Vendor Manager System

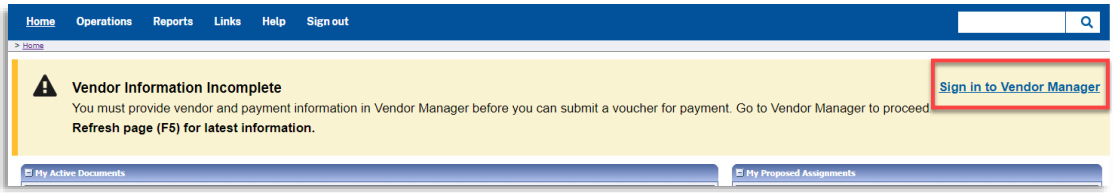
The Vendor Manager System (VMS) is a web-based application that is used to collect W9, electronic fund transfer (EFT) payment, and employee-business relationship information for CJA payees and business entities. Vendor information syncs with JIFMS and other tenants such as eVoucher, allowing a single source of information to be shared throughout applications.

Before you can sign in and create a vendor account in the VMS application, you must have a Login.gov account. If you do not have one already, refer to the Login.gov job aids for detailed instructions on how to create a Login.gov account and sign in to eVoucher.

Creating a Vendor Account with an SSN

Step 1

Sign in to eVoucher. A Vendor Information Incomplete message appears at the top of your eVoucher home page. Click the **Sign in to Vendor Manager** link to create your vendor account profile.



Note: You must create and link a VMS account to your eVoucher account before you can submit a voucher for payment.

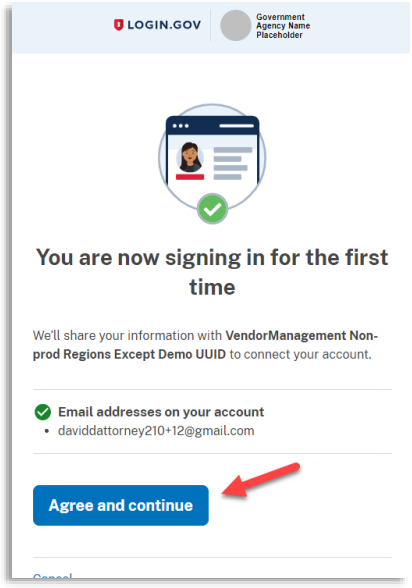
Step 2

You are redirected to the Vendor Manager sign in page. Click **Sign in with LOGIN.GOV**.

Note: Because you were already signed in to eVoucher, you aren't required to reverify your information in Login.gov. However, if for any reason you signed out of Login.gov or your authentication token expired (after 15 min.), you are required to sign in through Login.gov.

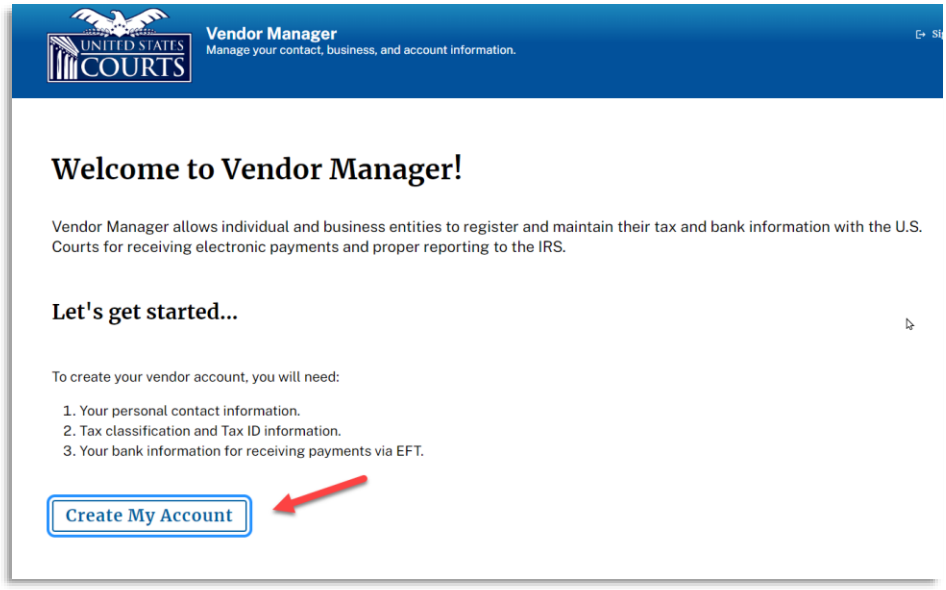
Step 3

The first time you sign in to the VMS, a message appears showing the information that you're sharing with the VMS to connect your account. Click **Agree and continue**.



