

Vendor Manager System

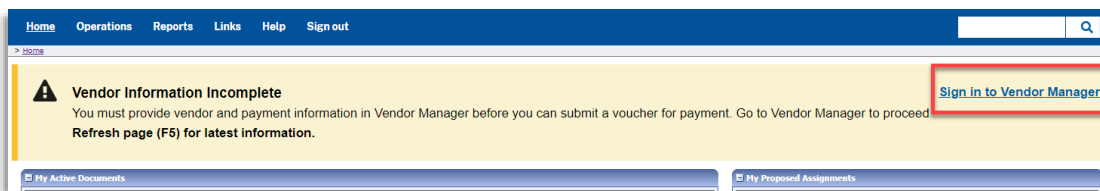
The Vendor Manager System (VMS) is a web-based application that is used to collect W9, electronic fund transfer (EFT) payment, and employee-business relationship information for CJA payees and business entities. Vendor information syncs with JIFMS and other tenants such as eVoucher, allowing a single source of information to be shared throughout applications.

Before you can sign in and create a vendor account in the VMS application, you must have a Login.gov account. If you do not have one already, refer to the Login.gov job aids for detailed instructions on how to create a Login.gov account and sign in to eVoucher.

Creating a Vendor Account with an SSN

Step 1

Sign in to eVoucher. A Vendor Information Incomplete message appears at the top of your eVoucher home page. Click the **Sign in to Vendor Manager** link to create your vendor account profile.



Note: You must create and link a VMS account to your eVoucher account before you can submit a voucher for payment.

Step 2

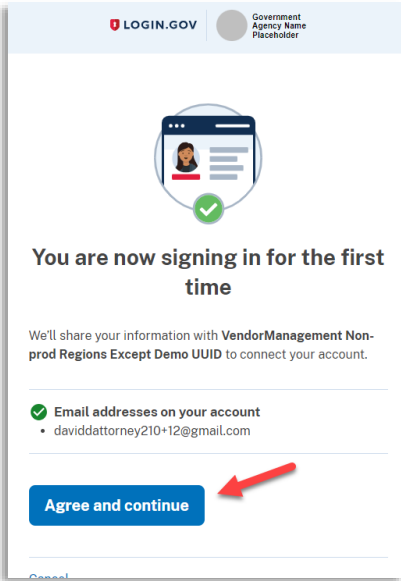
You are redirected to the Vendor Manager sign in page. Click **Sign in with LOGIN.GOV**.



Note: Because you were already signed in to eVoucher, you aren't required to reverify your information in Login.gov. However, if for any reason you signed out of Login.gov or your authentication token expired (after 15 min.), you are required to sign in through Login.gov.

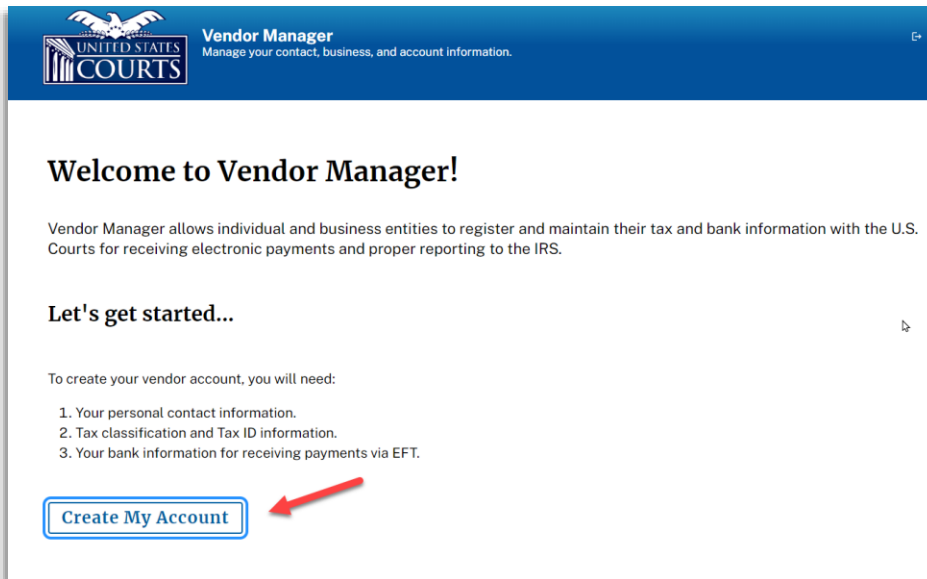
Step 3

The first time you sign in to the VMS, a message appears showing the information that you're sharing with the VMS to connect your account. Click **Agree and continue**.



