

CALSTARS VENDOR NUMBER

3663

(No. 71 June 2002)

Purpose/Use: All pay and receivable documents are assigned a vendor number. A vendor number is used to research history information.

Reference [CDF Intranet Electronic Forms](#)
[CDF Handbook Section 3767](#)
[CDF Intranet Sample Forms and Guide Cards](#)
[CDF Intranet: Vendor Search](#)
AFAS: References – Vendor Number – Search

The vendor number is a unique number that identifies a specific vendor at a specific address. On a pay document, this number tells the State Controller's Office (SCO) where to mail the payment to the vendor.

Each branch of the same vendor will have a slightly different code number (i.e. CARLS JR). In addition, a vendor may have one address on the invoice but will want the payment to be mailed to another address – the "remit to" address.

Accounts Payable

All pay documents must have a vendor number. If a vendor number is not found using the CDF Intranet Vendor Listing, X01 or the AFAS vendor number listing, a CALSTARS Vendor Edit Table Maintenance (C-14) and Payee Data Record (STD 204) must be completed. Upon completion, do the following:

1. On pay document, write C-14 in the vendor number field.
2. Complete C-14 from information on the STD 204. Refer to 3663.1 (C-14) and 3663.2 (STD.204).
 - A. STD. 204 not needed if Vendor Type is 1, 2, 3, 4, 5.
3. Attach C-14 and STD 204 to top of pay document. Submit to DAO for processing.

Accounts Receivable

All receivable invoices are assigned a vendor number. The vendor number is used by DAO to mail receivable documents. In addition, this number is used to research history information.

C-14**3663.1**

(No. 71 June 2002)

Information on the CDF Intranet Vendor Listing and AFAS vendor number listing is updated bi-weekly. If a vendor number is not found, the unit must submit a C-14 and STD 204.

NOTE: CALSTARS purges vendors each December for 5 years of no activity. AFAS does not purge vendors. A new C-14 and STD must be submitted to DAO to re-establish vendor.

Complete on the C-14 any information identified by an asterisk (*). Complete the C-14 using the (C-14 gc) as a reference.

- * Prepared by and date.
- * A = Add new vendor. C = Change vendor information. May only be used for address or telephone only.
- 3. Name: The name of the business. How the SCO warrant is made "payable to".
Tax Name: For IRS purposes. Only complete if vendor is an individual. (First, MI, Last. Do not use titles such as Dr. or Jr.
- 5. Name Control: For IRS purposes. Only complete if vendor is an individual. Use first four letters of last name.
- 6. Address of vendor. If street and PO Box are both listed, use ADD2 line where payment is to be mailed.
- * City, State, Zip. If Out of Country Vendor.
- 8. Vendor Type: Use STD 204 to identify.

C = Corporation	Complete box 9
E = Estate	Complete box 9
I = Individual	Complete box 5, 6, 10
P = Partnership	Complete box 9
1 = Employee	Leave box 9, 10, 11 blank
2 = Federal	Leave box 9, 10, 11 blank
3 = State	Leave box 9, 10, 11 blank
4 = Local government	Leave box 9, 10, 11 blank
5 = Other Government (Other States) or out of country vendor.	Leave box 9, 10, 11 blank
- 9. Complete if vendor type is C, E, P – otherwise leave blank
- 10. Complete is vendor type is I – otherwise leave blank
- 11. California Resident: Y (yes) or N (no)
- 12. Contact Name and phone: complete or leave blank

DAO

When the C-14 and STD 204 is received, do the following:

1. Determine that all information completed on the C-14 is correct.
2. Ensure that the "remit to" address is correct from attached pay document.
3. Verify this vendor is not in listed on the X01. Refer to 3663.3.
 - A. If not listed, assign a vendor number.
 - B. Enter the vendor number on the pay document.
4. Complete any information identified by an asterisk (**) using the C-14 gc as a reference.

Entered by and date:	Initial and date of entry in CALSTARS.
Active Ind	0 = Active; 1 = Inactive
Purge Ind	1 = Vendor purged December of each year if no activity. 6 = Vendor purged after 5 years of no activity 9 = Vendor never purged.
Sort Seq	Refer to 3663.3.1. Do not include any dashes, commas, or special characters.
Mailing Address Line No	Line where payment is to be mailed
Withholding (Fed/State)	If Vendor is required to pay withholding taxes, enter number. If not, use Fed = 0; State = 0
Contact Name	Special Instructions (if any) and initials/date of DAO staff that entered this vendor in CALSTARS.

5. Enter the information from the C-14 in CALSTARS, Vendor Edit Table. NOTE: If out-of country vendor, complete the following.

