



VENDOR REGISTRATION

2023 Agency Purchasing Conference
Presented by: Mark Totten, Technical Services Manager
West Virginia Purchasing Division



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 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 Modification
- **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 a 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-Cheggie, 43, of Raleigh, with using a false South African passport in the name of C.V. Sene Adu City, which she used to identify herself to county corporations in East Carolina.

Two of the agencies she visited had names similar to a mission group associated with West Virginia's government, including Cakes Consulting Corp. and Unimyst Corp., according to the indictment. The other business parties are Unimyst Consulting and Unimyst Corp.

Cheggie allegedly opened and set bank accounts in her name and in the name of business names at First Bank in Ft. Wayne, Ind., twice rates, she then contacted West Virginia Auditor Glen Guiney's office and the banks to transfer the money to the accounts.

Cheggie allegedly and co-conspirators known and unknown to the grand jury then began withdrawing money from the banks in West Virginia, according to the indictment.

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

Over the next few weeks, Cheggie allegedly used the accounts to deposit about 12 payments totaling \$1,373,926 to banks in Kenya, the indictment charges.

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

Cheggie allegedly was indicted to take "no liability or state charges and had no 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 count charges.

Coaches did not be court on whether crimes had been taken into custody of her or being additional charges.

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

State Auditor Glen Guiney said he was "alarmed" at the late response of the U.S. Attorney's Office and the U.S. Marshals to receive the indictment, he said.

He says he is not sure if there has been a copy of the indictment, but he said he would look forward to getting the indictment.

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

Publication: THE CHARLESTON GAZETTE
Published: Tuesday, May 20, 2008
By: ANDREW CLEVELINGER STAFF WRITER

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

Michael M. "Mike" D'Amico, U.S. Attorney in Charleston, said the three Kenyan nationals pleaded guilty to conspiracy to commit money laundering, Robert M. "Bob" O'Neil, U.S. District Judge in Charleston, said he is adding and abetting mail and wire fraud.

All three were involved in a 10-month scam designed to defraud states, including West Virginia, of about \$2 million, he said. The scam involved the use of a false passport to access bank accounts set up with names closely resembling those of West Virginia.

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

Three other Kenyan nationals, a Kenyan woman who has settled in Raleigh, N.C., returned to Kenya, where she conspired, and her wife, a photo assistant, were also charged with the same crime in the same case.

Cheggie, Mitchell-Cheggie, was arrested and indicted in June 2007, then indicted for the West Virginia Auditor's Office, according to the indictment, which says she used a false passport to access bank accounts.

A grand jury indicted Cheggie, Mitchell-Cheggie, and two other Kenyan nationals, Margaret J. Shanks and Catherine A. Moore, both of Mississippi, in November 2007. Shanks and Moore have already admitted their roles in the scam.

Prosecutors said that Cheggie, Mitchell-Cheggie, and co-conspirators followed her to West Virginia in 2006, then said that the money was being sent to West Virginia to defraud the state of about \$2 million, which was then deposited into the bank accounts.

For several months, Kenyan communications largely had no mail, but then in March 2008, Kenyan officials referred to her as "our guy" in the indictment.

The news reported they saw the funds transferred into new bank accounts of a 100,000 Kenyan shilling, which is about the value of \$200,000, but they said they had no idea of the scope of the case.

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 \$5,000, 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.

When to Complete Vendor Registration

- Completing vendor registration requirements for a business entity must be one of the first steps for completing your transaction.

Ordering		Payment
<p data-bbox="282 615 881 715"><u>Before Submitting wvOASIS Award Document</u></p> <p data-bbox="351 782 825 886">Purchasing Division's <i>"Prevent New Orders"</i></p>	<p data-bbox="970 644 1589 801">Delivery, Receipt, and Acceptance of Commodities or Services</p>	<p data-bbox="1735 644 2201 694"><u>Before Paying Invoice</u></p> <p data-bbox="1778 758 2160 865">Finance Division's <i>"Hold Payment"</i></p>

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”

