THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.9 Vendor Status Modifications
Purpose:	This procedure establishes guidelines for updating vendor information.
Background:	Reasons a Vendor would have be in a "stopped" or "inactive" status: · Vendor requesting Pre-payment · Vendor information is incorrect. This is especially serious in circumstances when there is a requisition/purchase order in the vendor's name. · Vendor cannot fulfill the items on the purchase order · Vendor does not ship to the Virgin Islands
Abbreviations:	VIDE – Virgin Islands Department of Education USVI – United States Virgin Island
Policy:	1. Vendor Maintenance Form is received only through the centralized e-mail box.

Procedure:

1. The buyer or program manager fills out the vendor maintenance form and forwards to Procurement Office centralized e-mail box.

   a) The vendor modification request must be for active vendors

   b) If the modification is for a vendor in "Stop" or "Inactive" status, a verification letter from the vendor must be submitted verifying that they can do business in the USVI and fulfill the pay upon delivery stipulation for federal funds.

2. The Procurement Office will make the necessary changes to the Vendor information in MUNIS and attach the modification request to the vendor data record.

3. The Procurement Office:

   a) Print out the vendor modification request from the e-mail;
   b) Updates the vendor information in MUNIS;
   c) Signs and dates the vendor modification form; and
   d) Attaches the vendor modification request to the Vendor File Maintenance information in MUNIS.

4. Upon completion, the Procurement Office Specialist e-mails a notification to the requestor, copying the centralized e-mail box, notifying them that the changes have been made.

5. The Procurement Office then:

    a) Places the signed, completed form in the vendor maintenance binder; and

    b) Records the request on the **Vendor Maintenance tracking log (Form AR10.1)**

Exhibits:

- Vendor Maintenance From AR10
- Vendor Maintenance Tracking Log Form AR10.1