ADDR 2	City
City	Providence, if Canada
Zip	Postal Code
Foreign Country	Name of Country
Vendor Type	5

- A. File C-14 in folder the month it was input in CALSTARS.
 1. Destroy C-14 after 3 months.
- B. File STD 204 in folder by month entered in CALSTARS. When month is complete, file folder in the claims storage area. NOTE: If copy of STD 204 is needed, these are filed by CALSTARS create date.

6. On the following day, compare the VE Table Maintenance Activity report with the information keyed in from the previous day.

PAYEE DATA RECORD (STD 204)

3663.2

(No. 71 June 2002)

Effective January 1, 1993, a Federal Law requires that all State Agencies have a Federal Identification Number (FEIN) or Social Security Number (SS#) for all payments made to vendors. A STD 204 is used to request this information. This will ensure that all payments made to vendors are reported as income for State and Federal Income Tax reporting. The STD 204 is given to the vendor at the time of purchase.

See ([STD204 gc](#)) and the following details provide information to enable understanding of this reports.

1. Please Return To: CDF Unit Name and address
2. Payee's Business Name: Payee's Business Name and address.
3. Vendor Entity Information: Use the primary "Payee entity" and FEIN. If Individual, use SSN and Owners' Full Legal Name.
4. Payee Residence Address: Check if California or non-California resident. YES (Y) or NO (N)
5. Certifying Signature: Typed name and signature, title and date

CSTARX01 (X01)

3663.3

(No. 71 June 2002)

The X01 report is a list of the vendors used by CDF. The DAO uses the X01 report as a tool to add new vendors for the purpose for paying vendors; recording employee accounts receivables and tracking revolving fund activity.

The vendors are listed alphabetically by sort sequence. Information on this report is current through the run date.

See ([CSTARX01 – Alphabetic Listing of the Vendor Edit Table](#)) and the following details provide information to enable understanding of this report.

1. CSTARX01. Indicates CALSTARS report name.
2. 3540. Organization Code = Department of Forestry and Fire Protection.

3. (DEST: L1 FSL1). Report printing instructions and printer I.D.
4. CM. Current Month = Information posted up to the closure of the run date.
5. 2(BYSRTS). Indicates the report is in alphabetical order.
6. RUN AND TIME. The date and time of day the report was run.
7. FISCAL MONTH. Indicates Fiscal Month = 06 DECEMBER (01 is July, 02 is August...13 is Prior FY).
8. REPORT HEADING. Note that the report title gives a clue to the information format of the report and all data posted as of the run date (12/03/01).
9. SORT SEQUENCE. A field utilized to alphabetize the vendor name. (Refer to APH 3763.21.2 through 9).
10. VENDOR NAME. The name of the vendor.
11. TAX Name For 1099;_If I, Tax Name for IRS purposes.
12. NAME-CNTL. For IRS purposes. Only complete if vendor is an individual. Use first four letters of last name.
13. TYPE. Type of vendor.
 - C Corporation
 - E Estate
 - I Individual
 - P Partnership
 - 1 CDF Employee (used for revolving fund payments, accounts receivable, relocation and personal damage claims)
 - 2 Federal Government
 - 3 State Agencies and Universities
 - 4 Local, city, and county governments
 - 5 Other governmental agencies (out-of-state or out-of-country)
14. VENDOR NO/SFX. The vendor number assigned by DAO (includes the two digit suffix for vendors with multiple geographic locations).
15. ADDRESS LINE 1, LINE 2, LINE 3, CITY, ST, ZIP. Address of vendor and/or miscellaneous comments.
16. ACTIVE. Indicates whether vendor is active or inactive for payment purposes.

- 0 Active
 - 1 Inactive - payments cannot be made to vendors (usually an indication of duplication of vendor number or payment is to be made to another location)
17. PURGE. When vendor will be deleted from this report.
- 1 Vendor purged December of each year if no activity.
 - 6 Vendor purged after 5 years of no activity
 - 9 Vendor never purged.
18. FOREIGN-COUNTRY. Vendor location outside of the United States.
19. FEIN-SSN-NO. Federal I.D. or Social Security Number of vendor.
20. CA RESID. Residency status from Std Form 204. (IRS purposes)
- Y Vendor is a California resident.
 - N Vendor is a non - California resident.
- 21 WITH: FED CA: Vendor federal withholding tax information. (IRS purposes)
- 22 MINORITY / SMALL. Minority Business and Small Business Indicator code. Department of General Services (DGS) recommended values.
- 23 CONTACT NAME. Miscellaneous information about vendor including billing comments if applicable.
- 24 PHONE. Phone number of vendor.
- 25 CREATE DATE: Date vendor was established in CALSTARS.
- 26 LAST-CHANGED. Last date vendor table was changed.
- 27 LAST-USED. Last date of vendor payment activity.

CSTARX01 (X01) REPORT - SORT SEQUENCE (No. 71 June 2002)

3663.3.1

This section is designed to help locate vendors listed in the X01 report.