148 CSR 1 (Continued)

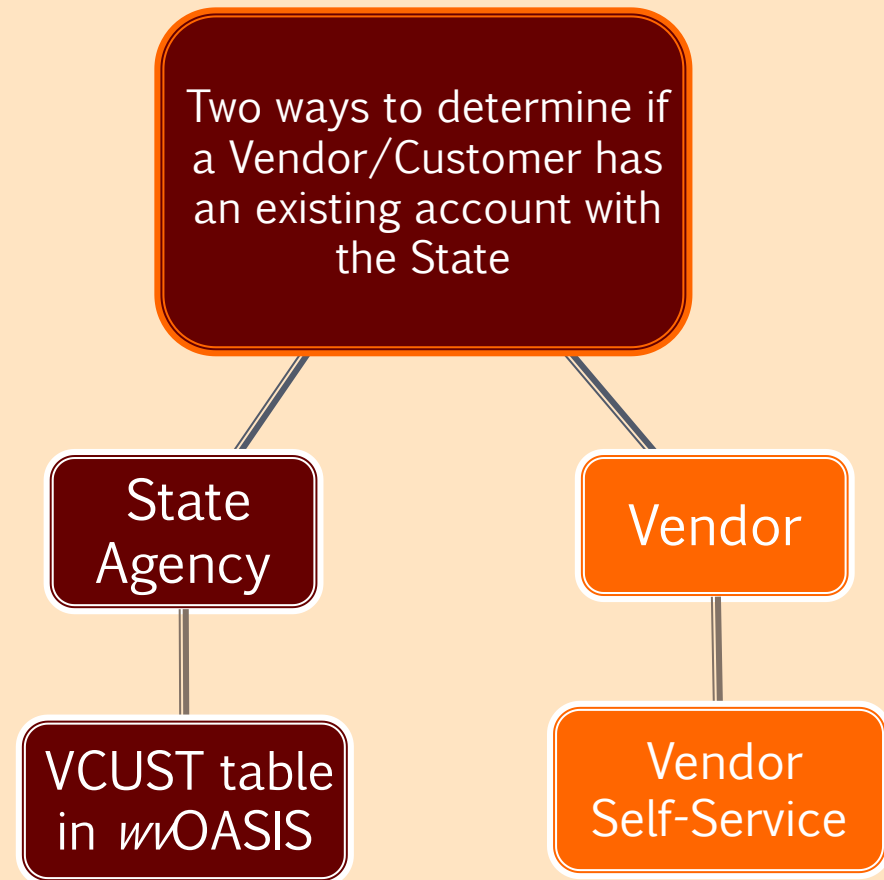
- Director shall not award any contract to any vendor not properly registered with the Purchasing Division.
- Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, 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)

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
- “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 appropriate 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.

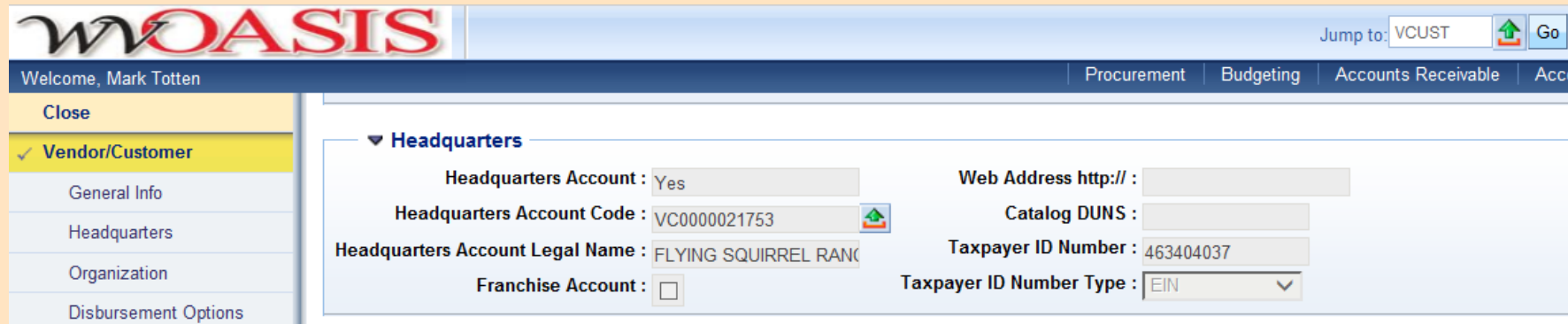
The screenshot displays the W/OASIS web application interface. At the top left is the W/OASIS logo. On the top right, there is a "Jump to:" dropdown menu with "VCUST" selected and a "Go" button. Below the logo, a navigation bar contains the text "Welcome, Mark Totten" and several menu items: "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". On the left side, there is a vertical navigation menu with a "Close" button at the top. The menu items are: "Vendor/Customer" (highlighted with a checkmark), "General Info", "Headquarters", "Organization", "Disbursement Options", "Prenote/EFT", "Remittance Advice", "Vendor Terms", "Accounts Receivable", "eMALL", and "Location Information". The main content area is divided into two sections. The first section is titled "Location Information" and contains a dropdown menu for "*Verify My Locations by:", followed by three input fields labeled "Vendor Verification Based On:", "Vendor Verification Password:", and "Confirm Verifications:". The second section is titled "Fee and Vendor Compliance Holds" and contains several input fields and checkboxes. On the left side of this section are: "Registration Application Date:" with a calendar icon, "Registration Effective Date:", "Registration Expiration Date:", and "Pre-Registration Code:". On the right side are: "Tax Clearance:" with a checkbox, "Unemployment Insurance:" with a checkbox, "Worker's Compensation:" with a checkbox, "Secretary of State Registration:" with a checkbox, and "Federal Debarred:" with a 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 valid federal tax ID
 - 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 WOASIS system interface. At the top left is the WOASIS logo. To the right, there is a search bar with "Jump to: VCUST" and a "Go" button. Below the logo, a navigation bar shows "Welcome, Mark Totten" and menu items for "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable". A left-hand sidebar contains a "Close" button and a "Vendor/Customer" section with sub-links for "General Info", "Headquarters", "Organization", and "Disbursement Options". The main content area is titled "Headquarters" and contains the following fields:

Headquarters Account :	Yes	Web Address http:// :	
Headquarters Account Code :	VC0000021753	Catalog DUNS :	
Headquarters Account Legal Name :	FLYING SQUIRREL RANG	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

- A vendor may be doing business under another name (such as a DBA with the same FEIN) other than the Legal Name. 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
- Deposit/EFT
- Remittance Advice
- Vendor Terms
- Accounts Receivable
- eMALL
- Location Information

