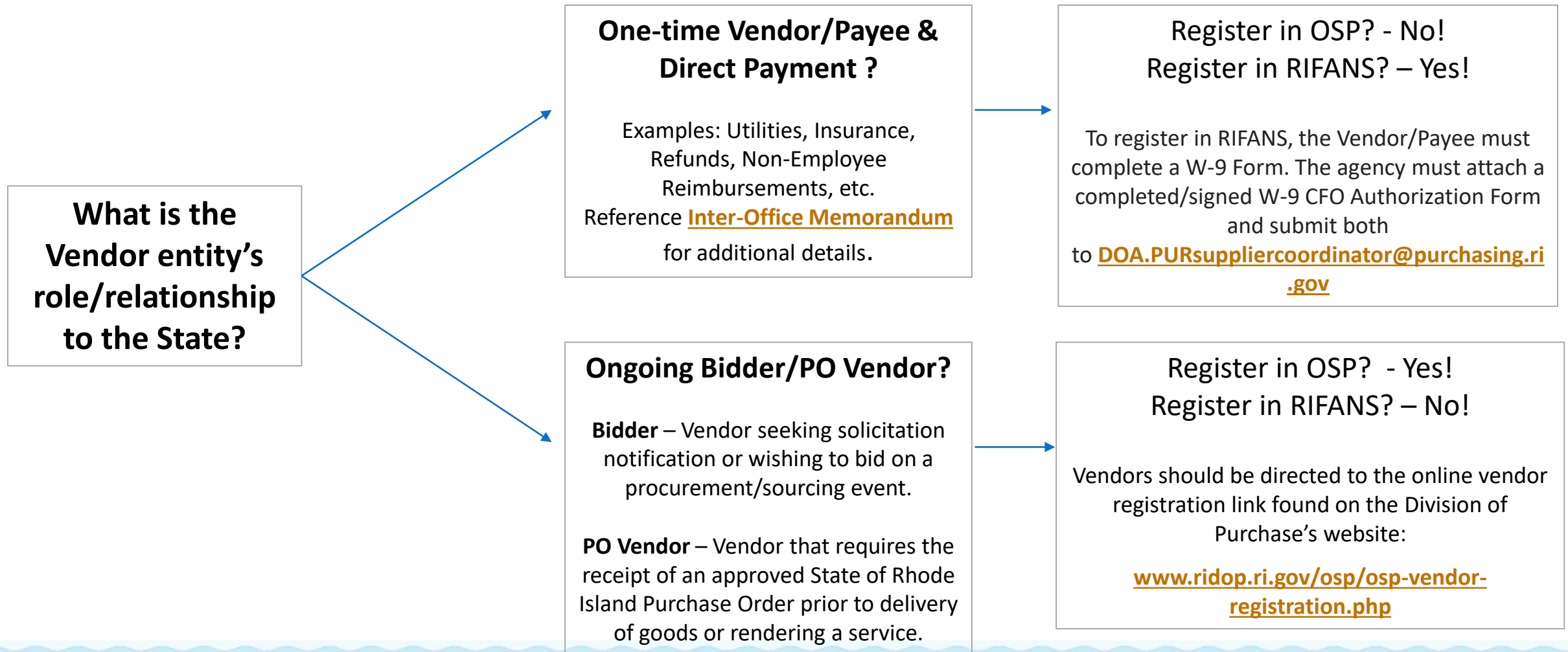


New Vendor Registration: OSP or RIFANS?

How to determine if a new Vendor entity needs to register in OSP or RIFANS?



New Vendor Registration: OSP or RIFANS?



- **Frequently Asked Questions**
- **What are the various types of one-time/direct payments?**
 - A sample list of payment types is available in the latest [Inter-Office Memorandum](#) on RIFANS Direct Pay Documents.
- **What if a vendor indicates that they are already registered in the RIFANS system? What do they need to do?**
 - It depends on the transaction they need processed:
 - If they are a one-time/direct payment vendor with an existing RIFANS registration, they are all set.
 - If they are a vendor with an active or to-be-issued purchase order in RIFANS, they need to also register in OSP because their purchase orders will be transitioned to OSP.
 - If a vendor has one-time payment(s) and a purchase order(s), they need to register in OSP. *While this situation is not common, it is a possibility.*
- **What if a vendor/grantee with an active purchase order, or to-be-issued purchase order, indicates that they are already registered in the RIFANS system?**
 - They must fully register in OSP.
- **What if I am still not sure whether a vendor/grantee should register in RIFANS or OSP?**
 - Please contact our Supplier Coordinator for further guidance at DOA.PURsuppliercoordinator@purchasing.ri.gov