



Entering a Vendor

Script Description

This script demonstrates the entry of a regular (non-1099) Vendor.

Process Assumptions

- Operators, Business Units, and SETID's are configured for the database.
- All ChartFields are configured.
- Vendor Address and phone information is available for data entry.

Process Flow Steps

A. A new vendor is being made available for Purchasing, Vouchers, and Payments. One of the team members enters the vendor information into the system.

B. Access Vendor Information:

GO	Administer Procurement
	Maintain Vendors
USE	Vendor Information
	Identifying Information
	Add

1. **DO NOT** enter anything into the "Voucher ID" field. Any changes in this field will cause the system to not operate properly. If you make changes here exit the panel by clicking on the red **X** on the top right of the panel.

2. Click on

C. Enter the name Portion of Vendor Panel Information

1. Name 1: (Vendors Payment Name)

2. Name 2: Additional identifying information(Optional)

3. ShortName: This field is provided for search lists and it must be unique across all vendors. Use the first four letters of last and first name.

4. Classification: Select classification by clicking on the classification drop down list the Valid Classifications are:

- Supplier
- Employee

- **Attorney**

5. Status is defaulted to 'approved' if the Operator has Approval authority based on their Operator Preferences. Valid drop down items are:

- **Approved**
- **Inactive - Not available for purchasing, voucher entry, or payments.**
- **Archived**
- **Unapproved- can be used if a Vendor approval process is implemented.**

6. Persistence- Defaults to Regular. Leave as a regular vendor. Valid values are:

- **Regular**
- **Permanent- Cannot be archived off**
- **One time- Becomes inactive after one use.**

7. Open for Ordering: check box to allow ordering. Uncheck to stop additional Purchase Orders from being entered against this vendor.

8. Withholding: Leave this check box blank if you have a Tax ID Number and are not processing 1099's for this Vendor. You will have to file a 1099 if you check this box.

9. Tax Id Number: Enter the Vendors Tax Id number (TIN, SSN, and FIN).

10. Corporate Vendor Flag checkbox can be clicked on to associate this Vendor to other corporate vendor. Once you check this field, use the list box to select a vendor to establish a corporate vendor relationship.

11. Hit F2 to move to the Vendor Address Panel

D. Update Vendor Address Information:

Many Addresses may be entered for a vendor. The first address entered defaults for all location addresses. These include an Order Address, Invoicing, Remitting, and Returning Addresses. You can enter Additional Addresses by hitting the *F7* key to insert a row, or by pressing the icon.

1. If the vendor has an alternate Payment Name, Click on the Alternate Payment Address Button . This can be used to create checks to an alternate name.

Maintain Vendors - Use - Vendor Information

File Edit View Go Favorites Use Report Help

Identifying Information | Address | Location | Contacts

SetID: CWUID Vendor: NEXT Acme Office Products

Addr: 001 Descr:

Effective Date: 07/09/2001 Status: Active

Country: USA United States

Address 1:

Address 2:


Address 3:

Payment Alternate Names

Alternate Name 1:

Alternate Name 2:

OK Cancel

2. Enter Phone Numbers by clicking the  icon.
3. Select the Phone Type from the drop down list
4. Enter the Prefix, Phone number and extension. Hit the *F7*> key to add additional phone numbers.
5. Click the OK button when after entering all relevant phone numbers.
6. Description Enter an Address Description.
7. Effective Date: Enter the first date the Vendor is used in processing or could be used in processing.
8. Status: Defaults to Active.
9. Country: Defaults to USA.
10. Address1: Enter the first line of the Street Address field is required

11. **Address2:** Enter the second line of the Street Address- field is optional.

12. **Address 3:** Enter the third line of the Street Address- field is optional.

13. **Address 4:** Enter the fourth line of the Street Address (optional).

14. **NBR 1:** Leave blank

15. **City:** Enter the City Name

16. **County:** Enter County if available (field is optional).

17. **State:** Enter two-digit state code.

18. **Postal Code:** Enter the zip code

To add a second address to this vendor, insert a row by hitting the *F7* key on the description line. For example:

Hit the *F2* key to move to the next Panel. You can also use the mouse and click the location folder tab.

E. Enter the Location Information:

This panel is used to designate which address to use for the Vendor. The first address entered will default to all vendor locations.

1. **Location:** Enter a location description for the Vendor.

2. **Description:** Enter a description for the location.

3. **Default** is set to on if only one address for the vendor is present. If this is the **Primary Location** for the vendor click on the default check box.

4. **Effective Date:** Enter the date this information is first effective.

5. **Effective Status:** defaults to active. User can mark the information inactive.

6. **Doc Type:** Leave as Default.

7. **Pricing Location:** Can be used to change the default location for item pricing.

8. **Ordering Location:** Identifies the address that will be used in ordering. For this example we changed it to Address 2.


9. You can change the address location for any of the remaining fields.

10. Save the vendor.

11. If you have multiple locations, you must hit Save in order to access the other addresses to assign to the other locations.

F. Sub-Panels

There are several push buttons on the location panel that take you to some other important sub panels. These are described below.

1. Click on the Procurement Options button 

- You can specify some default information that pertains to this vendor. This information will default into Purchase Orders and Vouchers.

2. Click on the Payment Options panel 

1. Hold Payments: click this to suspend all payments to a vendor. This will still allow you process Purchase Orders and Vouchers.
2. Separate Payments: the system will create one check per voucher instead of combining them onto a single check.
3. Payment Handling Flag: you can assign a vendor to a different payment handling flag other than the default.

3. Click on the SIC codes icon 

- Use this panel to track your standard industry codes for vendors.

4. Click on the Vendor Types panel 

- You can track certain types of vendors such as Contractors or Minority vendors.