Vendor 204 Payee Data Record User Guide

**Accounting Services Website Instructions:**

1. Go to the Accounting Services website:
   
   [https://www.fresnostate.edu/adminserv/accountingservices/](https://www.fresnostate.edu/adminserv/accountingservices/)

2. Click on Forms or Accounts Payable/Receivable on the navigation pane to the left of the page
   
   a. If you clicked on Forms, then the form will be under Accounts Payable labeled Payee Data – STD 204.
b. If you clicked on **Accounts Payable/Receivable**, then the navigation pane will expand. Find and select **Vendor Data Record (204)**. Click on the links provided on the page.

3. Clicking the link will take you to an OnBase webpage to login. Enter your **Fresno State user name** and **password**. Then press **Login**.
4. Enter the vendor’s **name** and **email address** into the required fields. Then, select the **Business Unit** that the vendor will be listed under.

   a. The Business Unit options are FRSNO, FRATH, FRFAD, and FRTVL.

5. After entering the required information, click **Submit**.

6. Once the form has been submitted, the vendor listed will be sent a DocuSign email containing the Vendor 204 form that must be completed. The vendor will receive a copy of their completed form and Procurement will receive the vendor completed form for processing.