

GGV, GG3, and GG4 Commands

This handout discusses how to create and find University of Texas Electronic Identities (UT EIDs) using the **GGV**, **GG3**, and **GG4** commands in *DEFINE. UT EIDs are used in payment vouchers along with a 1-digit entity type and a 3-digit mail code to identify vendors.

Throughout *DEFINE, you may search for UT EIDs by using the “?” (field-level) help from within your document to determine which UT EID to use. You can do this by entering a “?” in the UT EID field and pressing **ENTER**.

If you can't find the vendor in the field-level search, you will need to search for the vendor by using the **GG3** or **GG4** commands to search by name, Vendor ID, or UT EID. If you can't find the correct vendor or vendor address on those screens, you may need to create or update a vendor file by using the **GGV** command. This handout will assist you in using these commands.

Creating a New GGV Document

The **GGV** is used to request new UT EIDs and Vendor ID numbers. It is also used to update address records.

To request a UT EID:

- A. Go to the **GGV** command.
- B. Type “NEW” in the Action field. Press **ENTER**.

```

>> Select a document or a new ACTION and press ENTER to continue <<
*DEFINE          VENDOR ID REQUEST DOCUMENT - GGV          Year 06 07
Command: GGV     Account: _____ Misc: _____      Month: DEC
=====
Status: _____ Document ID: _____
Action: NEW Summary: 061221 DEPT VENDOR ID REQUEST_____
Created: 12/21/06 by ACSJS -
VENDOR INFORMATION
Vendor ID: _____ UT EID: _____
Vendor Primary Name: _____
Other Name: _____
Non-Post Office Info: _____
Postal Address: _____
City: _____ State: __ Zip: _____
Phone: _____ Fax: _____ Country Code: __
ENTITY INFORMATION
Ownership Type: _ Texas Charter Nbr: _____
Owner Names: _____
and SSNs _____

```

GGV Coversheet

- C. A new screen will appear offering five different options for proceeding with the **GGV**. The first three fields are used for creating or retrieving vendor files by entering one of these ID types in the appropriate field: UT EID, Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Federal Employer Identification Number (FEIN).

```

+-----+
| Please enter one of the following:                                     |
|                                                                 |
| -           UT EID: _____ (? for vendor lookup)           |
|               or                                                 |
| - Tax ID (SSN or ITIN): _____ (? for help)                |
|               or                                                 |
| -           FEIN: _____ (? for help)                       |
|                                                                 |
| Tax ID is required for non-refund payments to US individual or US company |
| *****                                                         |
|                                                                 |
| For refunds or foreign individual/foreign company only          |
| (Vendor without Tax ID or FEIN)                                  |
|                                                                 |
| -           No Tax ID: _           (mark with an 'X')           |
|               or                                                 |
| -           No FEIN: _           (mark with an 'X')            |
|                                                                 |
| - Press CLEAR to exit the GGV creation process -               |
|                                                                 |
+-----+

```

ID Options Screen

- In the UT EID field, users may enter an existing UT EID to retrieve a vendor's file. If you know the vendor's UT EID, enter it in this field and press **ENTER**. If you do not know the vendor's UT EID, you may use field-level help here to search for it.

- Use the Tax ID field for individuals. Enter either an SSN or an ITIN. Press **ENTER**. If there is an existing vendor file, the vendor information will display on the **GGV** cover sheet. If there is no existing vendor file, a box will display with fields for the vendor’s name. The vendor name entered here will appear in the Vendor Primary Name field on the **GGV** coversheet.

```

+-----+
|                                             |
| Please enter vendor's name (? for help):      | ndor lookup)
|                                             | lp)
|      Last Name: Knox_____                | lp)
|      First Name: David_____              |
|      Middle Initial: L_____              |
|                                             |
| - Press CLEAR to exit the GGV creation process - | ividual or US company
|                                             | *****
+-----+
  
