What To Do When An Incorrect Vendor ID Has Been Used For A Contract

Discovering Vendor ID Errors When Processing New Contracts

If	Then						
Contract Status is "Open",	Enter the correct Vendor ID and save. The Vendor ID remains editable until the transaction status is changed to "Pending OSC."						
	Contract Create Releases Review Releases						
			s: Open, Requires Approval				
	SetID: SHARE Contract ID: OSC01-	*Statu	S. Open, required the second				
	∨ Header	C001113-3050000 Audit	Type: Amendment Det	<u>tails</u>			
	Process Option: Contract	Ad	d Comments Activity Log				
	Vendor: Temp-0	yourder ocuren	ntract Activities Document Status				
	*Vendor ID:	10 Q Temp Pr Example	mary Contact Info Thresholds & Notifications				
	*Begin Date: 08/08/20	12 N	ount Summary				
	Expire Date: 08/08/20		ximum Amount: 10.00	USD			
	Currency: USD Q Primary Contact: Q		tal Line Released Amount: 0.00				
	Vendor Contract Ref:		en Item Amount Released: 0.00				
	Description:	То	al Released Amount: 0.00				
	Master Contract ID:						
	Tax Exempt						
Contract Status is #Donding OSC#	The agency must con	staat OSC and request that	the contract transaction be rein	atad (if the transport	tion has not yet been received by OSC for		
Contract Status is "Pending OSC"		·		•	tion has not yet been received by OSC for		
				•	er a new contract transaction with the		
	correct Vendor ID (a	correct Vendor ID (amendment sequence 0) into SFS. The same contract number can be					
	Contract Creat	Releases Review Releases					
	SetID:	SHARE	Status: Pending OSC Approval	∠ ⊗			
	Contract ID:	OSC01-C001113-3050000	Audit Type: TBV	Amendment Details			
	¬ Header		radic (1900 150	Amenament Betails			
	Process Option:	Contract	Add Comments Activity Log				
	Vendor:	Temp-001 Temp Example	Contract Activities Document Status				
	Vendor ID:	11111110	Primary Contact Info Thresholds & No.	otifications			
	Begin Date:	08/08/2012	Amount Summary				
	Expire Date:	08/08/2013	Maximum Amount:	10.00 USD			
	Currency:	USD CRRNT	Total Line Released Amount:	0.00			
	Primary Contact:		Open Item Amount Released:	0.00			
	Vendor Contract Ref:			0.00			
	Description: Master Contract ID:		Total Released Amount:	0.00			
	Tax Exempt						
	used.						

What To Do When An Incorrect Vendor ID Has Been Used For A Contract

Discovering Vendor ID Errors After A Contract is Approved

If	Then the agency must				
The contract has been approved by OSC (or by the agency if not subject to OSC approval) (Note: see below for guidance on contracts converted into the SFS)	 If payments have been made, process refunds for payments made to the incorrect vendor. Refer to Job Aid <u>JAA-ROA000-001</u> <u>Refund of Appropriation Roadmap for Online and Future Phase Agencies</u> for additional information. 				
	2) Remove any remaining encumbrance on the contract with the incorrect Vendor ID by cancelling Purchase Orders and processing ar amendment transaction to reduce the Maximum Amount of the contract to \$0.				
	3) Enter a new contract (sequence 0) in SFS for the full contract amount by assigning a new unique contract number. The contract term should reflect the entire term of the agreement.				
	4) Notify the contractor of the contract number change.				
	5) If the contract with the incorrect Vendor ID was subject to OSC approval, both the correcting amendment and the new contract transaction should be assigned an audit type that routes them to OSC for approval. Agencies are required to submit each of the two transactions to OSC BOC with a Single Transaction Summary or AC340-S; the intended encumbrance for the new contract must be identified. An explanation of the need for this transaction and a description of the steps taken must be provided. A copy of the notification to the contractor advising of the contract number change must also be provided. Please note that the agency must submit corrected/updated vendor responsibility documentation with the contract which will be included in the OSC audit.				
	6) If the incorrect contract was not subject to OSC approval , the above steps are followed but neither of the correcting transactions must be sent to OSC; an Audit Type of TNT can be used.				
	7) Re-issue payments as appropriate.				
The contract converted to the SFS with the incorrect Vendor ID and the original contract was subject to OSC approval	1) If payments have been made in the SFS, obtain and process refunds for those payments made to the incorrect vendor. Refer to Job Aid <u>JAA-ROA000-001 Refund of Appropriation Roadmap for Online and Future Phase Agencies</u> for additional information. (Converted LTD expenditures will continue to reflect as expenditures against the contract).				
	 Remove any remaining encumbrance on the contract with the incorrect Vendor ID by cancelling Purchase Orders and process a correcting amendment transaction to reduce the Maximum Amount of the contract to equal the amount of LTD expenditures converted from the Central Accounting System. 				
	3) Enter a new contract by assigning a unique contract number (amendment sequence 0) into SFS for the unexpended balance. The contract term should reflect the entire term of the agreement.				
	4) Notify the contractor of the contract number change.				

What To Do When An	Incorrect Vendor	ID Has Been	Used For A Contract

- 5) Since the incorrect contract was subject to OSC approval, both of the transactions (the correcting amendment and the new contract) should be assigned an audit type that routes them to OSC for approval. Agencies are required to submit each of the two transactions to OSC BOC with a Single Transaction Summary or AC340-S; the intended encumbrance for the new contract must be identified. An explanation of the need for the transactions and how the contract amounts and expenditures were reconciled must be provided. A copy of the notification to the contractor advising of the contract number change must also be provided.
- 6) Re-issue payments as appropriate.
- 7) Note: If the incorrect contract was not subject to OSC approval, the above steps are followed but neither the correcting amendment nor the new contract transaction must be sent to OSC; an Audit Type of TNT can be used.