

## Foreign Vendor DV and PO Workflow

University Tax Services

*Updated: September, 2018*

University Tax Services reviews purchase orders and disbursement vouchers for foreign vendors daily in the order received to the tax manager route node. Once reviewed, any correspondence is sent to the initiator as an FYI notification through the notes function of the document. The notes section of the document is reviewed for response to the request for more information. Please be sure to send an FYI notification to ensure quick receipt of the information. This business process allows for the document to stand-alone and provides a clean audit trail for all payments.

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. CANCEL		add
1	08/28/2015 09:32 AM	[REDACTED]	copied from document 42276530			send

Ad Hoc Recipients

Route Log

The timeline for approval is as follows:

1. Initial review within 72 hours of receipt into the tax manager route node. Request in notes for further information is sent to the initiator in an FYI.
2. Document notes reviewed daily for response.
3. Document disapproved after 14 days of inactivity

Some helpful tips for quick approvals are as follows:

- Provide a description, in lay person's language, of the service or item purchased in the notes or description section. Avoid acronyms.
- Travel payments **made in KFS for nonemployees** should be reviewed **by the department** for accountable plan. If the payment meets IU's accountable plan, add a note **to the DV**. **Travel payments made in Chrome River meeting the accountable plan will no longer route to tax for approval**. Further information regarding the accountable plan is available on our website: [https://fms.iu.edu/index.php/download\\_file/877/](https://fms.iu.edu/index.php/download_file/877/) or flowchart at [https://fms.iu.edu/index.php/download\\_file/1202/](https://fms.iu.edu/index.php/download_file/1202/)
- Payments to foreign vendors require additional documentation.
  - Use the new immigration document uploader and do not use fax when providing these documents. Here is a link to our "Quick Guide" for further information. <https://fms.iu.edu/tax/international/quick-guide/>

- For service payments, provide a clear explanation of where the services were performed; in the US or outside the US.

### Route Log

The status of your document can be monitored by reviewing the route log within the **Route Log Tab**.

If your document is pending **KFS-SYS System User** approval (image attachment) the document is waiting on **supporting documentation**. Please contact Accounts Payable at [fmsdvhlp@indiana.edu](mailto:fmsdvhlp@indiana.edu).

Pending Action Requests <span style="float: right;">▼ hide</span>				
	Action	Requested Of	Time/Date	Annotation
<a href="#">▶ show</a>	IN ACTION LIST APPROVE	KFS	09:15 AM 08/28/2015	KFS-SYS System User

A **pending approval action request** with the annotation KFS-SYS Tax Manager is an indication of a **current review** by University Tax Services.

Pending Action Requests <span style="float: right;">▼ hide</span>				
	Action	Requested Of	Time/Date	Annotation
<a href="#">▶ show</a>	IN ACTION LIST APPROVE	(Multiple - expand to see details)	02:05 PM 08/28/2015	KFS-SYS Tax Manager

If your route log has an approval **For Delegator** Tax Manager, University Tax Services has **already approved** your document.

<a href="#">▶ show</a>	APPROVED	[REDACTED]	Tax Manager	02:32 PM 08/26/2015
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If your document requires expedited processing, please send an email to [taxpayer@indiana.edu](mailto:taxpayer@indiana.edu). Please include the document number, reason for expedited request, and contact information where a member of University Tax Services can reach you for additional questions.

Thank you for helping University Tax Services remain compliant and while maintaining efficient and timely processing of payments to our vendors.

### University Tax Services

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