



VENDOR REGISTRATION

2022 Agency Purchasing Conference
Presented by: Mark Totten, Technical Services Manager
West Virginia Purchasing Division



Process/Law Changes to Help You

- **Vendor Registration (2022)** Vendors will no longer be required to provide a banking reference or the city/state of residence of owners or officers
- **Vendor Outreach (2017)** Implemented vendor outreach in the form of vendor Open House events and Road Shows to increase participation in the bidding process

Objectives

- Discuss who is required to register as a vendor and when the registration fee is applicable
- Review the process for *agencies* to check a vendor's registration status using the VCUST table
- Discuss ways to best interpret vendor registration data found in the wvOASIS system
- Discuss the avenues to register or update a vendor's record with the state, including the creation of wvOASIS documents
- Explain transactional vendor registration fee-exemption process
- Explain the responsibilities of the agency and the Purchasing Division in the vendor registration process
- Illustrate new process through which agencies can harvest targeted vendor contact information from wvOASIS for purposes of soliciting a wider vendor audience

Definitions

- **Vendor:** Referenced on expenditure transactions
- **Customer:** Referenced on revenue transactions
- **Vendor Self-Service:** Vendor portal
- **VCUST:** Vendor/Customer table in *WV*OASIS Advantage Financial
- **VCC:** Vendor/Customer Creation
- **VCM:** Vendor/Customer Maintenance
- **Transaction:** The combined Ordering and Payment process

Vendor Registration in *Code*

- Vendor Registration is required by *West Virginia Code* §5A-3-12. It requires:

- Disclosure of Information
 - Such as current active federal tax identification number
- Payment of annual fee

Purchasing Division Vendor Registration

Disclosure of Information + Payment of Annual Fee

Information to Be Disclosed

- Information required from registered vendors
- Name(s)
- Current active federal tax identification number
- Business address
 - Ordering and Payment address required for **vendors**
 - Ordering, Payment, and Billing required for **customers**
- Telephone Number
- Agent representation
- Dun & Bradstreet number and rating, if any (vendors may find through dnb.com)



Non-Law Reasons for Vendor Registration

- Protects the state
 - Fraud
 - Illegitimate businesses
- Provides transparency and accountability
- Provides a centralized clearinghouse for vendor registration information

- Handouts:

N.C. WOMAN INDICTED IN \$2 MILLION AUDITOR SCAM MONEY SENT TO KENYAN BANKS, FEDS SAY

Publication: THE CHARLESTON GAZETTE
Published: Thursday, April 24, 2008
By: ANDREW CLEVELINGER STAFF WRITER

A federal grand jury in Charleston has indicted a North Carolina woman "in conspiracy that defrauded the West Virginia Auditor's Office of about \$2 million."

In a 6 1/2 page indictment unsealed Wednesday, federal prosecutors charged Angela Mitchell-Cragg, 43, of Raleigh with using a false South African passport in the name of Cynthia Ann Clay, then using the false identity to create 10 dummy corporations in South Carolina.

Two of the dummy companies had names similar to a mission-critical agency with West Virginia government including Cagert Consulting Corp. and Ultravision Corp., according to the indictment. The other businesses were the "Simon Corporation" and "P. J. and Kelly Corp."

Cragg allegedly set up 10 dummy accounts over the course of 12 months at business names at First Bank in Raleigh. Using those names, she then contacted West Virginia Auditor Glen Guiney's office and the banks overall to the West Virginia accounts, the indictment says.

Cragg allegedly and co-conspirators known and unknown to the grand jury then began withdrawing money to banks in Kenya, Kenya, according to the indictment.

Co-conspirators of Cragg to recover the missing money in the beginning of May. According to the indictment, the "recovery of \$1.9 million to Cagert Consulting for services provided to the state Department of Health and Human Resources, set was transferred on March 15."

Over the next 1 1/2 weeks, Cragg allegedly used the accounts to quickly withdraw 12 payments totaling \$1,327,926 to banks in Kenya, the indictment charges.

The indictment focuses only on the money transfers as of the late 2006 to account, said Assistant U.S. Attorney Susan Robinson, head of the economic crimes section.

Cragg allegedly was arrested in Raleigh "on suspicion of state charges and had her initial appearance in court in Raleigh earlier today," he said. U.S. Marshals are transporting her to West Virginia, where she is to be arraigned on the federal charges.

Cagert Consulting had no record on whether crimes had been taken into custody or were being undertaken.

The U.S. District Service and the West Virginia Commission of Special Investigations are handling the investigation, he said.

State Auditor Guiney said he was "alarmed" at the late response of the U.S. Attorney's Office and the U.S. District prosecutors to the corporate names that were disclosed.

He says a problem that there has been at least one report in this case, and he asks whether the problem is

THREE PLEAD GUILTY IN FRAUD SCHEME PLOT HATCHED IN KENYA COSTS WEST VIRGINIA GOVERNMENT \$2 MILLION

Publication: THE CHARLESTON GAZETTE
Published: Tuesday, May 27, 2008
By: ANDREW CLEVELINGER STAFF WRITER

The first three Kenyan nationals charged in the international scam to defraud state government officials out of 11 cars of dollars entered guilty pleas in federal court Monday.

Michael M. "Mike" O'Connell of East Cape, Wis., and Albert E. George of Minneapolis pleaded guilty to conspiracy to commit money laundering, Robert M. "Bob" O'Connell of Elk River, Minn., pleaded guilty to aiding and abetting mail and wire fraud.

All three were involved in a 12-month scam designed to defraud states, including West Virginia, through a series of dummy corporations, and to use a photo-fabricated passport to access bank accounts set up with names closely resembling those of the real victims.

Assistant U.S. Attorney Susan Robinson said during Monday's proceedings at the bank in Kenya in late 2006.

That's when Angela Cragg-Cagert, a Kenyan woman who had settled in Raleigh, N.C., returned to Kenya, where she conspired, and to use a photo-fabricated passport to access bank accounts under the name Cynthia Ann Clay, Robinson said.

Cragg-Cagert was arrested and indicted in June 2007, then re-arrested in West Virginia a month after it accused that three payments totaling roughly \$2 million had been made to her "dummy" corporations.

A grand jury indicted O'Connell, George, O'Connell and two other Kenyan men - Wazirah J. Shikanda and Charles B. Mwangi, both of Minneapolis - in November 2007. Shikanda and Mwangi have already admitted their roles in the scam.

Robinson said that Cragg-Cagert, who cooperated with investigators following her arrest in 2007, gave details that she obtained in Kenya through wire transfers to help the scheme. In North Carolina, where many banks are headquartered.

Cragg-Cagert's attorneys and co-conspirators with wire transfer banks to file requests for state government records concerning Cragg-Cagert, including the U.S. Treasury, said Robinson said.

Robinson said she had spent time in accounts using the dummy names "to open up bank of America accounts and the same time to build the dummy corporations for the bank of America, Robinson said. They also admitted their role in a scam to help the bank of America, which had been exposed earlier this month.

For some weeks, Kenya communicating largely via e-mail, but then in touch with O'Connell in January 2007, referring to him as "our guy," Robinson said.

The men admitted they used the funds to invest into new bank accounts of a 100,000 Kenyan shilling, the amounts were the result of a scam, O'Connell said that they had the goal of the scam of

Code of State Rules 148 CSR 1

- 148-1-6. Registration, Bidding, and Award
 - Except for purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit, all vendors shall register with the Purchasing Division.
 - Vendors may register through the Vendor Self-Service portal or by completing the vendor registration and disclosure statement provided by the Purchasing Division.

148 CSR 1 (Continued)

- Except for purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit, vendors receiving orders for goods or services exceeding \$2,500, regardless of payment method, shall pay an annual fee of \$125. A vendor with multiple locations shall pay only one fee when operating under one Federal Employer Identification Number (FEIN).
- The Director may waive the registration requirements in the case of any vendor who is a sole-source provider.

148 CSR 1 (Continued)

- Director shall not award any contract to any vendor not properly registered with the Purchasing Division.
- Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions. The vendor must provide all necessary releases to obtain information necessary to verify that the vendor is licensed and in good standing with the above entities.
 - Status with some agencies reflected under "Fee and Vendor Compliance Holds" in VCUST

Other Agencies' Ordering Requirements

Fee and Vendor Compliance Holds on VCUST Table	State Agency Responsible
"Tax Clearance"	West Virginia State Tax Department
"Unemployment Insurance"	WorkForce West Virginia
"Worker's Compensation"	West Virginia Offices of the Insurance Commissioner
"Secretary of State Registration"	West Virginia Secretary of State (must be verified manually)

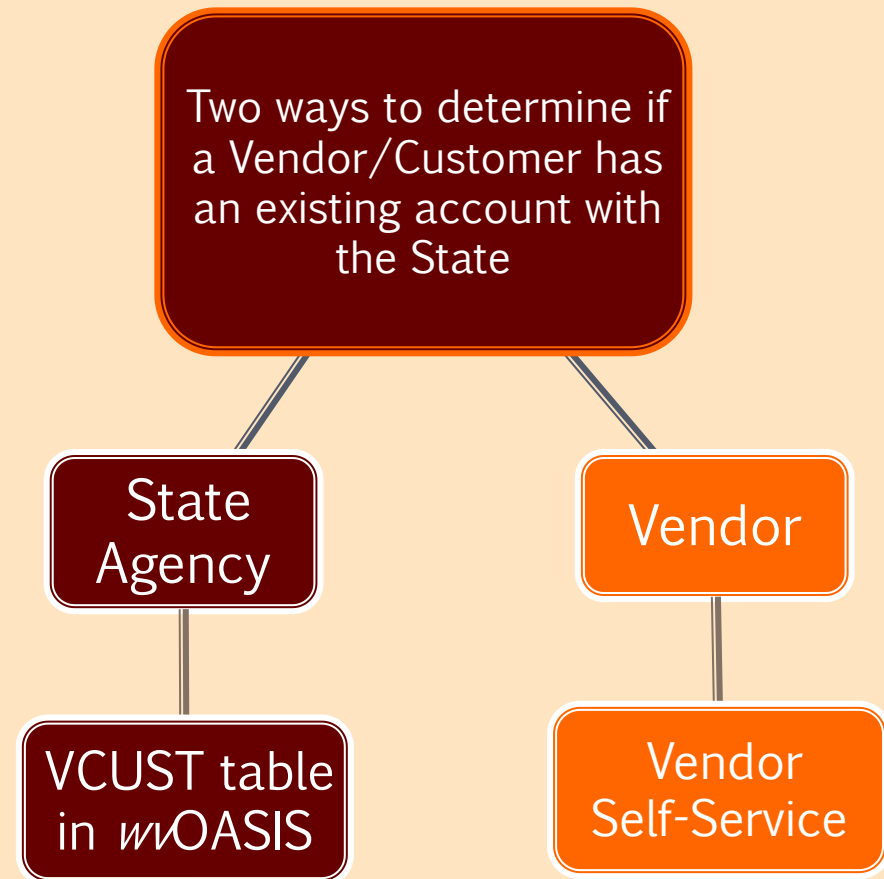
Ordering and Payment

- Two main components in a state procurement transaction.
 - Ordering, or “Order From.”
 - Order-from file formerly stored in the TEAM Purchasing System.
 - Payment, or “Remit To.”
 - Remit-to file formerly stored in WVFIMS.

