**Vendor Establishment – Visual comparison between FMIS and KFS**

**FMIS: Vendor Establishment Workflow**

1. **User completes FMIS-12e and any supporting forms to request for new vendor establishment.**

2. **User faxes FMIS-12e and supporting forms to Disbursing and sends hardcopies to the Disbursing Office.**

3. **Disbursing reviews forms and determines if there is an existing vendor code or if a new code should be created.**

4. **New vendor code?**
   - **Yes:** Disbursing enters information in FMIS and creates new vendor code.
   - **No:** Disbursing notifies user of vendor code.
KFS: Vendor Establishment Workflow

User completes Vendor Maintenance e-Doc, scans and attaches W-9’s or WH-1’s or invoice if DV.

Vendor Maintenance e-Doc electronically routed to Disbursing for review and approval. Validates need for new vendor code.

New vendor code?

No

Disbursing disapproves vendor maintenance e-Doc and inputs reason.

Yes

Disbursing approves Vendor Maintenance e-Doc; system creates vendor record and assigns number.

User gets electronic FYI copy of Vendor Maintenance e-Doc.

This is a change to the current process. Currently the hardcopy attachments are sent to Disbursing and filed.

This is a significant improvement in the process as it does not rely on memory for notification.