New Vendor Registration: OSP or RIFANS?



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

What is the Vendor entity's role/relationship to the State?

One-time Vendor/Payee & Direct Payment ?

Examples: Utilities, Insurance,
Refunds, Non-Employee
Reimbursements, etc.
Reference Inter-Office Memorandum

for additional details.

Ongoing Bidder/PO Vendor?

Bidder – Vendor seeking solicitation notification or wishing to bid on a procurement/sourcing event.

PO Vendor – Vendor that requires the receipt of an approved State of Rhode Island Purchase Order prior to delivery of goods or rendering a service.

Register in OSP? - No! Register in RIFANS? - Yes!

To register in RIFANS, the Vendor/Payee must complete a W-9 Form. The agency must attach a completed/signed W-9 CFO Authorization Form and submit both

to <u>DOA.PURsuppliercoordinator@purchasing.ri</u>
<u>.gov</u>

Register in OSP? - Yes! Register in RIFANS? - No!

Vendors should be directed to the online vendor registration link found on the Division of Purchase's website:

www.ridop.ri.gov/osp/osp-vendorregistration.php

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- Frequently Asked Questions
- What are the various types of one-time/direct payments?
 - A sample list of payment types is available in the latest <u>Inter-Office Memorandum</u> 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 <u>DOA.PURsuppliercoordinator@purchasing.ri.gov</u>