	Order From	Remit To
DOA Agency Responsible	Purchasing Division	Finance Division
Representative field in wvOASIS’s VCUST table under “Disbursement Options”	“Prevent New Orders”	“Hold Payment”

Two Ways to Determine if a Vendor/Customer Has an Existing Account with the State



- Before a state agency proceeds with the vendor registration process or a procurement document
- “Ready, Aim, Fire”
 - Not “Fire, Ready, Aim”
- Ensure vendor registration is complete prior to your agency issuing a purchase order, written or verbal, and before receiving goods or services from vendor
- Promote vendor use of VSS portal for registration or furnish WV-1 form
 - Do not complete any portion of paper forms for vendor
- If necessary, guide vendor to headquarters account for their active tax identification number



Agencies May Check a Vendor's Registration Status

- Check VCUST table in *WV*OASIS to see if a vendor is already registered
- Log in to *WV*OASIS Financial
- “Jump to” VCUST
- Search by Tax Identification Number (TIN) or Legal Name
- If multiple Vendor/Customer records exist, determine which one is the appropriate one

Agencies May Check a Vendor's Registration Status


Jump to:  Go  Home

Procurement | Budgeting | Accounts Receivable | A

Legal Name : Vendor Active Status :

Alias/DBA : Customer Active Status :

Vendor/Customer : VSS Registered :

Taxpayer ID Number :  Bankruptcy :

Last Name :

[Ok](#) [Clear](#) [Cancel](#)

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000180233	HEWLETT PACKARD STATE & LOCAL	Active	Inactive	
000000180234	HEWLETT PACKARD STATE & LOCAL ENTERPRISE SERVICES	Active	Inactive	
000000231043	HEWLETT PACKARD	Active	Inactive	
000000231044	HEWLETT PACKARD COMPANY	Active	Inactive	

First Prev Next Last

- Vendor “Active” Status is *not* a reflection of any state agency’s registration.

Requirement: Payment of Annual Fee

- Information within VCUST shows a state employee if vendor has provided the primary requirement for registration: the payment of the \$125 annual fee.
- This requirement can be verified under “Vendor/Customer” on the Document Navigator by checking Registration Expiration Date.

The screenshot displays the WOASIS web application interface. At the top left is the WOASIS logo. On the top right, there is a search bar with "VCUST" entered and a "Go" button. Below the logo, a navigation bar contains links for "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". A sidebar on the left lists various menu items, with "Vendor/Customer" highlighted. The main content area is divided into two sections: "Location Information" and "Fee and Vendor Compliance Holds".

Location Information

- *Verify My Locations by :
- Vendor Verification Based On :
- Vendor Verification Password :
- Confirm Verifications :

Fee and Vendor Compliance Holds

Registration Application Date : <input type="text"/>	Tax Clearance : <input type="checkbox"/>
Registration Effective Date : <input type="text"/>	Unemployment Insurance : <input type="checkbox"/>
Registration Expiration Date : <input type="text"/>	Worker's Compensation : <input type="checkbox"/>
Pre-Registration Code : <input type="text"/>	Secretary of State Registration : <input type="checkbox"/>
	Federal Debarred : <input type="checkbox"/>

Interpreting the Search Results You See in VCUST

- *WV*OASIS VCUST table made up of vendor data from multiple legacy (pre-*WV*OASIS) state systems, including:
 - DOA Purchasing Division's TEAM Purchasing System
 - DOA Finance Division's WVFIMS System
 - WV State Auditor's Office P-Card Vendor File
- As a result of the “duplicate” *WV*OASIS VCUST record entries, there are some things you should know as we procure with *WV*OASIS.

Interpreting the Search Results You See in VCUST

- Identify the vendor/customer's headquarters account for their valid federal tax ID
 - If you find a vendor account on VCUST, check under the “Headquarters” tab to see if the record is the company's Headquarters Account, as this is the account that should be used by state agencies. In addition, you will encounter the least amount of opposition with holds.
 - If you are in touch with the vendor, verify (“fingerprint”) the entity's active federal tax ID under which they are currently operating.

The screenshot displays the W O A S I S system interface. At the top left is the logo. The top right shows a search bar with 'VCUST' and a 'Go' button. Below the logo, a navigation bar includes 'Welcome, Mark Totten' and tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Acco'. A left sidebar contains a 'Close' button and a menu with 'Vendor/Customer' (checked), 'General Info', 'Headquarters', 'Organization', and 'Disbursement Options'. The main content area is titled 'Headquarters' and contains the following fields:

Headquarters Account :	<input checked="" type="checkbox"/> Yes	Web Address http:// :	<input type="text"/>
Headquarters Account Code :	VC0000021753	Catalog DUNS :	<input type="text"/>
Headquarters Account Legal Name :	FLYING SQUIRREL RAN	Taxpayer ID Number :	463404037
Franchise Account :	<input type="checkbox"/>	Taxpayer ID Number Type :	EIN

Interpreting the Search Results You See in VCUST

- When doing a name search in VCUST, use the “wildcard” as much as possible, such as between initials.
 - Example: You may find just one or two listings under *JP Morgan*, whereas, you may find four or five listings under *J*P*Morgan*

Search - Internet Explorer

Legal Name : *J*P*Morgan* X

Vendor Active Status : [] v

Alias/DBA : []

Customer Active Status : [] v

Vendor/Customer : []

VSS Registered : [] v

Taxpayer ID Number : []

Bankruptcy : [] v

Last Name : []


[Ok](#) [Clear](#) [Cancel](#)

Interpreting the Search Results You See in VCUST

- Navigating through “duplicate” W/OASIS VCUST records and processing successfully
 - If multiple accounts are found under the same FEIN with different variations/abbreviations of the company name, then only the Headquarters account should be utilized, as the other accounts are considered duplicate accounts and some may have been rendered “Inactive” or placed on “Discontinue - No New Business”


Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000205731	WALTERS CONSTRUCTION, INC.	Active	Inactive	
000000205732	WALTERS CONSTRUCTION INC	Active	Inactive	

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#) 

▶ **General Info**

▼ **Headquarters**

Headquarters Account :	<input type="text" value="No"/>	Web Address http:// :	<input type="text"/>
Headquarters Account Code :	<input type="text" value="000000205732"/> 	Catalog DUNS :	<input type="text"/>
Headquarters Account Legal Name :	<input type="text" value="WALTERS CONSTRUCTIO"/>	Taxpayer ID Number :	<input type="text" value="550666754"/>
Franchise Account :	<input type="checkbox"/>	Taxpayer ID Number Type :	<input type="text" value="EIN"/> ▼

Interpreting the Search Results You See in VCUST

- The exception would be if the vendor is doing business under another name (such as a DBA with the same FEIN) other than the Legal Name on the Headquarters Account. These remain “Active” or not discontinued.
- Be aware of “Discontinue - No New Business” field
 - Current method for flagging “duplicate” vendor/customer records without “inactivating”

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Previous Name
00000186768	CENTRIC GROUP LLC	Active	Inactive	
✓ 00000186769	KEEFE SUPPLY COMPANY	Active	Active	
VC0000020227	KEEFE COMMISSARY NETWORK LLC	Inactive	Inactive	
VC0000022443	CRAWFORD SUPPLY COMPANY	Active	Inactive	
VC0000030421	COURTESY PRODUCTS LLC	Active	Inactive	

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

► **General Info**

▼ **Headquarters**

Headquarters Account: Web Address http://:

Headquarters Account Code: Catalog DUNS:

Headquarters Account Legal Name: Taxpayer ID Number:

Franchise Account: Taxpayer ID Number Type:

► **Organization**

▼ **Disbursement Options**

Category:

Description:

Default Type:

Default Priority:

Default Form at:

Default Form at Description:

Scheduled Payment Day:

Single Payment Indicator:

Hold Payment:

Hold Payment Authorized By:

Hold Payment Authorized On:

Hold Reason:

Prevent New Spending:

Prevent New Orders:

Interpreting the Search Results You See in VCUST

- In addition, because some vendor data in wvOASIS originated in the legacy-system era, verify a vendor record by tax ID, not just by Legal Name, in order to determine the FEIN/SS# under which the vendor is currently doing business, so you do not select a vendor account with an outdated FEIN/SS# (under which the vendor was formerly doing business).



Welcome, Mark Totten | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Close

✓ Vendor/Customer

- General Info
- Headquarters
- Organization
- Disbursement Options
- Invoice/EFT
- Remittance Advice
- Vendor Terms
- Accounts Receivable
- eMALL
- Location Information

Vendor/Customer

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Previous Name
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First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Info

Headquarters

Headquarters Account : Web Address http:// :

Headquarters Account Code : Catalog DUNS :

Headquarters Account Legal Name : Taxpayer ID Number :

Franchise Account : Taxpayer ID Number Type :

Fingerprinting Your Vendor in a Changing Economy

- Corporate acquisitions becoming more common
- Known vendors often getting purchased by other entities, may invalidate previous tax ID
- From the state's perspective, a previously-registered vendor's acquisition can mean a change in active tax ID
- Verify current entity's active tax ID during your conversation with your apparent successful vendor

What's in a name?

*What's a Vendor? It is not
hand, nor foot,*

*Nor arm, nor face, nor any other
part*

Belonging to a legal entity.

*Except the federal tax
identification number.*

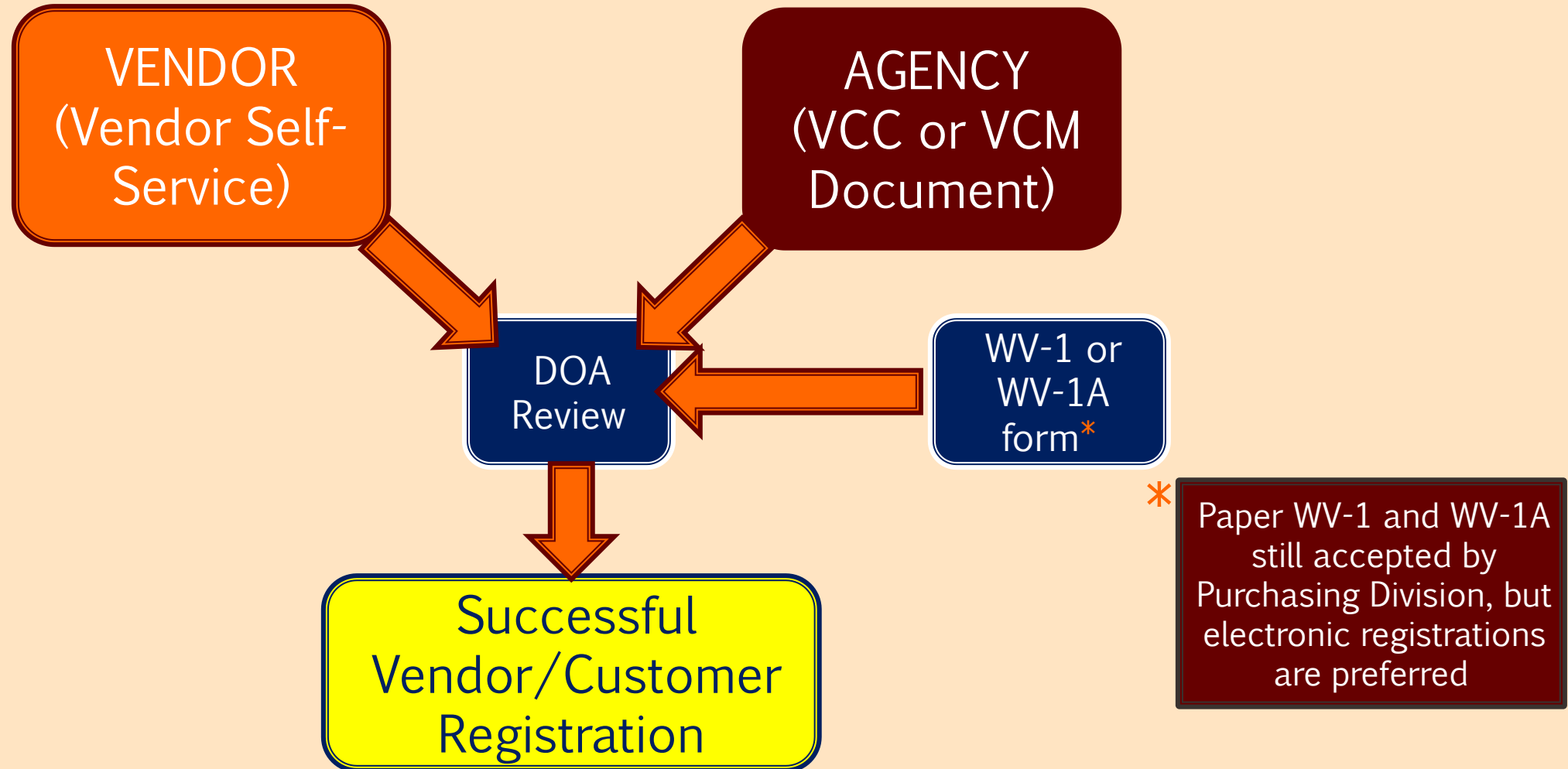
*--Romeo and Juliet, Act II,
Scene II*

Completing a Transaction: Ordering and Payment

- Remit-To/”Hold Payment” with Finance Division

	Order From	Remit To
DOA Agency Responsible	Purchasing Division	<u>Finance Division</u>
Representative field in wvOASIS’s VCUST table under “Disbursement Options”	“Prevent New Orders”	<u>“Hold Payment”</u>