Vendor/Customer

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status	Previous Name
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.*

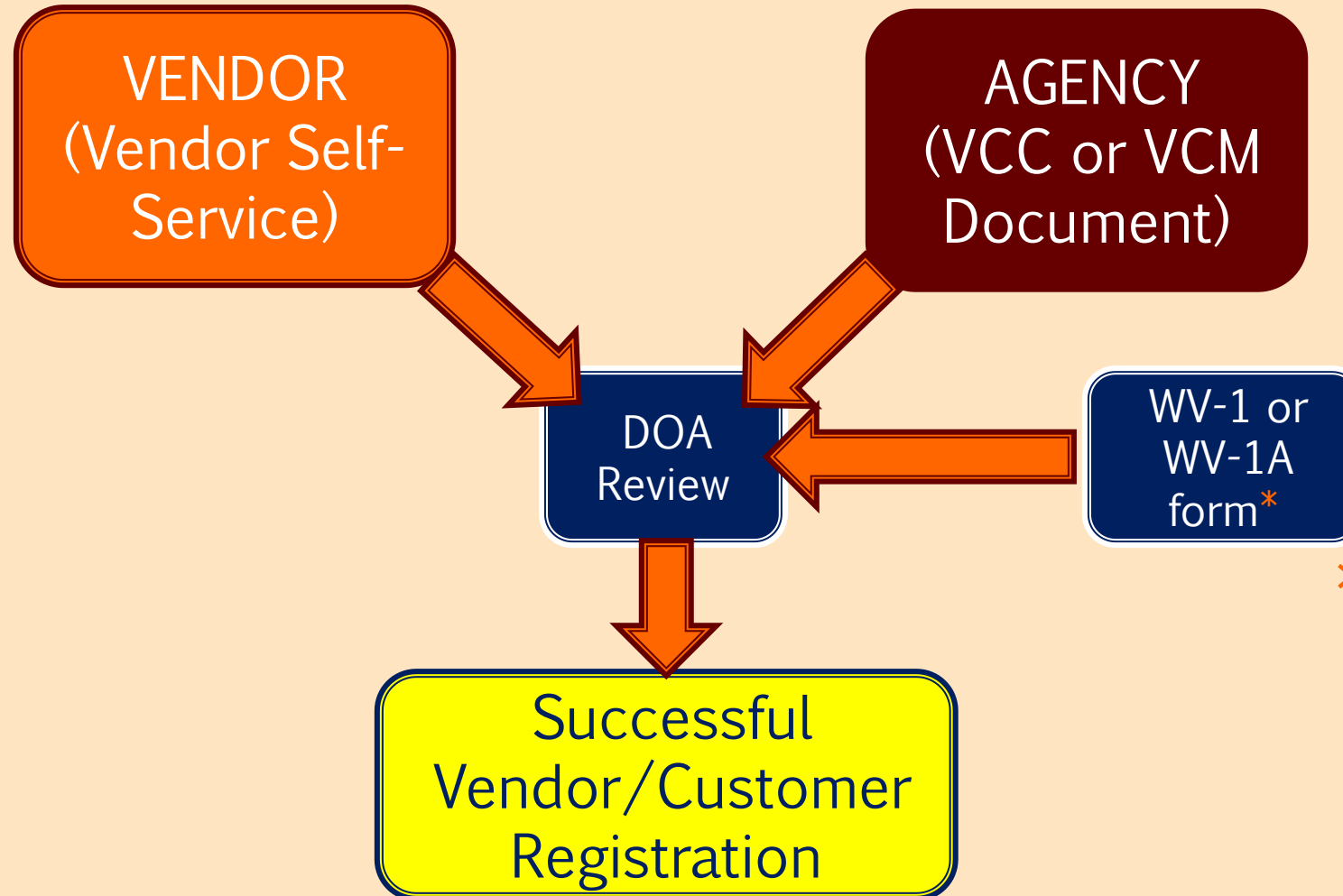
*--Romeo and Juliet, Act II,
Scene II*

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



* Paper WV-1 and WV-1A still accepted by Purchasing Division, but electronic registrations are preferred

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."

