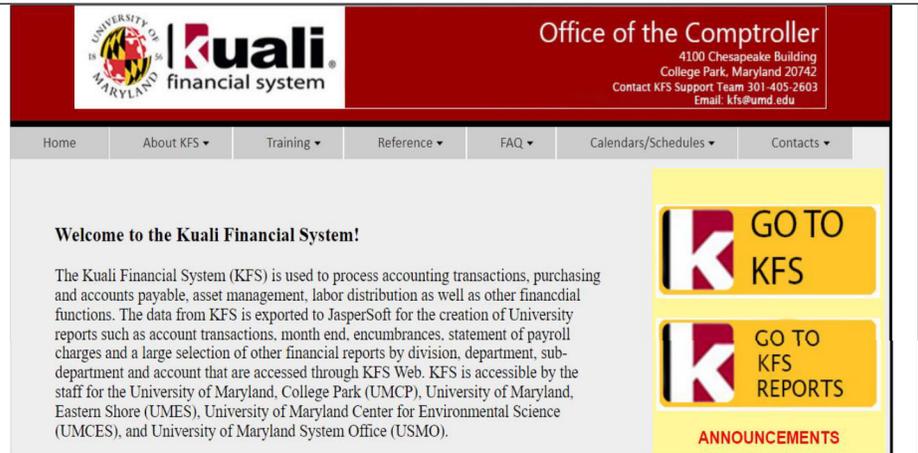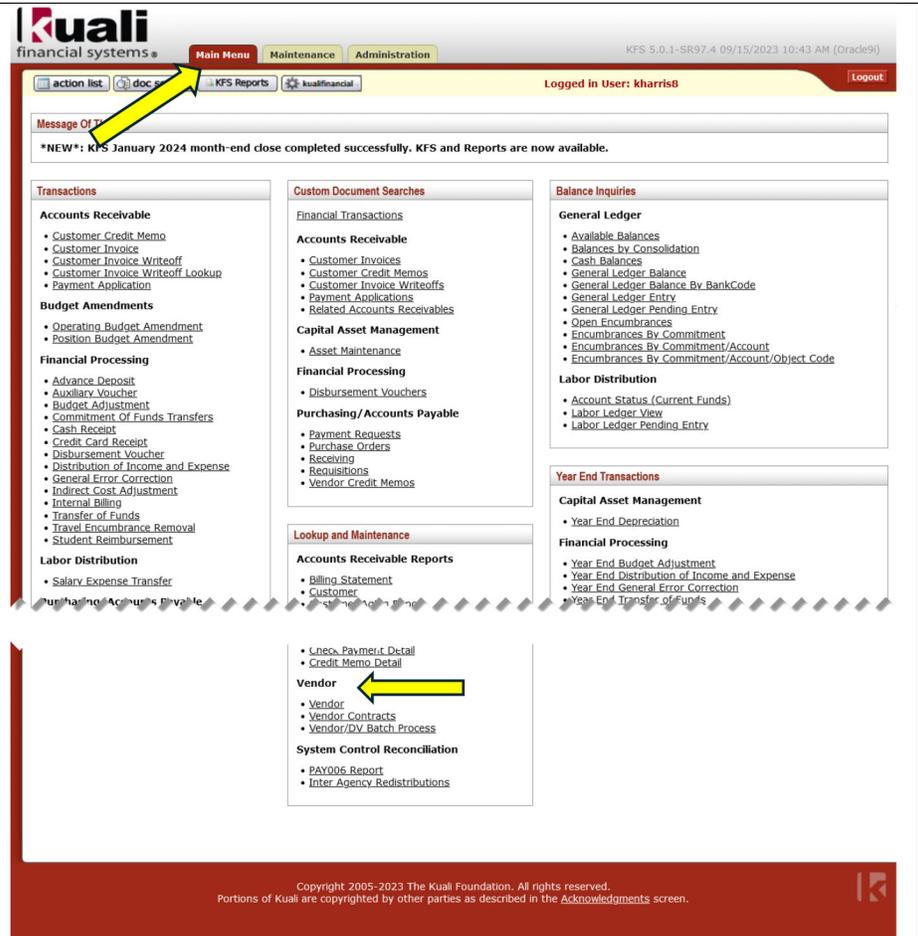# Creating a Foreign Vendor (No US Tax ID)

Please note this is for a Vendor without a United States tax ID (SSN or FEIN) and an address outside of the United States.

