



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA-UNIT PAYMENTS AND TRANSFERS	Effective Date	10/1/2015
Sub-section	01	Supplier Table Maintenance	Revision Date	9/15/2015
SAM Ref	4-5			

BACKGROUND

The State of Wisconsin has utilized a central vendor file since 1993. Maintenance of the WiSMART Vendor File was split between the agencies and the SCO. The agencies were responsible for adding new vendors, and the SCO was responsible for changes to vendor data.

This process will change for the STAR system. Under STAR, all vendor additions and changes will be processed centrally by the SCO. The SCO will have several staff devoted to Supplier and Customer Table maintenance.

POLICIES

1. All Supplier Table adds and changes must be entered centrally by the SCO.
2. The standard Service Level Agreement (SLA) for adding a new Supplier shall be 3 business days, provided that the completed request forms are received no later than 12 pm (requests received after 12 pm may be completed as late as the 4th business day).
3. The standard SLA for a Rush Supplier shall be the same business day, provided that the completed request forms are received by 10 am (requests received after 10 am may be completed as late as the next business day).

PROCEDURES

The Accounts Payable function will remain at the agencies. Therefore, the solicitation and collection of Supplier forms will continue to be the agency’s responsibility. Once the forms are collected, they may be submitted to the SCO via the STAR Business Support website:

https://agency.wisconsin.gov/login/default.aspx?ReturnUrl=%2fsites%2fstarbusinesssupport%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252Fsites%252Fstarbusinesssupport%252FSitePages%252FHome%252Easpx&Source=%2Fsites%2Fstarbusinesssupport%2FSitePages%2FHome%2Easpx

Bidder-Suppliers (aka “PO Suppliers”)

Suppliers who register as Bidders and are ultimately awarded a contract, will be able to submit their supplier information electronically, by registering through the e-Supplier Portal. Those Suppliers will be able to electronically attach their Supplier Forms to their registration within STAR. The SCO will then verify their forms, resolve any problems, and approve the Supplier. Once the Supplier is verified and approved by the SCO, an email will be sent to the agency A/P contact, providing the STAR Supplier ID. **NOTE: Only NEW PO**



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Suppliers will be able to register on the e-Supplier Portal. Initially, existing PO Suppliers will continue to submit Supplier information updates to the agency via the Supplier forms.

Non-Bidder Suppliers (aka “Non-PO Suppliers”)

Non-PO Suppliers will submit their Supplier information to the agency via the Supplier Forms.