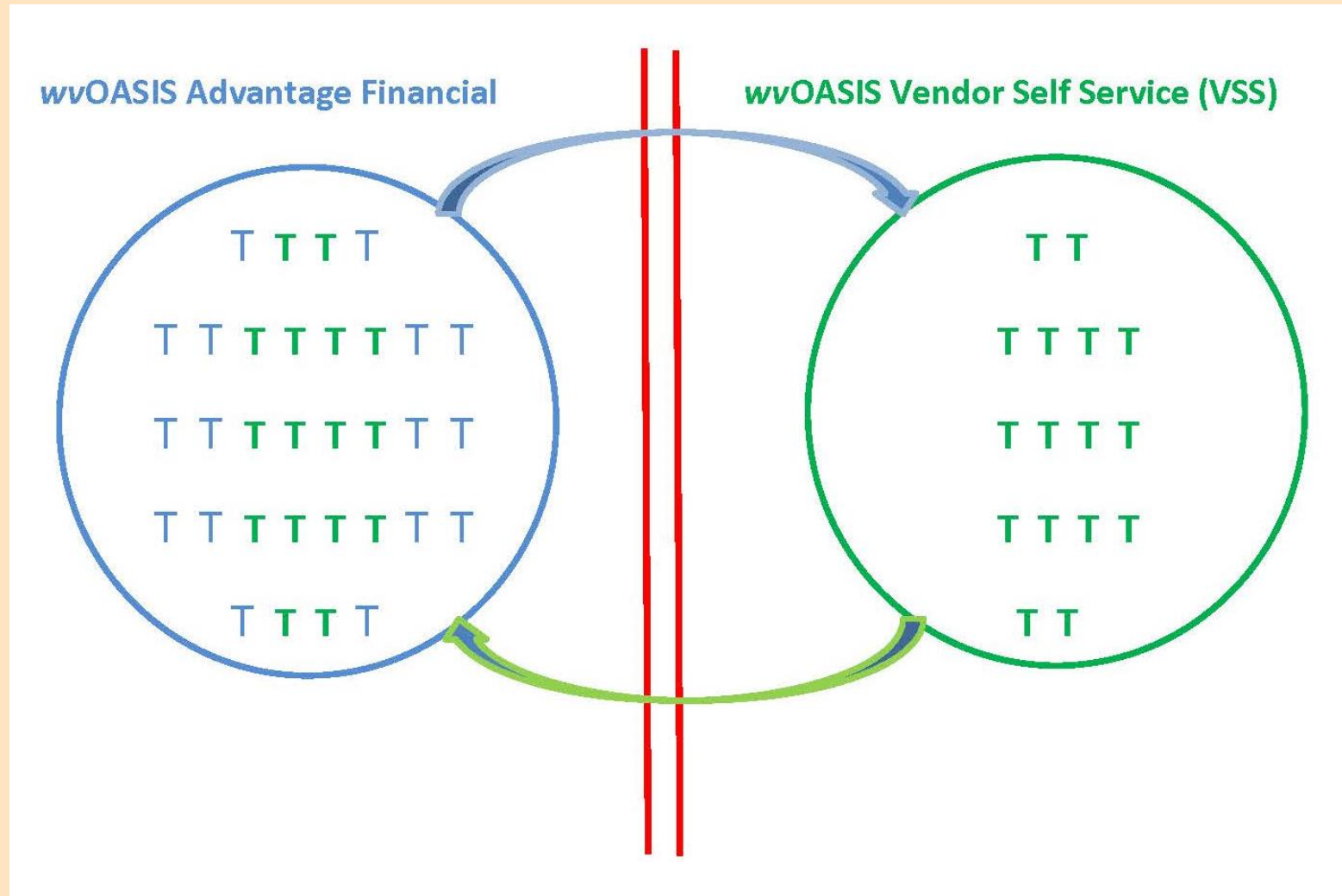
The Registration Process: Vendor Self-Service

- **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 Modification (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 shows 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 displays 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 for '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 'Create New Record' and 'Modify Existing Record', which are circled in red.

The Registration Process for Agencies: VCC or VCM Document

The screenshot shows the 'wvoasis' web application interface. The browser address bar displays 'https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage'. The page title is 'AMS Advantage - Windows Internet Explorer'. The user is logged in as 'Samantha Knapp'. The main navigation menu includes 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The left sidebar contains 'wvoasis PROD FIN', 'Message Center', 'Search', 'Document Catalog', 'History', 'Favorites', and 'Administration'. The 'Document Catalog' section is active, showing a 'Create' dropdown menu and a 'Document Identifier' section with input fields for 'Code', 'Unit', 'Dept.', and 'ID'. A red circle highlights the 'Document Identifier' section. A red box with an arrow points to a text box containing the following text:

This is best utilized when finding an existing document, but is also a method for creating a document.

Below the form, there are links for 'Browse' and 'Clear', and a table with columns: 'Code', 'Dept.', 'Unit', 'ID', 'Comments', 'Version', 'Function', and 'Phase'. The table has navigation buttons 'First', 'Prev', 'Next', and 'Last', and a 'Menu' link.

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:

Save Undo

Copy Validate Submit Discard Print Processing Workflow File Close

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

- 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.

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 'Vendor/Customer' (Header, Address, Customer Account, 1099 Reporting Information, 1042-S Reporting Information, Business Type, Service Area, Commodity, Authorized Dept., Prevent Spending, Prevent Orders, Certification, Disclosures) and 'Vendor/Customer' (General Information, Headquarters, Account Indicators, Organization, Disbursement Options, Prenote/EFT, Remittance Advice, Vendor Terms, A, Location Information, Fee and Vendor Compliance Holds).

The main form area is titled 'Vendor/Customer' and 'Legal Name:'. It features 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 'A'. 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 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.
- 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 'Legal Name' 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.

The bottom of the form contains 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

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: 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: Active From

From 1 to 1 Total: 1

Organization

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” should be selected after completing info under each tab.

