Instructions for Accounts Receivable (AR)

Vendor/Customer Code Request Form

The following are the instructions for filling out the Vendor/Customer code request form. For the use of this form the words customer and vendor are interchangeable and will refer to the accounts receivable customer codes that are stored in the Pegasys vendor table. A check in the Customer Type Fed/Non-Fed column indicates that the field is applicable for that customer type.

Completed Vendor Forms should be e-mailed to the R6 finance mailbox, arvendorrequest@gsa.gov, for FAS business lines and the R7 finance mailbox, Fw-arvendorcoderequest@gsa.gov, for PBS business lines.

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 Request Form are as follows:
- Open the PDF and choose View > Tools > Protection > Encryption > Encrypt with Password.
- If you receive a prompt, click yes to change the security.
- Select Require a Password to Open the Document, and then type the password in the corresponding field.
- 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.

Field Name	Customer Type		Description
	Fed	**Non-Fed**	
Requester Section			
Date of Request	✓	✓	Required for all requests. Date customer code request is submitted. Use the MM/DD/YY date format.
Type of Request	✓	✓	Required for all requests. Please include type of request in the subject line of the email submitting form.
Requester's Name	✓	✓	Required for all requests. First and Last Name of individual submitting customer code request.
Requester's Phone Number	✓	✓	Required for all requests. i.e. 703-555-1234
Requester's Email Address	✓	✓	Required for all requests. Email address of individual submitting customer code request.
Vendor Section			
Vendor Type	✓	✓	Required for "Add" requests. Please indicate if the vendor is an Outlease, External Services, Rent, Claims, or Other
Vendor Code	✓	✓	Required for non-Rent Vendor Types for "Update" and "Inactivate" requests. Required for all Rent Vendor Type requests.
Vendor Name	✓	✓	Required for "Add". Vendor / Business / Customer Name. If the request is for a Federal customer, please include the Federal Agency along with the customer name. Example: Dept. of Interior, National Park Service.
Military Vendor?	✓	N/A	Required for Federal Vendors. Please indicate if the vendor is a military vendor.
Tax Identification Number (TIN)	N/A	✓	Required for Non-Fed "Add" requests if DUNS is not provided. Please provide the 9 digit Social Security Number (SSN), Employer Identification Number (EIN) or Individual Taxpayer Number (ITIN) for Non-Federal customers.
Data Universal Numbering System (DUNS)	✓	✓	Required for Non-Fed "Add" requests if TIN is not provided. Please provide the 9 digit DUNS number. If the request does not have a DUNS value or TIN value the form will be returned.

Field Name	Customer Type		Description
	Fed	Non-Fed	
Unique Entity Identifier (UEI)	✓	✓	Optional field to be populated. *Note: The UEI will officially be replacing the DUNS in April 2022.* If available, please provide the 12 digit UEI number.
Agency Location Code (ALC)	✓	N/A	Required for "Add" requests for all IPAC customers and must be valid with the Dept. of Treasury. If the ALC does not currently exist in Pegasys please indicate in the Notes/Special instructions section.
3 Digit Agency Code	✓	✓	Required for "Add" requests. Enter agency code applicable for the customer. Agency codes for Federal customers can be found in Appendix C of OMB Circular A-11: (https://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/app_c.pdf) Agency codes for non-Federal customers: o "N9A" – State and Local Government o "N9C" – Commercial o "N9D" – DC Government o "N9T"- Tribal Organizations o "N9P"- Non-Profit Agency codes for Sponsored Non-Federal customers: o "N0A" – State and Local Government (sponsored) o "N0C" – Commercial (sponsored) o "N0D" – DC Government (sponsored) o "N0T" - Tribal Organizations (sponsored) o "N0P" - Non-Profit (sponsored) A customer is considered to be a Sponsored Non-Federal customer if they are purchasing on behalf of a Federal Agency and that agency takes full responsibility for paying the GSA bill if the customer does not pay. If this occurs, please provide Finance a copy of the MOU. If the Agency Code does not currently exist in Pegasys please indicate in the Notes/Special instructions section.
Bureau Code	✓	N/A	Required for "Add" requests for Federal Customers. Agency and Bureau codes for Federal customers can be found in Appendix C of OMB Circular A-11: (https://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/app_c.pdf) If the Bureau Code does not currently exist in Pegasys in conjunction with the Agency code please indicate in the Notes/Special instructions section.
Mailing Address Section			
Mailing Address Line 1	✓	✓	Required for "Add" requests. The street address.
Mailing Address Line 2	✓	✓	Additional address line information if necessary.
Mailing Address Line 3	✓	✓	Additional address line information if necessary.
Mailing City	✓	✓	Required for "Add" requests. The city associated with the address.
Mailing State	✓	✓	Required for "Add" requests. The state associated with the address. Two letter state abbreviation as recommended by the U.S. Postal Service
Mailing Zip	✓	✓	Required for "Add" requests. The zip code associated with the address. Five digit standard or extended zip code. The extended zip code includes the five digits of the standard zip code, a hyphen, and four more digits.
Mailing Foreign Country	✓	✓	Required for "Add" requests for non-US mailing address
Physical Address Section			
The Physical Address section is only required if the Physical Address will differ from the Mailing Address. If left blank the Physical Address will be populated with the Mailing Address in Pegasys.			
Physical Address Line 1	✓	✓	The street address.

