



Finance Circular No. 49 / 1387

Dated

Subject: Vendor Registration Procedure

The Treasury has updated AFMIS database starting 1387 and requires update of vendor records. The vendor records provided by the budgetary units in the past have not been accurate and have caused one vendor having multiple and conflicting records in AFMIS. Budgetary Units are now required to receive the required data from vendors and provide to the Treasury.

All M16 forms must now contain an AFMIS vendor ID. Vendor details will still be included on M16 forms, and will be used to verify that the correct vendor code has been given on the M16. In case the vendor details as mentioned in the M16 form do not match the AFMIS vendor record, the payment will be rejected by the treasury

Detailed Process:

All Budgetary Units shall submit a completed vendor registration form as attached for:

- All bonded trustees in their employ;
- All existing obligations (contracts) signed in previous years.

These will be signed by any signatory authorized as per the M50 form of the concerned Budgetary Unit, and also by the Financial Controller. The financial controller should check that the form is properly authorized, and should verify the details on the form against support – either supplier advice of banking details (from contract or invoice) or the bonded trustee ID card.

Mustofiat offices should collect forms from Budgetary Units that they support in their province for:

- All bonded trustees in their employ;
- All existing obligations (contracts) signed in previous years.

These will be signed by any signatory authorized as per the M50 form of the concerned Budgetary Unit, and also by the Financial Controller. The financial controller should check that the form is properly authorized, and should verify the details on the form against support – either supplier advice of banking details (from contract or invoice) or the bonded trustee ID card.

For provinces with AFMIS access but no Taxpayer Identification Number (TIN) office, the Budgetary Units requesting for vendor registration will not provide TIN for the vendors, who have not received TIN. Only where vendors are participating in foreign trade or are TIN registered for other purposes, the Budgetary Unit shall provide the vendor's TIN on the vendor registration form.

All vendor registration forms will be submitted to Budget and Allotment Unit in Treasury Department of Ministry of Finance, or the AFMIS user creating vendors in the Mustofiat, who will check that all mandatory fields are filled and will register the receipt of the form. Incomplete or incorrectly filled forms will be rejected on receipt.

Where TIN is provided the data on the Vendor request form will be validated against the data from the Revenue Department's TIN database. If the details do not match, a copy of the Revenue Department's TIN details will be printed and attached to the form to be rejected and returned back to the Budgetary Unit.

Once the record is entered in AFMIS, the AFMIS vendor ID will be filled on the form and the Treasury use only processing section will be filled. The Treasury or respective Mustofiat office will print vendor report from AFMIS and issue to the Budgetary Unit, and the original form will be filed in Treasury Budget and Allotment Unit or the Mustofiat office.

During the year, as suppliers are selected through a procurement process, new bonded trustees are hired or new salary transfer accounts are established, vendor registration forms must immediately be submitted to Treasury/Mustofiat for processing. These will be processed in the same manner as the forms submitted at the start of the year.

Where an amendment is required for a vendor already registered in the AFMIS, the budgetary unit will submit vendor request form with the vendor code and the fields subject of change completed and a copy of AFMIS Vendor Report attached.

Also attached is the guidance for completing vendor registration.

Salutation

Waheedullah Shahrani,

Deputy Minister for Finance



Islamic Republic of Afghanistan
MINISTRY OF FINANCE – TREASURY DEPARTMENT

The form must
 be submitted
 in two copies.

Vendor Registration Form

New Vendor		Amendment to existing Vendor		AFMIS Vendor ID	
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Category of Vendor				Important Notes			
Business		Individual					
Afghanistan Registered		Afghan					
Afghanistan Not-registered		International					
International		Bonded Trustee					
Other Organization (NGO, ...)		Salary Transfer Account					

Taxpayer Identification Number (TIN)		Photocopies must be attached
or ID Number Bonded Trustee	-	
Fathers Name Bonded Trustee		
Business ID – ISA Registered		Year Established
Name Business/Individual		
Address (Street, Nr.)		
Address (Other)		
Address (City / Town)		
Address (Province)	Country	
Phone # (1) (Office)	Phone # (2) (Cell)	
Email Address		
Registered Owner Name		
Owner/Taskara Number (sukook)		
Bank Name	Branch:	
Account Name (Beneficiary)		
Bank Account Number		
Photo copies of bank card must be attached.		

International Banking Information – Complete Required Fields Only

International Bank Account Number (IBAN)	
Swift code	
Correspondent Bank Name	
Correspondent Bank Address	
Correspondent Bank Account Number	
Correspondent Bank Swift	

Requested By		Treasury Use Only – Do not Fill This Section	
Budgetary Unit:		Processed by Name:	
Name:		Date:	
Title:		Signature:	
Authorised Signature:		Financial Controller Signature	

Vendor Registration Form – FORM FILLING AND AFMIS ENTRY NOTES

Please complete and submit the form in two copies with the photocopy of TIN Registration and bank card, or bonded trustee ID Card. In provinces where ID card registration has no been implemented, Tazkera photocopy must be attached instate.

Mandatory. Form must indicate whether a New Vendor or Amendment. Where amendment, AFMIS Vendor ID must be filled. For New Vendors, the Vendor ID will be filled in the form by Treasury after entry to AFMIS.