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 breadcrumb trail is Vendor/Customer Creation(VCC) > Dept: 0212 > ID: 1500003403 > Ver.: 1 > Function: New > Phase: Draft. The form is divided into several tabs: General Information, Headquarters, Account Indicators, Organization, Disbursement Options, Reports/FFY, Distance 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 (Check), Default Priority (99), Default Format (REG), Default Format Description (Regular Payment), Scheduled Payment Day, Single Payment Indicator, and Name on Check. The Disbursement Options tab is also visible, showing fields for Hold Payment, Hold Payment Authorized By, Hold Reason, Prevent New Spending, Prevent New Orders (For All Departments), 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: one pointing to the Category field stating "Must be 'DIRC'", one pointing to the Name on Check field stating "Must be Legal Name", and one pointing to the Prevent New Orders field stating "This should not be changed—remains on 'Prevent New Orders' hold until after review of registration by Purchasing Division." 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 includes buttons for Save, 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: knapps1, 08/29/2014

Document Navigator

Vendor/Customer

Header

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/FFY | Distance Advice | Vendor Terms | Accounts Receivable | eMALL | Location Information | Fee and Vendor Compliance Holds

Category: []

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 "DIRC"

Must be Legal Name

Hold Payment: []

Hold Payment Authorized By: []

Hold Reason:

Prevent New Spending: []

Prevent New Orders: For All Departments

Third Party Code: []

Third Party Name:

Third Party Approved By: []

Third Party Reason:

Always Infer Third Party Vendor: []

Third Party Address ID: []

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

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

Save | Undo | Insert New Line | Edit with Grid

Copy | Validate | Submit | Discard

Print | Processing | Workflow | File | Close

Review the VCC Document

W O A S I S

Welcome, Mark Totten

Jump to: VCUST Go Home Personalize Accessibility App Help About

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		

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' dropdown set to 'VCUST', and links for Home, Personalize, Accessibility, App Help, and About. The main header displays 'Welcome, Mark Totten' and navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The document title is '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 shows a table with one entry. A callout box states: "Fee Exempt" field removed spring 2017. 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 active, showing a sub-tab for 'Travel'.

Under the 'Travel' sub-tab, there are several date-related fields: Registration Application Date, Registration Effective Date, Registration Expiration Date, and Pre-Registration Code. A callout box states: Purchasing Division will complete date-related information if payment and disclosure info is confirmed. Vendor's registration period starts from payment date.

To the right of these fields are several checkboxes: Tax Clearance, Unemployment Insurance, Worker's Compensation, Secretary of State Registration, and Federal Debarred.

At the bottom of the interface, there is a toolbar with buttons: Save, Undo, Insert New Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. A callout box points to the 'Save' button, stating: "Save" should be selected after completing info under each tab.

Review the VCC Document

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

Address Total Lines: 1 Address ID: Address Type:

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

Go to line: [] Go

List View

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

Vendor/Customer: [] Active From: []

Address Type: [] **Ordering & Payment** Active To: []

Division/Department: []

Additional Address Info.: []

Prevent New Spending: []

Default Currency: [] **USD (\$)** Default Record: []

Mail Returned: []

Business Address Validation: []

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

Copy | Validate | 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 sections such as Header, Vendor/Customer, Address, Customer Account, and Reporting Information. The central area is titled "Address" and contains a table with columns for Address ID, Address Type, Street 1, City, State/Province, Zip/Postal Code, and Additional Address Info. Below the table 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 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; "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

WOASIS | Welcome, Samantha Knapp | Procurement | Budgeting | Accounts Receivable | Accounts Payable | Jump to: [] Go | Home | Personalize | Accessibility | App Help | About

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

Business Type | Total Lines: 1 | Business Type ID: SMAL

Business Type ID	Business Type	Certification Start Date	Certification End Date
SMAL	Small Business		

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: [] Go

Vendor/Customer: []

Business Type Required

Business Type ID: SMAL

Business Type: Small Business

Certification Number: []

Two-year certification

Certification Start Date: []

Certification End Date: []

SWAM Type: []

Status: []

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

Initiation Date: []

Current Date

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

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

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

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, and Disclosures. The main content area is divided into tabs: Certification, Vendor Active Status, and Customer Active Status. The Certification tab is active, showing a table with one row for 'Legal Name' with a status of 'Inactive'. Below the table, there are fields for 'Vendor/Customer:' and 'Certification Status'. 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 large text box at the top stating: "Active" or "Inactive" status based on whether you are entering entity as a vendor, as a customer, or as both. Two smaller boxes labeled "Required" are placed next to the 'Vendor Active Status' and 'Customer Active Status' dropdowns. At the bottom, a toolbar contains buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. A text box at the bottom left says: "Save" should be selected after completing info under each tab. Another text box at the bottom center says: Select first, with an arrow pointing to the 'Save' button.

“Active” or “Inactive” status based on whether you are entering entity as a vendor, as a customer, or as both

Required

Required

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

Select first

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: Addre

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
- \$5,000 threshold related to \$125 vendor registration fee
- Vendor registration fee exemption for specific transactions


Vendor Registration Exemption

<u>Department</u>	<u>Unit</u>	<u>Vendor Registration Exemption Code</u>	<u>Vendor Registration Exemption Description</u>
✓ 0213	0213PC		CSR 148-1-6 Pcard Less Than \$25,000
0213	0213SMALL		CSR 148-1-6.c.3 PO Less Than \$5,000.01

First Prev Next Last

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

*Department : 0213 

Unit : 

*Vendor Registration Exemption Code : 0213PC

Vendor Registration Exemption Description : CSR 148-1-6 Pcard Less Than \$25,000

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 selected, and the 'Vendor Registration Exemption' field is highlighted with a red box. 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
PCard ID	
PCard Exp	
Accounting Profile	
Procurement Folder	151742
Procurement Type	Agency Delivery Order
Procurement Type ID	12
Vendor Registration Exemption	
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 7/25/2023

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 \$5,000 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 7/25/2023.

