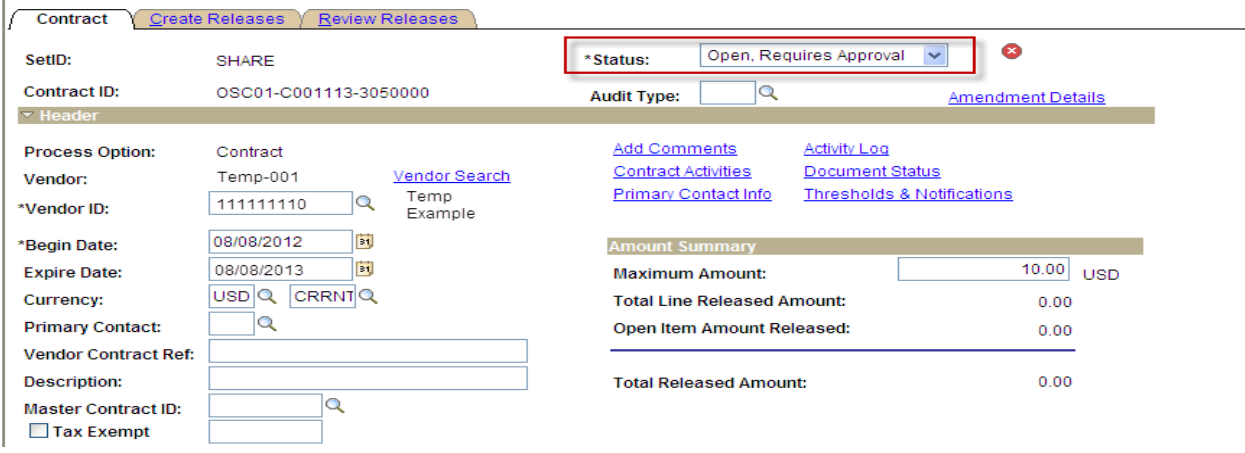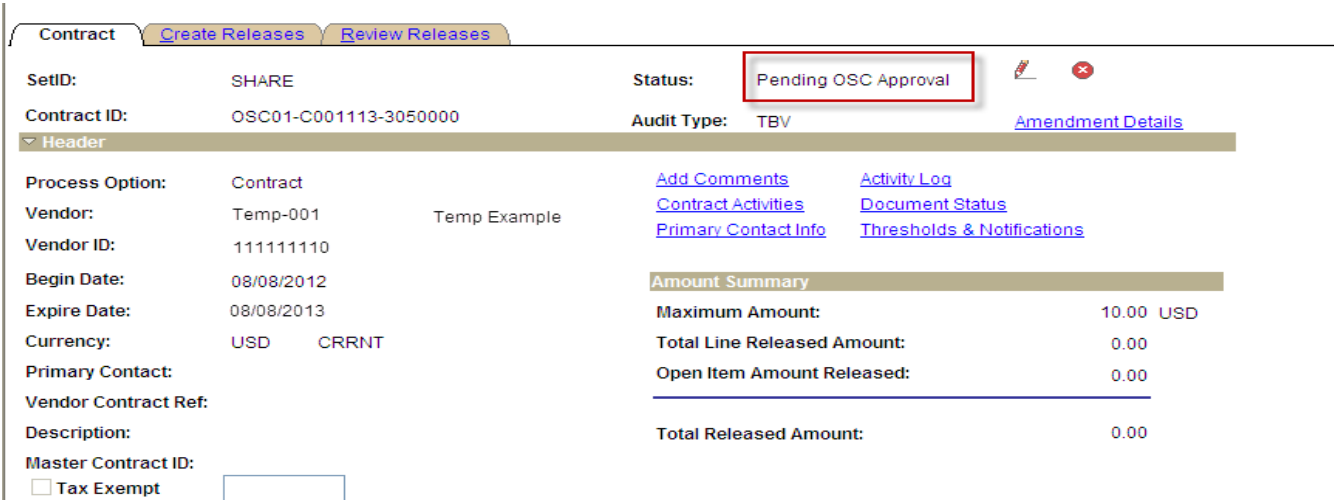# What To Do When An Incorrect Vendor ID Has Been Used For A Contract

