




# Vendor Change/Modification (VCM) FINET quick reference guide

## Introduction

Vendor Change Modification (**VCM**) is used to modify an existing Vendor profile, located in the Vendor Customer Table (**VCUST**)

## Creating a VCM

From the Search bar, under the **Page Code**  search option, enter **VCUST**.

Use the 3-dot menu  to view the vendor profile and determine the modifications you need to make according to your backup.

You can change the following in a VCM:

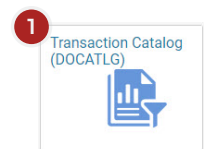
- Legal Name
- 1099 Classification
- Modify or add Address
- Modify or add Contact

1. From the home page, click on the **Transaction Catalog** quick link.

2. Click the **Create** button  in the upper-right corner.

3. Enter the following:

- **Transaction Code:** VCM
- **Transaction Dept:** The department number for which this VCM is being created.
- **Transaction Unit:** Optional but used for routing purposes.
- **Transaction ID:** Prefix for transaction number. It may start with the last two digits of the current fiscal year.



4. Check **Auto Numbering** checkbox.
5. Click the **Continue** button to move to Draft phase.

Create Transaction 5 **Continue** **Cancel**

3

\* Transaction Code: VCM

\* Transaction Dept: YOUR DEPARTMENT

Transaction Unit: YOUR UNIT (IF APPLICABLE)

\* Transaction ID: 2 DIGIT YEAR + YOUR CODING

4  Auto Numbering

Show More

\* Required fields

**\*\*Note:** All VCMs are created the same. The needed tabs will vary, depending on what you want to modify.

## Different types of modifications

### Legal Name Change

Enter the Name according to the W9, after verifying the last 4 digits of the EIN/SSN in VCUST match.

1. Under the **Header** tab, enter the following:
  - Vendor/Customer Number
  - Organization Type
  - Company Name (**New Company Name**)
  - Enter "Legal name change" under **Transaction Description**.

Vendor Change/Modification (VCM) Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 24V0053200 | Version: 1

Header	Vendor/Customer	Headquarters	Master Address	Address	Contact	Certification	1099 Reporting Information
	Line Action	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action

Attachments

General Information

Vendor/Customer: VCM000274563

Transaction Name:

Legal Name:

Record Date: MM/DD/YYYY

Headquarters:

Transaction Description: Legal Name Change

Send Comments to Vendor  Never Archive

Legal Name Change

Organization Type: Company

Company Name: Vendor Training 2025

First Name:

Middle Name:

Last Name:

1. Under the **Headquarters** tab, create the line by clicking the insert button. +
2. On **Line Action** field, change to "Modify."
3. Click the **3-dot menu** in top right, and select **Load Values**.
4. Expand the line to view additional options.
5. Change **Tin Updates All Locations** to "Yes."

6. Enter **Taxpayer ID Number**.
7. Enter **Taxpayer ID Number Type**.
8. When all changes have been made, click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.

Vendor Change/Modification (VCM) ☆ | Draft 🗨️ | ⋮

Department: 150 | Unit: - | Transaction ID: 24V0053201 | Version: 1

Header	Vendor/Customer	Headquarters (1)	Master Address	Address	Contact	Certification	1099 Reporting Information
Line Action	Line Action	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action

Headquarters: VC0000274563

1-1 of 1 Records | View per Page: 20 50 100 | Page 1 of 1

Line Action	Headquarters Legal Name	Catalog DUNS #	Catalog Unique Entity Identifier	Web Address http://	Attachments
Modify					

4 **General Information** | Location Information

Legal Name Changed: No

1099 Reportable: No

TIN Updates All Locations: Yes

Catalog Extended DUNS:

Taxpayer ID Number: 123654987

Taxpayer ID Number Type: EIN

8 **Validate** **Submit** **Save** **Save & Close**

3 **Load Values**

## Address Modification

1. In the **Master Address** tab, create a line by clicking the insert button. +
2. On **Line Action** field, change to "Modify."
3. Click the **3-dot menu** in top right, and select **Load Values**.
4. Expand the line ▶ to view additional options.
5. Open **Modify Existing Master Address** subtab.
6. Enter the **Address ID** that needs to be modified or search for the address with the picklist.

**\*\*Make sure to enter changes according to the FI 170 Form.\*\***

7. Enter address information:
  - Street 1
  - City
  - State/Province
  - Zip code/Postal Code
  - Default Record: No
8. The "updated address" needs to be inputted to update the address information. Click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.

## Adding a New Address

This should only be done if the vendor has multiple locations. In most cases you would “Modify” an existing address. Enter changes according to the FI 170 form.