The Registration Process: Two Avenues to Register Online



The Registration Process: Vendor Self-Service

- **Vendor Self-Service (VSS) from vendor's perspective**
 - If unclaimed record exists, vendors can activate the account or, if claimed, contact the account's administrator within their entity
 - If vendor discovers record is "Inactive," there could be several causes.
 - Status may indicate a record with newly-submitted documentation that is at the beginning stages of our system workflow.
 - Vendor may have never submitted W-9 to Finance Division.
 - Vendor may not have been utilized for several years and was set to this status during wvOASIS record "cleanup."

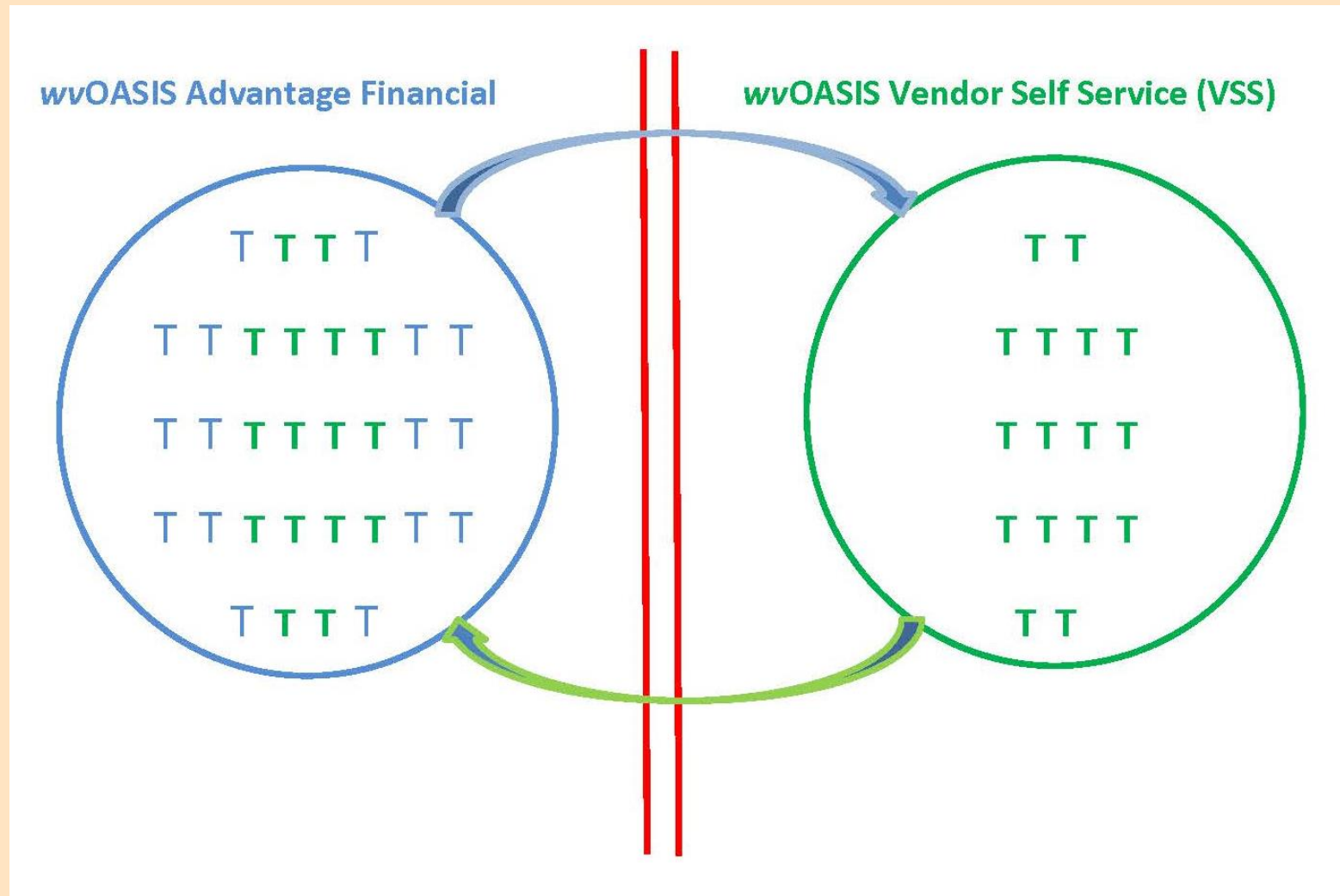
The Registration Process: Vendor Self-Service

- **Vendor Self-Service (VSS) from vendor's perspective**
 - If no account exists for their entity's tax ID, vendors can proceed with the application for registration with Purchasing Division
 - Requires User ID(s) and Password(s) to be created
 - Option to pay vendor registration fee at later date
 - If vendor has technical questions or need assistance with the system, contact myOASIS Help Desk toll free at (855) 666-8823, or helpdesk@wvOASIS.gov.

The Registration Process: Vendor Self-Service

- If vendor completes registration in Vendor Self-Service
 - New registrations or changes to vendor accounts are submitted and require approval of the state.
 - Once approved, batch jobs are run between the W/OASIS and Vendor Self-Service systems to update the information every hour on the half hour.
 - Vendor payments are not confirmed with the STO until the next business day.
 - When a vendor newly registers through VSS, they should receive an email afterward indicating they have successfully registered. This email does not necessarily mean they are *fully* registered.
 - Difference between creating an account and being “registered.”

The Registration Process: Vendor Self-Service



The Registration Process for Agencies: VCC or VCM Document

- For state agency employees, you can initiate a new Vendor/Customer record *or* modify an existing one:
 - Vendor/Customer Creation (VCC) or Vendor/Customer Maintenance (VCM) document:
- Within VCUST table
 - Scroll to the bottom of the page and click on the “Create New Record” or “Modify Existing Record” link

The screenshot displays a web application interface for Vendor/Customer management. The interface is divided into a sidebar menu on the left and a main content area on the right. The sidebar menu includes options such as 'Close', 'Vendor/Customer', 'General Info', 'Headquarters', 'Organization', 'Disbursement Options', 'Prenote/EFT', 'Remittance Advice', 'Vendor Terms', 'Accounts Receivable', 'eMALL', 'Location Information', 'Fee and Vendor Compliance Holds', 'Change Management', 'Address', 'Business Type', 'Service Area', 'Commodity', 'Authorized Dept.', 'Prevent Spending', 'Prevent Orders', 'Certification', 'Disclosures', and 'Vendor User Information'. The main content area is titled 'Vendor/Customer' and features a table with columns for 'Vendor/Customer', 'Legal Name', 'Vendor Active Status', 'Customer Active Status', and 'Previous Name'. Below the table, there are several expandable sections: 'General Info', 'Headquarters', 'Organization', 'Disbursement Options', 'Prenote/EFT', 'Remittance Advice', 'Vendor Terms', 'Accounts Receivable', 'eMALL', 'Location Information', 'Fee and Vendor Compliance Holds', and 'Change Management'. At the bottom of the page, there are links for 'Top', 'CREATE DOCUMENT > Create New Record Modify Existing Record', 'UPDATE > Headquarters Add 1099 Information Entry Add 1042-S Reporting Information Entry', and 'SEARCH BY > Master Contacts Master Addresses Vendor Commodity Vendor Addresses Vendor Transaction History'. The 'Create New Record' and 'Modify Existing Record' links are circled in red.

The Registration Process for Agencies: VCC or VCM Document

The screenshot shows the wVOASIS Document Catalog interface. The left sidebar contains navigation options: Message Center, Search, Document Catalog (highlighted), History, Favorites, and Administration. The main content area is titled 'Document Catalog' and includes a 'Create' dropdown menu. Below it, the 'Document Identifier' section is circled in red and contains the following fields:

- Code :
- Unit :
- Dept. :
- ID :

Below these fields are sections for 'User Information' and 'Document State'. At the bottom, there are links for 'Browse' and 'Clear', and a table with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase. The table currently shows 'First Prev Next Last' and a 'Menu' link.

A callout box with a dark red background and white text points to the 'Document Identifier' fields, stating: "This is best utilized when finding an existing document, but is also a method for creating a document."

Review the VCC Document

- The VCC document is organized into sections that are similar to the VCUST table
- All VCC documents require approval of the State
- Documents in wvOASIS workflow do not immediately go to the Purchasing Division

Review the VCC Document

W/OASIS

Welcome, Samantha Knapp

Jump to: VCUST Go Home Personalize Accessibility App Help About

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Vendor/Customer Creation(VCC) Dept: 0212 ID: 1500003403 Ver.: 1 Function: New Phase: Draft Modified by knappa1, 08/21/2014

Document Navigator

Header

Vendor/Customer

Address

Customer Account

1099 Reporting Information

1042-S Reporting Information

Business Type

Service Area

Commodity

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Header

List View

General Information Extended Description Document Information

Document Name:

Record Date:

Document Description:

Never Archive:

- If there is an attachment to be included, please add it while still in the “Header” portion.
- VCC Doc ID # must be included on WV-1A and the agency must either include a W-9 or indicate (on the form) that a W-9 has been sent to Finance Division.

“Save” should be selected after completing info under each tab.

Save Undo

Copy Validate Submit Discard

Print Processing Workflow File Close

Review the VCC Document

The screenshot shows the W/OASIS Vendor/Customer Creation (VCC) form. The interface includes a top navigation bar with the W/OASIS logo, user information (Welcome, Samantha Knapp), and various system links (Home, Personalize, Accessibility, App Help, About). Below this is a breadcrumb trail: Procurement > Budgeting > Accounts Receivable > Accounts Payable. The main header displays 'Vendor/Customer Creation (VCC)' along with department (0212), ID (1500003403), version (1), function (New), phase (Draft), and modification details (knappsa1, 08/21/2014).

The left sidebar contains a 'Document Navigator' with sections for Header, Vendor/Customer, Address, Customer Account, 1099 Reporting Information, 1042-S Reporting Information, Business Type, Service Area, Commodity, Authorized Dept., Prevent Spending, Prevent Orders, Certification, and Disclosures.

