



Acumen powered by DCI Software

New Vendor Setup

Vendor Basics

- **What is a Vendor?**
 - A company that provides services and/or supplies that enhance the quality of life for the Client
 - Each State or Program may have different rules & requirements around which organizations can become a Vendor
- **What is needed before Requesting a New Vendor?**
 - Check vendor list in DCI to ensure vendor is not listed
 - Ensure your program allows for Vendor Payments
- **Required Documents**
 - IRS Form W-9 completed by Vendor

New Vendor Request

1 acumen.dcisoftware.com

The screenshot shows the DCI Vendor Management System interface. On the left is a navigation menu with 'VENDORS' selected. The main content area is titled 'Vendors' and contains a form with fields for Vendor Name, DBA, Phone Number, City, Select State, Zip Code, and Active. A 'New Vendor Request' button is highlighted with a callout box. The breadcrumb 'Home > Vendor' is visible at the top of the main content area.

1. Go to DCI Portal and log in
2. Select Vendors tab
3. Click on Actions
4. Click New Vendor Request

**It's recommended to have the completed Form W-9 ready to upload at this time.*

New Vendor Request

Add New Vendor Request ×

Vendor Name: 1

Vendor Address: 2
 2

2

Phone: 3

Alternate Phone: 4

W9 Attachment: [Add Attachment](#) 5
 5

1. Vendor Name should match name on W-9
2. Vendor Address as listed on Form W-9
3. Vendor Phone Number
4. Alternate # is Optional
5. Attach completed Form W-9*
6. Click Save to submit request

* Form W-9 must be in PDF, JPG or PNG format to upload

Cancel

Save



After Request is Submitted

- Acumen Payroll Team will review Vendor details
 - Verifying W-9 and Vendor information
- Acumen Payroll will enter Vendor Details into DCI
 - Employer will be notified upon completion
- Once complete, Employer can proceed with next step
 - [Vendor Payment Request](#)

Where to go for help?

- Utilize our [DCI Training Materials](#) for more help
 - This will give you a full list of Training Materials for DCI
- Contact your Acumen Agent for more help
 - Contact Customer Service if you don't know your assigned agent



Phone: (877) 211-3738



acumenfiscalagent.com



Thank you!

Visit the **Acumen Help Center** to learn more at:
acumenfiscalagent.zendesk.com