



It is imperative for SAU business managers to know the vendor code that is used for Maine Department of Education payments. Please contact [Charlotte.Ellis@maine.gov](mailto:Charlotte.Ellis@maine.gov) or [GPA.DOE@maine.gov](mailto:GPA.DOE@maine.gov) if you do not know your SAU's vendor code



## What are vendor codes?

- To receive money from the State of Maine, you must be enrolled in the State's vendor payment system
- Vendor codes are assigned by the State of Maine vendor payment system – known as Advantage

### Maine DOE

All SAUs have a vendor code for Maine Department of Education payments

### Other state agencies

SAUs may have multiple vendor codes for payments from different departments or agencies.



# Why do SAUs Need Separate Vendor Codes for Payments for Different State Agencies?

Separate vendor codes help Maine SAUs maintain **accuracy, compliance, transparency, and efficiency** in managing payments from multiple state agencies, while reducing audit risk and administrative burden.

# Why do SAUs Need Separate Vendor Codes for Payments for Different State Agencies?

## Clear audit trail and accountability

Separate vendor codes allow each payment to be clearly traced back to the specific state agency and program that issued it. This is critical during state audits, federal audits, and DOE reviews, where SAUs must demonstrate exactly where funds came from and how they were used.

## Accurate financial reporting

Different state agencies often provide funds for different purposes (e.g., DOE subsidies, DHHS reimbursements, grant programs). Separate vendor codes help ensure revenues are recorded correctly by source, preventing misclassification in the general ledger and year-end financial statements.

## Compliance with funding restrictions

Many state and federal funds come with specific allowable-use requirements. Distinct vendor codes help SAUs track restricted versus unrestricted revenues and demonstrate compliance with program rules.

## Efficient reconciliation and error resolution

When payments are separated by vendor code, SAUs can more easily reconcile deposits to state payment advices. If a payment is incorrect, delayed, or duplicated, finance staff can quickly identify the responsible agency and resolve the issue without confusion.

# Why do SAUs Need Separate Vendor Codes for Payments for Different State Agencies?

## Strong internal controls

Separate vendor codes reduce the risk of commingling funds from different agencies. This strengthens internal controls and supports segregation of duties, which is a key expectation of auditors and state oversight bodies.

## Accurate 1099 and reporting requirements

While SAUs are typically payees rather than payers in this context, state systems still rely on vendor codes for reporting and compliance purposes. Separate codes reduce the risk of reporting errors tied to the wrong agency or program.

## Budgeting and forecasting clarity

Tracking payments by agency allows SAUs to better analyze funding patterns, monitor expected revenues, and plan budgets based on reliable, agency-specific data.



# What information is saved in Advantage

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- ✓ **Tax Identification Number (TIN)**
- ✓ **Contact information**  
Advantage has a payment contact and a procurement contact – the contacts may be the same or different
- ✓ **Address information**  
Both contact types will have address information
- ✓ **Payment information**  
How the SAU will be paid
  - Check
  - Direct Deposit
  - Paymode



## Updating information

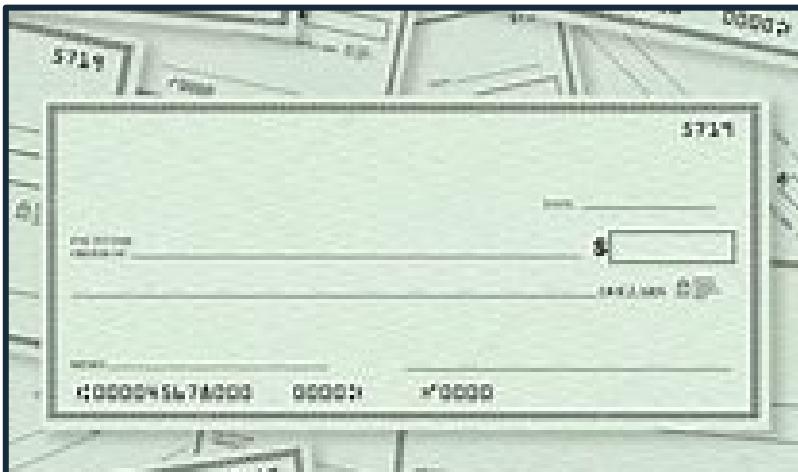
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Please contact [Charlotte.Ellis@maine.gov](mailto:Charlotte.Ellis@maine.gov) or [GPA.DOE@maine.gov](mailto:GPA.DOE@maine.gov) if there are changes to (or questions about) any of the following:

- Contacts
- Address
- Payment options
  - Change from paper check
  - Change of bank if using direct deposit
  - Use of Paymode

# Payment Options

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## Paper Check

If there are issues with direct deposit or Paymode, the default is to issue a paper check. It is important to ensure that any address changes are communicated to prevent lost paper checks.

## Direct Deposit/EFT

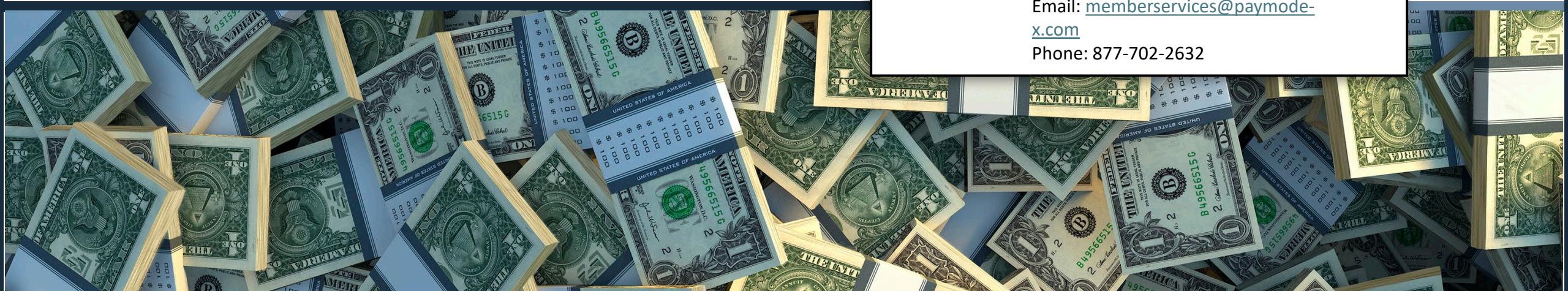
- EFT or Electronic Funds Transfer is the process of moving money from one account to another over a computer-based system. Most commonly to and from financial institutions
- There aren't any checks to be lost, damaged, or stolen
- It can save you trips to the bank and help you avoid long lines at tellers or ATMs
- Faster receipt of funds from the State of Maine

## Paymode

- Same advantages as direct deposit
- 24/7 access to a payment tracker and payment details
- The ability to schedule reports and have them emailed directly to key team members
- Ability to have multiple email addresses for notifications

Get In Touch

# For updates to payment options



## Direct Deposit

[Charlotte.Ellis@maine.gov](mailto:Charlotte.Ellis@maine.gov) or

[GPA.DOE@maine.gov](mailto:GPA.DOE@maine.gov)



## Paymode

### Vendor Enrollment Team

Email: [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com)

Phone: 800-331-0974

### Member Services

Email: [memberservices@paymode-x.com](mailto:memberservices@paymode-x.com)

Phone: 877-702-2632