Step 4

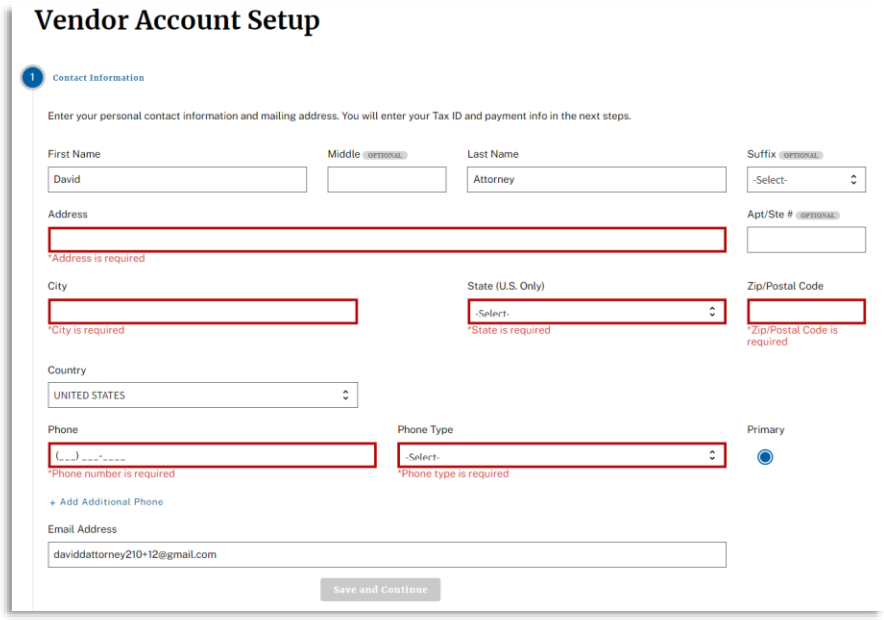
Once signed in to the VMS, you are directed to create your vendor account. Click **Create My Account** to get started.



The Vendor Account Setup screen includes five sections.

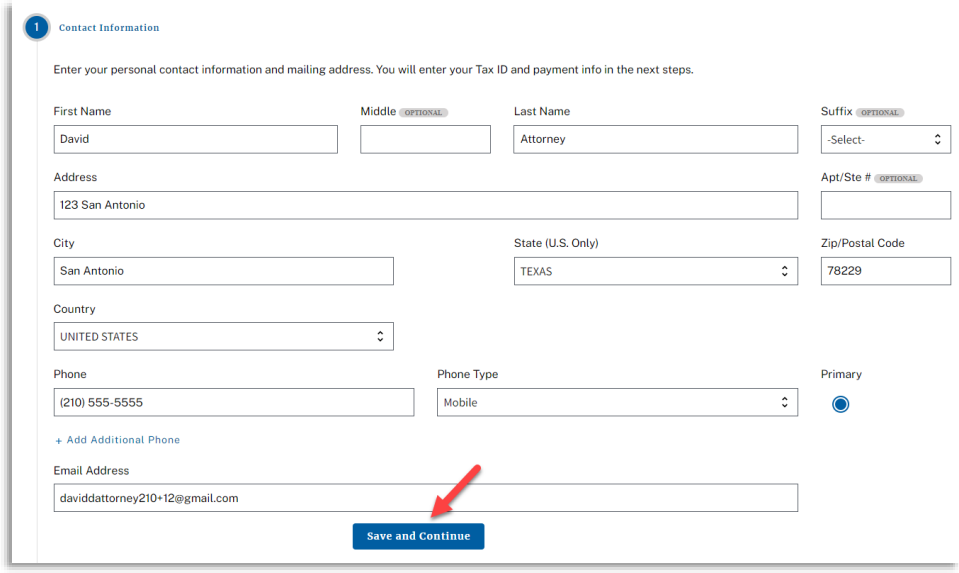
Step 5

First, complete the Contact Information section. Your name and email address auto-populate, but you must complete the required **City**, **State**, **Zip/Postal Code**, **Phone**, and **Phone Type** fields.