```

Name Fields for Individuals

- Use the FEIN field for companies. Enter the FEIN and press **ENTER**. If there is an existing vendor file, the vendor information will display on the **GGV** cover sheet. If there is no existing vendor file, a box will display with one field for the Vendor’s name.

```

+-----+
|                                             |
| Please enter vendor's name (? for help):      |
|                                             |
| Vendor Name: The Book Store_____          |
|                                             |
| - Press CLEAR to exit the GGV creation process - |
|                                             |
|                                             | ompany
| *****
+-----+
  
```

Name Field for Businesses

NOTE: For sole ownerships, the Vendor Primary Name is always the sole owner’s name. If you enter a sole ownership using an FEIN, enter the owner’s name (last name, first name) in the Vendor Name field.

The last two options, No Tax ID and No FEIN, can only be used for refunds or for foreign vendors.

```

*****
For refunds or foreign individual/foreign company only
(Vendor without Tax ID or FEIN)

-          No Tax ID: _          (mark with an 'X')
              or
-          No FEIN: _          (mark with an 'X')

- Press CLEAR to exit the GGV creation process -
    
```

ID Options for No Tax ID or FEIN

- Mark the No Tax ID field for individuals. Press **ENTER**. A box will display with fields for the vendor’s name.
- Mark the No FEIN field for companies. Press **ENTER**. A box will display with a field where the vendor’s name can be entered.

Completing the GGV - Vendor Information

A. After typing the vendor’s name and pressing **ENTER**, the **GGV** cover sheet will be displayed. The vendor name, Vendor ID, and UT EID will be automatically inserted on the cover sheet. Individuals will have UT EIDs that begin with letters and Vendor IDs will begin with a “2.” Companies will have UT EIDs that begin with numbers and Vendor IDs will begin with a “1.”

```

>> Select a document or a new ACTION and press ENTER to continue <<
*DEFINE          VENDOR ID REQUEST DOCUMENT - GGV          Year 06 07
Command: GGV     Account: _____ Misc: _____      Month: DEC
=====
Status: CREATED          Document ID: S0GGV975199
Action:  ___ Summary: 061221 DEPT VENDOR ID REQUEST_____
Created: 12/21/06 by ACSJS - SUMMERS, SARAH J
VENDOR INFORMATION
Vendor ID: 29998877772 UT EID: dk6669
Vendor Primary Name: KNOX, DAVID L_____
Other Name: _____
Non-Post Office Info: _____
Postal Address: _____

City: _____ State: __ Zip: _____
Phone: _____ Fax: _____ Country Code: __
ENTITY INFORMATION
Ownership Type: _ Texas Charter Nbr: _____
Owner Names: _____
and SSNs _____
    
```

Vendor ID, UT EID, and Vendor Primary Name Fields

B. The Other Name field is used as a search option. Enter an alternate name in the Other Name field if:

- there is another way to spell the vendor's name.
- the individual is known by a name other than his or her legal one.
- it is a sole ownership. Enter the *business* name.
- it is a subsidiary that has the same FEIN as the parent company. Enter the name of the *subsidiary*.

VENDOR INFORMATION	
Vendor ID:	29998877772 UT EID: dk6669
Vendor Primary Name:	KNOX, DAVID L _____
Other Name:	KNOX, DAVE _____
Non-Post Office Info:	_____
Postal Address:	_____
City:	_____ State: __ Zip: _____
Phone:	_____ Fax: _____ Country Code: __

Other Name Field

C. The Non Post-Office Info field is used for address information that is not required by the United States Postal Service but is necessary for delivery. This might include a UT campus mail code, "Attention:" information, or "Doing Business As" (DBA) information.

DBA information is important when creating a **GGV** for a vendor. When deciding if you should use the Non-Post Office Info, ask yourself these questions:

- Is this **GGV** for a sole ownership? If yes, then enter DBA information.
- Does the subsidiary have the same FEIN as its parent company? Does the parent company own other subsidiaries with the same FEIN but have different names and different locations? If yes, then DBA information is necessary.