The main form area is titled 'Vendor/Customer' and includes a table with columns for Vendor/Customer, Legal Name, and Active From. Below the table are several tabs: General Information, Headquarters, Account Indicators, Organization, Disbursement Options, Prenote/EFT, Remittance Advice, Vendor Terms, and Address. The 'General Information' tab is active, showing fields for Vendor/Customer, Auto Generate, Legal Name, Alias/DBA, Location Name, Department, Unit, and Previous Name. To the right, there are fields for Organization Type, First Name, Middle Name, Last Name, Company Name, and Active From.

Instructional callouts are provided in red-bordered boxes:

- Click "Auto Generate" to populate Vendor/Customer #**: Points to the 'Auto Generate' checkbox.
- Must choose "Company" or "Individual."**: Points to the 'Organization Type' dropdown menu.
- Required only if a "Sole Proprietor"; the vendor's name is in this field while their company name is in the "Company Name" field.**: Points to the 'Alias/DBA' field.
- Required if "Individual."**: Points to the 'First Name', 'Middle Name', and 'Last Name' fields.
- Required if not "Individual."**: Points to the 'Company Name' field.
- Required by the system**: Points to the 'Active From' field.
- "Save" should be selected after completing info under each tab.**: Points to the 'Save' button at the bottom of the form.

The bottom of the form features a toolbar with buttons for Save, Undo, Insert New Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Review the VCC Document

The screenshot shows the MOASIS Vendor/Customer Creation (VCC) form, specifically the Organization tab. The form is titled "Vendor/Customer" and includes a header with "Vendor/Customer" and "Legal Name". The "Organization" tab is active, displaying various fields for input. Two red boxes with the word "Required" are placed over the "1099 Classification" and "Taxpayer ID Number" fields. A third red box with the text "Save should be selected after completing info under each tab." is positioned over the "Save" button in the bottom toolbar.

MOASIS

Welcome, Samantha Knapp

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Vendor/Customer Creation(VCC) Dept: 0212 ID: 1500003403 Ver.: 1 Function: New Phase: Draft Modified by knapps1, 08/29/2014

Document Navigator

- Header
- Vendor/Customer
- Address
- Customer Account
- 1099 Reporting Information
- 1042-S Reporting Information
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Prevent Orders
- Certification
- Disclosures

Vendor/Customer: Legal Name:

Vendor/Customer	Legal Name	Active From
From 1 to 1 Total: 1		

Go to line: [] Go

List View

General Information | Headquarters | Account Indicators | **Organization** | Disbursement Or | Vendor Terms | Accounts Receivable | eMALL | Location Information | Fee and Vendor Compliance Holds

1099 Classification: [] **Required**

1042-S Recipient Code: []

Number of Employees: []

Merchant ID: []

Sex: []

Date of Birth: []

Marital Status: []

Annual Income: []

Create Taxpayer ID: []

Re-Enter Taxpayer ID: []

IRS Country of Residence: []

IRS Country Sub Code: []

Contract Withholding Exempt:

Taxpayer ID Number: [] **Required**

Taxpayer ID Number Type: []

Detailed TIN Type: []

Foreign Tax ID: []

1042-S Recipient Account Number: []

W-8 Form: []

Tax Profile: []

Tax Profile Name: []

EBIC Number: []

IAEC Number: []

Web Address http:// []

Supplier Shared Secret: []

Save | Undo | Insert New Line | Edit with Grid

Copy | Validate | Submit | Discard

Print | Processing | Workflow | File | Close

Review the VCC Document

The screenshot shows the MOASIS Vendor/Customer Creation (VCC) form. The header includes the MOASIS logo, user information (Welcome, Samantha Knapp), and navigation links (Procurement, Budgeting, Accounts Receivable, Accounts Payable). The main content area is titled "Vendor/Customer" and contains a table with columns for Vendor/Customer, Legal Name, and Active From. Below the table are various tabs for data entry, including General Information, Headquarters, Account Indicators, Organization, Disbursement Options, Reports, Expense Advice, Vendor Terms, Accounts Receivable, eMALL, Location Information, and Fee and Vendor Compliance Holds. The "General Information" tab is active, showing fields for Category, Description, Default Type, Default Priority, Default Format, Default Format Description, Scheduled Payment Day, Single Payment Indicator, Name on Check, Hold Payment, Hold Payment Authorized By, Hold Reason, Prevent New Spending, Prevent New Orders, Third Party Code, Third Party Name, Third Party Approved By, Third Party Reason, Always Infer Third Party Vendor, and Third Party Address ID. Three red callout boxes provide instructions: "Must be 'DIRC'" points to the Category field; "Must be Legal Name" points to the Name on Check field; and "This should not be changed—remains on 'Prevent New Orders' hold until after review of registration by Purchasing Division." points to the Prevent New Orders field. A fourth red callout box at the bottom left states "Save should be selected after completing info under each tab." and points to the Save button in the bottom toolbar. The bottom toolbar also includes buttons for Undo, Insert New Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

MOASIS

Welcome, Samantha Knapp

Procurement Budgeting Accounts Receivable Accounts Payable

Vendor/Customer Creation(VCC) Dept: 0212 ID: 1500003403 Ver.: 1 Function: New Phase: Draft Modified by: knappa1, 08/29/2014

Document Navigator

Header

Vendor/Customer

Address

Customer Account

1099 Reporting Information

1042-S Reporting Information

Business Type

Service Area

Commodity

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor/Customer Vendor/Customer: Legal Name:

Vendor/Customer	Legal Name	Active From
From 1 to 1 Total: 1		

First Previous Next Last Go to line: Go

List View

General Information Headquarters Account Indicators Organization Disbursement Options Reports Expense Advice Vendor Terms Accounts Receivable eMALL Location Information Fee and Vendor Compliance Holds

Category: Must be "DIRC"

Description:

Default Type: Check

Default Priority: 99

Default Format: REG

Default Format Description: Regular Payment

Scheduled Payment Day:

Single Payment Indicator:

Name on Check: Must be Legal Name

Hold Payment:

Hold Payment Authorized By:

Hold Reason:

Prevent New Spending:

Prevent New Orders: For All Departments This should not be changed—remains on "Prevent New Orders" hold until after review of registration by Purchasing Division.

Third Party Code:

Third Party Name:

Third Party Approved By:

Third Party Reason:

Always Infer Third Party Vendor:

Third Party Address ID:

Save Undo Insert New Line Edit with Grid

Copy Validate Submit Discard

Print Processing Workflow File Close

Review the VCC Document

WOASIS Jump to: VCUST Home Personalize Accessibility App Help About

Welcome, Mark Totten Procurement Budgeting Accounts Receivable Accounts Payable

Vendor/Customer Creation(VCC) Dept: 0212 ID: 1600013894 Ver.: 1 Function: New Phase: Draft Modified by tottenma1, 03/29/2016

Document Navigator

- Header
- Vendor/Customer**
- Address
- Customer Account
- 1099 Reporting Information
- 1042-S Reporting Information
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Prevent Orders
- Certification
- Disclosures

Vendor/Customer Vendor/Customer: Legal Name:

Vendor/Customer	Legal Name	Active From
From 1 to 1 Total: 1		

First Previous Next Last Go to line: Go

General Information Headquarters Account Indicators Organization Disbursement Options Prenote/EFT Remittance Advice Vendor Terms Accounts Receivable eMALL **Location Information**

Fee and Vendor Compliance Holds Travel

Verify My Locations by: Use My TIN Number Vendor Verification Based on:

Vendor Verification Password:

Confirm Verification:

Select "Use My TIN Number"

"TIN Number" could also be SS#

Save Undo Insert New Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

Review the VCC Document

The screenshot shows the W/OASIS Vendor/Customer Creation (VCC) document interface. The top navigation bar includes the W/OASIS logo, a 'Jump to' field with 'VCUST' entered, and links for Home, Personalize, Accessibility, App Help, and About. Below this, a status bar displays 'Welcome, Mark Totten' and navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main header area shows 'Vendor/Customer Creation(VCC)' with details: Dept: 0212, ID: 1700015652, Ver.: 1, Function: New, Phase: Draft, and Modified by: tottenma1, 06/06/2017.

The left sidebar contains a 'Document Navigator' with a list of tabs: Header, Vendor/Customer (selected), Address, Customer Account, 1099 Reporting Information, 1042-S Reporting Information, Business Type, Service Area, Commodity, Authorized Dept., Prevent Spending, Prevent Orders, Certification, and Disclosures.

The main content area is titled 'Vendor/Customer' and displays a table with one row. The table has columns for 'Legal Name' and 'From 1 to 1 Total: 1'. Below the table are navigation buttons: First, Previous, Next, Last. A 'Go to line:' field with a 'Go' button is also present.

Below the table are several tabs: General Information, Headquarters, Account Indicators, Organization, Disbursement Options, Prenote/EFT, Remittance Advice, Vendor Terms, Accounts Receivable, eMALL, and Location Information. The 'Fee and Vendor Compliance Holds' tab is selected, and a sub-tab 'Travel' is visible.

The 'Travel' sub-tab contains the following fields and checkboxes:

- Registration Application Date:
- Registration Effective Date:
- Registration Expiration Date:
- Pre-Registration Code:
- Tax Clearance:
- Unemployment Insurance:
- Worker's Compensation:
- Secretary of State Registration:
- Federal Debarred:

At the bottom of the interface, there are several buttons: Save, Undo, Insert New Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Four callout boxes provide additional instructions:

- Top Left:** "Fee Exempt" field removed spring 2017.
- Top Right:** Agencies may disregard the fields on this tab.
- Bottom Left:** "Save" should be selected after completing info under each tab.
- Bottom Center:** Purchasing Division will complete date-related information if payment and disclosure info is confirmed. Vendor's registration period starts from payment date.

Review the VCC Document

Welcome, Samantha Knapp

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Vendor/Customer Creation(VCC) Dept: 0212 ID: 1500003403 Ver.: 1 Function: New Phase: Draft Modified by knapps1, 08/29/2014

Document Navigator

- Header
- Vendor/Customer
- Address**
- Customer Account
- 1099 Reporting Information
- 1042-S Reporting Information
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Prevent Orders
- Certification
- Disclosures

Address ID	Address Type	Street 1	City	State/Province	Zip/Postal Code	Additional Address Info.
From 1 to 1 Total: 1						

General Information | Address Information | Prenote/EFT | Remittance Advice | Contact Information | Contact Address Information

Vendor/Customer:

Address Type: **Ordering & Payment**

Division/Department:

Additional Address Info.:

Prevent New Spending:

Default Currency: **USD (\$)**

Active From:

Active To:

Default Record:

Mail Returned:

Business Address Validation:

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Insert New Line

Print | Processing | Workflow | File | Close

“Save” should be selected after completing info under each tab.

Select before “Ordering” address and before “Payment” address is input.

Review the VCC Document

The screenshot displays the MOASIS Vendor/Customer Creation (VCC) document interface. The top navigation bar includes the MOASIS logo, a search field, and utility icons. The main header shows the document title "Vendor/Customer Creation(VCC)" and various metadata fields like Dept, ID, Ver., Function, and Phase. A left-hand "Document Navigator" lists various sections, with "Address" currently selected. The main content area is titled "Address" and shows a table with columns for Address ID, Address Type, Street 1, City, State/Province, Zip/Postal Code, and Additional Address Info. Below the table, there are tabs for "General Information", "Address Information", "Prenote/EFT", "Remittance Advice", "Contact Information", and "Contact Address Information". The "Contact Information" tab is active, showing fields for Principal Contact ID, Auto Generate, Principal Contact, English Spoken, Correspondence Type, Email, Phone, and Phone Extension. To the right, there are fields for Alternate Phone, Alternate Phone Extension, Fax, Fax Extension, Alternate Fax, and Alternate Fax Extension. Several red callout boxes with arrows point to specific fields: "Click 'Auto Generate'" points to the "Auto Generate" checkbox; "Person's Name" points to the "Principal Contact" field; "Select 'Email'" points to the "Correspondence Type" dropdown menu; "Valid Vendor Email Address" points to the "Email" field; and "Can enter the Principal Contact's line and a main line for the business." points to the "Phone" field. At the bottom, there are buttons for "Edit", "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

Click "Auto Generate"

Person's Name

Select "Email"

Valid Vendor Email Address

Can enter the Principal Contact's line and a main line for the business.