Field Name	Customer Type		Description
	Fed	Non-Fed	
Physical Address Line 2	✓	✓	Additional address line information if necessary.
Physical Address Line 3	✓	✓	Additional address line information if necessary.
Physical City	✓	✓	The city associated with the address.
Physical State	✓	✓	The state associated with address. Two letter state abbreviation as recommended by the U.S. Postal Service
Physical Zip	✓	✓	The zip code associated with the address. Five digit standard or extended zip code. The extended zip code includes the five digits of the standard zip code, a hyphen, and four more digits.
Physical Foreign Country	✓	✓	Required for non-US physical address

Remittance Address Section

The Remittance Address section is only required if the Remittance Address will differ from the Mailing Address. If left blank the Remittance Address will be populated with the Mailing Address in Pegasys.

Remittance Address Line 1	✓	✓	The street address.
Remittance Address Line 2	✓	✓	Additional address line information if necessary.
Remittance Address Line 3	✓	✓	Additional address line information if necessary.
Remittance City	✓	✓	The city associated with the address.
Remittance State	✓	✓	The state associated with the address. Two letter state abbreviation as recommended by the U.S. Postal Service
Remittance Zip	✓	✓	The zip code associated with the address. Five digit standard or extended zip code. The extended zip code includes the five digits of the standard zip code, a hyphen, and four more digits.
Remittance Foreign Country	✓	✓	Required for non-US remittance address

Contacts Section

The primary point of contact is the point of contact for the customer for all issues including but not limited to billing issues.

The General Contact information could be populated with the customer's finance contact or the customer's non-GSA contracting officer. To add multiple General Contacts, add additional contacts to the Notes/Special Instructions section at the bottom of the form.

Primary Contact Title	✓	✓	Required for "Add" requests. The title of the primary contact person.
Primary Contact Name	✓	✓	Required for "Add" requests. The first and last name of the primary contact person.
Primary Contact Phone Number	✓	✓	Required for "Add" requests if the phone number of the primary contact person is a U S phone number.
Primary Contact Non US Phone Number	✓	✓	Required for "Add" requests if the telephone number of the primary contact person is a non-U S phone number.
Primary Contact Email Address	✓	✓	Required for "Add" requests. The e-mail address of the primary contact person.
Primary Contact Fax Number	✓	✓	The fax number of the primary contact person.
General Contact Title	✓	✓	The title of the general contact person.
General Contact Name	✓	✓	The first and last name of the general contact person.
General Contact Phone Number	✓	✓	The phone number of the general contact person is a U S phone number.
General Contact Non US Phone Number	✓	✓	The telephone number of the general contact person is a non-U S phone number.
General Contact Email Address	✓	✓	The e-mail address of the general contact person.
General Contact Fax Number	✓	✓	The fax number of the general contact person.

Notes / Special Instructions Section

Notes / Special Instructions	✓	✓	Please indicate here if the ALC, Agency or Bureau is new to Pegasys. The data elements needed to include in a new bureau code request are: a. Name of organization to be established as agency and/or bureau code b. Evidence of Agency/Organization existence (This could be TAS if Federal or website if commercial, for example) c. Evidence supporting change to agency and/or bureau code (if applicable) d. Treasury Account Symbol (if Federal) e. DUNS f. Billing Address g. Customer Type (Federal, State, City, County Territory, Contractor, etc.) h. Sponsoring Agency (if applicable) i. Point of Contact and phone number Please add additional general contacts and indicate other special instructions.