VENDOR INFORMATION	
Vendor ID:	19998877332 UT EID: 2m5trc
Vendor Primary Name:	TANDY CORPORATION _____
Other Name:	RADIO SHACK _____
Non-Post Office Info:	DBA RADIO SHACK _____
Postal Address:	_____
City:	_____ State: __ Zip: _____
Phone:	_____ Fax: _____ Country Code: __

Non-Post Office Info Field

NOTE: DBA information is specific to the address entered.

- D. Enter the vendor's address in the Postal Address field. The information you enter in this field is audited by a program called FINALIST. FINALIST is the U.S. Postal Service's database of all addresses in the U.S. The **GGV** will compare the address in the Postal Address field to the information in FINALIST.

VENDOR INFORMATION	
Vendor ID:	29998877772 UT EID: dk6669
Vendor Primary Name:	KNOX, DAVID L _____
Other Name:	KNOX, DAVE _____
Non-Post Office Info:	_____
Postal Address:	100 HUMMINGBIRD STREET _____
City:	AUSTIN _____ State: TX Zip: 78777 _____
Phone:	_____ Fax: _____ Country Code: __

Postal Address Field

Addresses will be audited and are required for all **GGVs** except those with:

- a UT campus mail code in the Non Post-Office Info field.
- zip code 78712.
- a foreign address.

Foreign addresses have specific formatting steps that should be followed.

1. Enter the street address in the Non-Post Office Info field. Other information such as "c/o" or "Attention:" can be included in this field.
2. Enter the province and zip code in the Postal Address field.
3. Enter the city in the City field.
4. Type two hyphens ("--") in the State field.
5. Leave the Zip Code field blank.
6. Enter the two-letter country code in the Country Code field. You may use field-level help here to see a list of the available codes.

VENDOR INFORMATION	
Vendor ID:	29998877004 UT EID: cv1059
Vendor Primary Name:	VU, CHRISTIAN _____
Other Name:	VU, CHRIS _____
Non-Post Office Info:	14 TWISTED CREEK _____
Postal Address:	ALBERTA E3B 5H1 _____
City:	CALGARY _____ State: -- Zip: _____
Phone:	_____ Fax: _____ Country Code: CA

Foreign Address Format

Completing the GGV – Entity Information

- A. In the Ownership Type field, enter the appropriate ownership type for the vendor. Use field-level help to view a list of the available choices. The ownership type you choose will determine whether or not you must complete the Texas Charter Nbr field or the Owner Names and SSNs fields.

- B. The Texas Charter Nbr field must be completed for Texas corporations, professional associations, and professional corporations.
- C. The Owner Names and SSNs fields must be completed for sole ownerships and partnerships. Sole Ownerships only need the first Owner Name and SSN fields completed. Partnerships must have both Owner Name and SSN fields completed.

ENTITY INFORMATION	
Ownership Type: P	Texas Charter Nbr: _____
Owner Names: ANTHONY CAINE	999887722__
and SSNs BRADLEY ROBERTS	999887711__

Ownership Type and Owner Names and SSNs Fields

Approving the GGV

When you approve (APP) the **GGV**, FINALIST will verify whether or not your address is acceptable to the U.S. Postal Service. If your address has minor discrepancies, a message will recommend standardizing the address. You will have the option of accepting the suggestion or using your original address.

```

+-----+
|
|   The address you entered on the GGV for the vendor:
|   210 HORSESHOE LOOP
|   LIBERTY HILL TX 78644-
|
|
|   The following address is the suggested, standardized
|   address according to the US Postal Service:
|   210 HORSESHOE LOOP
|   LIBERTY HILL TX 78642-629810
|
|
|   Press ENTER to have this document use the given
|   standardized address
|   OR
|   _ Mark here if the address you entered on the GGV
|   is the best for this vendor and press ENTER
|   OR
|   Press CLEAR to abort document approval
|
+-----+