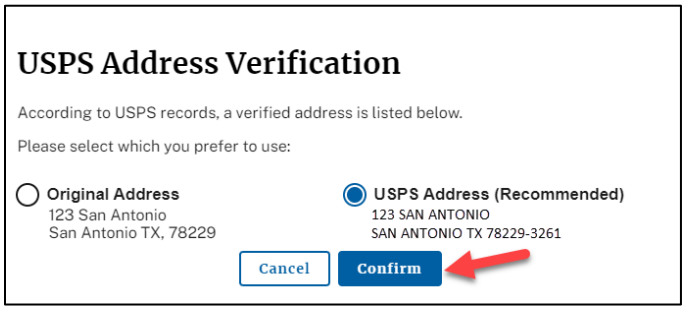
Step 6

Click **Save and Continue**.



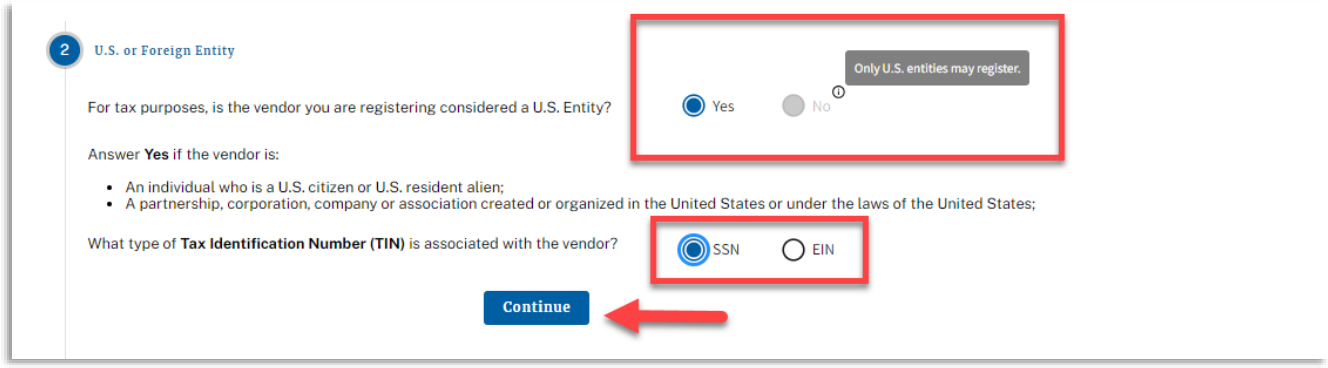
Step 7

The **USPS Address Verification** dialog box appears. Click a radio button to indicate the appropriate address format, and then click **Confirm**.