New Vendor		Amendment to existing Vendor		AFMIS Vendor ID	
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Category of Vendor		Important Notes	
<p align="center">Mandatory</p> <p><i>These Vendor Categories will be set up in as Business Ownership Types. User entering vendor will then click the business information button, and select the relevant ownership type from the list.</i></p>		<p>Mandatory for amendments to existing vendor, optional for new vendor. For an amendment to an existing vendor, this must include an explanation as to why the vendor record requires amendment – eg. Bonded trustee resignation, Change of Business name, or vendor has advised new banking details.</p>	
Business		Individual	
Afghanistan Registered		Afghan	
Afghanistan Not-registered		International	
International		Bonded Trustee	
Other Organization (NGO, ...)		Salary Transfer Account	

Taxpayer Identification Number (TIN)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											<p>Mandatory for all Vendor Categories ≠ Bonded Trustee or Salary Transfer Account, unless is a vendor for a province without a TIN office.</p> <p><i>Entered to two places in Vendor Record in AFMIS:</i></p> <ul style="list-style-type: none"> - in the Vendor Code field, to allow for searching by TIN number for identification of vendors already existing. - in the tax information pop-up in the field Registration Number - in the contact ID field in the contacts table, accessed through the contacts button. 				
or ID Number Bonded Trustee	<table border="1"> <tr> <td></td><td></td><td></td><td></td> <td align="center">-</td> <td></td><td></td><td></td><td></td> <td align="center">-</td> <td></td><td></td><td></td><td></td> </tr> </table>					-					-					<p>Mandatory for all Vendor Category = Bonded Trustee.</p> <p><i>This will be entered in the Vendor Code field, to allow for searching by ID Number for identification of Bonded Trustees already existing.</i></p> <p><i>This will also be entered in the Contacts ID field in the contacts table, accessed through the contacts button.</i></p>
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Fathers Name Bonded Trustee		<p>Mandatory for all Vendor Category = Bonded Trustee.</p> <p><i>Will be entered to the Designation field in the contacts table, accessed</i></p>														

	<i>through the contacts button, as Father: xxxxxx.</i>		
Business ID – ISA Registered	Mandatory for Vendor Category = Afghan Registered Business <i>In the Tax Information Screen, this will be entered to the business ID field.</i>	Year Established	Mandatory for Vendor Category = Afghan Registered Business <i>In the Business Information Screen, this will be entered to the Year Established field</i>
Name of Business / Individual	Mandatory for Vendor Category ≠ Salary Transfer Account. <i>This will be entered in the field 'Name' in the Contacts table, accessed through the contacts button.</i>		
Registered Owner Name	Mandatory for Vendor Category = Business. <i>Note can be entered as 'listed company', 'charity' or 'United Nations' etc where not sole ownership.</i> <i>Will be entered in the 'Remarks' field in the Business Information screen.</i>		
Owner/Taskara Number	Mandatory for Vendor Category = Business – Afghan Registered, Afghan Non-Registered and Individual – Afghan. <i>This will also be entered in the 'Remarks' field in the Business Information screen.</i>		
Address (Street, Nr.)	Mandatory for Vendor Category ≠ Salary Transfer Account. <i>This will be entered in the first address line in the Contacts table, accessed through the contacts button.</i>		
Address (Other)	Optional. <i>This will be entered in the second address line in the Contacts table, accessed through the contacts button.</i>		
Address (City / Town)	Optional. <i>This will be entered in the field 'City' in the Contacts table, accessed through the contact button.</i>		
Address (Province)	Mandatory. <i>This will be entered in the field St/PV in the Contacts table, accessed through the contacts button. If international, should be filled with state/province/county etc as applicable.</i>	Country	Mandatory. <i>This will be entered through selection of the relevant country code in the contacts table, accessed through the contacts button.</i>
Phone # (1) (Office)	Mandatory for Vendor Category ≠ Salary Transfer Account if Phone # (2) Cell is blank. <i>This will be entered to the field phone (office) in the Contracts table, accessed through the contact button.</i>	Phone # (2) (Cell)	Mandatory for Vendor Category ≠ Salary Transfer Account if Phone # (1) Office is blank. <i>This will be entered to the field cell phone in the Contracts table, accessed through the contact button.</i>
Email Address	Optional. <i>This will be entered in the field e-mail in the Contacts table, accessed through the contact button.</i>		

Bank Name	Mandatory where Vendor Categories ≠ Bonded Trustee. <i>Will be entered in the Address of the Address screen, and also in the first line of the addresss in the Bank Information screen.</i>	Branch:	Optional. <i>Will be entered in the field Branch Name in the Bank Information screen.</i>
Account Name (Beneficiary)	Mandatory where Vendor Categories ≠ Bonded Trustee. <i>This will be entered in the field Vendor Bank Account in the Main Vendor screen.</i>		
Bank Account Number	Mandatory where Vendor Categories ≠ Bonded Trustee. <i>Will be entered to the following fields (with Bank A/c in front):</i> <i>Name</i> <i>Payment to</i> <i>Vendor Group.</i> <i>Will also be entered to bank account # field in the banking information screen in cases where an international bank account number is not given in the field below.</i> <i>Where Vendor Category = Salary Transfer Account, will also be entered in the field Vendor Code.</i>		
<i>International Banking Information – Complete Required Fields Only</i>			
International Bank Account Number (IBAN)	Optional. <i>Where provided, will be entered to the bank account # field in the banking information screen, instead of the bank account number.</i>		
Swift code	Optional.		
Correspondent Bank Name	Optional. <i>Where provided all Correspondent Bank information will be entered to the Address field of the Bank Information screen, each item in a separate line as follows:</i> <i>COR NAME: xxxxxxxxxxxxxx</i> <i>COR ADDR: xxxxxxxxxxxxxxxxxxxxxx</i> <i>COR A/C: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</i> <i>COR SW: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</i>		
Correspondent Bank Address			
Correspondent Bank Account Number			
Correspondent Bank Swift			
Requested By		Treasury Use Only – Do not Fill This Section	
Ministry:		Processed by Name:	
Name:		Date:	
Title:		Signature:	

Authorised Signature:		Financial Controller Signature	
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