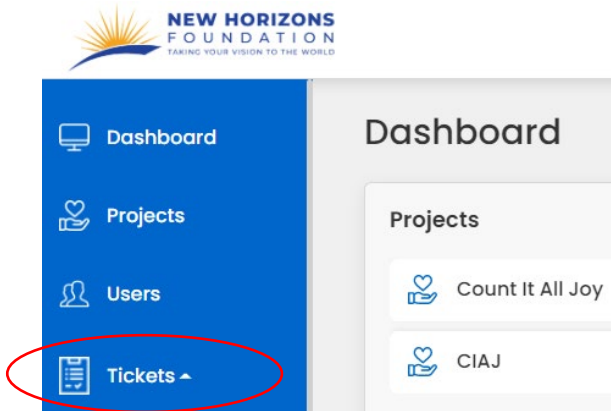
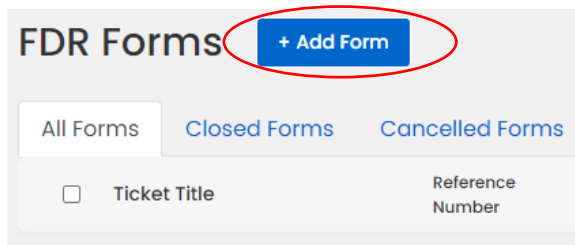


FDR for Paying Vendors

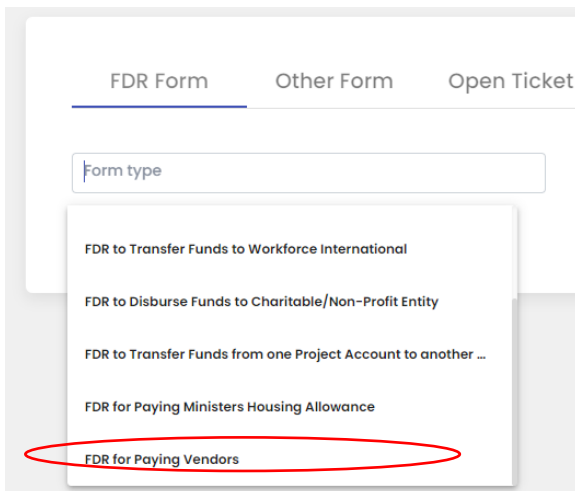
1. Starting from your Project Manager Dashboard, press “Tickets” on the left side of the page.



2. The “Tickets” button will provide a drop-down menu. Press “FDR Forms” from the list.
3. Press the blue “+ Add Form” button.



4. Press the “Form Type” box. A drop-down menu will appear. Scroll down to see the “FDR for Paying Vendors.” Press this option.

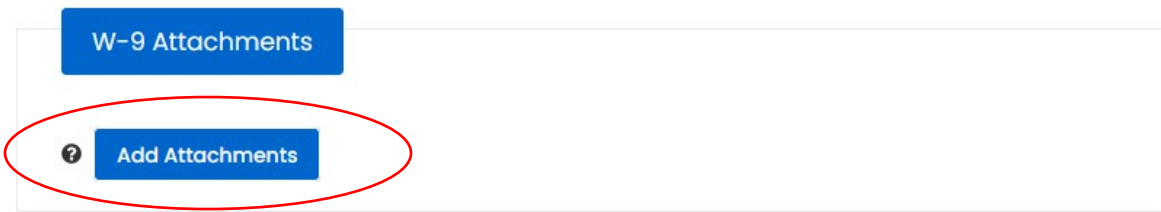


5. Now that you are on the correct form, fill out the “Project Details.”

- In the “Current Community Impact” section, please provide a hearty description of the charitable works your project is currently doing.