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

<u>Business Type ID</u>	Business Type	Certification Start Date	Certification End Date
✓ SMAL	Small Business	07/05/2023	07/05/2025

First Prev Next Last

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

Vendor/Customer : VS0000043372 SWAM Type :
ROADRUNNER ENTERPRISES LLC Status : Accepted
Business Type ID : SMAL  Initiation Date : 7/5/23 
Business Type : Small Business
Certification No :
Certification Start Date : 07/05/2023 
Certification End Date : 07/05/2025 

▼ Change Management

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

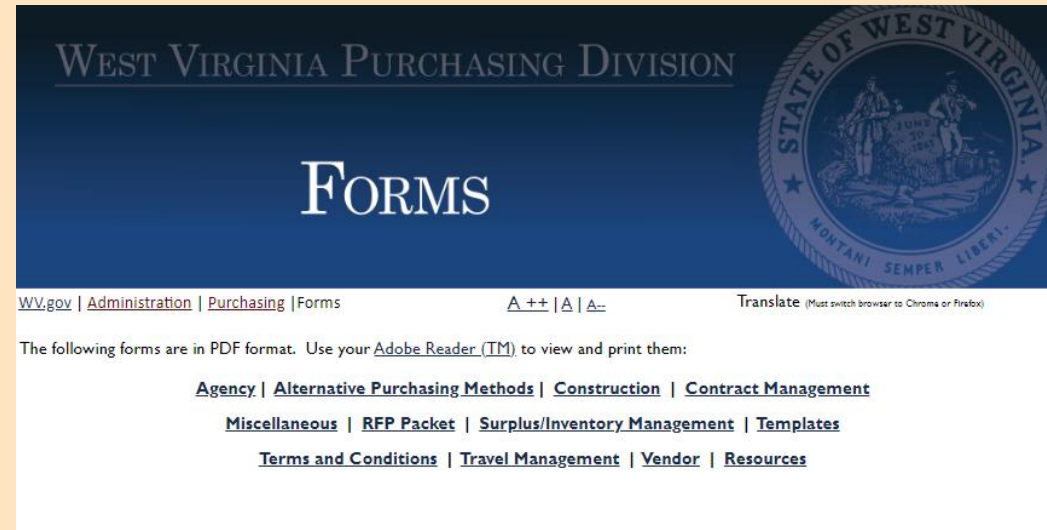
State Agency Responsibilities (Ordering and Payment)

- 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](#) (Must switch browser to Chrome or Firefox)

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

[Agency](#) | [Alternative Purchasing Methods](#) | [Construction](#) | [Contract Management](#)
[Miscellaneous](#) | [RFP Packet](#) | [Surplus/Inventory Management](#) | [Templates](#)
[Terms and Conditions](#) | [Travel Management](#) | [Vendor](#) | [Resources](#)

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. 07/25/2023

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 \$5,000 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 \$5,000 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 may not be processed and may be returned to the vendor. **Please return all correspondence to:**

STATE AGENCY:

ADDRESS:

CITY, STATE, ZIP:

The form contains three light blue rectangular input fields. The first field is for 'STATE AGENCY:', the second for 'ADDRESS:', and the third for 'CITY, STATE, ZIP:'. Each field has a red arrow pointing to the left, indicating that the completed form should be returned to the respective state agency.

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 (such as federal tax ID), 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

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

Translate (Must switch browser to Chrome or Firefox)
Select Language

Vendor Registration

Eligibility Strategies Resources

Small, Women-, and Minority-Owned Businesses

The administrative piece of the West Virginia Purchasing Division's Vendor Registration office strives to quickly and efficiently complete the process by which business entities become eligible to receive contracts and orders from West Virginia state agencies. In addition, so you may become knowledgeable of the state purchasing process's opportunities, our division's informational outreach can provide details on how you may pursue state business.

Why does state government buy from the private sector?

State of West Virginia agencies sometimes seek to procure goods or services that cannot be manufactured or performed internally, or where it is not cost efficient to do so. In these cases, we refer to these external sources as "vendors." Increased competition for state contracts within the vendor community and the bulk-buying power of the state results in lower prices for goods and services needed by our agencies.

What makes you eligible to receive state orders?

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. You must register **before** goods are delivered or before services are performed for a state agency. **West Virginia Code §5A-3-12** also requires a disclosure of information, such as legal names under which a vendor is doing business, the entity's current active federal tax identification number, and their physical address.

Completed Purchasing Division Vendor Registration	
Disclosure of Information about your business entity, such as: <ul style="list-style-type: none">Legal NameBusiness's physical addressTelephone numberCurrent active federal tax identification number for business entityDun & Bradstreet number, if possiblehttps://www.dnb.com/duns-number/lookup.html	Payment of Annual Fee

The Vendor Registration program is administered by state employees using the wvOASIS system in conjunction with data received through the Vendor Self-Service portal, accessible only to the vendor community. Vendors are

- First launched June 2012 and reorganized July 2023, Vendor Registration section of Purchasing Division website offers online resources to vendor community
- “Vendor Registration” menu option on **WVPurchasing.gov**



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 the West Virginia Code §5A-3-12, the disclosure of information and payment of a \$125 annual fee.
 - The state of West Virginia will provide to vendors the VCUST table in wvOASIS, which is a combination of multiple "Request for Proposal" (RFP) forms. The RFPs are used to solicit proposals for the purchase of goods and services. The RFPs are used to solicit proposals for the purchase of goods and services.
 - Review the first steps of the process: **understanding and payment**. The Vendor Registration program focuses on the order phase of a transaction and the Finance Division Review and the Vendor Service team.