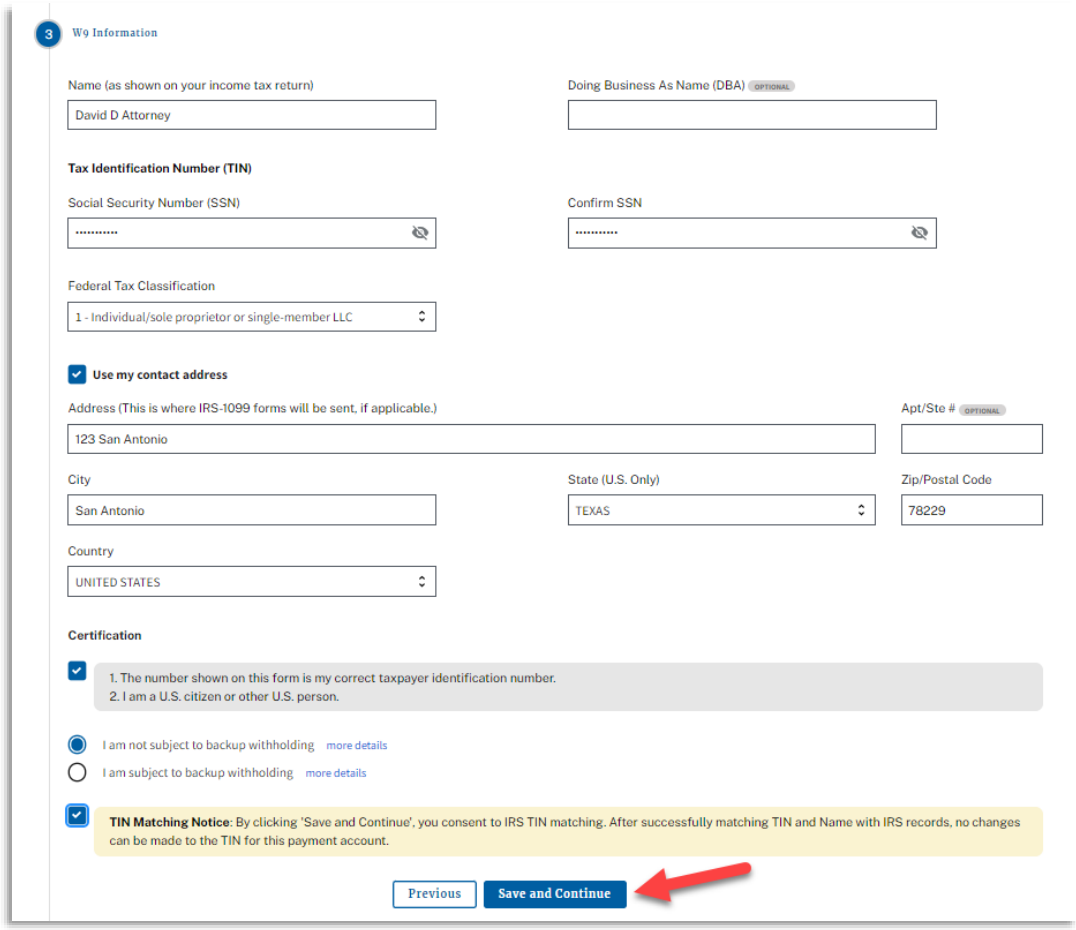
Step 8

The **Yes** radio button is selected by default indicating the vendor you are registering is a U.S. entity. The **No** radio button is disabled, as only U.S. entities are allowed to register in the VMS. Click the **SSN** radio button, and then click **Continue**.



Step 9

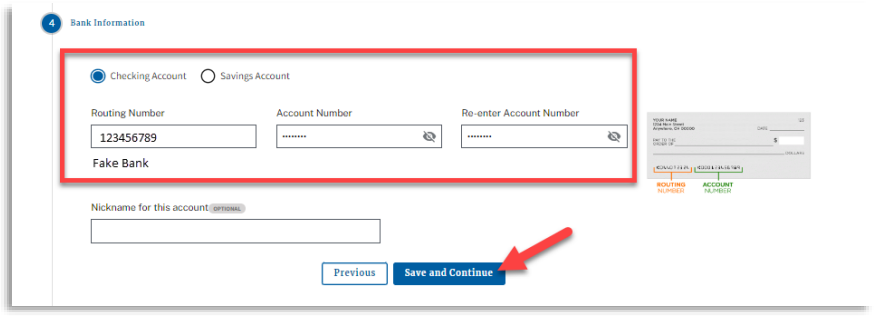
In the W9 Information section, enter the appropriate name, SSN, federal tax classification, and contact address—including city, state, zip code, and country—in the corresponding fields. Read the two withholding statements and click the appropriate radio button. Finally, read and confirm the TIN Matching Notice, and then click **Save and Continue**.



Note: The system verifies your TIN and name against IRS records, and only on success can you proceed to the next step. If there is a mismatch, you must correct the TIN or name to continue the creation process.