Review the VCC Document

The screenshot shows the WOASIS Vendor/Customer Creation (VCC) form. The header includes the WOASIS logo, user name (Samantha Knapp), and navigation links. The main form area is titled "Business Type" and shows a table with one row: Business Type ID: SMAL, Business Type: Small Business. Below the table is a form with fields for Vendor/Customer, Business Type ID (SMAL), Business Type (Small Business), Certification Number, Certification Start Date, Certification End Date, SWAM Type, Status, and Initiation Date. Annotations highlight the Business Type ID field as "Business Type Required", the Certification Start and End Date fields as "Two-year certification", and the Initiation Date field as "Current Date". A note points to the Status field, stating "Enter as 'Requested,' Purchasing Division will change to 'Accepted' if approved." A "Save" button is highlighted with a note: "Save should be selected after completing info under each tab." The bottom of the form has a toolbar with buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Business Type Required

Two-year certification

Current Date

Enter as "Requested," Purchasing Division will change to "Accepted" if approved.

"Save" should be selected after completing info under each tab.

Review the VCC Document

The screenshot displays the WOASIS Vendor/Customer Creation (VCC) document interface. The top navigation bar includes the WOASIS logo, user information (Welcome, Samantha Knapp), and various system links (Home, Personalize, Accessibility, App Help, About). The main header shows document details: Vendor/Customer Creation(VCC), Dept: 0212, ID: 1500003403, Ver.: 1, Function: New, Phase: Draft. A left-hand Document Navigator lists sections like Header, Vendor/Customer, Address, Customer Account, Reporting Information, Business Type, Service Area, Commodity, Authorized Dept., Prevent Spending, Prevent Orders, Certification (highlighted), and Disclosures.

The main content area is divided into two tabs: Certification and Customer Active Status. The Certification tab is active, showing a table with columns for Legal Name and Vendor Active Status. The table contains one row with 'Inactive' under Vendor Active Status. Below the table is a 'Vendor/Customer:' input field. The 'Certification Status' section contains four dropdown menus: Vendor Active Status (set to 'Active'), Vendor Approval Status (set to 'Complete'), Customer Active Status (set to 'Inactive'), and Customer Approval Status (set to 'Incomplete').

Annotations include:

- A red box at the top center contains the text: "Active" or "Inactive" status based on whether you are entering entity as a vendor, as a customer, or as both. Arrows point from this box to the Vendor Active Status and Customer Active Status dropdowns.
- Two red boxes labeled "Required" are positioned to the right of the Vendor Active Status and Customer Active Status dropdowns, with brackets indicating they are required fields.
- A red box at the bottom left contains the text: "Save" should be selected after completing info under each tab. An arrow points from this box to the Save button in the bottom toolbar.
- A red box at the bottom center contains the text: Select first. An arrow points from this box to the Insert New Line button in the bottom toolbar.

The bottom toolbar includes buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

The VCM Document

- The VCM is used to modify an existing Vendor/Customer record
- Each VCM page contains virtually the same components as the VCC document and VCUST table
 - Enables the user to find the appropriate fields for data entry more readily
- Primary difference between VCC and VCM is the “Line Action” field

Review the VCM Document

WOASIS

Welcome, Samantha Knapp

Vendor/Customer Modification(VCM) Dept: 0212 ID: 1500005202 Ver.: 1 Function: New Phase: Draft

Document Navigator

- Header
- Headquarters
- Vendor/Customer
- 1099 Reporting Information
- 1042-S Reporting Information
- Master Address
- Address Information**
- Customer Account
- Contacts
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Certification
- Prevent Orders
- Disclosures

Address Information Total Lines: 1 Line Action: Address

Line Action	Address ID	Address Type
From 1 to 1 Total: 1		

Line Action:

Vendor/Customer:

Bypass Address Validation:

Add New Address Modify Existing Address Address Information Other Address

New Address Type:

- A vendor or agency may request adding an “Ordering” address through VSS or a VCM without having to provide back-up documentation for Purchasing.
- If the agency adds a “Payment” address, they must have back-up documentation from the vendor, which needs to be forwarded to the Finance Division, as they will be approving/rejecting the VCM document related to remit-to addresses.
- The vendor is not to change a “Payment” address without forwarding back-up documentation to Finance Division, otherwise, Finance will reject this VSS-generated VCM.

Review the VCM Document

W/OASIS

Welcome, Mark Totten

Jump to: [] Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 1 | Approve action completed.

Vendor/Customer Modification(VCM) Dept: 0212 ID: 1400000077 Ver.: 1 Function: New Phase: Final Modified by montantezga1 , 07/09/2014

Document Navigator

- Header
- Headquarters
- Vendor/Customer
- 1099 Reporting Information
- 1042-S Reporting Information
- Master Address
- Address Information
- Customer Account
- Contacts
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Certification
- Prevent Orders
- Disclosures

Header

List View

General Information Legal Name Change Extended Description Document Information Rejection Reasons

Vendor/Customer: 000000199084

Legal Name: JEO ENTERPRISES INC

Headquarters Code: 000000199084
JEO ENTERPRISES INC

Document Name:

Record Date: 07/09/2014

Document Description: TEAM Renewal 06/12/14
Ckt#5342 Memo#75

Tracking Number:

Prefix:

VSS-Initiated:

Changes Rejected:

Never Archive:

Attachments

Archive
SendPage
Download Document
Attachments

Edit Copy Copy Forward Discard Print Processing Workflow File Close

- Backup documentation for vendor address additions can be added as an attachment in the Header.

Transactional Exemption Process


- VNREGEX table in W/OASIS
- \$2,500 threshold related to \$125 vendor registration fee
- Vendor registration fee exemption for specific transactions


Vendor Registration Exemption

Department	Unit	Vendor Registration Exemption Code	Vendor Registration Exemption Description
0213	0213PC		CSR 148-1-6 Pcard Less Than \$25,000
✓ 0213	0213SMALL		CSR 148-1-6.c.3 PO Less Than \$2,500.01

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

*Department : 

Unit : 

*Vendor Registration Exemption Code :

Vendor Registration Exemption Description :

Transactional Exemption Process

- Additional handbook-related transactional exemption codes to vendor registration deployed to all Departments in 2016
- Code usage reviewed by Purchasing Division Inspection Unit; letters sent to agencies

Vendor Registration Exemption

<u>Department</u>	<u>Unit</u>	<u>Vendor Registration Exemption Code</u>	<u>Vendor Registration Exemption Description</u>
✓ 0213		0213ADVERTISING	Advertising pursuant to the Purchasing Procedures Handbook Section 9.1 at WVPurchasing.gov
0213		0213ATTORNEY	Attorneys and law firms pursuant to the Purchasing Procedures Handbook Section 9.3 at WVPurchasing.gov
0213		0213AVIATIONFUEL	Aviation fuel pursuant to the Purchasing Procedures Handbook Section 9.4 at WVPurchasing.gov
0213		0213COURTORDER	Court-ordered payments pursuant to the Purchasing Procedures Handbook Section 9.20 at WVPurchasing.gov
0213		0213COURTPLACEMENT	Court-ordered placements pursuant to the Purchasing Procedures Handbook Section 9.6 at WVPurchasing.gov
0213		0213DUES	Professional association dues pursuant to the Purchasing Procedures Handbook Section 9.12 at WVPurchasing.gov
0213		0213EMERGENCYSVCS	Emergency services, non-construction, non-architectural, non-engineering pursuant to the Purchasing Procedures Handbook Section 9.11 at WVPurchasing.gov
0213		0213ENTERTAINER	Entertainers pursuant to the Purchasing Procedures Handbook Section 9.7 at WVPurchasing.gov
0213		0213HISTORICAL	Artwork and historical items pursuant to the Purchasing Procedures Handbook Section 9.2 at WVPurchasing.gov
0213		0213HOSPITALITY	Hospitality pursuant to the Purchasing Procedures Handbook Section 9.8 at WVPurchasing.gov

Transactional Exemption Process

- Code input into the “Vendor Registration Exemption” field within the Header portion of the *WOASIS* award document under the General Information tab

The screenshot displays the WOASIS system interface for an Agency Delivery Order (ADO). The header shows the document name, record date, budget year, and fiscal year. The 'General Information' tab is active, showing various fields including Document Name, Record Date, Budget FY, Fiscal Year, Period, Document Description, Actual Amount, Closed Amount, and Closed Date. A red box highlights the 'Vendor Registration Exemption' field, which is currently empty. A callout box points to this field with the text 'Transactional Code from VNREGEX'. Other fields include PCard ID, PCard Exp, Accounting Profile, Procurement Folder, Procurement Type, Procurement Type ID, Cited Authority, Confirmation Order, and Blanket Agreement.

Field	Value
Document Name	Purchasing Division Bldg. 15 desktop PC order Fall 2015
Record Date	10/26/2015
Budget FY	2016
Fiscal Year	2016
Period	4
Document Description	Purchasing Division Bldg. 15 desktop PC order, Fall 2015
Actual Amount	\$4,040.00
Closed Amount	\$4,040.00
Closed Date	12/10/2015
Vendor Registration Exemption	Transactional Code from VNREGEX
PCard ID	
PCard Exp	
Accounting Profile	
Procurement Folder	151742
Procurement Type	Agency Delivery Order
Procurement Type ID	12
Cited Authority	
Confirmation Order	<input type="checkbox"/>
Blanket Agreement	<input type="checkbox"/>

The Registration Process: WV-1 Form

- Used to register vendors who want to participate in the competitive bid process and receive orders from state agencies
 - This form requires the \$125 fee
- Fee may be paid over the telephone via credit card
- Vendors are to mail all WV-1 forms and payment directly to the Purchasing Division
- New WV-1 effective 3/29/2022

WV-1 New Update
REV. 06/10/2021

STATE OF WEST VIRGINIA - PURCHASING DIVISION

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT
AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS
CERTIFICATION APPLICATION**

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. All vendors wishing to participate in the competitive bid process and receive purchase orders from the State of West Virginia exceeding \$2,500 in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1 form) and pay a \$125.00 annual fee. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at wvOASIS.gov. Please complete this form in its ENTIRETY and return it with a check or money order made payable to the STATE OF WEST VIRGINIA in the amount of \$125.00. Incomplete forms will not be processed and will be returned to the vendor. Please send completed form and payment to:

**Purchasing Division - Vendor Registration
2019 Washington Street East
Charleston, WV 25305-0130**

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement (*West Virginia Code* §5A-3-12). Vendors doing business with the State of West Virginia are expected to abide by the **Vendor Code of Conduct** available online at www.state.wv.us/admin/purchase/vrc/vendorconduct.pdf.

Privacy Notice: The Purchasing Division is required to collect certain information as stated in *West Virginia Code* §5A-3-12, other applicable sections of the *West Virginia Code*, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

Vendors are also required to be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions. Failure to do so may result in delay of or disqualification from a contract award pursuant to *West Virginia Code of State Rules* §148-1-6.1.7.