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

- Vendor registration requirements mentioned in West Virginia Code §5A-3-12 relate to the "Three New 2015" rules and to be simple and easy to use for all vendors.

Role of the State Agency

The primary role of the State Agency is to provide information and answer all questions to the Vendor. The agency is responsible for providing information to the Vendor. The agency is responsible for providing information to the Vendor. The agency is responsible for providing information to the Vendor.

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

Updated 12/01/2016

West Virginia Purchasing Division

Vendor Registration

Intranet

[WV.gov](http://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.

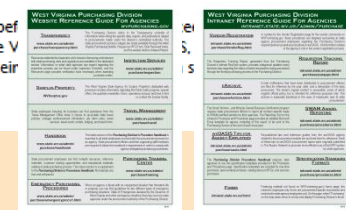
Vendors must register with the Purchasing Division before receiving a purchase order or award document of any value. In the event that your transaction or the vendor's aggregate total sales across all state agencies exceed \$2,500.00, a \$125.00 annual fee is required from the vendor. According to §5A-3-12, "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

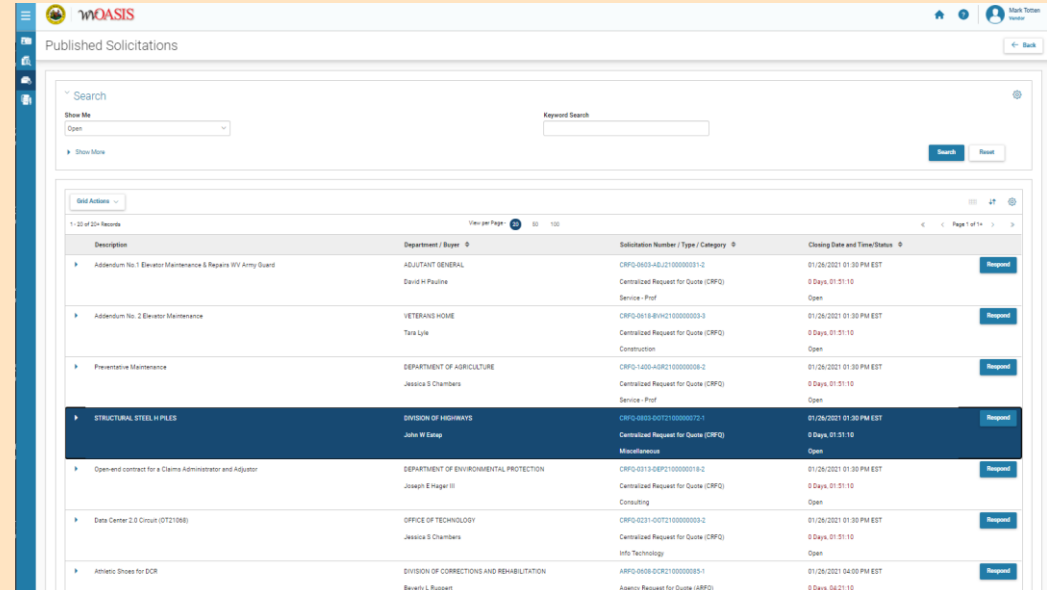
There are two ways to determine if a vendor/customer has an existing account with the state before document or with the vendor registration process. A state agency employee can "jump" to the V recommended before proceeding with an award document. In addition, a vendor can check their Vendor Self-Service 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 displays 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	CRFG-0603-AG-2100000031-0 Centralized Request for Quote (CRFG) 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	CRFG-0618-8VH2100000003-0 Centralized Request for Quote (CRFG) Construction	01/26/2021 01:30 PM EST 0 Days, 01:51:10 Open	Request
➤ Preventative Maintenance	DEPARTMENT OF AGRICULTURE Jessica S Chambers	CRFG-1400-AGR2100000008-0 Centralized Request for Quote (CRFG) 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	CRFG-0603-G072100000072-1 Centralized Request for Quote (CRFG) 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	CRFG-0313-SEP1100000019-0 Centralized Request for Quote (CRFG) 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	CRFG-0231-G072100000003-0 Centralized Request for Quote (CRFG) 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	ARFG-0608-GCR2100000085-1 Agency Request for Quote (ARFG)	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

Targeted Vendor Outreach

- One potential measure of the public procurement process's health is the level of vendor responsiveness.
- More vendors responding to solicitations increase your chances of a successful award.
- Some agencies require unique commodities.
- Increased competition can mean “lower” low bids for your agency.



Targeted Vendor Outreach

- Automatic email notices from wvOASIS system:

From: <notifications@wvoasis.gov>
Date: Tue, Jul 26, 2023 at 4:58 AM
Subject: ADVMAIL: SOLICITATION <ARFQ 0123 XYZ2400000001,Amendment 0>
HAS BEEN PUBLISHED
To: <bids@vendor.com>

To Whom It May Concern:

This message is to notify you and your location that the following solicitation 0 has been published.