1. In the Header Tab, enter the **Vendor Number**.

2. In the **Address** tab, create the line by clicking the insert button. +

3. On **Line Address** field, change to “New.”

4. Click the **3-dot menu** in top right, and select **Load Values**.

5. Expand the line  to view additional options.

6. Open **New Address** subtab.

7. Under **New Address Type**, select “Payment” from the drop-down.

8. From **Generate Address ID** field, select “Yes” from the drop-down.

9. Enter new address information:

- Street 1
- City
- State/Province
- Zip code/Postal Code
- Default Record: No

Vendor Change/Modification (VCM) | Draft

Department: 150 | Unit: - | Transaction ID: 2400010837 | Version: 1

Header | Vendor/Customer | Headquarters | Master Address | Address (1) | Contact | Certification | 1099 Reporting Information


Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

1-1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Default Record	Attachments
New		Payment						No	

Details | Add New Address | Modify Existing Address | Address Information | Other Address Information | Prenote/EFT | Remittance Advice | Contact Information | Contact Address Information

New Address Type: Payment | New Address ID: | Generate Address ID: Yes

1. Open **Contact Information** subtab \*\*Contact email is required on ALL new addresses entered into FINET\*
2. Select "Yes" from **Generate Contact ID** drop-down.
3. Enter the following:
  - Principal Contact
  - Email
  - Contact Phone
4. Click the **Attachments**  icon, to load appropriate attachments.
5. When all changes have been made, click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.

Vendor Change/Modification (VCM) | Draft

Department: 150 | Unit: - | Transaction ID: 24V0053204 | Version: 1

Header | Vendor/Customer | Headquarters | Master Address | Address (1) | Contact | Certification | 1099 Reporting Information

Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

1-1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1


Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Default Record	Attachments
New		Payment	5539 East Brow		Sandy	UT	84119	No	

Details | Add New Address | Modify Existing Address | Address Information | Other Address Information | Prenote/EFT | Remittance Advice | Contact Information | Contact Address Information




Principal Contact ID: | Generate Contact ID: Yes | Email: | Principal Contact: | Contact Phone: | Contact Phone Extension: | Alternate Phone: | Alternate Phone Extension: | Fax: | Fax Extension: | Alternate Fax: | Alternate Fax Extension: |

## Adding a Contact-Part 1





This process is used to add a contact to an address that was entered without one. Using VCUST, determine what address line needs a contact ID.

1. Enter the VCM and go to the **Contact** tab.
2. Create the line by clicking the insert button. **+**
3. On **Line Action** field, change to "New."
4. Click the **3-dot menu** in top right, and select **Load Values**.
5. Enter following:
  - **Contact Name**
  - **Email**
  - **Phone**
  - **Address ID:** use the pick list  to look up and select the address ID code.
  - **Contact ID**
6. From **Generate Contact ID** field, select "Yes" from the drop-down.
7. When all changes have been made, click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.






You'll need to watch for this VCM to be approved, so you can enter a second one to link the contact to the address ID.

Vendor Change/Modification (VCM)  Draft  

Department: 150 | Unit: - | Transaction ID: 2400010838 | Version: 1



7    

Header	Vendor/Customer	Headquarters	Master Address	Address	Contact (1)	Certification	1099 Reporting Information
Line Action	Line Action	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action

2     

1 - 1 of 1 Records View per Page: 20 50 100

Headquarters	Line Action	Contact ID	Contact Name	Email	Phone	Phone Extension	Attachments	Address ID
VC0000274563	New	-	Fred Rogers	mmneighborhood@yahoo.com	801957779			AD004

3  

4

5


6



Add New Contact Modify Existing Contact Address Information Contact Information

Contact ID	Generate Contact ID
PC004	Yes

## Adding a Contact - Part 2

This process is used to add a contact to an address that was entered with one. Using VCUST, determine what address line needs a contact ID.

1. Enter the VCM and go to the **Address** tab.
2. Create the line by clicking the insert button. **+**
3. On **Line Action** field, change to "Modify."
4. Click the **3-dot menu** in top right, and select **Load Values**.
5. Select **Modify Existing Address** section.
6. From **Existing Address Type** field, select "Payment" from the drop-down.
7. On **Existing Address ID** field, use the pick list  to look up and select the address ID code.

Vendor Change/Modification (VCM) ☆ | Draft   Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 2400010839 | Version: 1


Header	Vendor/Customer	Headquarters	Master Address	Address (1)	Contact	Certification	1099 Reporting Information
Line Action	Line Action	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action


Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024



1-1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Default Record	Attachments
Modify	AD004	Payment	569 Bond Drive		Ogden	UT	84095	No	

Details Add New Address **Modify Existing Address** Address Information Other Address Information Prenote/EFT Remittance Advice Contact Information Contact Address Information

Existing Address Type: Payment Existing Address ID: AD004 

1. Select **Contact Information** section.
2. On **Principal Contact ID** field, use the pick list  to look up and select the proper ID code.
3. Click on the **3-dot menu** to upload your backup from a file or drag and drop it.
4. When all changes have been made, click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.

