
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>
Sent: Monday, December 17, 2012 5:42 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Transitions in the eCheck/eTravel system

Good evening BAAF-L and Business Services-L:

As communicated back in August 2012, the eCheck/eTravel system was modified to no longer use social security numbers. The fall 2012 months have been used as a transitional period with January 2013 being the effective switchover when SSNs will no longer be used for eCheck/eTravel.

Please see the following transition announcement from Accounts Payable:

Effective January 2, 2013, the eCheck/eTravel system will no longer use social security numbers. Rather than using SSNs within the eCheck/eTravel system, each record will be identified by a unique vendor number, which will be maintained within the Unified Vendor database. The vendor number will begin with a "VN" and will only be used within the procurement and payables processes.

VN numbers will be assigned through the vendor registration process. Non-employee individuals, companies and organizations that anticipate receipt of a purchase order or check request payment from the University are required to complete the vendor registration process. Vendor registration is needed only one time for each vendor paid by the University. Vendors can complete the process online at <https://webapps.ais.uga.edu/UVDB-VP> or complete a paper version of the form at http://www.busfin.uga.edu/forms/vendor_profile.pdf.

Check requests cannot be created until the registration process has been started and the vendor is accessible in the vendor search field of the check request. Vendors choosing to register online will appear in the vendor search box for campus use as soon as the registration has been submitted. Campus users can also log into the Unified Vendor Database to check the status on a particular vendor's registration at <https://webapps.ais.uga.edu/UVDB/home.seam>. Campus users should use their MyID to access the system. Once logged in, users can select "Browse Vendor Requests" to view pending paper vendor registrations in process, or "Browse Vendor Profile Requests" to view pending online vendor registration submissions.

Employees requesting reimbursement **should not** complete the registration process. Employee VN's should be created in the Electronic Check Request System. In addition, individuals receiving a customer refund from funds collected (i.e. conference participant that was unable to attend), non-resident aliens without a US tax ID, and research participants receiving a payment equal to or less than \$100 will not be required

to complete the registration process. Additional request types have been loaded into the system to accommodate processing these payments.

To facilitate these changes, the eCheck system will move to maintenance mode at 11:00 a.m. on Thursday, December 20, 2012 and will be inaccessible to campus until January 2, 2013. **Please make sure all check requests and travel authorizations are submitted to Accounts Payable prior to the cutoff.**

Please view the power point presentation located at http://www.busfin.uga.edu/accounts_payable/Removal_of_SSN.pptx for screenshots and additional information.

Questions can be directed to Jennifer Collins (jfinch@uga.edu), Andre Simmons (asimmons@uga.edu) or Patricia Sims (pasims@uga.edu)

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