Should you need additional information relating to vendor registration, please visit www.state.wv.us/admin/purchase/VendorReg.html. Questions concerning this Vendor Registration and Disclosure Statement may be directed to the Purchasing Division at (304) 558-2311.

WV-1 - Revised 06/10/2021 Page 1

The Registration Process: WV-1A Form

WV-1A
REV. 06/10/2021

New Update

STATE OF WEST VIRGINIA - PURCHASING DIVISION

VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. Vendors supplying sole source goods or services to West Virginia state agencies, or competitive purchases of \$2,500 or less annually in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1A form). If the amount for competitive purchases exceed \$2,500 in aggregate across all state agencies in any one year, a \$125.00 annual fee is required. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at wvOASIS.gov. Please complete **Part I** of this form in its ENTIRETY and return to the state agency listed below for their completion of **Part II**. The agency will forward this form to the West Virginia Purchasing Division for processing. Incomplete forms will not be processed and will be returned to the vendor. **Please return all correspondence to:**

STATE AGENCY:

ADDRESS:

CITY, STATE, ZIP:

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement (*West Virginia Code* §5A-3-12). Vendors doing business with the State of West Virginia are expected to abide by the **Vendor Code of Conduct** available online at www.state.wv.us/admin/purchase/vrc/vendorconduct.pdf.

Privacy Notice: The Purchasing Division is required to collect certain information as stated in *West Virginia Code* §5A-3-12, other applicable sections of the *West Virginia Code*, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

Vendors are also required to be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions. Failure to do so may result in delay of or disqualification from a contract award, pursuant to *West Virginia Code of State Rules* §148-1-6.1.7. If you have any questions concerning this **Vendor Registration and Disclosure Statement**, please contact the Purchasing Division at (304) 558-2311.

Questions concerning this Vendor Registration and Disclosure Statement may be directed to the Purchasing Division at (304) 558-2311. Should you need additional information relating to vendor registration, please visit www.state.wv.us/admin/purchase/VendorReg.html.

- Used to register sole-source vendors
- Also used to register vendors selling competitive goods or services \$2,500 or less per year
- Vendor can complete and later create VSS login after VCUST entry
- No fee is required
- Part I – vendor completes
- Part II – agency completes and agency's procurement officer signs

The Registration Process: WV-1A Form

- WV-1A form can also be used by a vendor needing to submit information missing from original registration or through their VSS registration.
- Include *WV*OASIS Doc ID # on WV-1A if a corresponding electronic document exists. Also, the agency must either include a W-9 or indicate (on the form) that a W-9 has been sent to Finance Division.
- New WV-1A effective 3/29/2022.

WV-1A
REV. 06/10/2021

New Update

STATE OF WEST VIRGINIA - PURCHASING DIVISION

**VENDOR REGISTRATION AND DISCLOSURE STATEMENT
AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS
CERTIFICATION APPLICATION**

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the *West Virginia Code* §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. Vendors supplying sole source goods or services to West Virginia state agencies, or competitive purchases of \$2,500 or less annually in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1A form). If the amount for competitive purchases exceed \$2,500 in aggregate across all state agencies in any one year, a **\$125.00** annual fee is required. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at wvoasis.gov. Please complete **Part I** of this form in its **ENTIRETY** and return to the state agency listed below for their completion of **Part II**. The agency will forward this form to the West Virginia Purchasing Division for processing. Incomplete forms will not be processed and will be returned to the vendor. **Please return all correspondence to:**

STATE AGENCY:

ADDRESS:

CITY, STATE, ZIP:

Whenever a change occurs in the information submitted, such change shall be reported immediately in the same manner as required in the original disclosure statement (*West Virginia Code* §5A-3-12). Vendors doing business with the State of West Virginia are expected to abide by the *Vendor Code of Conduct* available online at www.state.wv.us/admin/purchase/wrc/vendorconduct.pdf.

Privacy Notice: The Purchasing Division is required to collect certain information as stated in *West Virginia Code* §5A-3-12, other applicable sections of the *West Virginia Code*, the Vendor Registration and Disclosure Statement forms, and other documents to facilitate the state bidding and contract administration processes. This information is stored in a secure environment, but unless specifically protected under state law, any information provided may be inspected by or disclosed to the public.

Vendors are also required to be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or other state agencies or political subdivisions. Failure to do so may result in delay of or disqualification from a contract award, pursuant to *West Virginia Code of State Rules* §148-1-6.1.7. If you have any questions concerning this *Vendor Registration and Disclosure Statement*, please contact the Purchasing Division at (304) 558-2311.

Questions concerning this Vendor Registration and Disclosure Statement may be directed to the Purchasing Division at (304) 558-2311. Should you need additional information relating to vendor registration, please visit www.state.wv.us/admin/purchase/VendorReg.html.

WV-1A - Revised 06/10/2021 Page 1

SWAM Certification

- The West Virginia Purchasing Division incorporated the Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application as part of the vendor registration process
 - May be applied for through Vendor Self-Service registration or using the WV-1 or WV-1A
- Created by *West Virginia Code* §5A-3-59
- CSR §148-2-1 et seq. requires vendors to re-certify every two years in order to continue compliance

SWAM Certification Check

- How to check a vendor's SWAM status in W/OASIS
 - “Jump to” VCUST table
 - Search and select appropriate vendor/customer record
 - On the Document Navigator, click on the Business Type section within the vendor/customer (VCUST) record

SWAM Certification Check

WOASIS

Welcome, Mark L Totten

- Close
- ✓ Vendor/Customer
- Address
- ✓ **Business Type**
- Change Management
- Service Area
- Commodity
- W-8 Form
- Authorized Dept.
- Prevent Spending
- Prevent Orders
- Certification
- Disclosures
- Vendor User Information

Vendor/Customer

Business Type

Business Type ID	Business Type	Certification Start Date	Certification End Date
✓ SMAL	Small Business	03/08/2021	03/08/2023
WMNO	Women-Owned Business	03/08/2021	03/08/2023

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste

Vendor/Customer : VS0000032237
American Pie, LLC

SWAM Type :

Business Type ID : SMAL

Status : Accepted



Initiation Date : 3/8/21

Business Type : Small Business

Certification No :

Certification Start Date : 03/08/2021

Certification End Date : 03/08/2023



SWAM Vendors

- Purchasing Division's Vendor Registration web page features information on SWAM Certification
 - www.state.wv.us/admin/purchase/VendorReg.html
 - Also includes Current SWAM Vendor List for State of West Virginia
- Agencies can consult SWAM Vendor List PDF
 - Updated every business day with data from *WV*OASIS
 - Searchable by CTRL+F shortcut
- Non-resident SWAM vendors part of Vendor Preference Certificate (for appropriate commodities)
- At end of each FY, agencies must submit a SWAM report to the Purchasing Division
 - Excel template downloadable from <http://intranet.state.wv.us/admin/purchase/procedures.html>
 - Agency-accessible reports also available in Business Intelligence
 - WV-FIN-PROC-039 does not include Purchasing Card transactions to SWAM-Certified vendors
 - WV-FIN-AP-061 includes Purchasing Card and GAX transactions to SWAM-Certified vendors



State Agency Responsibilities

- The role of the state agency procurement officer is more vital than ever
- Must ensure Ordering and Payment requirements are in place for every transaction processed on behalf of your state agency
- Each side of an expenditure transaction includes state agency requirements, compliances, or registrations
- Completing these steps in the proper order facilitates an award that not only complies with state law, but processes more smoothly in *W/OASIS* and prevents issues with your vendor or with state agency requirements

State Agency Responsibilities (Ordering and Payment)

- A transaction's order-from and remit-to requirements include, but not limited to:

Ordering		Payment
Purchasing Division	Delivery, Receipt, and Acceptance of Commodities or Services	Finance Division
Secretary of State		State Auditor's Office
State Tax Department		
WorkForce West Virginia		
Offices of the Insurance Commissioner		

State Agency Responsibilities

- Purchasing Division Vendor Registration
 - Promote vendor use of Vendor Self-Service for vendor registration or furnish appropriate form to vendors with whom you wish to do business
 - Ensure that vendors register *prior* to your agency issuing a purchase order, written or verbal, and before the agency receives commodities or services from any vendor
 - Also verify hold statuses *before* creating wOASIS award document



West Virginia Purchasing Division

Forms

[WV.gov](#) | [Administration](#) | [Purchasing](#) | Forms A++ | A | A-- TRANSLATE bing

The following forms are in PDF format. Use your [Adobe Reader \(TM\)](#) to view and print them:

1. [Vendor Registration & Disclosure Statement and Small-, Women-, & Minority-Owned Business Certification \(Form WV-1\)](#): To subscribe to the [West Virginia Purchasing Bulletin](#) and participate in the competitive bid process, a completed Vendor Registration & Disclosure Statement (Form WV-1) and an annual fee of \$125.00 is required. Prospective vendors should also complete an [IRS Form W9](#) and submit it along with the Form WV-1.
2. [Vendor Registration & Disclosure Statement and Small-, Women-, & Minority-Owned Business Certification \(WV-1A\)](#): For registering sole-source vendors or vendors whose aggregate sales to state agencies are \$2,500 or less in any one year; includes a section to be completed by the requesting state agency; NO FEE REQUIRED. Prospective vendors should also complete an [IRS Form W9](#) and submit it along with the Form WV-1A.
3. [Agreement Addendum](#): Anytime you send a price quote to a state agency on your company form(s), you should also sign and include this form.
4. [Agreement Addendum for Software](#): This "Agreement Addendum for Software" form may be used in lieu of the WV-96 universal "Agreement Addendum" form when a software vendor proposes alternate terms and conditions. It must be signed and retained as part of the final contract/agreement.
5. [Purchasing Affidavit](#): This form is used to certify that bidders do not owe any debts to the state which would preclude them from receiving a purchase order.
6. [Drug Free Workplace Conformance Affidavit](#): This form is required to bid for public improvement contracts.
7. [Drug Free Workplace Report Coversheet](#): Vendors should complete this coversheet and attach it to the required report.
8. [Vendor Preference Certificate](#): This form is used for certification and application of bidders which are eligible to receive vendor preference in accordance with West Virginia Code §5A-3-37 (Does not apply to construction contracts).
9. [Employment History Disclosure Statement](#): The purpose of this form is to require the vendor to disclose other work he or she may be contractually required to complete to the spending agency. The State of West Virginia reserves the right to reject the bid of any vendor when the state believes any current work may cause problems with the vendor successfully completing the bid or contract in question.

