller (OSC)

SUBJECT: New Procedures for Vendors

In the coming weeks, the Office of the State Controller (OSC) Help Desk staff will be conducting a quality assurance review of the NCAS central vendor file. The Help Desk team will begin reviewing the 121,000+ vendor records and correcting records that do not comply with the OSC and US Postal Service address standards. For example, punctuation in the vendor name and address fields will be eliminated, any nonstandard short names will be corrected, and all other fields on the VSU, VGN and VPN screens will be reviewed and corrected as needed. In order for us to accomplish our goals with this project, we need your assistance beginning June 13, 2003 with three procedural changes for adding vendors regarding zip codes, vendors with tax identification number updates/changes and vendor short names.

Zip + 4

The US Postal Service introduced zip + 4 in 1983 to facilitate speedier mail delivery. The last four digits in the zip code identify a specific geographic segment within the 5-digit code delivery area. Therefore, to comply with USPS standards, we will require that all VADD's be submitted with correct zip + 4 information.

If the entire zip code is not supplied on your documentation from the vendor, you can look up the complete zip code by accessing the US Postal Service's website at http://www.usps.com/zip4/ and then completing the address form. After clicking on the submit button, the complete zip + 4 information should be displayed on your screen.

Please note, some zip + 4 information cannot be found on the USPS website. If you encounter one of these records, please type a note on one of the optional address fields on the VSU screen for the VADD **"zip + 4 info not found on website**." This record may contain new address information and has yet to be updated on the USPS site.

Vendor TIN Changes

As many of you know, companies are often bought by another company or are expanding. As a result of these business transitions, many vendors obtain new tax identification numbers (TINs). Sometimes, we

already have the vendor in the NCAS with the old TIN, but a new record must be added in the vendor file for the new TIN.

Accordingly, the vendor with the new TIN needs to be added, but the old record needs to be inactivated as well so that duplicate records can be reduced in the vendor file and to prevent payments to incorrect vendor TINs. Therefore, please follow the normal procedures for adding a new vendor; however, make sure the documentation from the vendor regarding the TIN change is promptly faxed to the OSC NCAS Help Desk at 919-981-5561. This will allow us to inactivate the incorrect (old) TIN. To avoid duplicate records in the system, the Help Desk will not add the new record until documentation is received for the old record. Your assistance with this process will help reduce errors and reduce the number of duplicate vendor records in the NCAS.

<u>Vendor Short Names</u>

As you may know, certain words are abbreviated in the vendor short name field. For example, all state names (NC, VA, SC, etc) and the word "university" (univ) are abbreviated in this field to name only two. In order to comply with USPS standards, we are changing the abbreviations for two words in the short name field – **Association** and **International**. The correct postal abbreviations for these words are **Assn** and **Intrntl**. Previously these words were abbreviated as **Assoc** and **Intl** in the NCAS; however, neither of these abbreviations complies with the USPS standards for abbreviations. Please make a note of this change when searching for vendors using the VSL screen. Keep in mind, the old (incorrect) abbreviations may still be found in the vendor file until the Help Desk is able to correct that record in the upcoming "clean-up" process. For additional Vendor Short Name information, please visit the following link from our System Information Guide (SIG):

http://www.osc.state.nc.us/sigdocs/sig_docs/documentation/policies_procedures/sigStandard_Vendor_Short_Name_Abbre.html

If you have any questions, please contact the OSC NCAS Help Desk at 919-875-HELP (4357). Thank you in advance for your cooperation and assistance with these new procedures.

ZP/at/dw