



## Accounts Receivable (AR) Vendor/Customer Code Request Form

Completed Vendor Forms should be e-mailed to the R6 finance mailbox, [arvendorrequest@gsa.gov](mailto:arvendorrequest@gsa.gov), for FAS business lines and the R7 finance mailbox, [Fw-arvendorcoderequest@gsa.gov](mailto:Fw-arvendorcoderequest@gsa.gov), for PBS business lines. Please send only one (1) Vendor Code Request form per email.

In the subject line of the email, Type of Request as follows:

- For new vendor requests include “New” in the subject line (i.e. “Subject: New Vendor Request”)
- For update vendor code requests include the vendor code and “Update” in the subject line of the email (i.e. “Subject: 470100-Update”)
- To inactivate a vendor code, include the vendor code and “Inactivate” in the subject line of the email. (i.e. “Subject: 322170-Inactivate”)

Requests that include the 9 digit Social Security Number (SSN) or Individual Taxpayer Number (ITIN) for Non-Federal customers should be password protected when submitted. A separate email should be sent containing the password. The steps to password protect the Vendor Code Request Form as follows:

- Open the PDF and choose View > Tools > Protection > Encrypt > Encrypt with Password.
- If you receive a prompt, click yes to change the security.
- Select Require a Password to Open the Document, then type the password in the corresponding field.
- Select an Acrobat version from the Compatibility drop-down menu.
- Select an encryption option:
- At the prompt to confirm the password, retype the appropriate password in the box and click **OK**.

**Please fill all fields in using uppercase letters.**

### REQUESTER INFORMATION

Date of Request (MM/DD/YY):

Type of Request (Select One)

Add  Update  Inactivate

Requester's Name (First Name and Last Name):

Requester's Phone Number (i.e. 703-555-1234):

Requester's Email Address:

### VENDOR INFORMATION

\*Vendor Code:

Military Vendor?

Yes  No

\*For add requests leave blank except for Rent or ALC vendors.

Vendor/Business/Customer Name:

Vendor Type (Select One)

Outlease  External Services  Rent

Claims  Other

\*Identification Number:

\*Taxpayer Identification Number (TIN), Employee Identification Number (EIN) or Social Security Number (SSN).

For further questions, please contact the OCFO Service Desk at 1-866-450-6588 or [OCFOServiceDesk@gsa.gov](mailto:OCFOServiceDesk@gsa.gov)



## Accounts Receivable (AR) Vendor/Customer Code Request Form

\*Agency Location Code(ALC):

Data Universal Numbering System (DUNS):

\*ALC is required for IPAC Vendors/Customers, provide 8-digit ALC code.

3 Digit Agency Code:

Bureau Code:

Note: GSA uses the following agency codes for non-federal vendors.

Non-Federal:

- N9A – State and Local Government
- N9C – Commercial
- N9D – DC Government
- N9T – Tribal Organizations
- N9P – Non-Profit

Sponsored Non-Federal:

- N0A – State and Local Government
- N0C – Commercial
- N0D – DC Government
- N0T – Tribal Organizations
- N0P – Non-Profit

### MAILING ADDRESS

Mailing Address Line 1:

Mailing Address Line 2:

Mailing Address Line 3:

Mailing City:

Mailing State  
(2 Letter):

Mailing Zip Code (5 to 10 digits):

\*Mailing Foreign Country:

\*Only required for non-US mailing address.

### PHYSICAL ADDRESS:

Physical Address Line 1:

Physical Address Line 2:

Physical Address Line 3:

Physical City:

Physical State  
(2 Letter):

Physical Zip Code (5 to 10 digits):

\*Physical Foreign Country:

\*Only required for non-US physical address.



## Accounts Receivable (AR) Vendor/Customer Code Request Form

### REMITTANCE ADDRESS:

Remittance Address Line 1:

Remittance Address Line 2:

Remittance Address Line 3:

Remittance City:

Remittance State

(2 Letter):

Remittance Zip Code (5 to 10 digits):

\*Remittance Foreign Country:

\*Only required for non-US remittance address.

### CONTACTS

*\*Primary Contact – One Primary Contact Type per vendor. This information is included on the dunning notices.*

Primary Contact Title:

Primary Contact Name (First and Last Name):

Primary Contact Phone Number:

Primary Contact Non-US Phone Number:

Primary Contact Email Address:

Primary Contact Fax Number:

*\*General Contact Type – This could be the Customer's Finance person or Non-GSA Contracting Officer. To add multiple General Contacts, add additional contacts to the Notes/Special Instructions section at the bottom of the form.*

General Contact Title:

General Contact Name (First and Last Name):

General Contact Phone Number:

General Contact Non-US Phone Number:

General Contact Email Address:

General Contact Fax Number:



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### **NOTES/SPECIAL INSTRUCTIONS** (Please indicate if the ALC or Bureau is new to Pegasys)

The data elements needed to include in a new bureau code request are as follows:

- Name organization to be established as agency and/or bureau code
- Evidence of Agency/Organization existence (This could be TAS if Federal or website if commercial, for example)
- Evidence supporting change to agency and/or bureau code (if applicable)
- Treasury Account Symbol (if Federal)
- DUNS
- Billing Address
- Customer Type (Federal, State, City, County Territory, Contractor, etc)
- Sponsoring Agency (if applicable)
- Point of Contact and phone number

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