State Agency Responsibilities

- If registering a vendor by providing a WV-1A paper vendor registration form:
 - Type your agency's name and mailing address on the WV-1A when you send it to the vendor
 - Inform vendors to mail the WV-1A forms back to the agency, not Purchasing Division
 - Complete Part II
 - Procurement officer signs and forwards WV-1A to the Purchasing Division
 - WV-1A forms without Part II completed and signed by the agency may not be processed
 - WV-1A Part II updated September 2015 to clarify fee exemption on a transactional basis

State Agency Responsibilities

WV-1A
REV. 06/10/2021

New Update

STATE OF WEST VIRGINIA - PURCHASING DIVISION

VENDOR REGISTRATION AND DISCLOSURE STATEMENT AND SMALL, WOMEN-, AND MINORITY-OWNED BUSINESS CERTIFICATION APPLICATION

Before a vendor is eligible to sell goods and/or services to the State of West Virginia, the **West Virginia Code** §5A-3-12 requires all vendors to have on file with the West Virginia Purchasing Division a completed Vendor Registration and Disclosure Statement. Vendors supplying sole source goods or services to West Virginia state agencies, **or** competitive purchases of \$2,500 or less annually in aggregate across all state agencies are required to complete the Vendor Registration and Disclosure Statement (WV-1A form). If the amount for competitive purchases exceed \$2,500 in aggregate across all state agencies in any one year, a **\$125.00** annual fee is required. Payment of the annual fee includes email notifications on bid opportunities based on the commodities and services selected upon registering in the Vendor Self-Service (VSS) portal at **wvOASIS.gov**. Please complete **Part I** of this form in its **ENTIRETY** and return to the state agency listed below for their completion of **Part II**. The agency will forward this form to the West Virginia Purchasing Division for processing. Incomplete forms will not be processed and will be returned to the vendor. **Please return all correspondence to:**

STATE AGENCY:



ADDRESS:



CITY, STATE, ZIP:



State Agency Responsibilities

- Prior to promoting registration through the Vendor Self-Service portal or sending a WV-1 or WV-1A form to a vendor, check the VCUST table first to see if the vendor is already registered
 - If found, verify if vendor's business entity is still operating under the same tax ID
 - Check "holds" on the vendor/customer record you need to use
- If vendor is not familiar with *WV*OASIS information for vendors is available at WVPurchasing.gov and <http://www.state.wv.us/admin/purchase/oasis.html>.
- Do not complete any portion of the paper forms for the vendor, or alter the form once received

Purchasing Division Responsibilities

- Review all paper forms or W/OASIS documents for compliance, disclosure information, and payment of annual fee
- Check to make sure the entity is not already registered under a different vendor/customer record
- Determine whether the vendor is registering as a new vendor or updating their previous registration
- Identify headquarters account for vendor's tax ID if registration received for "duplicate" record

Purchasing Division Responsibilities

- Purchasing Division cannot process incomplete vendor registration forms, whether received through *WV*OASIS workflow or paper registration forms
 - “Prevent New Orders” hold will not be removed until all registration requirements are complete
- Incomplete WV-1 forms will be returned to the vendor
- Incomplete WV-1A forms may be returned to the requesting agency’s procurement officer
- Vendors who have not completed the required disclosures or payment of the annual fee will not be taken off the “Prevent New Orders” hold

Vendor Registration Web Pages



West Virginia Purchasing Division

Vendor Registration

[WV.gov](#) | [Administration](#) | [Purchasing](#) | Vendor Registration

A++ | A | A-

TRANSLATE

bing

Vendor Registration

EXPAND YOUR BUSINESS WITH WV. CLICK FOR MORE INFO

JOIN THE PURCHASING DIVISION FOR A **FREE** INFORMATIONAL SEMINAR ON DOING BUSINESS WITH THE STATE OF WEST VIRGINIA

BECKLEY • OCTOBER 27, 2017 CLARKSBURG • NOVEMBER 3, 2017

- Launched June 2012, Vendor Registration section of Purchasing Division website offers online resources to vendor community
- “Vendor Registration” menu option on [WVPurchasing.gov](#)

If you are experiencing an online payment problem in the Vendor Self-Service portal, please follow the steps [on our FAQ page](#) in order to successfully submit your vendor registration fee.

The West Virginia Purchasing Division registers vendors to do business with state agencies, in accordance with [West Virginia Code §5A-3-12](#). By the authority granted in this section of the code, registration is required of any vendor receiving a purchase order. [West Virginia Code §5A-3-12](#) also requires the disclosure of information, such as ownership, all names under which a vendor is doing business, their physical address, and its corporate officers.

Vendor Registration is now administered through the Vendor Self-Service portal that was launched with the wvOASIS system. **Vendors are strongly encouraged to register with the State of West Virginia through the Vendor Self-Service portal of the state's wvOASIS ERP system.** The Vendor Self-Service portal may be accessed at [wvOASIS.gov](#). At this same site, vendors may view advertised bidding opportunities in the *West Virginia Purchasing Bulletin*. Vendors may also register by completing a WV-1 or WV-1A *Vendor Registration & Disclosure Statement and Small, Women, & Minority-*



Owned Business Certification form, available online at <http://www.state.wv.us/admin/purchase/forms.html>. Vendors must use the most current version of the WV-1 or WV-1A form from the aforementioned link.

Vendors who wish to participate in the competitive bid process and receive purchase orders exceeding an aggregate amount of \$2,500 must submit payment of a \$125 annual fee. Vendors registering more than one branch may do so without an additional annual fee, provided the branches share the same tax identification number.

Vendors supplying sole-source commodities and services to West Virginia state agencies or aggregate competitive purchases of \$2,500 or less in any one fiscal year are not required to pay the annual fee.



THE
WEST VIRGINIA
PURCHASING DIVISION
WANTS
YOUR COMPANY

TO COMPETITIVELY BID

WWW.STATE.WV.US/ADMIN/PURCHASE/VENDORREG.HTML



Vendor Registration Web Pages

- Launched August 2015, Vendor Registration section of Purchasing Division intranet site offers online resources specific to agency procurement officials
- <http://intranet.state.wv.us/admin/purchase/VendorReg.html>



Department of Administration
Purchasing Division

VENDOR REGISTRATION

Email: Purchasing.VendorRegistration@wv.gov
Website: <http://intranet.state.wv.us/admin/purchase/VendorReg.html>

State Capitol Complex Phone: (304) 558-2311
2019 Washington Street, East Fax: (304) 558-3507
Charleston, WV 25305 WVPurchasing.gov

Vendor Registration Guide For State Agencies

Program Scope

- The West Virginia Purchasing Division's Vendor Registration program consists of two elements:
 - Vendor registration for the registration fee, which is set by statute at \$125.00 per year.
 - The disclosure of information and payment of a \$225 annual fee.
- The State of West Virginia will provide a list of the VCUST table in wvOASIS, which is a combination of multiple "Request for Proposals" (RFP) process files. The Purchasing Division tracks all information to allow the disclosure of information and payment of the \$225 annual fee to be done electronically.
- Review the first steps of an award: **ordering and payment**. The Vendor Registration program focuses on the order phase of a contract and the Finance Division Review and the Vendor's payment.

VCUST Agency Responsible	Order Phase	Two-Party to a Transaction	Form ID
WV State Agency	Request for Proposals (RFP)	Request for Proposals (RFP)	WV-1000
WV State Agency	Request for Proposals (RFP)	Request for Proposals (RFP)	WV-1000

- Vendor registration requirements mentioned in West Virginia Code §5A-3-12 relate to the "Three-Step" table and to be complete and to be used in any contract award.

Role of the State Agency

The primary role of the State Agency is to provide information and/or answer all questions to the Vendor's request for information. The agency's role is to provide the information to the Vendor's request for information and to answer all questions to the Vendor's request for information. The agency's role is to provide the information to the Vendor's request for information and to answer all questions to the Vendor's request for information.

The Purchasing Division's State Agency Procurement Officers should refer to <http://intranet.state.wv.us/admin/purchase/VendorReg.html>

Updated 12/01/2016

West Virginia Purchasing Division

Vendor Registration

Intranet

[WV.gov](#) | [Administration](#) | [Purchasing](#) | [Purchasing Intranet](#) | [Vendor Registration](#)

Vendor Registration for State Agency Employees

This page contains information for state agency procurement employees regarding the Purchasing Division's Vendor Registration policies and procedures and your role in the vendor registration process required by **West Virginia Code §5A-3-12**. Information about this process, its policies, and the procedures related to the program's administration through the wvOASIS system can be found below and on our [Vendor Registration FAQ page](#), also on the state intranet, which also contains information specific to our state agency procurement partners. In addition, the Purchasing Division's *Vendor Registration Guide for State Agencies* is a valuable resource for procurement employees involved with the vendor registration process.



Vendors must register with the Purchasing Division before receiving a purchase order or award document of any value. In the event that your transaction or the vendor's aggregate total sales across all state agencies exceed \$2,500.00, a \$125.00 annual fee is required from the vendor. According to §5A-3-12, "The director may not accept any bid received from any vendor unless the vendor has paid the annual fee ... and has filed with the director an affidavit ... disclosing ... information." Several exceptions to the vendor registration annual fee are detailed in Section 9 of the [Purchasing Division Procedures Handbook](#).

Purchasing Division Vendor Registration	
Disclosure of Information	Payment of Annual Fee

VENDOR REGISTRATION FREQUENTLY-ASKED QUESTIONS FROM STATE AGENCY EMPLOYEES

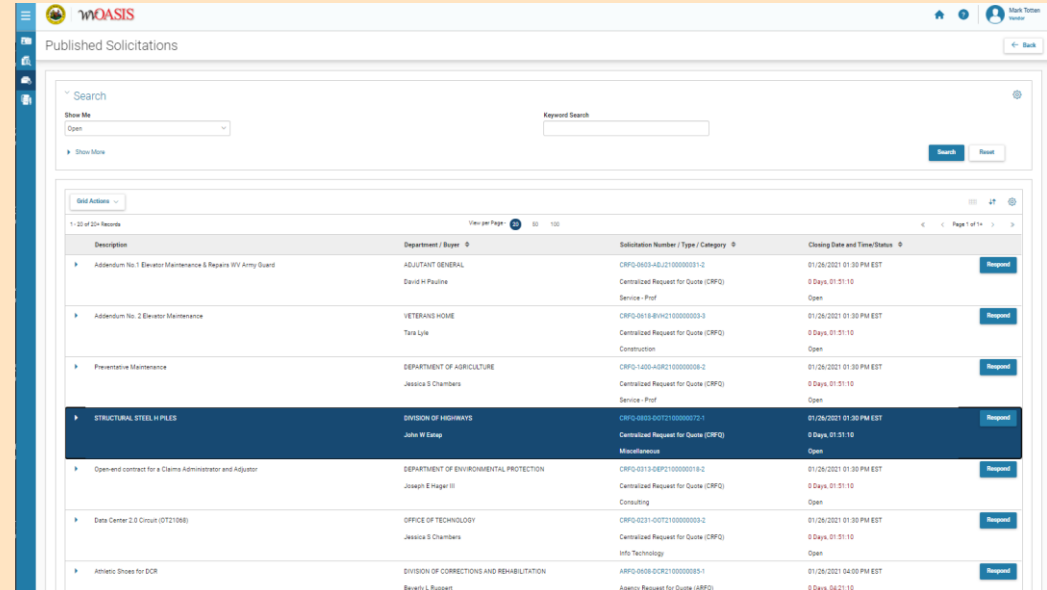
There are two ways to determine if a vendor/customer has an existing account with the state before document or with the vendor registration process. A state agency employee can "jump" to the V recommended before proceeding with an award document. In addition, a vendor can check their Vendor Self-Service Portal at wvOASIS.gov.

Checking a Vendor's Registration through the VCUST table in wvOASIS

West Virginia Purchasing Bulletin

- Used to advertise all competitive purchases expected to exceed \$20,000
 - Can also include lesser-value solicitations if state agency chooses
- Agencies may access using the “View Published Solicitations” button on Vendor Self-Service
- Click on specific solicitation’s ID number link to view appropriate solicitation information, including specifications
- Vendors benefit from knowing where solicitation opportunities are advertised



The screenshot shows the 'Published Solicitations' page in the iNOASIS system. It features a search bar at the top with a 'Show Me' dropdown menu set to 'Open' and a 'Keyword Search' input field. Below the search bar is a table listing various solicitations. The table has columns for 'Description', 'Department / Buyer', 'Solicitation Number / Type / Category', and 'Closing Date and Time/Status'. Each row includes a 'Request' button. The row for 'STRUCTURAL STEEL IN PILES' is highlighted in blue.

