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## SP.020.030 – ADDING 1099 INFORMATION TO A SUPPLIER

<b>Purpose</b>	To add 1099 withholding information to an existing supplier.
<b>Description</b>	Withholding information can be added to supplier information at any time, but it is most efficient to add this information when the supplier is first set up. This allows all vouchers entered for withholding suppliers to be automatically flagged for withholding reporting.
<b>Security Role</b>	BOR_PO_VENDOR_MAINT
<b>Assumptions</b>	User was granted the Authority to enter user preference, via the Supplier Processing Authority page (Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Supplier Processing Authority).
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to setup 1099 Withholding information for a Withholding Supplier.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Suppliers</b> link.
4.	Click the <b>Supplier Information</b> link.
5.	Click the <b>Add/Update</b> link.
6.	Click the <b>Supplier</b> link.
7.	Click the <b>Find an Existing Value</b> to update a current supplier. The system defaults to the Summary tab.  <i>Note: if the Supplier does not exist and needs to be created in GeorgiaFIRST Financials, see business process <a href="#">SP.020.010 – Adding/Updating a Supplier</a> for steps that should be completed prior to continuing this business process.</i>
8.	Click the <b>Identifying Information</b> tab.
9.	Click the <b>Withholding</b> checkbox to alert the system that this supplier needs to have Withholding information added to the profile.
10.	Navigate down the page and click the arrow to expand the <b>Additional ID Numbers</b> section.
11.	In the ID Numbers section, click the <b>magnifying glass icon</b> to search the Type. Here is a list of ID types including TIN (tax identification number) and W2 (social security number).
12.	Click the <b>TIN link</b> to assign a Tax Identification Number or W2 to assign a W2/Social Security Number to this supplier.
13.	Enter the Supplier's tax identification/social security number in the <b>ID Number</b> field. There should be 9 digits only in this field (no characters).
14.	Click on the <b>Location</b> tab.
15.	On the Withholding location, navigate to the Details section and click the <b>1099</b> link.
16.	Verify the Supplier has a default location.  <i>Note: Each supplier must have one default location, but can also have multiple locations. A supplier might also have certain locations defined that are 1099 reportable, while others are not. All locations that are 1099 reportable need to have the 1099 information populated.</i>

Step	Action
17.	In the 1099 Information section, click on the search icon for the <b>Entity</b> field. Select " <b>IRS.</b> "
16.	Using the search icon for the <b>Type</b> field, select " <b>1099M</b> " or " <b>1099N</b> " based on the correct IRS Classification.
17.	Click on the search icon for the <b>Jurisdiction</b> field and select " <b>FED.</b> "
37.	Click to place a checkmark in the <b>Default Jurisdiction</b> box to indicate which jurisdiction is the default.
38.	Use the search icon to search for the <b>Default Class</b> field and select the desired value.
39.	Click on the search icon for the <b>1099 Status</b> field and select " <b>RPT</b> " for Reporting Only.
40.	Navigate down to the <b>1099 Reporting Information</b> section.
41.	Click on the search icon for the <b>Entity</b> field and select " <b>IRS.</b> "
42.	Click the search icon for the <b>Address</b> field. Select the desired value from the available addresses.
43.	Enter the <b>Taxpayer Identification Number</b> into the field.
44.	Click the <b>OK</b> button.
45.	Click the <b>Save</b> button.
46.	Click the <b>Summary</b> tab. Review the information for accuracy.