



Accounts Receivable (AR) Vendor/Customer Code Request Form

Please send only **one** Vendor Code Request form per email.

FAS or Other Staff Office Requests:

Completed forms should be e-mailed to the Kansas City finance mailbox: arvendorrequest@gsa.gov

PBS Business Line Requests:

Completed forms should be emailed to the Fort Worth finance mailbox: fw-arvendorcoderequest@gsa.gov

In the subject line of the email, enter the *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 are as follows (*not every version of Adobe Reader has encryption capabilities - contact your local IT helpdesk for assistance with encrypting PDFs*):

- Open the PDF and choose View > Tools > Protect > 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*.

REQUESTER/GSA POINT-OF-CONTACT INFORMATION

Date of Request (MM/DD/YY):

Type of Request (select one):

New Update Inactivate

Requester's Name (first and last name):

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

Requester's Email Address:

VENDOR/CUSTOMER INFORMATION

Vendor Code

Vendor/Business/Customer Name:

For new requests, leave blank except for Rent or ALC vendors.

Vendor/Customer Type (select one):

Identification Number (Vendors Only):

Vendor Outlease External Services
Rent Fleet Other

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



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Agency Location Code (ALC) (*Federal IPAC customers only*):

Data Universal Numbering System (DUNS):

Unique Entity Identifier (UEI):

ALC is required for IPAC vendors/customers - provide 8-digit ALC code.

Treasury Account Symbol (TAS)*:

Short Key ATA AID BPOA EPOA A MAIN SUB

3 Digit Agency Code:

GSA Bureau Code*:

Activity Address 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
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.

*For issues requesting access to view Bureau Codes, send a message to CFO-DataDeliveryandManagement@gsa.gov



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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):

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Please send only **one** Vendor Code Request form per email. Once the request is complete, a confirmation email will be sent to the requester with the applicable vendor code or confirmation of updates.