? Current Community Impact*

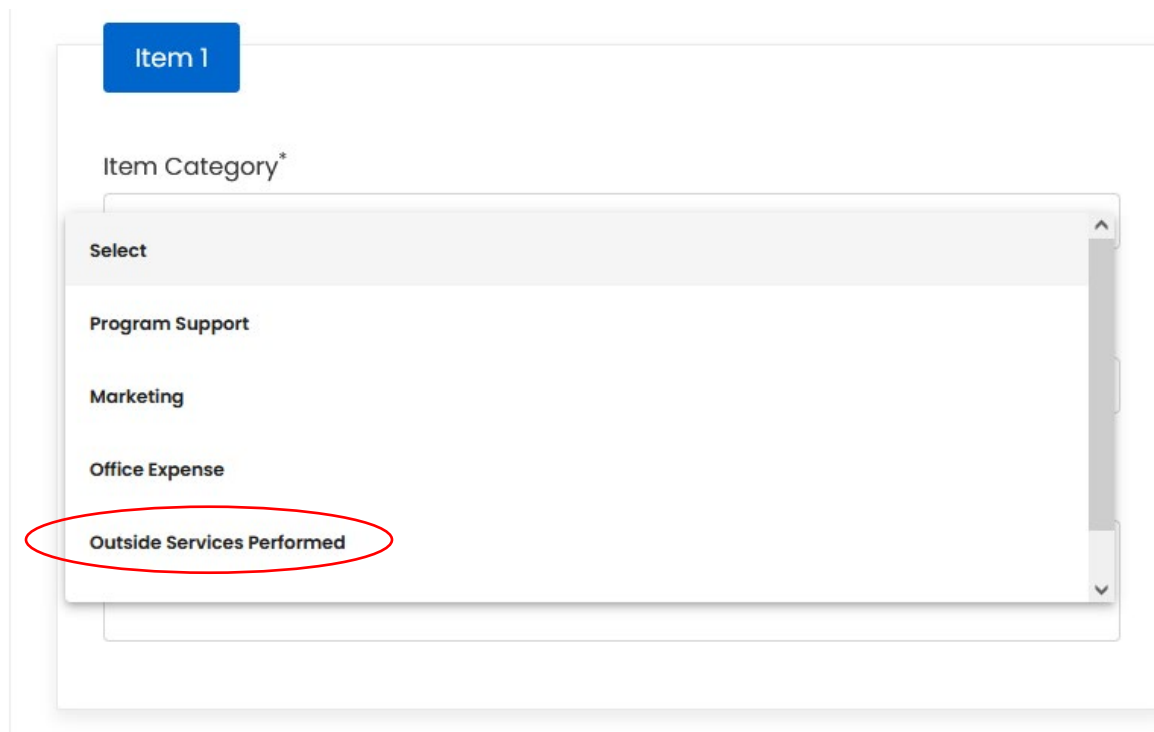
- Our auditors check these to understand why we are sending money out; therefore this section is vital.
6. Fill out the “Vendor’s Contact Details.”
 - For the “Payable To” section, please type in the person or entity we are sending funds to.
 - If the person or entity is Stateside, the “Country Code” is 1.
 - The EIN / SSN is for the entity.
 7. Fill out the “Bank Information and Wiring Instructions.”
 - Check “Yes” if you have made a transaction to the vendor before.
 - Check “No” if you need to provide this information.
 8. Add the Vendor’s W-9 by selecting the “Add Attachment” button



W-9 Attachments

? Add Attachments

9. Press “Next.”
10. Check whether this will be a recurring transaction. In the “Breakdown of Request” form, enter the amount and whether this amount will be recurring. If “Yes,” a dropdown will appear where you will:
 - Enter the recurring amount
 - Select Monthly.
 - Select the starting month.
 - Choose if you would like to be paid the 1st or 15th of each month.
11. Complete the “Breakdown of Request” section.
12. Because we are paying a vendor directly, the “Item Category” will be “Outside Services”



Item 1

Item Category*

Select

- Program Support
- Marketing
- Office Expense
- Outside Services Performed**

13. Because our auditors look at each request on an individual basis, you will now need to describe how this expense is charitable for your project. For example, "We're paying A because they are providing services to expand our marketing department so that our website will now be accessible worldwide. This expense is charitable because we spend most of our time reaching the people of B and now they will have access to our website."
14. You will review your entries, add an additional attachments, and leave any additional instructions or comments.
15. Sign the document by typing your name (the project manager only) in the signature box.
16. Finally, once you are ready, you will select the "Submit" button.