Vendor abbreviations	3663.3.2
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VENDOR ABBREVIATIONS (No. 71 June 2002)

3663.3.2

The following samples will assist in locating vendor names that are sometimes abbreviated (i.e., CA, CAL or CALIF = California). The vendor sort sequence must be spelled out in order to have all like vendors in alphabetical order or appear in the X01 where they would normally be looked up (i.e., Boy Scouts).

SORT SEQUENCE	VENDOR NAME
American Society Of Agronomy	American Soc Of Agronomy
Boy Scouts	Golden Empire Council Of BSA
California Association Of Fire	Ca Assoc Of Firefighters
California Electric Service Inc	Calif Electric Svc Inc
Girl Scouts	SF Bay Area Girl Scout Council
National Fire Protection Assoc	National Fire Protection Assoc
Northern California Repairs	No. California Repairs
Sacramento Electronic Supply	Sac Electronic Supply
Sacramento Fire Extinguisher C	Sacto Fire Extinguisher Co Inc
Southern California Gas Co	Southern Calif Gas Co

VENDOR SORT SEQUENCE (No. 71 June 2002)

3663.3.3

The following samples will assist in locating various types of vendor names. Punctuation, as well as additional spaces, are dropped in the sort sequence and all numbers are spelled out. This keeps the vendor names in alphabetical order.

SORT SEQUENCE**VENDOR NAME**

A One Construction	A-1 Construction
AA Construction	A. A. Construction
A A Construction	A & A Construction
A A Construction Inc	A-A Const Inc
AA A Furniture Co	A A & A Furniture Co
ABS Construction Co	A B's Construction Co
Aztec Products Limited	Aztec Products Ltd
Coffee Shop The	The Coffee Shop
Dangelo Café	D'angelo Café
Delavasquez Café	De La Vasquez Café
Demarcos Pizza	De Marco's Pizza
Divincis Clothing	Di Vinci's Clothing
Dr Vs Cafe Eleven	Dr V's Cafe #11
Mcgraws Body Shop	Mc Graw's Body Shop
Motel Twenty Four	Motel 24
Mount Shasta Supplies	Mt Shasta Supplies
Oconnel Travel	O'connel Travel
Smith J D	J D Smith
J D Smith Supply Inc	J D Smith Supply Inc
Smith Jane D	Jane D Smith
Smith Jerry Jr	Jerry Smith, Jr.
Jane Smith Distribution Co	Jane Smith Distribution Co
Mrs Smiths Restaurant	Mrs Smiths Restaurant
Vandyke Office Supplies	Van Dyke Office Supplies
Unocal VanDyke city	Van Dyke #108 Unocal
S T Wilsons Saw Mower	S T Wilson's Saw & Mower
Sam A Wilsons Saw Mower	Sam A. Wilson's Saw & Mower
Wilsons Saw Mower	Wilson's Saw And Mower
Yummy Burgers	Bank Assignee For Yummy Burgers

MULTIPLE VENDOR SORT SEQUENCE**3663.3.4****(No. 71 June 2002)**

The following samples will assist in locating vendors with multiple geographic locations. For example, Burger King has several locations throughout California. By adding a city, an individual's name or an account number in the sort sequence, the correct vendor is easier to locate. Some vendors use "DBA" (doing business as) on invoices. For example, Cornerstone Co DBA Honey Baked Hams, the sort sequence will be Honey Baked Hams, the vendor name will be Honey Baked Hams/Cornerstone Co.AKA will be on the 1st address line for a corporate name.

SORT SEQUENCE

VENDOR NAME

Ace Hardware City
 Albertsons City
 American Red Cross City
 Amerigas City
 Bekins Moving Storage City
 Best Western City
 Burger King City
 Marie Callenders City
 Carls Jr City
 Coast To Coast City
 Consolidated Electrical City
 Dennys City
 Econo Lodge City
 Familian Pipe Supply City
 Grainger (3 Digit Dept Number)
 Holiday Inn City
 K Mart City
 Kentucky Fried Chicken City
 Longs Drug City
 Lyons City
 Mac Tools Last Name
 McDonalds City
 Motel Six City
 Napa Auto City
 Overhead Door City
 Pacific Gas Electric City
 Payless Drug City
 Perkos City
 Radio Shack City
 Roto Rooter City
 Round Table City
 Sizzler City
 Smart Final City
 Snap On Tools City
 Suburban Propane City
 Subway City
 Target City
 Travelodge City
 True Value City
 Wal Mart City
 Waste Management City

