
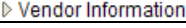
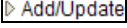


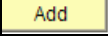





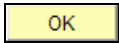


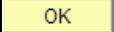
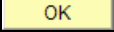





Adding a Vendor

1.	From the Financials menu, click the Vendors link. 
2.	Click the Vendor Information link. 
3.	Click the Add/Update link. 
4.	Click the Vendor link. 
5.	On the Vendor Information Find an Existing Value/Add a New Value page, click the Add a New Value tab. 
6.	<p>The Vendor ID appears as NEXT on the search page. <u>DO NOT CHANGE THIS</u>. The system assigns a sequential ID number after you enter the vendor information and save the page.</p> <p>Click the Add button.</p> 
7.	Use the Identifying Information page to enter identifying information for a vendor, including the vendor name and short name, classification, status, persistence, and withholding information. Some fields default for you but can be changed if needed.
8.	Enter the desired information into the Vendor Short Name field.
9.	Click in the Vendor Name 1 field.
10.	Enter the desired information into the Vendor Name 1 field.
11.	<p>Use the Status field to select the vendor's status.</p> <p>Click on the drop-down arrow to select the appropriate option.</p>
12.	Use the Classification field to select the vendor's classification.
13.	Use the Persistence field to select the vendor's persistence.
14.	When entering 1099 vendors, select the Withholding check box to enable 1099 reporting for the vendor. You will specify withholding information on the Withholding Vendor Information page associated with your Location later.
15.	Select the Open For Ordering check box to certify the vendor for purchasing goods and services. If this check box is blank, you cannot enter purchase orders (POs) for this vendor in MaineStreet Purchasing.
16.	Next, enter details about the vendor's address(s). Click the Address tab. 
17.	Use the Address page to specify one or more addresses for the vendor and to specify the address that must be used for 1099 reporting purposes, when applicable or for non-1099 vendors if you want to record the vendors Tax ID #.
18.	Click on the drop-down arrow in the Status field and select the appropriate status.

19.	Use the Country field to select the vendor's country. Once you select a country, the appropriate address format appears. Depending on the country that you select, the format of the address field varies. Enter all fields that are necessary for the country that you select. The default is USA.
20.	Enter the address information into the Address 1 field. The Address 2 and 3 fields may be used for additional address information.
21.	Enter the city name into the City field.
22.	Enter the County in the County field.
23.	Enter the postal code in the Postal field.
24.	Enter the State in the State field.
25.	Use the Email ID field to enter the vendor's email address. This is the address that the email application engine process uses when you select the dispatch method of email in MaineStreet Purchasing.
26.	Click the Expand section button adjacent to Payment/Withholding Alt Names . 
27.	Use the Payment/Withholding Alt Names section to specify alternate names when the vendor requests an alternate name appear on payments and 1099 reports. When the system generates payments for the location that uses this address, it uses the alternate name information on the payment. Likewise, if you specify an alternate withholding name, the system uses this name on 1099 reports instead of the name that you specified on the Identifying Information page.
28.	Use the Phone Information section to enter phone information for the vendor. Click on the drop-down arrow in the Type field to select the type of phone number that you are adding (cellular, business, fax, home, pager, and so on).
29.	The Prefix field is used for International Telephone Numbers. <u>Do not use this field for the Area Code</u> . See “International Telephone Numbers” document for information on entering international telephone numbers.
30.	Enter the 10 digit phone number into the Telephone field. Do not use () or --. The system will format the number for you.
31.	Note: If this is a 1099 vendor (or you wish to record the vendor’s Tax ID#) you need to check the “Use as 1099 Address” box at the top of the page associated with the appropriate address. If you are not going to provide information on the Withholding Information page you do not need to select an address for this purpose. If additional addresses are needed click the +... at the Vendor Address section.
32.	Next, you may specify details of the contact person if desired. For example the Sales or Accounts Receivable representatives. This information is optional. Click the Contacts tab. Contacts
33.	On the Vendor Contact page, The Contact ID field displays the contact ID number. When you add a new vendor contact, the system automatically increments the vendor contact's number in this field.

34.	The Eff Date field specifies the date from which this contact is valid. It defaults to the current system date, but can be changed if needed.
35.	Use the Type field to select a type (such as Management or Sales) to define the contact's role.
36.	Enter the appropriate name in the Name field.
37.	Enter the desired information into the Title field.
38.	Use the Address field to enter an address for the contact from one of the addresses that you entered on the Address page. This enables you to associate different addresses with each contact.
39.	Use the Phone Information field to enter phone information for the contact.
40.	Use the Email ID field to enter the contact's email address. Multiple email addresses can be entered in this field, but they must be separated by semicolons.
41.	Finally, you need to specify Location details for your campus. Click the Location tab. 
42.	Use the Location page to enter a location for your campus.
43.	Enter the desired information into the Description field.
44.	Enter the date from which this location is valid in the Effective Date field. It defaults to the current system date; however, you can change the effective date to a future date, if necessary.
45.	Click the Payables link. 
46.	The Payables Options page, is where you define remitting address and payment options. These fields will default for you but may be changed if needed.
47.	To access the Additional Payables Options section, click the expand section arrow. 
48.	In the Additional Payables Options section, all fields will default for you and should rarely need to be changed. Refer to the Vendor Create and Maintenance manual for rules regarding these fields.
49.	To access the Vendor Type Options section, click the expand section arrow.
50.	If desired you may enter additional information about this vendor. For example, if the vendor is a small business, minority-owned, women-owned, handicapped-owned, etc. In the Type field, click the look-up icon to select from the available choices.
51.	In the Service field, if desired, enter information about the type of goods or services the vendor provides. Click OK to return to the Location page. 
52.	Click the Procurement link open the Procurement Options page. 
53.	The Procurement Options page is where you define ordering address and ordering options for your purchase order. These fields will default for you but may be changed if needed.

54.	To access the <i>Additional Procurement Options</i> section, click the expand section arrow. 
55.	In the <i>Additional Procurement Options</i> section, all fields will default for you and should rarely need to be changed. Refer to the Vendor Create and Maintenance manual for rules regarding these fields.
56.	Click the OK button to return to the Location page. 
57.	If this is a 1099 vendor (or if the vendor is not 1099 but you want to record the vendors TAX ID#) click the Global/1099 Withholding link to access the Withholding Vendor Information page, where you can specify withholding options and Tax ID information for this vendor location. Click the Global/1099 Withholding link. Global/1099 Withholding
58.	NOTE: Refer to the Vendor Create and Maintenance manual for rules and detailed explanations regarding the Global/1099 withholding page. Click the OK button to return to the Location page. 
59.	Click the <i>Comments Expand section</i> button. 
60.	Use the <i>Comments</i> section to enter comments about the vendor that pertain to this Location.
61.	Click the <i>Internet Address Expand section</i> button. 
62.	Use the <i>Internet Address</i> section to enter URLs and descriptions for the vendor's websites. Click the Open URL link in this section to open a URL in your browser.
63.	Click the Save button. 
64.	Note that the system has generated a Vendor ID for the new vendor.
65.	End of Procedure.