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| --- | --- | --- | --- | --- | --- | --- |
| Email completed Vendor Code Request Form to Vendor Request Mailbox at [*arvendorrequest@gsa.gov*](mailto:arvendorrequest@gsa.gov). One (1) Vendor Code Request Form per email.  In the subject line of the email, identify Rent or Non-Rent, BOAC or AB code, and Type of Request as follows:   * **For new vendor requests** include “New” in the subject line (i.e. Subject: New Non Rent Vendor Code Request”). For new rent vendors, the AB Code must also be included in the subject line. (i.e. “Subject: New Rent Vendor Code Request” + AB Code) * **For update vendor code requests** include the BOAC or AB code and “Update” in the subject line of the email. (i.e. “Subject: Rent BOAC: 3312-Update”) * **To delete or inactivate a vendor code**, include the BOAC or AB code and “Delete” in the subject line of the email. (i.e. “Subject: Non-Rent BOAC: 473925-Delete) | | | | | | |
| Requester information | | | | | | |
| **Date of Request *(MM/DD/YYYY)****:*   |  | | --- | |  | | | **Type of Request (Check one)**:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Add** |  | **Update** |  | **Delete/Inactivate** |  |  | | | | | |
| **Requester’s Name (First Name and Last Name)**:   |  | | --- | |  | | | | | **Requester’s Region**:   |  |  | | --- | --- | |  |  | | | |
| **Requester’s Phone Number (i.e. 703-555-1234)**:   |  | | --- | |  | | | | | **Requester’s E-mail Address**:   |  |  | | --- | --- | |  |  | |  | | | | |
| Vendor INFORMATION SECTION 1 | | | | | | |
| **Business Line of Vendor**   |  |  |  |  | | --- | --- | --- | --- | | **Rent** |  | **Non-Rent** |  | |  |  |  |  | | | | **Vendor/Customer Name**:   |  |  | | --- | --- | |  |  | | | | |
| Vendor Code:   |  | | --- | |  |   For Add leave blank except for Rent or ALC vendor  For Update or Delete Requests, the Vendor Code is required  *As required, complete vendor code field with one of the following:*   * *NABAS BOAC value* * *AB Code (i.e. 1201) for Rent Vendors or* * *Literal ‘PAYSTN’ for ALC vendors* | | | **Agency Location Code (ALC)**:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   *Notes:*   * *ALC is required for IPAC Vendors/Customers* * *If vendor is associated with an ALC or PAYSTN, enter 8-digit ALC Code for IPAC Vendor/Customer. Else, leave blank.* * *If new or updated ALC, email Code Implementation at* [*codeimplementation@gsa.gov*](mailto:codeimplementation@gsa.gov) *to set up ALC* * *ALC must already be entered or updated into Pegasys by the Code Implementation Team prior to submission of Vendor Code Request Form* | | | |
| Agency Code:   |  | | --- | |  |   *For Non-Federal customers, use one of the following:*   * *Set to ‘9A’ for State & Local Government or ‘0A’ for State & Local Government Sponsored* * *Set to ‘9C’ for Commercial or ‘0C’ for Commercial Sponsored* * *Set to ‘9D’ for DC Government or ‘0D’ for DC Government Sponsored*   *For Federal customers, use all other agency codes* | | | Bureau Code:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   *Notes:*   * *If new or updated Bureau Code, email Code Implementation at* [*codeimplementation@gsa.gov*](mailto:codeimplementation@gsa.gov) *and copy &Code Request-OCFO Team at* [*CodeRequestOCFOTEAM@gsa.gov*](mailto:CodeRequestOCFOTEAM@gsa.gov) *to set up Bureau Code* * *Bureau Code must already be entered into Pegasys by &Code Request-OCFO Team prior to submission of Vendor Code Request Form* | | | |
| Vendor INFORMATION SECTION 1, CONTINUED | | | | | | |
| **Mailing Address Line 1**:   |  | | --- | |  | | | | **Mailing City**:   |  | | --- | |  | | | **Mailing State**:   |  | | --- | |  |   *(Enter 2-letter US abbreviation)* | |
| Mailing Address Line 2:   |  | | --- | |  | | | | **Mailing Zip Code (5 or 10 digits)**:   |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  |  | |   i.e. 12345 or 12345-1234 | | | |
| Mailing Address Line 3:   |  | | --- | |  | | | | Mailing Foreign Country:   |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  |  | |   *Note: For US, including military APO addresses, leave blank* | | | |
|  | | | | | | |
| **VENDOR INFORMATION SECTION 2** | | | | | | |
| Primary Contact Type  There is only one Primary Contact Type record. This person’s name/phone number is included on dunning notices. | Primary Contact Title  *(Check one):*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Mr. |  | Mrs. |  | Ms |  |  | | | Primary Contact Name  (First Name and Last Name):   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
| Primary Contact Phone Number:   |  | | --- | |  | | | | Primary Contact Non-US Phone Number:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
