

Class VN01 Vendor Processing**Date 08/18/09**

Page			Revision
<i>OLD</i>	<i>NEW</i>	<i>SECTION</i>	
5		Policy Overview	Added the following text : An agency is responsible for maintaining vendor information for its employees and non-trade vendors .
15		Trade Vendors	Revised the following text : <ul style="list-style-type: none">• Use the federal tax ID or the social security number as the vendor number. Do not include dashes.• Moved paragraph referring to Fed ID/SSN to below the VADD note.
28			Updated Help Desk Contact # to 919-707-0795
		Title Page	Updated Controller Name, contact info.
		Footer	Changed revision date to August 18, 2009 throughout – no change to Version Number