

Procedures for Addition of EDS Vendors to PeopleSoft

PLEASE BE SURE YOU ARE LOOKING AT INSTRUCTIONS FOR YOUR "TYPE" OF ENTITY/AGENCY.

The following procedures are to guide

State agencies under the authority of IDOA

for submission of vendors to be added to the PeopleSoft vendor file for use when creating an EDS

Step 1:

Agency determines that vendor is not in PeopleSoft.

Step 2:

If vendor is not in PS, then the agency sends completed W9 and Automated Direct Deposit Authorization Agreement SF# 47551 forms (Available from <http://www.in.gov/auditor/2340.htm>) to the Auditor's Office and waits for the vendor to upload into the PS vendor file. This process usually occurs within 48 hours.

The following procedures are to guide

Quasi Agencies and Entities who do NOT pay through the Auditor of State's office

for submission of vendors to be added to the PeopleSoft vendor file for use when creating an EDS

Step 1:

Agency determines that vendor is not in PeopleSoft.

Step 2:

If vendor is not in PS, then the agency sends a completed W9 and Automated Direct Deposit Authorization Agreement SF# 47551 forms (Available from <http://www.in.gov/auditor/2340.htm>) to the Auditor's Office for entry into PS with "EDS Vendor" written on top of the form.

Step 3:

AOS office will enter the vendor information into PeopleSoft leaving the vendor unapproved. This will allow the agency to select the vendor for the EDS completion.