| Primary Contact Email Address:   |  | | --- | |  | | | | Primary Contact Fax Number:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
|  | | | | | | |
| General Contact Type  Note: To add multiple General Contacts, add additional General contacts to the Notes/ Special Instructions section at the bottom of the form | General Contact Title  *(Check one):*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Mr. |  | Mrs. |  | Ms. |  | | | General Contact Name  (First Name and Last Name):   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   You can add multiple General Contact Type records (these persons cannot be the Primary Contact). Also, General Contact Type records will be created automatically for users registered in Vendor Customer Self Service (VCSS) | | | |
| General Contact Phone Number:   |  | | --- | |  | | | | General Contact Non-US Phone Number:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
| General Contact Email Address:   |  | | --- | |  | | | | General Contact Fax Number:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
|  | | |  | | | |
| **VENDOR INFORMATION SECTION 2, CONTINUED** | | | | | | |
| Tax Identification (ID) Number - TIN:   |  | | --- | |  |   *Employer Identification Number (EIN) or Social Security Number (SSN), in the SSN/EIN field* | | | Business Partner Network (BPN):   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   *(in the Data Universal Numbering System (DUNS) number field)*  *Note: Vendor Coder does NOT populate BPN in BPN field if Vendor Code is CCR enabled. To check, Vendor Coder will search for vendor records in Pegasys by BPN, vendor code, and/or AP Vendors with Sec Org ‘PEGASYS’. If vendor record is CCR enabled, Vendor Coder does not populate BPN in BPN field.* | | | |
| Physical Address is automatically populated with Mailing Address; however, it can be updated in Pegasys if the Physical Address is different from the Mailing Address. | | | | | | |
| Physical Address Line 1:   |  | | --- | |  | | | | Physical City:   |  | | --- | |  | | | | Physical State:   |  |  | | --- | --- | |  |  |   *(Enter 2-letter US abbreviation)* |
| Physical Address Line 2:   |  | | --- | |  | | | | Physical Zip Code (5 or 10 digits):   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   i.e. 12345 or 12345-1234 | | | |
| Physical Address Line 3:   |  | | --- | |  | | | | Physical Country:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
|  | | | | | | |
| Remittance Address is automatically populated with Mailing Address; however, it can be updated in Pegasys if the Remittance Address is different from the Mailing Address. | | | | | | |
| Remittance Address Line 1:   |  | | --- | |  | | | | Remittance City:   |  | | --- | |  | | | | Remittance State:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   *(Enter 2-letter US abbreviation)* |
| Remittance Address Line 2:   |  | | --- | |  | | | | Remittance Zip Code (5 or 10 digits):   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | |   i.e. 12345 or 12345-1234 | | | |
| Remittance Address Line 3:   |  | | --- | |  | | | | Remittance Country:   |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | | | |
|  | | | | | | |
| **VENDOR INFORMATION SECTION 2, CONTINUED** | | | | | | |
| Special Instructions for Vendor Coders:   * *If new or updated ALC, email Code Implementation at* [*codeimplementation@gsa.gov*](mailto:codeimplementation@gsa.gov) *to set up ALC. ALC must already be entered into Pegasys by the Code Implementation Team prior to submission of the Vendor Code Request Form* * *If new or updated Bureau Code, email Code Implementation at* [*codeimplementation@gsa.gov*](mailto:codeimplementation@gsa.gov) *and copy &Code Request-OCFO Team at* [*CodeRequestOCFOTEAM@gsa.gov*](mailto:CodeRequestOCFOTEAM@gsa.gov) *to set up Bureau Code. Bureau Code must already be entered into Pegasys by the &Code Request-OCFO Team prior to submission of Vendor Code Request Form* * *All Military Vendors have two Vendor Address Codes. 2nd Vendor Address Code will be recorded as the 6-character BOAC + ‘F’.* * *Vendor Coder does NOT populate BPN in the BPN field if Vendor Code record is CCR enabled. To check, Vendor Coder will search for vendor records in Pegasys by BPN, vendor code, and/or AP Vendors with Sec Org ‘PEGASYS’. If vendor record is CCR enabled, Vendor Coder does not populate BPN in BPN field.* * *On a daily basis, vendor coders need to check the batch status report for the NABAS interface/import process to ensure that vendor records are loaded into Pegasys* | | | | | | |
| Notes/ Special Instructions: | | | | | | |
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