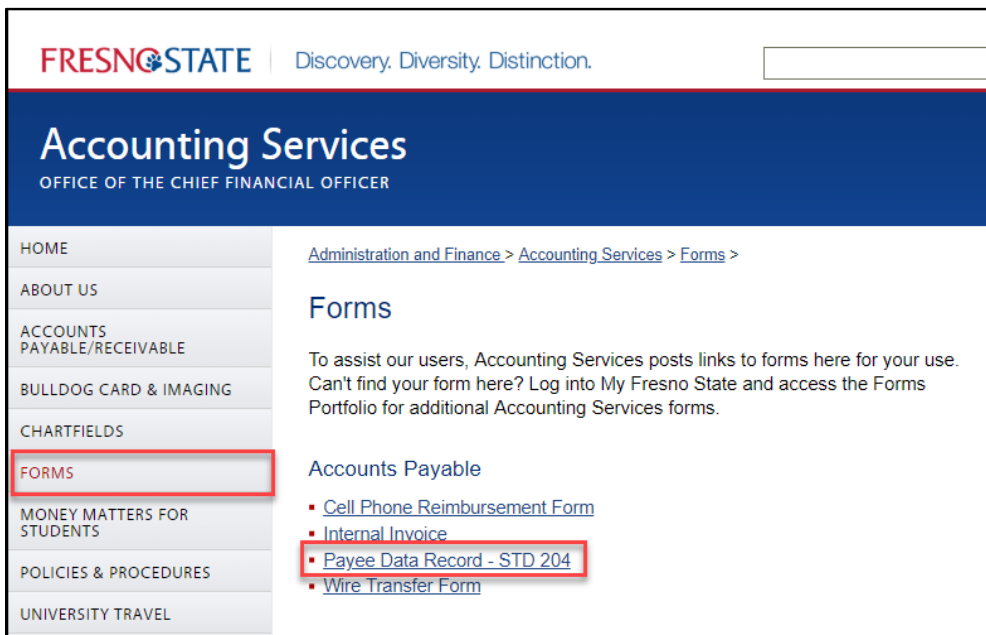


Vendor 204 Payee Data Record User Guide

Accounting Services Website Instructions:

1. Go to the Accounting Services website:
<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.

The screenshot shows the Fresno State Accounting Services website. The navigation pane on the left is expanded under 'ACCOUNTS PAYABLE/RECEIVABLE', with 'Vendor Data Record (204)' highlighted. The main content area displays the 'Vendor Data Record (Form 204)' page, including sections for Purpose, Who Needs to Submit Form 204?, Who is Exempt from Filing a Form 204?, How you can Help, and Vendor Data Record (204 Form). The breadcrumb trail is 'Administration and Finance > Accounting Services > Accounts Payable > Vendor Data Record (Form 204)'. The page header includes the Fresno State logo and the tagline 'Discovery. Diversity. Distinction.'.

3. Clicking the link will take you to an OnBase webpage to login. Enter your **Fresno State user name** and **password**. Then press **Login**.

The screenshot shows the OnBase 17 login page. It features a large, colorful circular graphic on the left. The OnBase 17 logo is prominently displayed. Below the logo, there are two input fields: 'User name' and 'Password'. A blue 'Login' button is positioned below the password field.

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.

FRESNO STATE
Discovery. Diversity. Distinction.

Vendor 204 Request Form

Please enter the required information for the vendor that you would like the form to be sent to and select the Business Unit that the vendor will be listed under.

Vendor Name*

Vendor Email*

Business Unit*

IT Related Information

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.