



### Test History

Date	Tester	Pass/Fail	Notes

### Time to Test

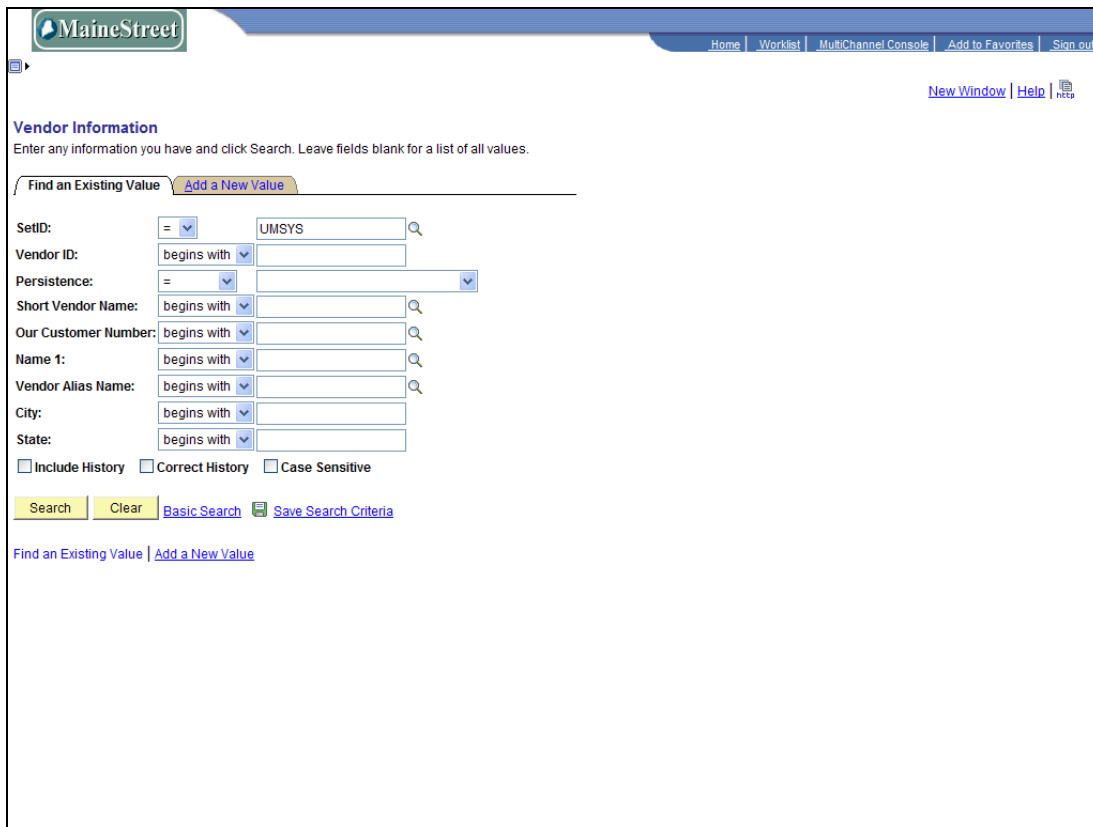
Estimated Time	
Actual Time	

### Test Setup

### Navigation

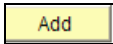
Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials menu, click the <b>Vendors</b> link. <a href="#">▶ Vendors</a>				
2.	Click the <b>Vendor Information</b> link. <a href="#">▶ Vendor Information</a>				
3.	Click the <b>Add/Update</b> link. <a href="#">▶ Add/Update</a>				
4.	Click the <b>Vendor</b> link. <a href="#">Vendor</a>				

**Test Procedure**



Step	Action	Input	Expected Results	Pass	Fail
5.	On the <b>Vendor Information Find an Existing Value/Add a New Value</b> page, click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>				



Step	Action	Input	Expected Results	Pass	Fail
6.	On the <b>Vendor Information</b> page, click the <b>Add</b> button. 				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Identifying Information** | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#)

SetID: UMSYS **Check for Duplicate**

Vendor ID: NEXT

\*Vendor Short Name:

\*Vendor Name 1:

Vendor Name 2:

\*Status:  \*Classification:

\*Persistence:  HCM Class:

Withholding **Expand All** **Collapse All**

Open For Ordering

**Vendor Relationships**

Corporate Vendor  InterUnit Vendor

Corporate SetID:  InterUnit Vendor ID:

Corporate Vendor ID:

**Create Bill-To Customer**

Create Bill To Customer

**Additional ID Numbers**

**Duplicate Invoice Settings**

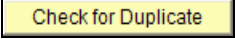
**Government Classifications**

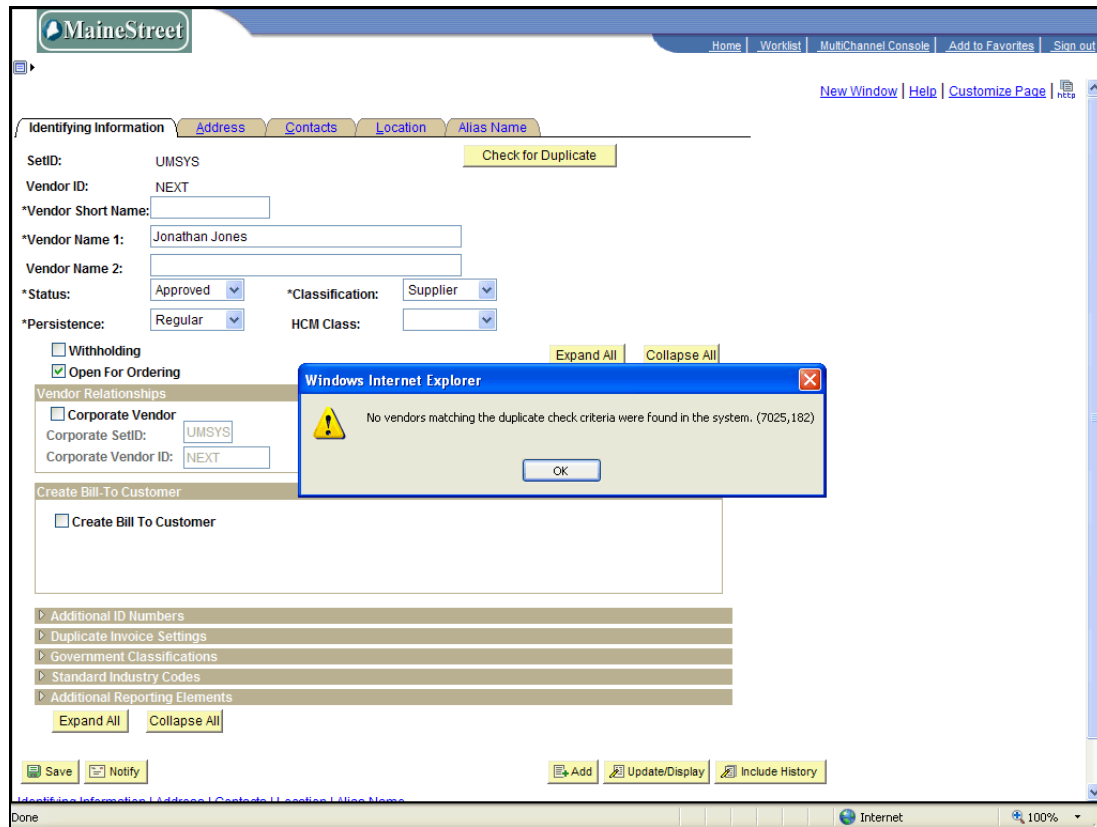
**Standard Industry Codes**

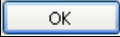
**Additional Reporting Elements**

**Expand All** **Collapse All**

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
7.	On the <b>Identifying Information</b> tab, enter the desired information into the <i>Vendor Short Name</i> field.				
8.	Enter the desired information into the <b>Vendor Name 1</b> field.				
9.	Click the <b>Check for Duplicate</b> button. 				