Discovering Vendor ID Errors When Processing New Contracts

If...	Then ...
Contract Status is "**Open**",	Enter the correct Vendor ID and save. The Vendor ID remains editable until the transaction status is changed to "Pending OSC."
Contract Status is "**Pending OSC**"	The agency must contact OSC and request that the contract transaction be rejected (if the transaction has not yet been received by OSC for audit) or non-approved (if the transaction has been received for audit). The agency must then enter a new contract transaction with the correct Vendor ID (amendment sequence 0) into SFS. The same contract number can be used.

What To Do When An Incorrect Vendor ID Has Been Used For A Contract

Discovering Vendor ID Errors After A Contract is Approved

If…	Then the agency must…
The contract has been **approved** by OSC (or by the agency if not subject to OSC approval) (Note: see below for guidance on contracts converted into the SFS)	1) If payments have been made, process refunds for payments made to the incorrect vendor. Refer to Job Aid JAA-ROA000-001 Refund of Appropriation Roadmap for Online and Future Phase Agencies for additional information. 2) Remove any remaining encumbrance on the contract with the incorrect Vendor ID by cancelling Purchase Orders and processing an amendment transaction to reduce the Maximum Amount of the contract to $0. 3) Enter a new contract (sequence 0) in SFS for the full contract amount by assigning a new unique contract number. The contract term should reflect the entire term of the agreement. 4) Notify the contractor of the contract number change. 5) If the contract with the incorrect Vendor ID **was subject to OSC approval**, both the correcting amendment and the new contract transaction should be assigned an audit type that routes them to OSC for approval. Agencies are required to submit each of the two transactions to OSC BOC with a Single Transaction Summary or AC340-S; the intended encumbrance for the new contract must be identified. An explanation of the need for this transaction and a description of the steps taken must be provided. A copy of the notification to the contractor advising of the contract number change must also be provided. Please note that the agency must submit corrected/updated vendor responsibility documentation with the contract which will be included in the OSC audit. 6) If the incorrect contract was **not subject to OSC approval**, the above steps are followed but neither of the correcting transactions must be sent to OSC; an Audit Type of TNT can be used. 7) Re-issue payments as appropriate.
The contract **converted** to the SFS with the incorrect Vendor ID and the original contract was subject to OSC approval…	1) If payments have been made in the SFS, obtain and process refunds for those payments made to the incorrect vendor. Refer to Job Aid JAA-ROA000-001 Refund of Appropriation Roadmap for Online and Future Phase Agencies for additional information. (Converted LTD expenditures will continue to reflect as expenditures against the contract). 2) Remove any remaining encumbrance on the contract with the incorrect Vendor ID by cancelling Purchase Orders and process a correcting amendment transaction to reduce the Maximum Amount of the contract to equal the amount of LTD expenditures converted from the Central Accounting System. 3) Enter a new contract by assigning a unique contract number (amendment sequence 0) into SFS for the unexpended balance. The contract term should reflect the entire term of the agreement. 4) Notify the contractor of the contract number change.

	5) Since the incorrect contract was subject to OSC approval, both of the transactions (the correcting amendment and the new contract) should be assigned an audit type that routes them to OSC for approval. Agencies are required to submit each of the two transactions to OSC BOC with a Single Transaction Summary or AC340-S; the intended encumbrance for the new contract must be identified. An explanation of the need for the transactions and how the contract amounts and expenditures were reconciled must be provided. A copy of the notification to the contractor advising of the contract number change must also be provided. 6) Re-issue payments as appropriate. 7) Note: If the incorrect contract was not subject to OSC approval, the above steps are followed but neither the correcting amendment nor the new contract transaction must be sent to OSC; an Audit Type of TNT can be used.