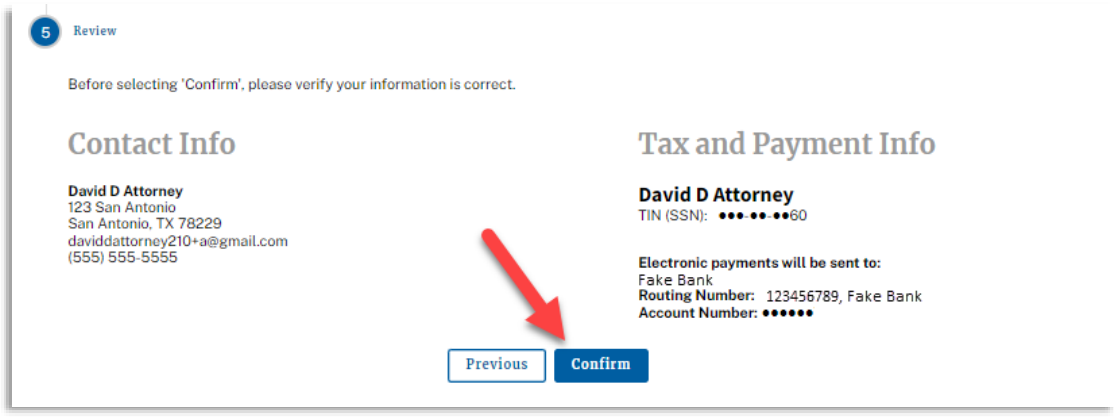
Step 10

Click a radio button to indicate if you are using a checking or savings account. Enter your bank routing and account numbers in the corresponding fields, reentering the account number to confirm. Click **Save and Continue**.



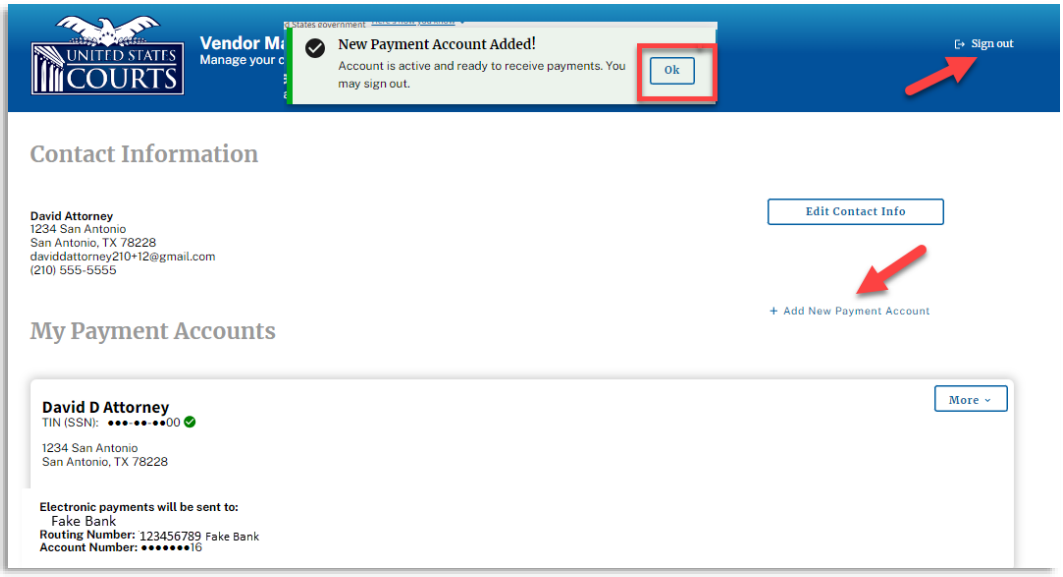
Step 11

Confirm that the information you entered is correct, and then click **Confirm**.



Step 12

The New Payment Account Added! success message appears. Click **Ok**. To add another payment account for a business entity, click **Add New Payment Account**, or click **Sign out** to exit the VMS.



Note: For instructions on how to add a new payment account using an EIN, refer to the Vendor Manager System using EIN job aid.