

# I/3 New Vendor Location Form - For All Agencies

**Certify:** I ran one of the DW reports, FR053 or FR057, to confirm the new location is not already set up.  
**Certify:** I have confirmed with the vendor that this is a 'new' location and that all existing locations are still in use.

- If the vendor's TIN returns no data on FR053 or FR057, do not submit this form. Instead, create a VCC to set up a New Vendor. For 'designated' agencies, fill out and submit a [I/3 New Vendor Form](#).
- If the new location is already shown on FR053 or FR057, do not submit this form. Instead, use the existing vendor code.
- If the vendor's new location replaces an existing location that is no longer in use, do not submit this form. Instead, create a VCM to update the Master Address ID with changes. For 'designated' agencies, fill out and submit a [I/3 Vendor Modification Form](#). Mark the box to request an Address Change

**Headquarters Information, using the VCUST page on I/3 Financial:**

Headquarters Account Code:	
Headquarters Organization Type:	
Headquarters Full Legal Name:	
Headquarters 1099 Classification:	

**New Location:** You must attach a copy of a vendor invoice or a vendor W-9 with this form:

Alias/DBA name:	
Additional details about this location that are not shown in the fields below, but may be helpful for vendor setup.	

**Payment Address Information**

Optional Routing for Payments: <i>(if applicable)</i>	
Payment Street Address:	
Payment City, State, Zip:	

**Ordering Address Information**

*(Skip if identical to Payment address above)*

Optional Routing Information: <i>(if applicable)</i>	
Ordering Street Address:	
Ordering City, State, Zip:	

**Requestor Information**

Requestor Name:	
Requestor Agency Number:	
Requestor Phone:	
Requestor Email Address:	

Email this fully completed & certified form with a copy of a vendor invoice or a W-9 form to: [DASVendorHelp@iowa.gov](mailto:DASVendorHelp@iowa.gov)  
 Or send form by local mail to DAS-SAE, 3<sup>rd</sup> Flr, Hoover Bldg, Attn: DAS Vendor Help  
 Or fax the information to 515-281-5255, Attn: DAS Vendor Help

**For DAS-SAE use only:**

Headquarters TIN No	TIN Type:	EIN	SSN
Organization Type: Individual Company	1099 Classification:		
Location Name:	FR053 review:		
I/3 Document ID No.	Vendor No. updated:	Address ID	