Step	Action	Input	Expected Results	Pass	Fail
10.	<p>The system will only find a duplicate if another vendor exists exactly as the <b>Vendor Name 1</b> field appears. Any difference whatsoever, including spaces, will not return a possible duplicate. It is important that you search for duplicate vendors using the "Find an Existing Value" search screen prior to entering a new vendor.</p> <p>Click the <b>OK</b> button.</p> 				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [help](#)

**Identifying Information** | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#)

SetID: UMSYS

Vendor ID: NEXT

\*Vendor Short Name: JONES

\*Vendor Name 1: Jonathan Jones

Vendor Name 2:

**Status:** Approved  \*Classification: Supplier

\*Persistence: Regular  HCM Class:

Withholding

Open For Ordering

**Vendor Relationships**

Corporate Vendor  InterUnit Vendor

Corporate SetID: UMSYS InterUnit Vendor ID:

Corporate Vendor ID: NEXT

**Create Bill To Customer**

Create Bill To Customer

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

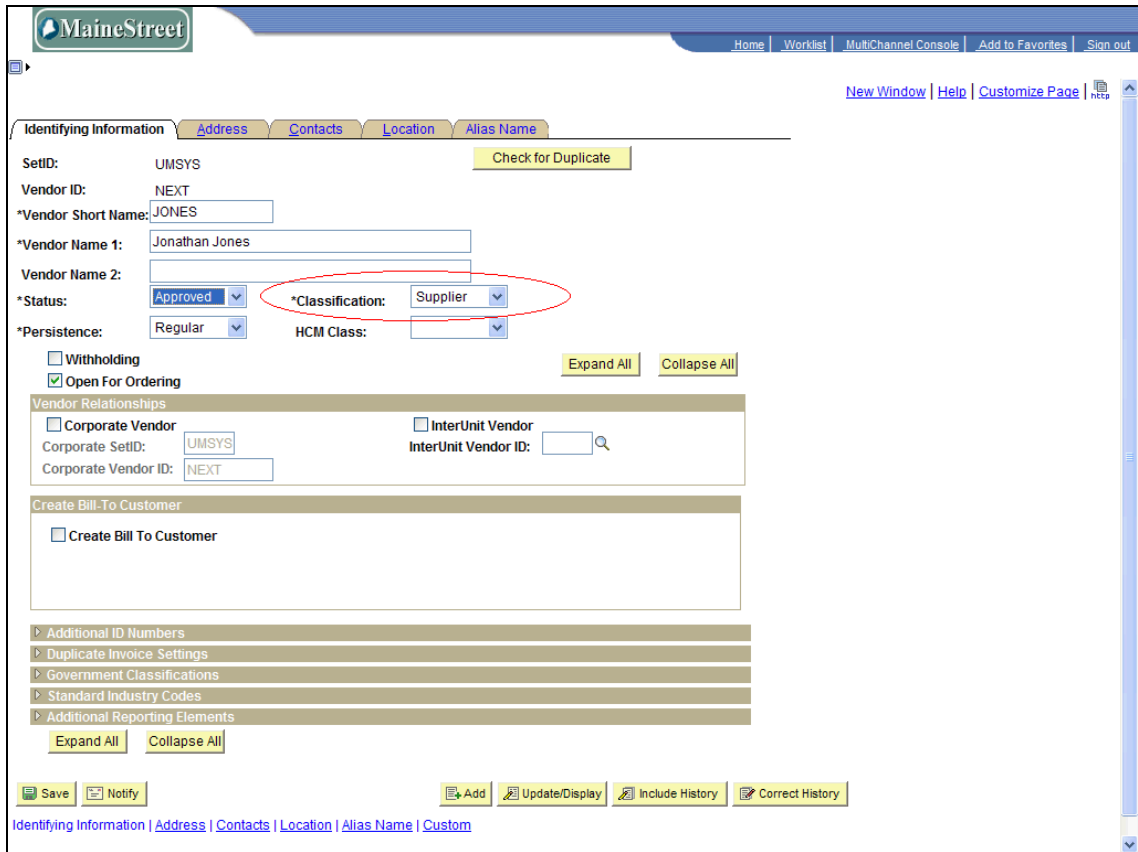
▶ Government Classifications

▶ Standard Industry Codes


▶ Additional Reporting Elements

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
11.	Click on the drop-down arrow in the <i>Status</i> field to select the appropriate option.				
12.	For this example, click on <b>Approved</b> to select it.	<input style="background-color: #4F81BD; color: white;" type="text" value="Approved"/>			



The screenshot shows the 'MaineStreet' web application interface for adding a vendor. The 'Identifying Information' tab is active. The form includes fields for SetID (UMSYS), Vendor ID (NEXT), Vendor Short Name (JONES), Vendor Name 1 (Jonathan Jones), Vendor Name 2, Status (Approved), Persistence (Regular), and HCM Class. A red circle highlights the '\*Classification:' dropdown menu, which is currently set to 'Supplier'. Other sections include 'Vendor Relationships' with checkboxes for 'Corporate Vendor' and 'InterUnit Vendor', and 'Create Bill-To Customer' with a checkbox for 'Create Bill To Customer'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action	Input	Expected Results	Pass	Fail
13.	Click the <i>Classification</i> drop-down arrow.				
14.	Click on <b>Supplier</b> to select it. 				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | neta

Identifying Information | Address | Contacts | Location | Alias Name

SetID: UMSYS Check for Duplicate

Vendor ID: NEXT

\*Vendor Short Name: JONES

\*Vendor Name 1: Jonathan Jones

Vendor Name 2:

\*Status: Approved \*Classification: Supplier

**Persistence: Regular** HCM Class:

Withholding Expand All Collapse All

Open For Ordering

Vendor Relationships

Corporate Vendor  InterUnit Vendor

Corporate SetID: UMSYS InterUnit Vendor ID:

