**Instructions for Initiating the 204 Form (Payee Data Record) in Adobe Acrobat Sign to a Vendor**

This guide provides a step-by-step explanation of how to complete and send the AP - 204 form (Vendor Data Record) via Adobe Acrobat Sign.

1. **Enter the Vendor's Email Address**
   * Locate the "Recipients" section at the top. In the "Vendor" field, input the vendor's individual or business email address.
2. **CC Accounts Payable and Procurement Staff**
   * Below the "Recipients" section, a list of Accounts Payable and Procurement staff emails is pre-filled. These individuals will automatically receive a copy of the completed form.
3. **Update the Document Name**
   * In the "Document Name" field, replace the placeholder text [Insert Vendor's Individual or Business Name] with the actual vendor's name. This helps in easily identifying the request.
4. **Customize the Message (Optional)**
   * In the "Message" section, personalize your message to the vendor, or leave the default message: "Please complete and sign."
5. **Verify Completion Deadline**
   * On the right-hand side, confirm that the completion deadline is set. The default expiration is 14 days from when the request is sent.
6. **Check the Attached File**
   * The 204 form (Vendor Data Record) will already be attached under the "Files" section.
7. **Send the Form**
   * After verifying all fields are completed, click the blue "Send" button at the bottom of the page to submit the request to the vendor.

For questions or assistance, please contact Accounts Payable or Procurement Services.

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