• From the Google search browser, type: https://kualifinancial.umd.edu/ • Click on the (GO TO KFS) Tab • Enter your login credentials: (Username and Password).	**Office of the Comptroller** 4100 Chesapeake Building College Park, Maryland 20742 Contact KFS Support Team 301-405-2603 Email: kfs@umd.edu **Welcome to the Kuali Financial System!** The Kuali Financial System (KFS) is used to process accounting transactions, purchasing and accounts payable, asset management, labor distribution as well as other financial functions. The data from KFS is exported to JasperSoft for the creation of University reports such as account transactions, month end, encumbrances, statement of payroll charges and a large selection of other financial reports by division, department, sub-department and account that are accessed through KFS Web. KFS is accessible by the staff for the University of Maryland, College Park (UMCP), University of Maryland, Eastern Shore (UMES), University of Maryland Center for Environmental Science (UMCES), and University of Maryland System Office (USMO). **GO TO KFS** **GO TO KFS REPORTS** **ANNOUNCEMENTS**
• To scroll down, click the **scrollbar**. • **Navigation:** Main Menu > Lookup and Maintenance > Vendor > Vendor • Click the Vendor link.	*NEW*: KFS January 2024 month-end close completed successfully. KFS and Reports are now available. **Transactions** **Accounts Receivable** • Customer Credit Memo • Customer Invoice • Customer Invoice Writeoff • Customer Invoice Writeoff Lookup • Payment Application **Budget Amendments** • Operating Budget Amendment • Position Budget Amendment **Financial Processing** • Advance Deposit • Auxiliary Voucher • Budget Adjustment • Commitment Of Funds Transfers • Cash Receipt • Credit Card Receipt • Disbursement Voucher • Distribution of Income and Expense • General Error Correction • Indirect Cost Adjustment • Internal Billing • Transfer of Funds • Travel Encumbrance Removal • Student Reimbursement **Labor Distribution** • Salary Expense Transfer **Custom Document Searches** Financial Transactions **Accounts Receivable** • Customer Invoices • Customer Credit Memos • Customer Invoice Writeoffs • Payment Applications • Related Accounts Receivables **Capital Asset Management** • Asset Maintenance **Financial Processing** • Disbursement Vouchers **Purchasing/Accounts Payable** • Payment Requests • Purchase Orders • Receiving • Requisitions • Vendor Credit Memos **Lookup and Maintenance** **Accounts Receivable Reports** • Billing Statement • Customer • Check Payment Detail • Credit Memo Detail **Vendor** • Vendor • Vendor Contracts • Vendor/DV Batch Process **System Control Reconciliation** • PAY006 Report • Inter Agency Redistributions **Balance Inquiries** **General Ledger** • Available Balances • Balances by Consolidation • Cash Balances • General Ledger Balance • General Ledger Balance By BankCode • General Ledger Entry • General Ledger Pending Entry • Open Encumbrances • Encumbrances By Commitment • Encumbrances By Commitment/Account • Encumbrances By Commitment/Account/Object Code **Labor Distribution** • Account Status (Current Funds) • Labor Ledger View • Labor Ledger Pending Entry **Year End Transactions** **Capital Asset Management** • Year End Depreciation **Financial Processing** • Year End Budget Adjustment • Year End Distribution of Income and Expense • Year End General Error Correction • Year End Transfer of Funds Copyright 2005-2023 The Kuali Foundation. All rights reserved. Portions of Kuali are copyrighted by other parties as described in the Acknowledgments screen.