Corporate Vendor ID: NEXT

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

Duplicate Invoice Settings

Government Classifications

Standard Industry Codes

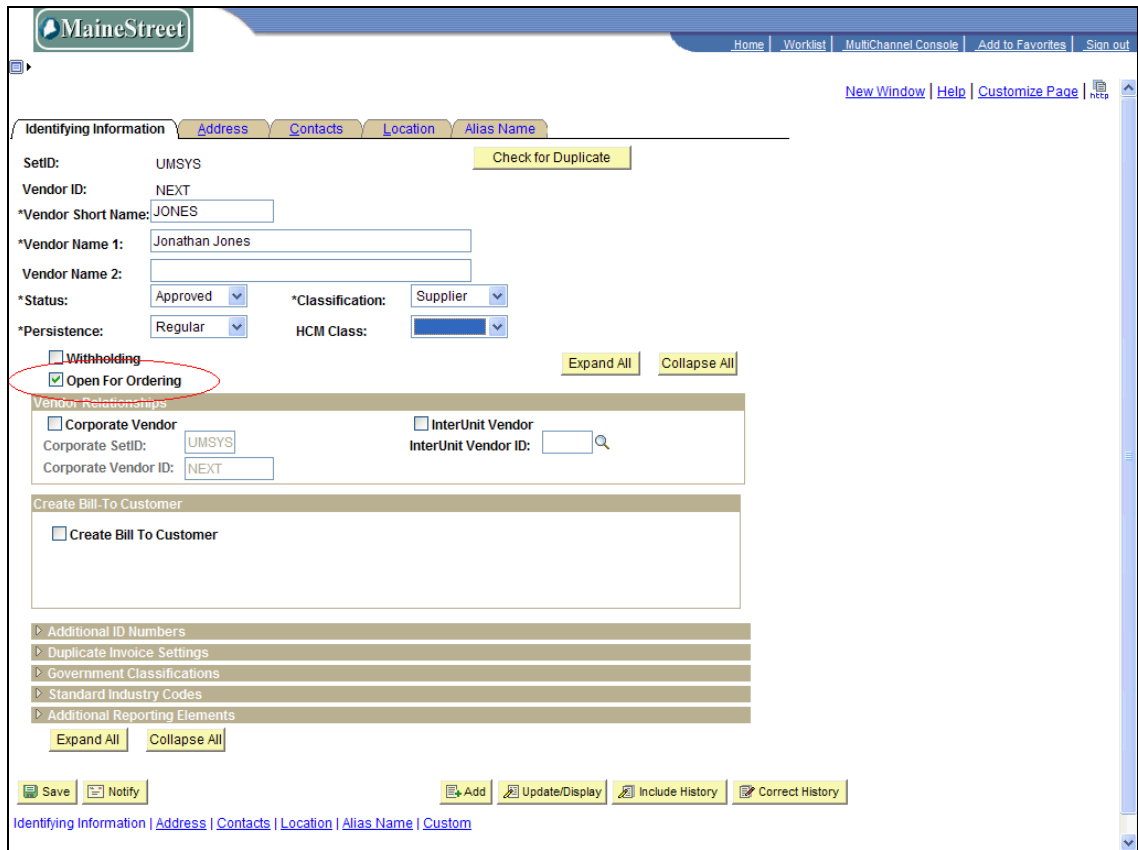
Additional Reporting Elements

Expand All Collapse All

Save Notify Add Update/Display Include History Correct History

Identifying Information | Address | Contacts | Location | Alias Name | Custom

Step	Action	Input	Expected Results	Pass	Fail
15.	Click on the drop-down arrow in the <i>Persistence</i> field.				
16.	Click on <b>Regular</b> to select it.				
	<input type="text" value="Regular"/> <span>▼</span>				



The screenshot shows the 'MaineStreet' web application interface. The 'Identifying Information' tab is active, displaying various fields for a vendor. The 'Open For Ordering' checkbox is checked and circled in red. Other fields include SetID (UMSYS), Vendor ID (NEXT), Vendor Short Name (JONES), Vendor Name 1 (Jonathan Jones), Status (Approved), Classification (Supplier), Persistence (Regular), and HCM Class. There are also sections for 'Vendor Relationships' and 'Create Bill-To Customer'.

Step	Action	Input	Expected Results	Pass	Fail
17.	Select the <i>Open For Ordering</i> 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.				
18.	Next, you need to enter details about the vendor's address(s). Click the <a href="#">Address</a> tab.				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Identifying Information | **Address** | Contacts | Location | Alias Name

SetID: UMSYS  
Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

**Vendor Address** Find | View All First 1 of 1 Last

Address ID:   Use as 1099 Address

**Description:**

**Details** Find | View All First 1 of 1 Last

Effective Date: 10/15/2008  
Status: Active  
Country: USA United States  
Address 1:   
Address 2:   
Address 3:   
Address 4:   
City:   
County:  Postal:   
State:   
Email ID:

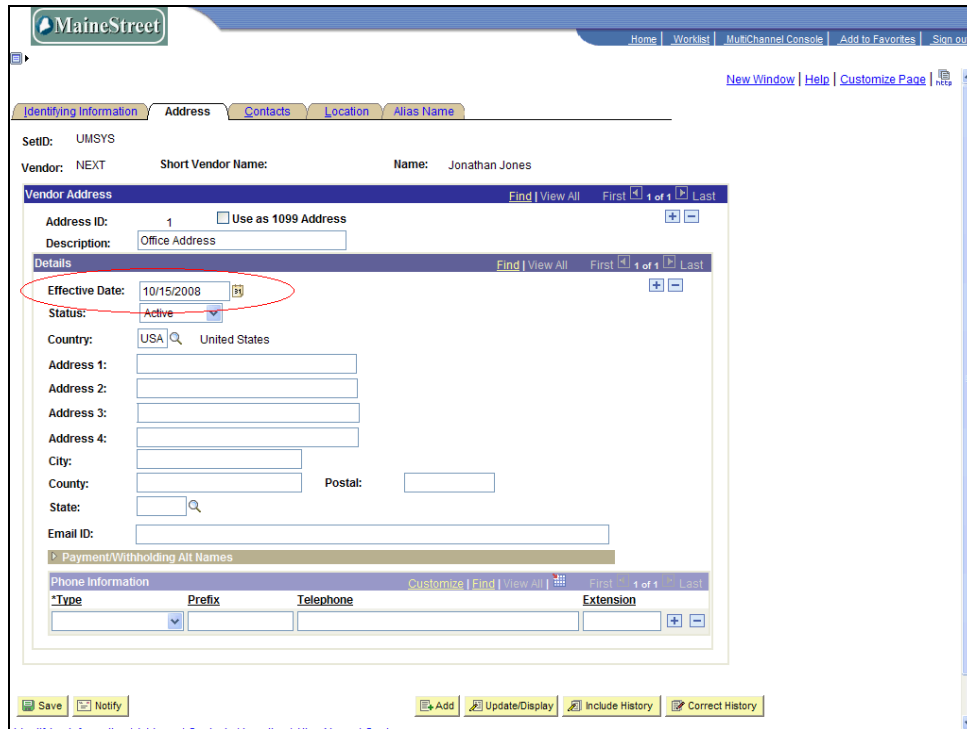
Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All First 1 of 1 Last

*Type	Prefix	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save | Notify | Add | Update/Display | Include History | Correct History

Step	Action	Input	Expected Results	Pass	Fail
19.	On the <b>Address</b> page, enter a <b>Description</b> for this vendor address.				



