


Request to enter a new vendor

First confirm that the vendor is not in GEMS. Search the company name and variations of the name.

When you double click the magnifying glass in the Vendor box, the Vendor Search box opens.

1. Using Capital Letters, type in a small portion of the company name, followed by a %, choose search. Use proper naming conventions when searching. If a match is found, continue using the located vendor.
2. Clear the Name field, in the Address Line enter a portion of the address, preceded and followed by a %. If a match is found, continue using the located vendor.



The screenshot shows a web browser window titled "Vendor Search" with the URL "http://gems2/?Read=False - Vendor Search - Internet Explorer". The form contains the following fields and controls:

- Name**: Text input field
- Number**: Text input field
- Address Line**: Text input field
- City**: Text input field
- State**: Text input field
- Zip Code**: Text input field
- Tax Id**: Text input field
- Vendor Status**: Dropdown menu with "Active" selected
- Include One Time Vendors**: Check box (unchecked)
- Parent Vendor**: Check box (unchecked)
- Buttons**: Search, Paste & Exit, Exit, Help

Once you have determined that the vendor is not in GEMS, email answers to the following questions and the W-9 to geneseecountypurchasing@co.genesee.mi.us

In addition to the W-9 the following questions must be answered:

1. What is the reason for submitting a W-9, select one of the following:
 - 1 RENTS
 - 2 ROYALTIES
 - 3 OTHER INCOME
 - 4 FEDERAL INCOME TAX WITHHELD
 - 5 FISHING BOAT PROCEEDS
 - 6 MEDICAL AND HEALTH CARE PYMNTS
 - 7 NON-EMPLOYEE COMPENSATION
 - 8 SUB PYMNTS IN LIEU OF DIV/INT
 - 9 FOREIGN TAX PAID
2. Are there any additional address to be entered, for example a remit to address for payments? **Yes** or **No**
 - a. If yes a copy of an invoice with the address or letter, on company letterhead, from the vendor stating the remit to address.
3. Are ACH payments to be set up? **Yes** or **No**
 - a. If yes include a completed "Authorization Agreement for Automatic Deposits" form, available on line at the Purchasing homepage of gc4me.com, [http://www.gc4me.com/departments/purchasing/docs/Authorization%20Agreement%20for%20Automatic%20Deposits%20\(2\).pdf](http://www.gc4me.com/departments/purchasing/docs/Authorization%20Agreement%20for%20Automatic%20Deposits%20(2).pdf)