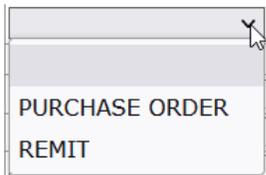|	
Prior to creating **a new Vendor,** you should always conduct a search to verify the vendor you are creating does not already exist in the KFS system. • The best way to search is to use the U.S. Tax ID Number (For creating a new vendor with Tax ID only), or ***Vendor Name***(For creating a new vendor without U.S. Tax ID), you must enter the **asterisk symbol** before and after the vendor's name. • Click Search button. • If no values match this search, then click [create new] button.	
Complete the ***Description** tab: • For creating a New Vendor, "**New FV + Vendor Name**" • For Vendor Edit, "**Edit FV + Vendor Name**"	Complete the **Document Overview** Section.
• The **Vendor #** field is a display only. The field is populated with the unique, system generated number that identifies the vendor after the document is submitted, and the new vendor is created and approved. • Enter the **Vendor Name** for a company or an individual's **(First Name, Middle Name(s), Last Name)** in the Vendor Name Tab.	Complete the Vendor > New > **General Information** Section **Note**: The **Vendor Name** field is limited to 45 characters.
All tabs with asterisk are required and must be completed/selected from the drop-down menu for all foreign vendors. **Vendor Type:** • Disbursement Voucher, **or** • Purchase Order. **Is this a foreign vendor**: **Yes** **Tax Number:** Enter the place holder for the Foreign Vendor tax number **FR3200000, or FR3200001.** **Tax Number Type: FEIN** **Ownership Type: CORPORATION** **Ownership Type Category: Vendor** Please note, Freeze Flag tab must be blank.	Complete **Corporate Information** Section **Note:** For all foreign vendors a completed and signed **W-8BEN** is required to be attached to the document before it is submitted. KFS will display an error message if the form is not attached to the **Vendor** document.

*Payment Distribution Type: indicates how payment should be sent to the Vendor. From the drop-down menu select **Airmail Foreign Address** Domestic Mail (default) Airmail Foreign Address Check Return to A/P for Department Pickup Foreign Address w/Attachment Domestic Address w/Attachment Check Pickup in Annapolis Employee Reimbursement GAD Registered Vendors Domestic EFT Payment Electronic Funds Transfer Wire Transfer Vendor Attach - Restricted Use Federal Funds 1st Class Mail - Restricted Use Federal Funds EFT - Restricted Use Federal Funds Verify the **Active Indicator** box must be checked.	Complete the **Detail Information** Section
*Address Type 1- For the **Disbursement Voucher** vendor type select: **REMIT**. 2- For the **Purchase Order** vendor **type** select: **PURCHASE ORDER, then complete REMIT section** (copy & paste from the completed and added PURSHACE ORDER information. PURCHASE ORDER REMIT ***Address 1:** Enter **Street Address** Address 2: Enter **City, Province, Postal Codes**, etc. ***City:** Enter the **Country** ***Country**: Click the **Country** drop-down menu, Select the **Country.** Click the **add** button.	Complete the **Address** Section. Leave the **State, Postal Code, and Province** fields BLANK. **Set as Default Address**: **Yes** **Active Indicator: check** For each remit to **Address Type** added to a Vendor record, KFS generates a **Mail Code** starting with 000. **Note**: This is a State of Maryland requirement for payment distribution.
Notes and Attachments tab will be used to attach the signed **W-8 Form,** and other required supporting documentation showing the **exact same name and address** to the **Vendor** document. For Wire Transfer Payment Type: attach the **GAD X-9 WIRE PAYMENT REQUEST** form as a supporting document.	Complete **Notes and Attachment** Section Contact ▸ show Supplier Diversity ▸ show Shipping Special Conditions ▸ show Vendor Commodity Codes ▸ show Search Alias ▸ show Vendor Phone Number ▸ show Customer Number ▸ show Contracts ▸ show Notes and Attachments (0) ▸ show Ad Hoc Recipients ▸ show Route Log ▸ show

Other Supporting Documentation includes: • Invoice, • Vendor contract, • Approved loan or grant application, • Credentialing application, • Or other independent source (CJAMS, MMIS, Driver's License, Household Mail supporting address) as approved by the State of Maryland.	KFS will display an error message if the form is not attached to the **Vendor** document. **NOTE: Please ensure that all vendor information across all documents aligns, including names, addresses, etc., as per the State's request. Any discrepancies may result in document disapproval and potential delays in payment processing.**

Save and Submit the document.

submit   save   blanket approve   close   cancel

End of Procedure.

Additional Information:

Acceptable W-8 Forms.
— **W-8BEN**: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (**Individuals**)
— **W-8BEN-E**: Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (**Entities**)
— **W-8EXP**: Certificate of Foreign **Government or Other Foreign Organization** for United States Tax Withholding and Reporting
— **W-8ECI**: Certificate of **Foreign Person's** Claim That Income Is Effectively Connected with the **Conduct of a Trade or Business in the United States.**