The screenshot shows the 'Vendor Address' section of the MaineStreet application. The vendor is identified as Jonathan Jones. The address details include:

- Address ID: 1
- Description: Office Address
- Effective Date: 10/15/2008 (highlighted with a red circle)
- Status: Active
- Country: USA (United States)
- Address 1, 2, 3, 4: (Empty fields)
- City: (Empty field)
- County: (Empty field)
- Postal: (Empty field)
- State: (Empty field)
- Email ID: (Empty field)

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action	Input	Expected Results	Pass	Fail
20.	You can use the <i>Effective Date</i> field to specify the date from which this address is valid. It defaults to the current system date; however you can future date this, if necessary.				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Identifying Information | **Address** | Contacts | Location | Alias Name

SetID: UMSYS  
Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

**Vendor Address** Find | View All First 1 of 1 Last

Address ID: 1  Use as 1099 Address

Description: Order/Remit

**Details** Find | View All First 1 of 1 Last

Effective Date: 10/15/2008

Status: Active

Country: USA United States

Address 1:

Address 2:

Address 3:

Address 4:

City:

County:  Postal:

State:

Email ID:

Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All First 1 of 1 Last

*Type	Prefix	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display Include History Correct History

Step	Action	Input	Expected Results	Pass	Fail
21.	Click on the drop-down arrow in the <b>Status</b> field and select the appropriate status.				
22.	Use the <b>Country</b> 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.				

SetID: UMSYS  
Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

**Vendor Address** Find | View All First 1 of 1 Last

Address ID: 1  Use as 1099 Address  
Description: Order/Remit

**Details** Find | View All First 1 of 1 Last

Effective Date: 10/15/2008  
Status: Active  
Country: USA United States  
Address 1:  
Address 2:  
Address 3:  
Address 4:  
City:  
County: Postal:  
State:  
Email ID:

Payment/Withholding Alt Names

Type	Prefix	Telephone	Extension

Save Notify Add Update/Display Include History Correct History

Step	Action	Input	Expected Results	Pass	Fail
23.	Enter the address information into the <i>Address 1</i> field. The <i>Address 2</i> and <i>3</i> fields may be used for additional address information.				
24.	Enter the city name into the <i>City</i> field.				
25.	Enter the County in the <i>County</i> field.				
26.	Enter the postal code in the <i>Postal</i> field.				
27.	Enter the State in the <i>State</i> field.				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Identifying Information | **Address** | Contacts | Location | Alias Name

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

**Vendor Address** Find | View All    First 1 of 1 Last

Address ID: 1     Use as 1099 Address  
 Description: Order/Remit

**Details** Find | View All    First 1 of 1 Last

Effective Date: 10/15/2008  
 Status: Active  
 Country: USA United States  
 Address 1: 100 East Street  
 Address 2:  
 Address 3:  
 Address 4:  
 City: Bangor  
 County: Penobscot    Postal: 04401  
 State: ME  
 Email ID:

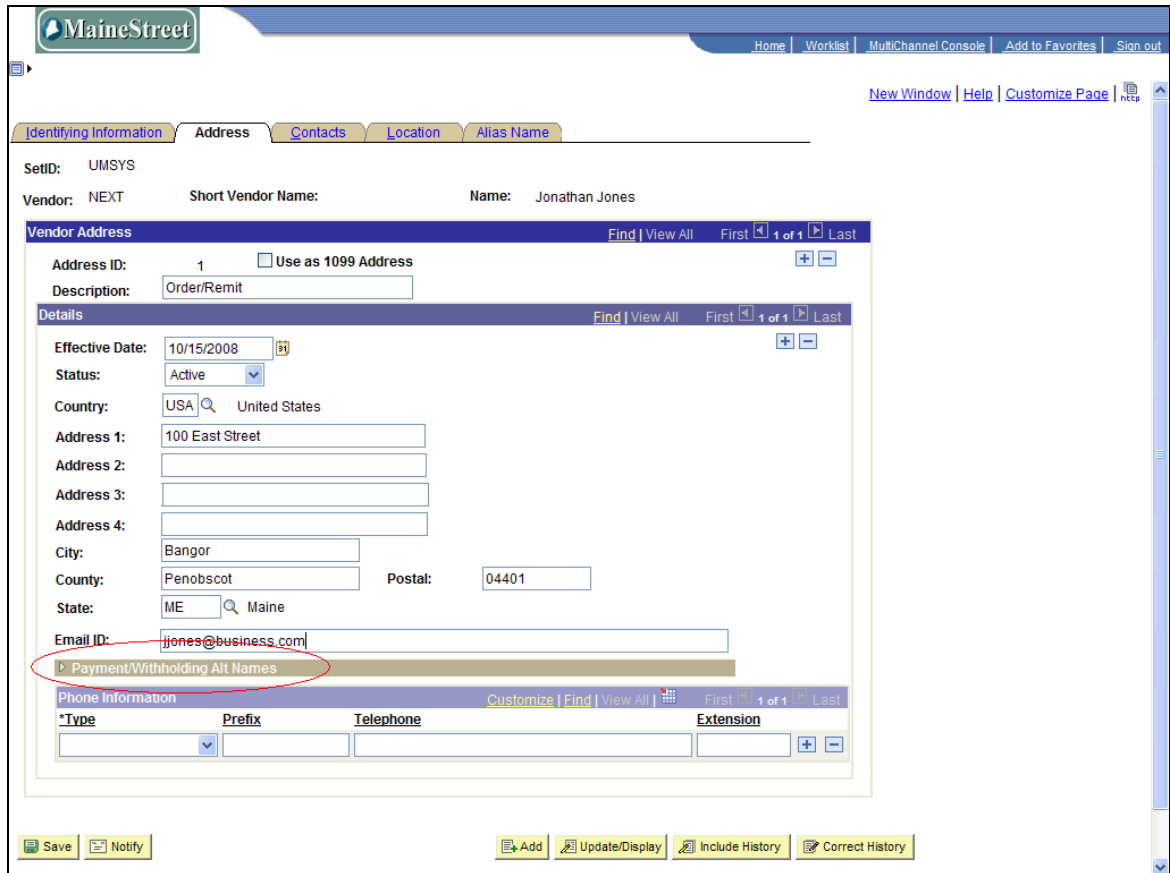
Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All    First 1 of 1 Last

Type	Prefix	Telephone	Extension

Save    Notify    Add    Update/Display    Include History    Correct History

Step	Action	Input	Expected Results	Pass	Fail
28.	Use the <b>Email ID</b> field to enter the vendor's email address.  Multiple email addresses can be entered in the Email ID field, but they must be separated by semicolons.				