Step 4

Once signed in to the VMS, you are directed to create your vendor account. Click **Create My Account** to get started.



The Vendor Account Setup screen includes five sections.

Step 5

First, complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **City, State, Zip/Postal Code, Phone, and Phone Type** fields.

Vendor Account Setup

1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name: David Middle (OPTIONAL): Last Name: Attorney Suffix (OPTIONAL): -Select-

Address: [Redacted] Apt/Ste # (OPTIONAL):

City: [Redacted] State (U.S. Only): -Select- Zip/Postal Code: [Redacted]

Country: UNITED STATES

Phone: [Redacted] Phone Type: -Select- Primary:

+ Add Additional Phone

Email Address: davidattorney210+12@gmail.com

Save and Continue

Step 6

Click **Save and Continue**.

1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name: David Middle (OPTIONAL): Last Name: Attorney Suffix (OPTIONAL): -Select-

Address: 123 San Antonio Apt/Ste # (OPTIONAL):

City: San Antonio State (U.S. Only): TEXAS Zip/Postal Code: 78229

Country: UNITED STATES

Phone: (210) 555-5555 Phone Type: Mobile Primary:

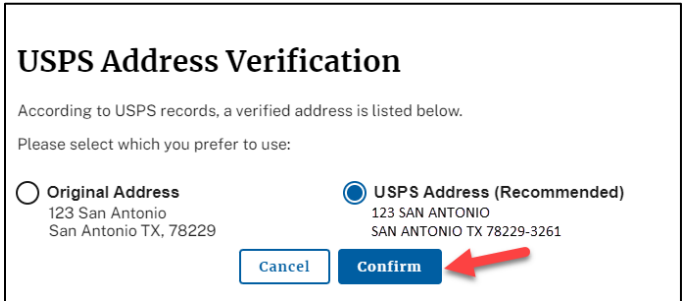
+ Add Additional Phone

Email Address: davidattorney210+12@gmail.com

Save and Continue

Step 7

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.



USPS Address Verification

According to USPS records, a verified address is listed below.

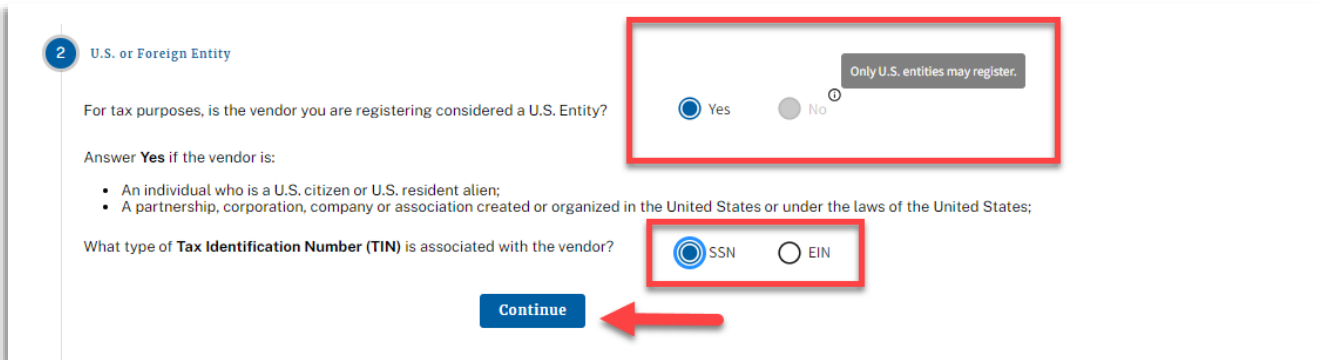
Please select which you prefer to use:

Original Address
123 San Antonio
San Antonio TX, 78229

USPS Address (Recommended)
123 SAN ANTONIO
SAN ANTONIO TX 78229-3261

Step 8

The **Yes** radio button is selected by default indicating the vendor you are registering is a U.S. entity. The **No** radio button is disabled, as only U.S. entities are allowed to register in the VMS. Click the **SSN** radio button, and then click **Continue**.



2 U.S. or Foreign Entity

For tax purposes, is the vendor you are registering considered a U.S. Entity?

Yes No Only U.S. entities may register.

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;

What type of **Tax Identification Number (TIN)** is associated with the vendor?

SSN EIN

Step 9

In the W9 Information section, enter the appropriate name, SSN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields. Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice, and then click **Save and Continue**.

The screenshot shows the 'W9 Information' section of a form. It contains the following elements:

- Name (as shown on your income tax return):** Text input field containing 'David D Attorney'.
- Doing Business As Name (DBA) (OPTIONAL):** Empty text input field.
- Tax Identification Number (TIN):** Section header.
- Social Security Number (SSN):** Masked text input field.
- Confirm SSN:** Masked text input field.
- Federal Tax Classification:** Dropdown menu with '1 - Individual/sole proprietor or single-member LLC' selected.
- Use my contact address:** Checked checkbox.
- Address (This is where IRS-1099 forms will be sent, if applicable.):** Text input field containing '123 San Antonio'.
- Apt/Ste # (OPTIONAL):** Empty text input field.
- City:** Text input field containing 'San Antonio'.
- State (U.S. Only):** Dropdown menu with 'TEXAS' selected.
- Zip/Postal Code:** Text input field containing '78229'.
- Country:** Dropdown menu with 'UNITED STATES' selected.
- Certification:**
 - Checked checkbox for: '1. The number shown on this form is my correct taxpayer identification number. 2. I am a U.S. citizen or other U.S. person.'
 - Radio button selected for: 'I am not subject to backup withholding'.
 - Radio button for: 'I am subject to backup withholding'.
- TIN Matching Notice:** A yellow highlighted box containing text: 'By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.'
- Buttons:** 'Previous' and 'Save and Continue' buttons. A red arrow points to the 'Save and Continue' button.

Note: The system verifies your TIN and name against IRS records, and only on success can you proceed to the next step. If there is a mismatch, you must correct the TIN or name to continue the creation process.

Step 10

Click a radio button to indicate if you are using a checking or savings account. Enter your bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.

Step 11

Confirm that the information you entered is correct, and then click **Confirm**.

Step 12

The New Payment Account Added! success message appears. Click **Ok**. To add another payment account for a business entity, click **Add New Payment Account**, or click **Sign out** to exit the VMS.

The screenshot displays the Vendor Manager System interface. At the top left is the United States Courts logo. A notification banner at the top center reads "New Payment Account Added!" with a sub-message: "Account is active and ready to receive payments. You may sign out." An "Ok" button is highlighted with a red box. In the top right corner, a "Sign out" link is highlighted with a red arrow. Below the notification, the "Contact Information" section lists details for "David Attorney" (1234 San Antonio, San Antonio, TX 78228, dauidattorney210+12@gmail.com, (210) 555-5555) and includes an "Edit Contact Info" button. Below this is a "+ Add New Payment Account" button, also highlighted with a red arrow. The "My Payment Accounts" section shows a card for "David D Attorney" with a TIN (SSN) of ●●●●●●00, address (1234 San Antonio, San Antonio, TX 78228), and electronic payment details (Fake Bank, Routing Number: 123456789, Account Number: ●●●●●●16). A "More" dropdown menu is visible on the right of the card.

Note: For instructions on how to add a new payment account using an EIN, refer to the Vendor Manager System using EIN job aid.