```

Suggested Address Message

If the addresss you entered and the postal address have major discrepancies, a box will display the message, “The address you entered in POSTAL ADDRESS was not found in the US Postal Service database.”

```

+-----+
|
|   The address you entered on the GGV for the vendor:
|   100 HUMMINGBIRD STREET
|   AUSTIN TX 78777-
|
|
|   The address you entered in POSTAL ADDRESS was not found
|   in the US Postal Service database.  Please verify that
|   you have entered it correctly and that it matches the
|   remit-to address on your invoice.  You must also
|   contact the US Post Office by phone to verify the
|   correct address.
|
|   Press ENTER to go back and edit the Postal Address
|
|   _ Mark here if you have followed the above steps to
|   verify that this is the correct address.  You will
|   be required to enter NOTES explaining what you have
|   done to verify the validity of the address before
|   the document can be approved.
|
+-----+

```

Incorrect Address Message

You may mark a field in this window to confirm that you have checked the address with the U.S. Post Office. If you mark this field and proceed with your original address, you must enter comments in the NOTES section explaining what steps you took to verify the validity of this address.

If the **GGV** address is unrecognized, you should also compare it to the address on the invoice and call the vendor for address verification. If the vendor verifies that the original address used was correct, but the **GGV** is *still* saying that the address is unrecognized, call the Office of the Controller - VID Section, 512-471-3723, for assistance.

If the postal address is left blank, you will get an error message that says, “Please enter NON-POST OFFICE INFO and/or POSTAL ADDRESS.”

The GG3 Command

The **GG3** command displays vendors in alphabetical order. Typing the name of the vendor in the Misc field and pressing **ENTER** displays a list of vendors starting from the name you entered.

```

Press ENTER to view another page of vendors.
*DEFINE          VENDOR ADDRESSES - NAME ORDER - GG3          Year: 06 07
Command: GG3     Account: _____ Misc: PIERCE, AMY_____ Month: DEC
=====
ACTIVE ADDRESSES  Inactive Addr: _ ( Highlighted NAMEs & IDs are inactive)
      Name                T  UT EID  MC          City          ST  Zip  H P
-----
_ PIERCE, AMY          2 apier    000  AUSTIN          TX  78705
_ PIERCE, AMY          2 apier    001  ARLINGTON       TX  76017
_ PIERCE, AMY          2 apier    002  * INTERNET      *
_ PIERCE, AMY          2 apier    003  AUSTIN          TX  78757
_ PIERCE, AMY A.       2 aap98    000  KINGWOOD       TX  77339
_ PIERCE, AMY A.       2 aap98    001  * DIRECT DEP    *
_ PIERCE, AMY A.       2 aap98    002  * INTERNET      *
_ PIERCE, AMY LYNN     2 apier    000  AUSTIN          TX  78705
_ PIERCE, AMY LYNN     2 apier    001  ARLINGTON       TX  76017
_ PIERCE, AMY LYNN     2 apier    002  * INTERNET      *
_ PIERCE, AMY LYNN     2 apier    003  AUSTIN          TX  78757
_ PIERCE, ANDREW C.    2 acp33    000  * DIRECT DEP    *
_ PIERCE, ANDREW C.    2 acp33    001  * INTERNET      *
_ PIERCE, ANDREW C.    2 acp33    002  RICHARDSON      TX  75081
_ PIERCE, ANDREW P.    2 adrewp   000  * INTERNET      *

```

GG3 Command Screen

With the **GG3** command, you can look up a vendor by its primary name or other names. All of the addresses for a particular vendor are listed under both types of names.

