Department Checklist – Vendor Request Form/GLACIER Information

Use this checklist to assist you with setting up foreign individual vendors that will need to complete tax-related forms in the GLACIER System. *Please Note: This form is for use by local departments to assist in the steps of setting up a foreign individual in the Oracle Vendor Request Form. It does not need to be retained or sent to the NRA Tax Office.*

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| **Check when Complete** | **TUB REQUESTOR**  **Task Description** | **Date Completed** |
|  | Obtain Vendor Request Form (VRF) required information from the new Foreign Payment Recipient including; name, TIN, U.S. visa type (if applicable), valid email address, remit and permanent address. |  |
|  | Open VRF in Oracle |  |
|  | Search VRF to see if Foreign Payment Recipient exists. If vendor exists, work is complete. |  |
|  | If Foreign Payment Recipient does not exist, create new vendor using New Vendor Button |  |
|  | Select correct vendor type ‘Individual Non US Citizen’ and enter all required information, including email address. |  |
|  | Select Visa Type from drop down list. If Foreign Payment Recipient does not have a Visa Type due to no entry to the U.S., select NE – No Entry. If the Visa Type is unknown or not listed, select NA – Not Available. |  |
|  | Select Tub Approver and Submit Request |  |
| **Check when Complete** | **TUB APPROVER**  **Task Description** | **Date Completed** |
|  | Select Notifications from VRF or Web Reimbursement Responsibility in Oracle |  |
|  | Select the request |  |
|  | Review the request and approve or reject it. If rejecting, include a reason for the rejection. |  |