Solicitation: ARFQ 0123 XYZ2400000001,Amendment 0
Description: Request for Quotation – Widgets for Babydog
Click here to view the
solicitation: <https://prd311.wvoasis.gov/PRDVSS1X1ERP/Advantage4?openDoc=openDoc&DocumentCode=ARFQ&DepartmentCode=0123&DocumentID=XYZ2400000001&DocumentVersNo=1&Destination=pSolicitation>

The following commodities are included in this solicitation
35429523 Widgets to entertain wolf descendants

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.
 - Manually contacting vendors targeted by commodity is the most reliable method to inform your potential bidders of solicitation opportunities.
 - Illustrated steps available at <http://intranet.state.wv.us/admin/purchase/vendoroutreach.html>.

WV-FIN-VN-010 Vendors by Commodity



Subscriber Login Become a Subscriber

HOME FAQs SUBSCRIBE LIBRARY CODESET-DOWNLOADS INITIATIVES EDUCATION FIND A PARTNER

Search the code Version 25.0901 Code Number: (2-8 digits) Code Name

 Search

Code	Title
20121102	Bridge plugs
20121130	Bridge plug parts and accessories
23242502	Bridge milling machine
24101619	Bridge cranes
27111954	Taper shank bridge reamer
27111955	Round shank bridge reamer
30121703	Bridge rail
30121715	Bridge expansion joint

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

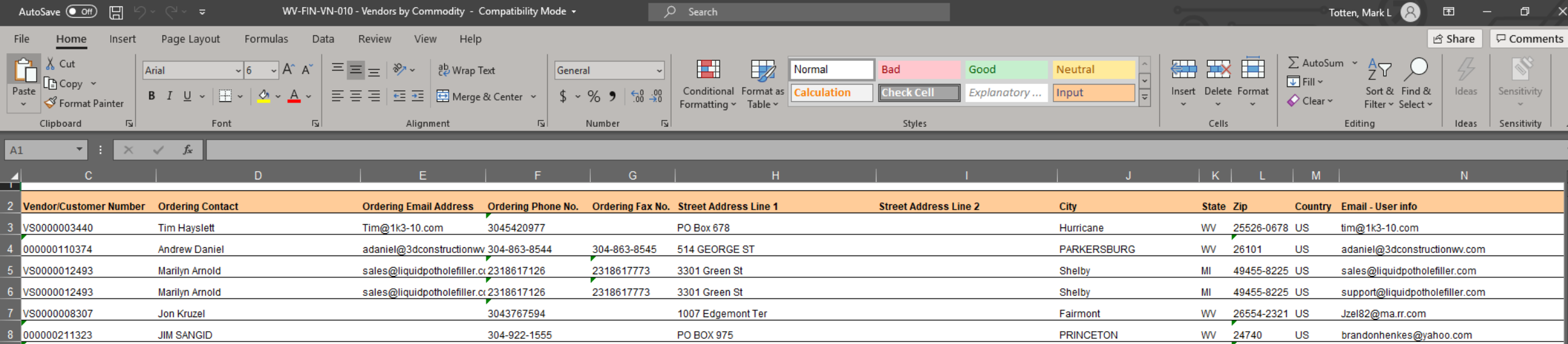
WV-FIN-VN-010 Vendors by Commodity

The screenshot shows a Business Intelligence software interface. The main window displays a table with the following columns: Vendor Headquarter Name, Comm Cd, Comm Nm, Vendor/Customer Number, Ordering Contact, and Ordering Email Address. The table lists various vendors such as 3D CONSTRUCTION LLC, 4Seasons Pavement Repair Products, AAA SEPTIC TANK, AARONS PRODUCTS INC, A & A SAFETY INC, ACCAD CORPORATION, ADAMS CONSTRUCTION COMPANY, and ADVANCED WIRELESS SOLUTIONS INC. An 'Export' dialog box is open in the foreground, allowing the user to select the data to export. The dialog box has a 'Select' section with radio buttons for 'Reports' and 'Data', and a list of items to export, including 'Select All', 'WV-FIN-VN-010 COVER', and 'Vendors by Commodity'. The 'File Type' is set to 'Excel (.xlsx)'.

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



The screenshot shows an Excel spreadsheet titled "WV-FIN-VN-010 - Vendors by Commodity" in Compatibility Mode. The spreadsheet contains a table with 11 columns and 8 rows of data. The columns are: 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, and Email - User info. The data rows are as follows:

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.com	304-863-8544	304-863-8545	514 GEORGE ST		PARKERSBURG	WV	26101	US	adaniel@3dconstructionwv.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.com	2318617126	2318617773	3301 Green St		Shelby	MI	49455-8225	US	sales@liquidpotholefiller.com
VS0000012493	Marilyn Arnold	sales@liquidpotholefiller.com	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 *W*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 all information 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 toll free at (855) 666-8823, or by email at helpdesk@wvOASIS.gov.

Purchasing Division Contacts

- For all other Vendor Registration and Vendor/Customer Registration Creation and Modification questions, please contact:
 - Mark Totten, Technical Services Manager, Purchasing Division
 - Mark.L.Totten@wv.gov
 - (304) 558-7839; Segra Network Extension 87839
 - Angelina Villanueva, 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**

A hand in a white shirt sleeve is shown pointing directly at the viewer through a hole that has been torn in a piece of paper. The hand is positioned centrally below the main text and above the bottom text.

TO COMPETITIVELY BID

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