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status	Request
➤ Addendum No. 1 Elevator Maintenance & Repairs WV Army Guard	ADJUTANT GENERAL David H Pauline	CRFQ-0603-AG-2100000031-0 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Addendum No. 2 Elevator Maintenance	VETERANS HOME Tara Lyle	CRFQ-0618-8VH2100000003-0 Centralized Request for Quote (CRFQ) Construction	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Preventative Maintenance	DEPARTMENT OF AGRICULTURE Jessica S Chambers	CRFQ-1400-AGR2100000008-0 Centralized Request for Quote (CRFQ) Service - Prof	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ STRUCTURAL STEEL IN PILES	DIVISION OF HIGHWAYS John W Satap	CRFQ-0603-G072100000072-1 Centralized Request for Quote (CRFQ) Maintenance	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Openend contract for a Claims Administrator and Adjuster	DEPARTMENT OF ENVIRONMENTAL PROTECTION Joseph E Hager III	CRFQ-0313-DEP1100000019-0 Centralized Request for Quote (CRFQ) Consulting	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Data Center 2.0 Circuit (0721086)	OFFICE OF TECHNOLOGY Jessica S Chambers	CRFQ-0221-0072100000003-0 Centralized Request for Quote (CRFQ) Info Technology	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Athletic Shoes for DCR	DIVISION OF CORRECTIONS AND REHABILITATION Beverly L Ruppert	ARFQ-0608-DCR2100000085-1 Agency Request for Quote (ARFQ)	01/26/2021 04:00 PM EST 0 Days, 04:21:10 Open	Request


West Virginia Purchasing Bulletin History

- December 1, 1989: First issue of Bulletin published
- Published twice monthly until October 2, 2001
- October 2, 2001: Bulletin published weekly
- July 1, 2002: Posted weekly on Purchasing Division's web site, in addition to published weekly
 - Hard copy mailed to vendors every other week
- June 1, 2005: Posted every Friday on web site only
 - Hard copies are no longer mailed to vendors
- June 16, 2014: Vendor Self-Service early-access period open for use by the vendor community
- July 8, 2014: Phase C of wvOASIS went live; Bulletin migrated to Vendor Self-Service portal
 - Remaining TEAM-era solicitations still published by Purchasing Division
- October 10, 2014: Last issue of weekly Purchasing Division-published Bulletin

Find Vendors By Commodity Codes on File in VCUST

- Business Intelligence > Advantage Financial > Procurement > **WV-FIN-VN-010 Vendors by Commodity**
 - Identify a larger solicitation audience by the commodity code(s) specified by vendor in their record.
 - wvOASIS > VCUST > Commodity
 - State agencies can run the above report in Business Intelligence by the UNSPSC commodity code relevant to their solicitation and export the data to Excel to further analyze vendor contact information.
 - Give your potential bidding audience a standard heads up directing them to a specific active solicitation.

WV-FIN-VN-010 Vendors by Commodity



UNSPSC®

HOME FAQs **SEARCH-CODE** MEMBERSHIP LIBRARY CC

Version 22.0601

Search Code:

Search Title:

Code	Title
41113603	Laboratory bridges
42151605	Crown or bridge removers
72141107	Bridge construction and repair s
30121703	Bridge rail
43232913	Bridge software
32121708	Bridge rectifier
20121102	Bridge plugs
54111703	Watch or clock plates or bridges

Prompts

Available prompt variants:

Prompts Summary

- * Enter Comm code or partial comm code

Enter Comm code or partial comm code followed by %

* Required prompts

OK Cancel

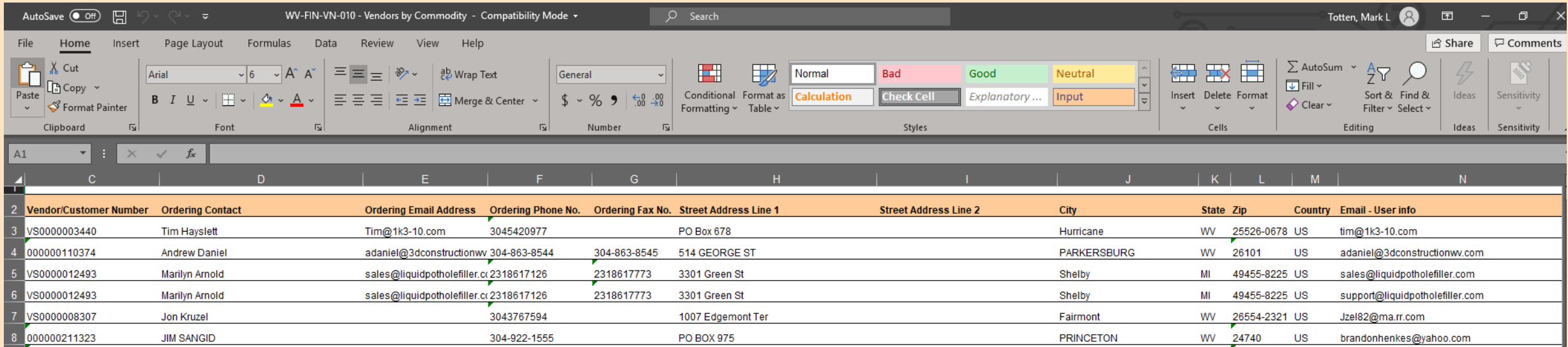
WV-FIN-VN-010 Vendors by Commodity

The screenshot shows a Business Intelligence software interface. On the left, there is a 'User Prompt Input' panel with a text box containing 'Enter Comm code or partial comm code f'. The main area displays a table with the following columns: Vendor Headquarter Name, Comm Cd, Comm Nm, Vendor/Customer Number, Ordering Contact, and Ordering Email Address. An 'Export' dialog box is open in the center, allowing the user to select the data to export. The dialog has radio buttons for 'Reports' (selected) and 'Data'. Below these are checkboxes for 'Select All', 'WV-FIN-VN-010 COVER', and 'Vendors by Commodity', all of which are checked. At the bottom of the dialog, there is a 'File Type' dropdown menu set to 'Excel (.xlsx)'. The table data is as follows:

Vendor Headquarter Name	Comm Cd	Comm Nm	Vendor/Customer Number	Ordering Contact	Ordering Email Address
3D CONSTRUCTION LLC	72141000	Highway and road construction services	000000110374	Andrew Daniel	adaniel@3dconstructionwv
4Seasons Pavement Repair Products	72141000	Highway and road construction services	VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cc
4Seasons Pavement Repair Products			VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.cc
AAA SEPTIC TANK			000000211323	JIM SANGID	
AARONS PRODUCTS INC			000000201523	ROB HANNA	
A & A SAFETY INC			000000172507	CRAIG WILHOIT	
A & A SAFETY INC			000000172508	T R OBRIEN	
A & A SAFETY INC			000000172508	T R OBRIEN	
A & A SAFETY INC			000000172508	T R OBRIEN	
ACCAD CORPORATION			000000208265	CARRIE BELT	clbelt@frontiernet.net
ACCAD CORPORATION			000000208266	CARRIE HAYNES	
ADAMS CONSTRUCTION COMPANY			000000198187	GARY W WRIGHT	
ADVANCED WIRELESS SOLUTIONS INC			VS0000013155	Carroll Montgomery	bgillette@awsinc.biz

- The data output by Business Intelligence can be saved as a Microsoft Excel file for sorting and review of vendor data.
- Other options for saving data exist, but Excel allows easy sorting and copying of potential vendor information.

WV-FIN-VN-010 Vendors by Commodity



Vendor/Customer Number	Ordering Contact	Ordering Email Address	Ordering Phone No.	Ordering Fax No.	Street Address Line 1	Street Address Line 2	City	State	Zip	Country	Email - User info
VS000003440	Tim Hayslett	Tim@1k3-10.com	3045420977		PO Box 678		Hurricane	WV	25526-0678	US	tim@1k3-10.com
000000110374	Andrew Daniel	adaniel@3dconstructionwv	304-863-8544	304-863-8545	514 GEORGE ST		PARKERSBURG	WV	26101	US	adaniel@3dconstructionwv.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.c	2318617126	2318617773	3301 Green St		Shelby	MI	49455-8225	US	sales@liquidpotholefiller.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.c	2318617126	2318617773	3301 Green St		Shelby	MI	49455-8225	US	support@liquidpotholefiller.com
VS0000008307	Jon Kruzal		3043767594		1007 Edgemont Ter		Fairmont	WV	26554-2321	US	Jzel82@ma.rr.com
000000211323	JIM SANGID		304-922-1555		PO BOX 975		PRINCETON	WV	24740	US	brandonhenkes@yahoo.com

- Exported spreadsheet conveniently centralizes entity name, wvOASIS v/c #, Ordering address, telephone number(s), and email address(es) on file for prospective vendors.
 - Some record duplication exists to display multiple contact persons.

In Review

- Purchasing Division maintains the “Prevent New Orders” field on the VCUST table; the Finance Division is responsible for “Hold Payment.”
- Before you proceed with the Vendor/Customer registration process, determine if the Vendor/Customer already has an account with the State.
 - VCUST table in *wv*OASIS
 - Identify the Headquarters-designated vendor/customer number in *wv*OASIS
 - “Fingerprint” tax identification number
 - Check “Prevent New Orders” hold and “Hold Payment” status *prior* to creating award document and proceed accordingly (“Ready, Aim, Fire”)
- If account exists, encourage the Vendor/Customer to request any change(s) to their account directly through the Vendor Self-Service portal *or* submit a VCM document from your agency.
 - Electronic method of registration preferred

In Review

- Use resources at your disposal to navigate through the process and its requirements.
- Vendor Self-Service account creation does not equate to registration with any state agency.
- If no account exists, encourage the Vendor/Customer to complete the application process through Vendor Self-Service *or* submit a WV-1 or WV-1A form, *or* submit the VCC document from your agency.
 - If registering a vendor with a VCC document, have information (Disclosure of Information, Addresses) received from vendor documented in order to verify your source; do not rely on Internet searches.

In Review

- Registrations, re-registrations, and account updates are pending review of the state.
 - Clicking “VCM Query” at the bottom of an entity’s VCUST record will list any pending workflow documents under review by an agency.
- Vendor Registration policies apply transactionally, not by vendor.
 - VNREGEX code usage part of Inspection Unit’s review of all agencies; letters are being sent to state agencies regarding specific misuses.
- Refer vendor community to **WVPurchasing.gov**’s “Vendor Registration” section; agencies regularly check Purchasing Division intranet’s Vendor Registration section.

If You Need Help

- Your first line of assistance is with your agency-designated procurement officer.
 - www.state.wv.us/admin/purchase/vrc/agencyli.html
- For system-related problems, please contact the *wv*OASIS Help Desk at (304) 558-6708, toll free at (855) 666-8823, or helpdesk@wvOASIS.gov.

Purchasing Division Contacts

- For all other Vendor Registration and Vendor/Customer Registration Creation and Maintenance questions, please contact:
 - Mark Totten, Technical Services Manager, Purchasing Division
 - Mark.L.Totten@wv.gov
 - (304) 558-7839; Segra Network Extension 87839
 - Terra Oliver, Vendor Registration Coordinator, Purchasing Division
 - Purchasing.VendorRegistration@wv.gov
 - (304) 558-2311; Segra Network Extension 82311
 - FAX: (304) 558-3507

Questions?

**THE
WEST VIRGINIA
PURCHASING DIVISION
WANTS
YOUR COMPANY**



TO COMPETITIVELY BID

WWW.STATE.WV.US/ADMIN/PURCHASE/VENDORREG.HTML