**Identifying Information** | **Address** | **Contacts** | **Location** | **Alias Name**

SetID: UMSYS  
 Vendor: NEXT      Short Vendor Name:      Name: Jonathan Jones

**Vendor Address**      Find | View All      First 1 of 1 Last

Address ID: 1       Use as 1099 Address  
 Description: Order/Remit

**Details**      Find | View All      First 1 of 1 Last


Effective Date: 10/15/2008  
 Status: Active  
 Country: USA United States  
 Address 1: 100 East Street  
 Address 2:  
 Address 3:  
 Address 4:  
 City: Bangor  
 County: Penobscot      Postal: 04401  
 State: ME Maine  
 Email ID: jjones@business.com

▶ **Payment/Withholding Alt Names**

**Phone Information**      Customize | Find | View All      First 1 of 1 Last

Type	Prefix	Telephone	Extension

Save    Notify      Add    Update/Display    Include History    Correct History

Step	Action	Input	Expected Results	Pass	Fail
29.	Click the <b>Expand section</b> button adjacent to <i>Payment/Withholding Alt Names</i> . 				

# Test Document

## Adding a Vendor



**MaineStreet** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

SetID: UMSYS  
 Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

**Vendor Address** Find | View All First 1 of 1 Last

Address ID: 1  Use as 1099 Address  
 Description: Order/Remit

**Details** Find | View All First 1 of 1 Last

Effective Date: 10/15/2008  
 Status: Active  
 Country: USA United States  
 Address 1: 100 East Street  
 Address 2:  
 Address 3:  
 Address 4:  
 City: Bangor  
 County: Penobscot Postal: 04401  
 State: ME Maine  
 Email ID: jjones@business.com

**Payment/Withholding Alt Names**

Payment Alternate name  
 Name 1:  
 Name 2:

Withholding Alternate name  
 Withholding Name 1:  
 Withholding Name 2:

**Phone Information** Customize | Find | View All First 1 of 1 Last

Step	Action	Input	Expected Results	Pass	Fail
30.	In the <i>Payment/Withholding Alt Names</i> section, specify alternate names when the vendor requests an alternate name appear on payments and 1099 reports.				

Effective Date: 10/15/2008

Status: Active

Country: USA United States

Address 1: 100 East Street

Address 2:

Address 3:

Address 4:

City: Bangor

County: Penobscot Postal: 04401

State: ME Maine

Email ID: jjones@business.com

Payment/Withholding Alt Names

Payment Alternate name

Name 1:

Name 2:

Withholding Alternate name

Withholding Name 1:

Withholding Name 2:

Phone Information

*Type	Prefix	Telephone	Extension

Save Notify Add Update/Display Include History Correct History

Identifying Information | Address | Contacts | Location | Alias Name | Custom

Step	Action	Input	Expected Results	Pass	Fail
31.	In the <b>Phone Information</b> section, enter phone information for the vendor.  Click on the drop-down arrow in the <b>Type</b> field to select the type of phone number that you are adding (cellular, business, fax, home, pager, and so on).				
32.	For this example, click on <b>Business</b> to select it.  <input type="text" value="Business"/>				
33.	The <b>Prefix</b> field is only used for International Telephone Numbers. <u>Do not use this field for the Area Code.</u>				
34.	Enter the 10 digit phone number into the <b>Telephone</b> field. Do not use ( ) or -- . The system will format the number for you.				

# Test Document

## Adding a Vendor



Step	Action	Input	Expected Results	Pass	Fail
35.	<p><b>Note:</b> 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.</p> <p>If additional addresses are needed click the +... at the <b>Vendor Address</b> section.</p>				

**Identifying Information** | **Address** | **Contacts** | **Location** | **Alias Name**

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

**Vendor Address**    Find | View All    First | 1 of 1 | Last

Address ID: 1     Use as 1099 Address  
 Description: Order/Remit

**Details**    Find | View All    First | 1 of 1 | Last

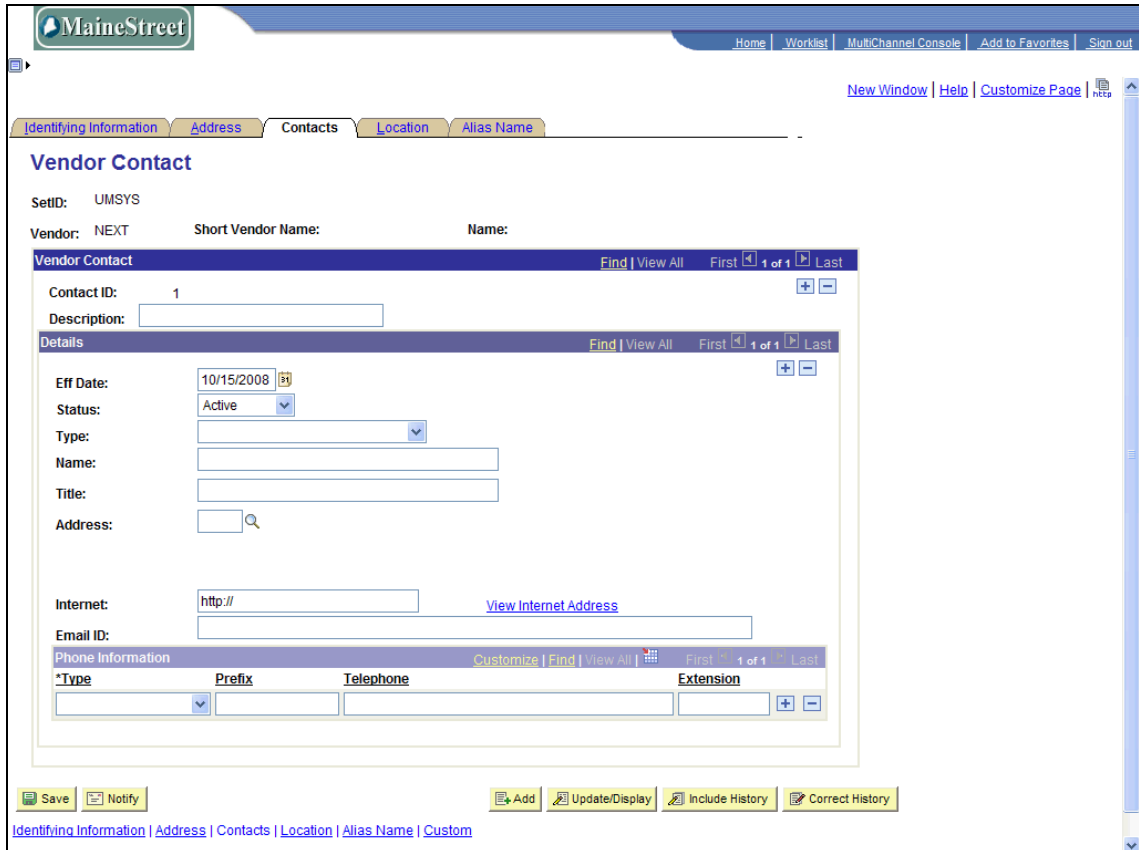
Effective Date: 10/15/2008  
 Status: Active  
 Country: USA    United States  
 Address 1: 100 East Street  
 Address 2:  
 Address 3:  
 Address 4:  
 City: Bangor  
 County: Penobscot    Postal: 04401  
 State: ME    Maine  
 Email ID: jjones@business.com