Lodi Ace Hardware
 Albertson's Store # 1257
 American Red Cross Of Yuba
 Amerigas
 Bekins Moving & Storage
 Modesto Best Western
 Burger King #113
 Marie Callenders
 Carls Jr
 Coast To Coast
 Consolidated Electrical Dist
 Denny's
 San Diego Econo Lodge
 Familian Pipe & Supply
 W W Grainger
 Monterey Holiday Inn
 K Mart
 Kentucky Fried Chicken
 Longs Drug
 Lyons
 Mac Tools Joe Smith
 Mc Donalds
 Motel 6
 Napa Auto
 Overhead Door Co Of Stockton
 Pacific Gas & Electric
 Payless Drug Store
 Perko's
 Radio Shack
 Roto Rooter
 Round Table Pizza
 Sizzler
 Smart And Final
 Snap On Tools
 Suburban Propane
 Subway Sandwiches
 Target
 Sacramento Travelodge
 Ione True Value Hardware
 Wal Mart
 Waste Management

FEDERAL GOVERNMENT VENDOR SORT SEQUENCE
(No. 71 June 2002)

3663.3.5

The following samples will assist in locating Federal Government vendors.

SORT SEQUENCE	VENDOR NAME
Agriculture	U S Dept Of Agriculture
Air Base (Base Location)	Mc Clellan AFB
Forest Service (Forest Name)	Forest Service USDA
Interior	Department Of The Interior
Navy (Location)	Department Of The Navy

STATE OF CALIFORNIA VENDOR SORT SEQUENCE
(No. 71 June 2002)

3663.3.6

The following samples will assist in locating State of California vendors. All words such as California, Board, Department, Office, etc., have been dropped in the sort sequence field so the vendor name will be alphabetized by the actual activity of the vendor.

SORT SEQUENCE	VENDOR NAME
Administrative Law	Office Of Administrative Law
Compensation	State Compensation Ins Fund
Conservation	Dept Of Conservation
Conservation Corp	California Conservation Corp
Corrections Location	CDC Alder Conservation Camp
Emergency Services	Office Of Emergency Services
Employment Development	Employment Development Dept
Equalization	Board Of Equalization
Fire Marshal	Office Of State Fire Marshal
Forestry	Dept Of Forestry/Fire Protection
Highway Patrol	Calif Highway Patrol
Personnel Administration	Dept Of Personnel Admin
Personnel Board	State Personnel Board
Printing Office	Office Of State Printing
Prison Industry Authority	Prison Industry Authority
Public Employees	PERS
State Bakersfield	Cal State Bakersfield Found
State Chico	Cal State University Chico
State Fresno	California State University
State Fullerton	California State University
State Haywood	California State University

State Humboldt
 State Long Beach
 State Northridge
 State Pomona
 State Sacramento
 State San Bernardino
 State San Diego
 State San Francisco
 State San Jose
 State San Luis Obispo
 State Sonoma
 State Stanislaus
 Teale Stephen Data Center
 Univ U Of So California
 Univ UC Berkeley
 Univ UC Davis
 Univ UC Irvine
 Univ UC Los Angeles
 Univ UC Riverside
 Univ UC San Diego La Jolla
 Univ UC San Francisco
 Univ UC Santa Barbara
 Univ UC Santa Cruz
 Water Resources
 Water Resources Control Board
 Youth Authority Location

Humboldt State University
 Trustees Cal State University
 CSU Northridge Univ Found
 Cal Poly Kellogg Unit Found
 Calif State Univ Sacramento
 CSC San Bernardino-Education
 San Diego State Univ Found
 California State University
 San Jose State University
 Cal Poly State Univ Found
 Sonoma State University
 CSUS Found, Stanislaus
 Stephen P Teale Data Center
 University Of So Calif
 Regents Of The Univ Of Ca
 Regents Of The Univ Of Ca
 Regents
 Regents
 Regents Of The Univ Of Ca
 Regents
 Regents
 Regents
 Regents
 Dept Of Water Resources
 Water Resources Control Board
 Pine Grove YCC

CITY, COUNTY VENDOR SORT SEQUENCE

3663.3.7

(No. 71 June 2002)

The following samples will assist in locating City or County vendors.

SORT SEQUENCE	VENDOR NAME
Ag Dist 27	27th Dist Agricultural Assoc
Alameda City	City Of Alameda
Alpine County	County Of Alpine
Dry Creek Volunteer Fire Dep	Dry Creek Vfd
Folsom Fire Department	Folsom Fd
Sacramento High School	Sacramento High School
Shasta College	Shasta College
Sierra College Business Office	Sierra College Business Office
Tuolumne County	Treasurer, Tuolumne County
Tuolumne County Fire Dept	Tuolumne Co Fire Dept

OTHER GOVERNMENT VENDOR SORT SEQUENCE

3663.3.8

(No. 71 June 2002)

The following samples will assist in locating other governmental (not federal) vendors outside of California.

SORT SEQUENCE

VENDOR NAME

Arizona University

University Of Arizona

Carson City Fire Department

Carson City Fd

Nevada State Division Of Forestry

Nevada State Div Of Forestry

Washoe County School District

Washoe County School Dist

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)