The GG4 Command

The **GG4** searches for vendors by UT EID. Enter the vendor's UT EID in the Misc field and press **ENTER**. The **GG4** will only display the primary name and address listings for that UT EID.

```

All records have been displayed, please enter your next request
*DEFINE          VENDOR ADDRESSES - NUMBER ORDER - GG4          Year: 06 07
Command: GG4     Account: _____ Misc: apier_____ Month: DEC
=====
ACTIVE ADDRESSES  Inactive Addr: _ ( Highlighted NAMEs & IDs are inactive)
      Primary Name        T  UT EID  MC          City          ST  Zip  H P
-----
_ PIERCE, AMY          2 apier    000  AUSTIN          TX  78705
_ PIERCE, AMY          2 apier    001  ARLINGTON       TX  76017
_ PIERCE, AMY          2 apier    002  * INTERNET      *
_ PIERCE, AMY          2 apier    003  * DIRECT DEPOSIT *

```

GG4 Command Screen

GG3 & GG4: Similarities

The **GG3** and **GG4** commands have many features in common. Both display vendor names, entity types, UT EIDs, mail codes, cities, states, zip codes, Historically Underutilized Business (HUB) status, and Payee Information Form (PIF) status.

In the City column, a vendor's listing may display:

- *DIRECT DEPOSIT *
(Use this mail code to pay the vendor via electronic funds transfer.)
- *CAMPUS MAIL *
(This mail code is for a UT campus mail address.)
- *INTERNET ADDRESS *
(Mail codes for internet addresses cannot be used for voucher payments.)

The full address screens for vendors are not visible on the **GG3** or **GG4** screens. To see the full address, mark the field to the left of the vendor's name and press **ENTER**.

A box will display the vendor's address and DBA information or other non-post office info. You can also view ownership and HUB information from this box by marking the Entity Info field.

This box will **ONLY** show primary names.

GG3 & GG4: Active/Inactive Address Lists

The **GG3** and **GG4** screens both default to the active addresses vendor list. You can see only active addresses for vendors from this screen.

Inactive names and UT EIDs will be displayed on the **GG3** screen. They will appear on either the active addresses or inactive addresses lists and will be highlighted. Inactive UT EIDs won't display a mail code.

```

Press ENTER to view another page of vendors.
*DEFINE          VENDOR ADDRESSES - NAME ORDER - GG3          Year: 06 07
Command: GG3     Account: _____ Misc: DENBOW, GEORGE_     Month: DEC
=====
ACTIVE ADDRESSES  Inactive Addr: _ ( Highlighted NAMES & IDs are inactive)
-----
Name              T  UT EID  MC          City              ST  Zip  H P
-----
_  DENBOW, GEORGE F JR      2 denbowgf  000  AUSTIN              TX  78749
_  DENBOW, GEORGE F JR      2 denbowgf  001  * DIRECT DEP        *
_  DENBOW, GEORGE F JR      2 denbowgf  002  * INTERNET          *
_  DENBOW, GEORGE F, JR      2 denbowgf  000  AUSTIN              TX  78749
_  DENBOW, GEORGE F, JR      2 denbowgf  001  * DIRECT DEP        *
_  DENBOW, GEORGE F, JR      2 denbowgf  002  * INTERNET          *
_  DENBOW, JAMES L           2 jalde      *  CAMPUS MA         *  78712
_  DENBOW, JENNIFER N        2 jnd222     000  ROUND ROCK          TX  78681
_  DENBOW, JENNIFER N        2 jnd222     001  * DIRECT DEP        *
_  DENBOW, JENNIFER N        2 jnd222     002  * INTERNET          *

```

Inactive Name and UT EID Dsplay

On the **GG4**, only active names and UT EIDs will be displayed.

To view inactive addresses on the **GG3** or **GG4** screens, mark the Inactive Addr field and press **ENTER**.

If the address you need to use is on the inactive addresses list, create a new **GGV** for that address. This will recreate the address listing and assign a new mail code to it. The inactive address listing will remain under its original mail code.

To return to the list of active addresses, mark the Active Addr field and press **ENTER**.

Help

Use PF6 and field-level help when necessary for more information about using these commands. If you need more assistance with *DEFINE, you can also call the Office of the Controller Help line at 512-471-8802 or send a message to askUS@austin.utexas.edu.

UT Austin Users: If you have specific questions about a vendor, call the Office of the Controller - VID Section at 512-471-3723.