**Payment/Withholding Alt Names**

**Payment Alternate name**  
 Name 1:  
 Name 2:

**Withholding Alternate name**  
 Withholding Name 1:  
 Withholding Name 2:

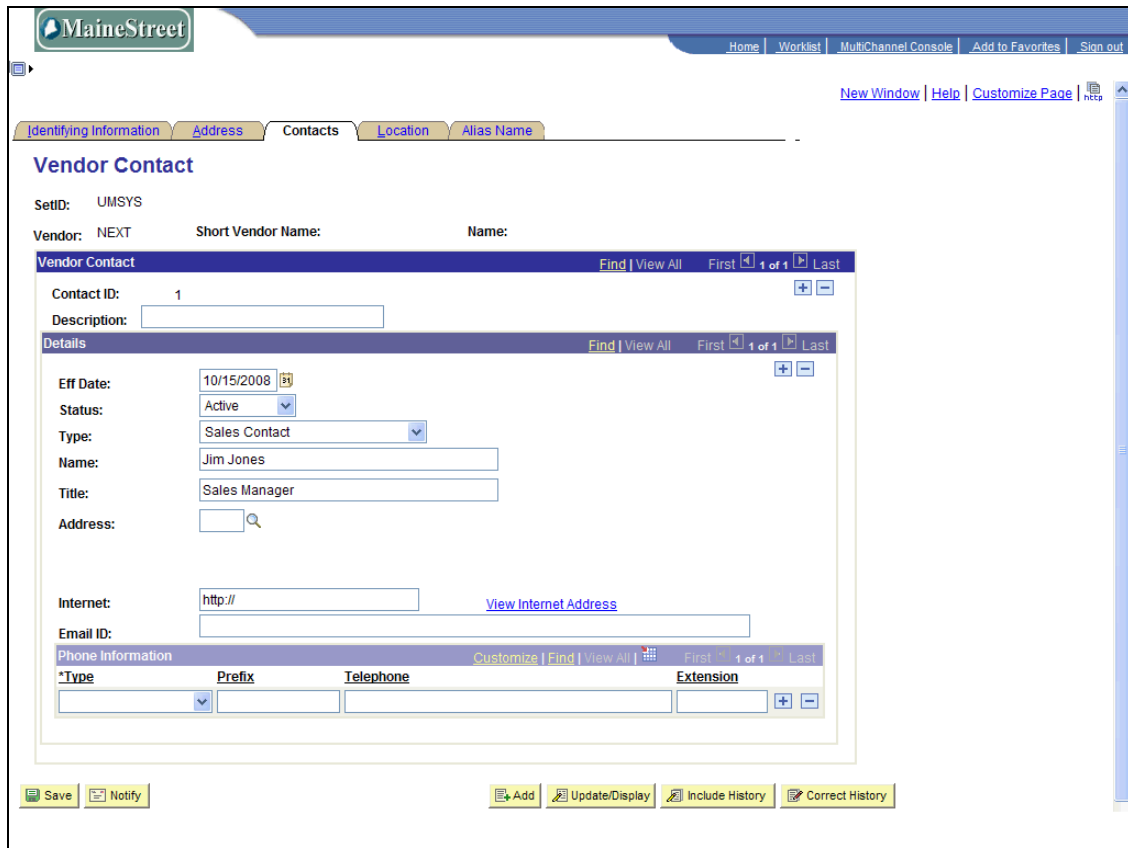
Step	Action	Input	Expected Results	Pass	Fail
36.	Click the <b>Contacts</b> tab. <a href="#">Contacts</a>				



Step	Action	Input	Expected Results	Pass	Fail
37.	On the <b>Vendor Contact</b> page, The <b>Contact ID</b> 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.  Enter a description for the vendor in the <b>Description</b> field.				

The screenshot shows the 'Vendor Contact' form in the MaineStreet application. The 'Eff Date' field is circled in red and contains the date '10/15/2008'. The form includes various input fields and dropdown menus for vendor information. At the bottom, there is a 'Phone Information' table with columns for \*Type, Prefix, Telephone, and Extension.

Step	Action	Input	Expected Results	Pass	Fail
38.	The <i>Eff Date</i> field specifies the date from which this contact is valid. It defaults to the current system date, but can be changed if needed..				
39.	Use the <i>Type</i> field to select a type (such as Management or Sales) to define the contact's role.  Click the <i>Type</i> drop-down arrow and select one from the drop down.				
40.	Click on <b>Sales Contact</b> to select it.				
41.	Enter the appropriate name in the <i>Name</i> field.				
42.	Enter the desired information into the <i>Title</i> field.				



**Vendor Contact**

SetID: UMSYS  
 Vendor: NEXT      Short Vendor Name:      Name:

Vendor Contact      Find | View All      First 1 of 1 Last

Contact ID: 1  
 Description:

Details      Find | View All      First 1 of 1 Last

Eff Date: 10/15/2008  
 Status: Active  
 Type: Sales Contact  
 Name: Jim Jones  
 Title: Sales Manager  
 Address:

Internet: http://      [View Internet Address](#)  
 Email ID:

Phone Information      Customize | Find | View All      First 1 of 1 Last

Type	Prefix	Telephone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save    Notify      Add    Update/Display    Include History    Correct History

Step	Action	Input	Expected Results	Pass	Fail
43.	<p>Use the <b>Address</b> field to select an address for the contact from one of the addresses that you entered on the <b>Address</b> page.</p> <p>After you select an address for the contact, the system displays the associated phone numbers for that address in the Phone Information group box after the vendor record is saved.</p>				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Identifying Information | Address | **Contacts** | Location | Alias Name

### Vendor Contact

SetID: UMSYS  
 Vendor: NEXT      Short Vendor Name:      Name:

**Vendor Contact** Find | View All    First 1 of 1 Last

Contact ID: 1  
 Description:

**Details** Find | View All    First 1 of 1 Last

Eff Date: 10/15/2008   
 Status: Active   
 Type: Sales Contact   
 Name: Jon Jones  
 Title: Sales Manager  
 Address:

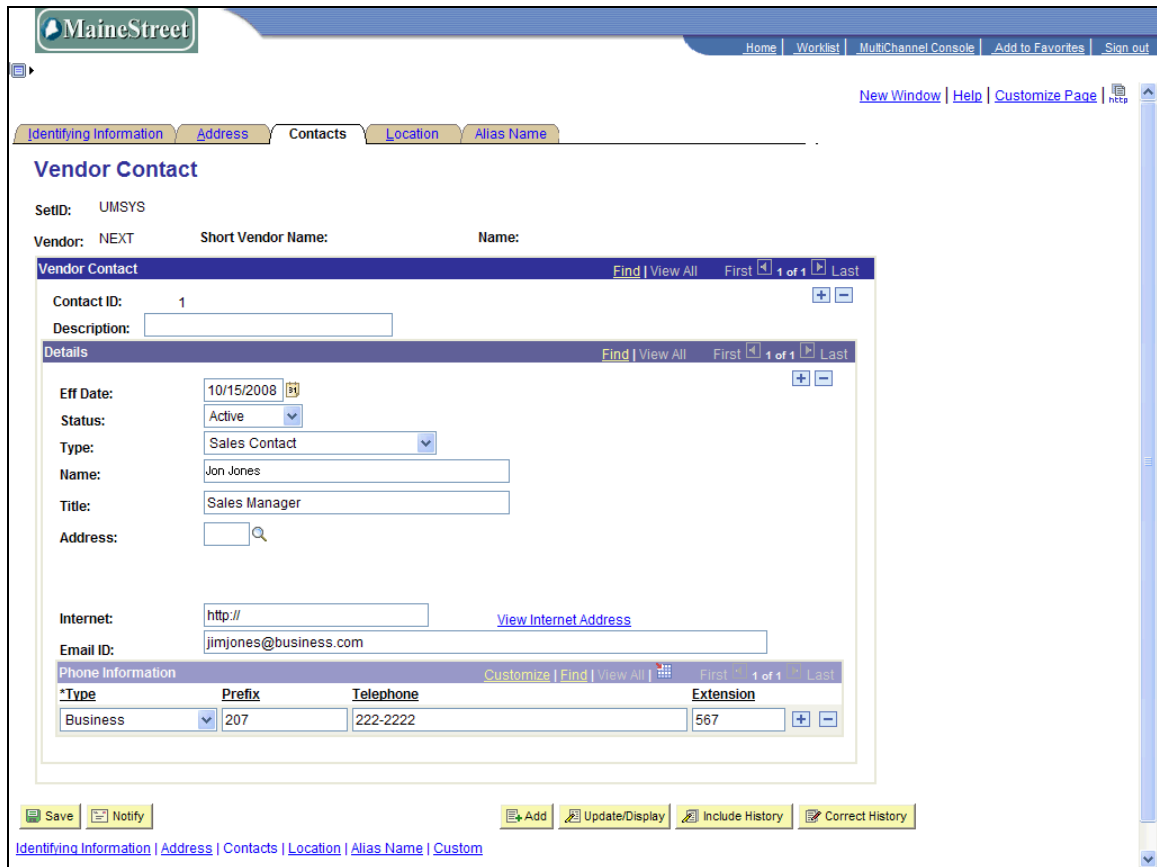
Internet: http:// [View Internet Address](#)  
 Email ID:

**Phone Information** Customize | Find | View All    First 1 of 1 Last

*Type	Prefix	Telephone	Extension
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save    Notify      Add    Update/Display    Include History    Correct History

Step	Action	Input	Expected Results	Pass	Fail
44.	Use the <b>Email ID</b> field to enter the contact's email address. Multiple email addresses can be entered in this field, but they must be separated by semicolons.				



Vendor Contact

SetID: UMSYS  
Vendor: NEXT Short Vendor Name: Name:

Vendor Contact Find | View All First 1 of 1 Last

Contact ID: 1  
Description:

Details Find | View All First 1 of 1 Last

Eff Date: 10/15/2008  
Status: Active  
Type: Sales Contact  
Name: Jon Jones  
Title: Sales Manager  
Address:  
Internet: http:// View Internet Address  
Email ID: jimjones@business.com

*Type	Prefix	Telephone	Extension
Business	207	222-2222	567

Save Notify Add Update/Display Include History Correct History

Identifying Information | Address | Contacts | Location | Alias Name | Custom

Step	Action	Input	Expected Results	Pass	Fail
45.	<p>Finally, you need to specify Location details for your campus.</p> <p>Click the <b>Location</b> tab.</p> <p><a href="#">Location</a></p>				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Identifying Information | Address | Contacts | **Location** | Alias Name

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 1 Last

\*Location:   Default

Description:  [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 10/15/2008

Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [Global/1099 Withholding](#) [Expand All](#) [Collapse All](#)

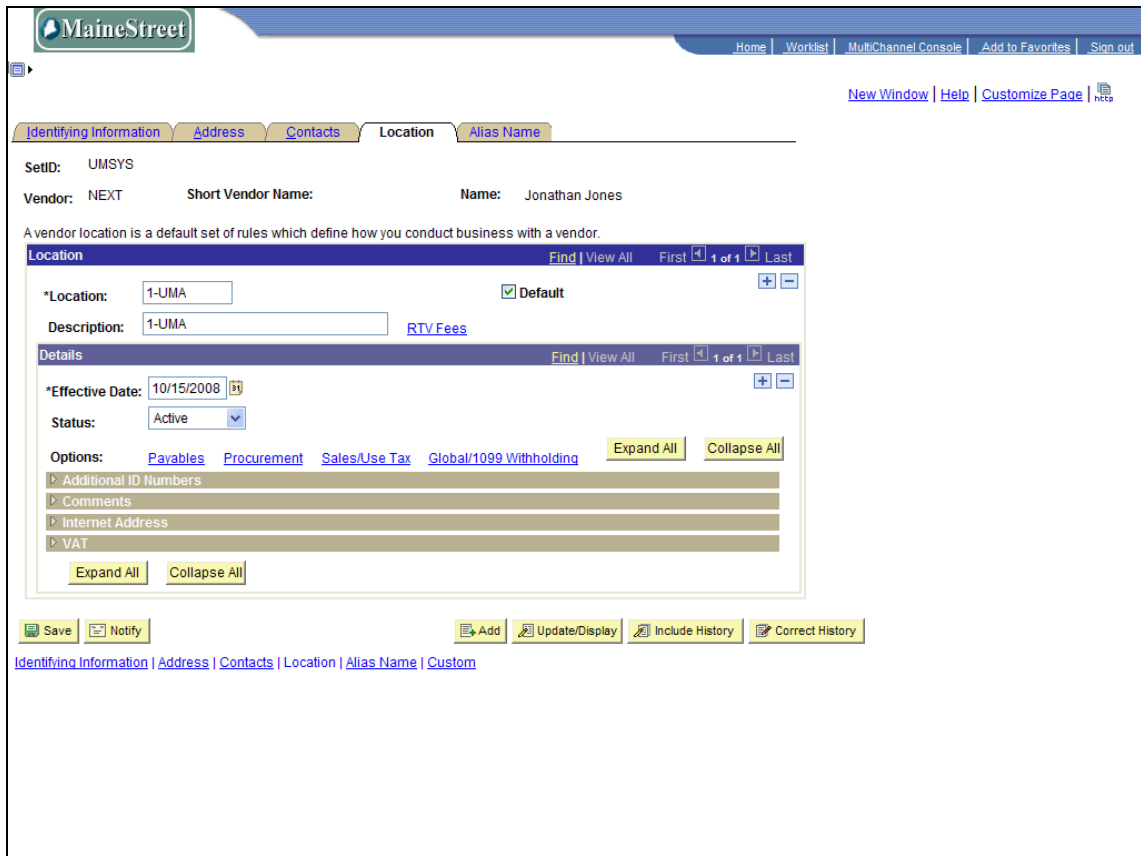
▶ Additional ID Numbers  
 ▶ Comments  
 ▶ Internet Address  
 ▶ VAT

[Expand All](#) [Collapse All](#)

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
46.	Use the <b>Location</b> page to enter a location for your campus. Enter the appropriate Campus Locations code in the <b>Location</b> field.				
47.	Enter the desired information into the <b>Description</b> field.  <b>Note:</b> If you need more than one location for your campus, add additional locations by selecting the Add Row button (+) in the Location section.				