Vendor Change/Modification (VCM) ☆ | Draft   Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 2400010839 | Version: 1


Header	Vendor/Customer	Headquarters	Master Address	Address (1)	Contact	Certification	1099 Reporting Information
Line Action	Line Action	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action

Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

1-1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Line Action	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code	Default Record	Attachments
Modify	AD004	Payment	569 Bond Drive		Ogden	UT	84095	No	

Details Add New Address Modify Existing Address Address Information Other Address Information Prenote/EFT Remittance Advice **Contact Information** Contact Address Information

Principal Contact ID: PC004  Generate Contact ID: No Principal Contact: Fred Rogers

Correspondence Type: -Select- Email: mrneighborhood@yahoo.com Contact Phone: 801-957-7779 Contact Phone Extension: -

## Modifying 1099 Classification

1. Enter the VCM and go to the **Vendor/Customer** tab.
2. Create the line by clicking the insert button. +
3. On **Line Action** field, change to "Modify."
4. Click the **3-dot menu** in top right, and select **Load Values**.
5. Select the **Tax Information** section.
6. From **1099 Classification** field, select chosen option from the drop-down.

Vendor Change/Modification (VCM) ☆ | Draft | [Icons]

Department: 150 | Unit: - | Transaction ID: 2400010840 | Version: 1

Vendor/Customer (1)  
Line Action: Modify

Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

Line Action: Modify

1099 Reporting Information  
Line Action: Modify

Related Actions  
Load Values

1 - 1 of 1 Records

Line Action	Vendor Active Status	Customer Active Status	Attachments	Headquarters Account	Legal Name Changed	Verify My Locations by	Taxpayer ID Number
Modify	Active	Inactive		Yes	No	No Password Required	123654987

Vendor/Customer | Headquarters | Tax Information | Disbursement Options | Prenote/EFT | Remittance Advice | Additional Information | Account Indicators | General Information | Summary of Approval Modifications | eMALL

1099 Classification  
LLC filing as Sole Prop

Taxpayer ID Number Type  
EIN

Detailed TIN Type

1099 Reportable  
No

Show More

This vendor is now 1099 Reportable according to our 1099 Reportable Guide, so you need to enter an address for tax documents to be sent and mark them 1099 reportable YES.

1. Select **1099 Reporting Information** tab.
2. Create the line by clicking the insert button. +
3. On **Line Action** field, change to "Modify."
4. Click the **3-dot menu** in top right, and select **Load Values**.
5. Search for **Existing Taxpayer ID** using the pick list to look up and select the proper ID code.

Vendor Change/Modification (VCM) ☆ | Draft | [Icons]

Department: 150 | Unit: - | Transaction ID: 2400010840 | Version: 1

Vendor/Customer (1)  
Line Action: Modify

1099 Reporting Information (1)  
Line Action: Modify

Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

Line Action: Modify

Related Actions  
Load Values

1 - 1 of 1 Records

Line Action	Taxpayer ID Number	Taxpayer ID Number Type	1099 Reportable	Attachments
Modify	123654987	EIN	Yes	

Add New Taxpayer | Modify Existing Taxpayer | Taxpayer Information | 1099 Backup Withholding | 1099 Certification | Summary of Approval Modifications

Existing Taxpayer ID Number  
123654987

Existing Taxpayer ID Number Type  
EIN

Existing Detailed TIN Type  
- Select -



Search

**Taxpayer ID**  
123654987

**TIN Type**

**Name**

**Names**


**1099 Reportable**

Search Reset

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Taxpayer ID	TIN Type	Name	Names	1099 Reportable
123654987	EIN	Vendor Training 2024	-	No

OK Cancel


1. Select the **Taxpayer Information** subtab.
2. Please use a known address when updating the 1099 address to ensure the vendor receives their tax documents. Enter the following:
  - **Name**
  - **Address**
  - **City**
  - **State**
  - **Zip code**
  - **Contact Phone**
3. **1099 Reportable** field, select "Yes" from the drop-down.
4. Click the **Attachments**  icon, to load appropriate attachments.
5. When all changes have been made, click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit**.

5 Validate Submit Save Save & Close

Department: 150 | Unit: | Transaction ID: 2400010840 | Version: 1

Header	Vendor/Customer (1)	Headquarters	Master Address	Address	Contact	Certification	1099 Reporting Information (1)
	Line Action Modify	Line Action	Line Action	Line Action	Line Action	Vendor Active Status	Line Action Modify

Vendor/Customer: VC0000274563 | Legal Name: Vendor Training 2024

Line Action	Taxpayer ID Number	Taxpayer ID Number Type	1099 Reportable	Attachments
Modify	123654987	EIN	Yes	

1 Taxpayer Information 2 3 4

Name	Names	Address
Vendor Training 2024	Fred Rogers	569 Bond Drive
City	State	ZIP Code
Ogden	UT	84095