**Identifying Information** | **Address** | **Contacts** | **Location** | **Alias Name**

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location**    Find | View All    First 1 of 1 Last

\*Location: 1-UMA     Default

Description: 1-UMA    [RTV Fees](#)

**Details**    Find | View All    First 1 of 1 Last

\*Effective Date: 10/15/2008

Status: Active

Options: [Payables](#) | [Procurement](#) | [Sales/Use Tax](#) | [Global/1099 Withholding](#)    [Expand All](#)    [Collapse All](#)

Additional ID Numbers  
 Comments  
 Internet Address  
 VAT

[Expand All](#)    [Collapse All](#)

[Save](#)    [Notify](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Correct History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
48.	Enter the date from which this location is valid in the <i>Effective Date</i> field. It defaults to the current system date; however, you can change the effective date to a future date, if necessary.				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Identifying Information** | **Address** | **Contacts** | **Location** | **Alias Name**

SetID: UMSYS  
 Vendor: NEXT      Short Vendor Name:      Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All    First 1 of 1 Last

\*Location: 1-UMA  Default + -

Description: 1-UMA [RTV Fees](#)

**Details** Find | View All    First 1 of 1 Last

\*Effective Date: 10/15/2008 + -

Status: Active v

Options: **Payables** | [Procurement](#) | [Sales/Use Tax](#) | [Global/1099 Withholding](#)    [Expand All](#)    [Collapse All](#)

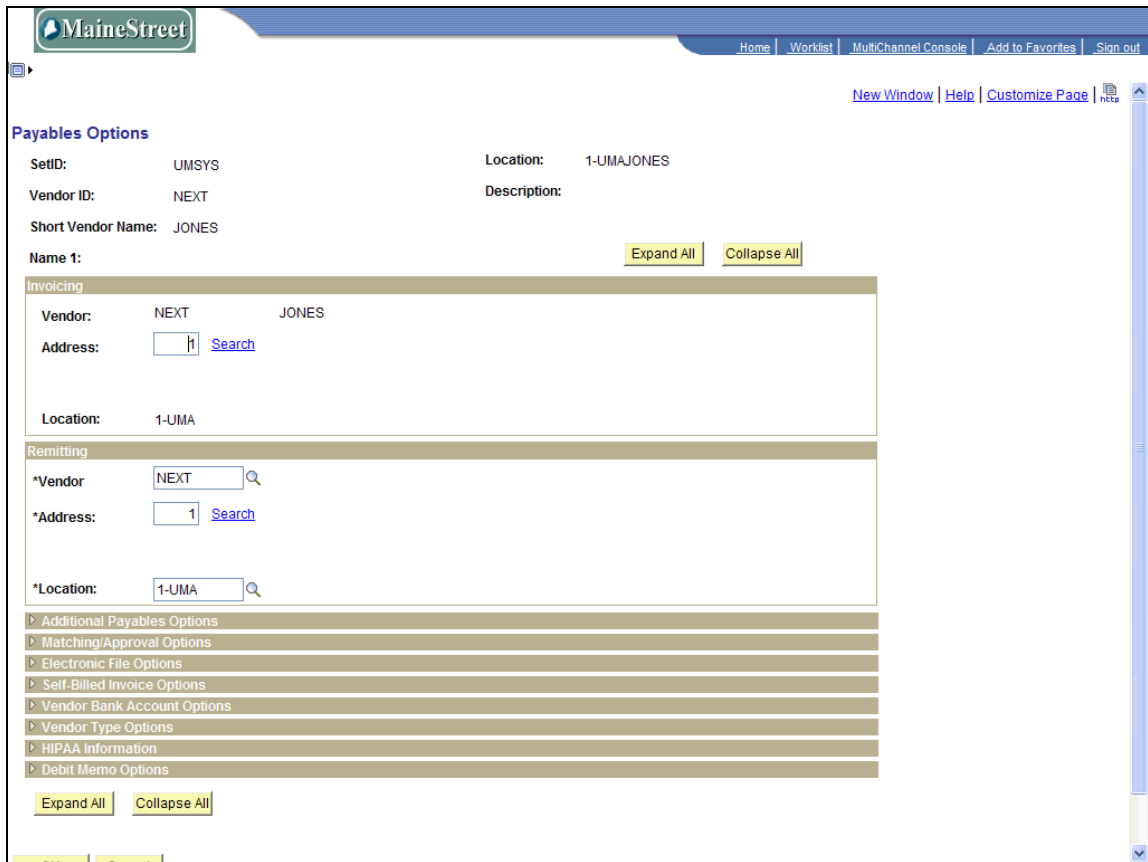
▶ Additional ID Numbers  
 ▶ Comments  
 ▶ Internet Address  
 ▶ VAT

[Expand All](#)    [Collapse All](#)

[Save](#)    [Notify](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Correct History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
49.	Click the <a href="#">Payables</a> link.				



**Payables Options**

SetID: UMSYS      Location: 1-UMAJONES  
 Vendor ID: NEXT      Description:  
 Short Vendor Name: JONES

Name 1: Expand All Collapse All

**Invoicing**

Vendor: NEXT      JONES  
 Address:  | [Search](#)  
 Location: 1-UMA

**Remitting**

\*Vendor:  NEXT   
 \*Address:  1 [Search](#)  
 \*Location:  1-UMA

- ▶ Additional Payables Options
- ▶ Matching/Approval Options
- ▶ Electronic File Options
- ▶ Self-Billed Invoice Options
- ▶ Vendor Bank Account Options
- ▶ Vendor Type Options
- ▶ HIPAA Information
- ▶ Debit Memo Options

Expand All Collapse All

Step	Action	Input	Expected Results	Pass	Fail
50.	<p>The <b>Payables Options</b> page is where you define remitting address and payment options. These fields will default for you but may be changed if needed.</p> <p>The <b>Remitting Address</b> should default to Address sequence #1 and should be changed if payments should be made to a different address.</p>				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

SetID: UMSYS Location: 1-UMAJONES  
 Vendor ID: NEXT Description:  
 Short Vendor Name: JONES

Name 1: Expand All | Collapse All

**Invoicing**

Vendor: NEXT JONES  
 Address:  Search  
 Location: 1-UMA


**Remitting**

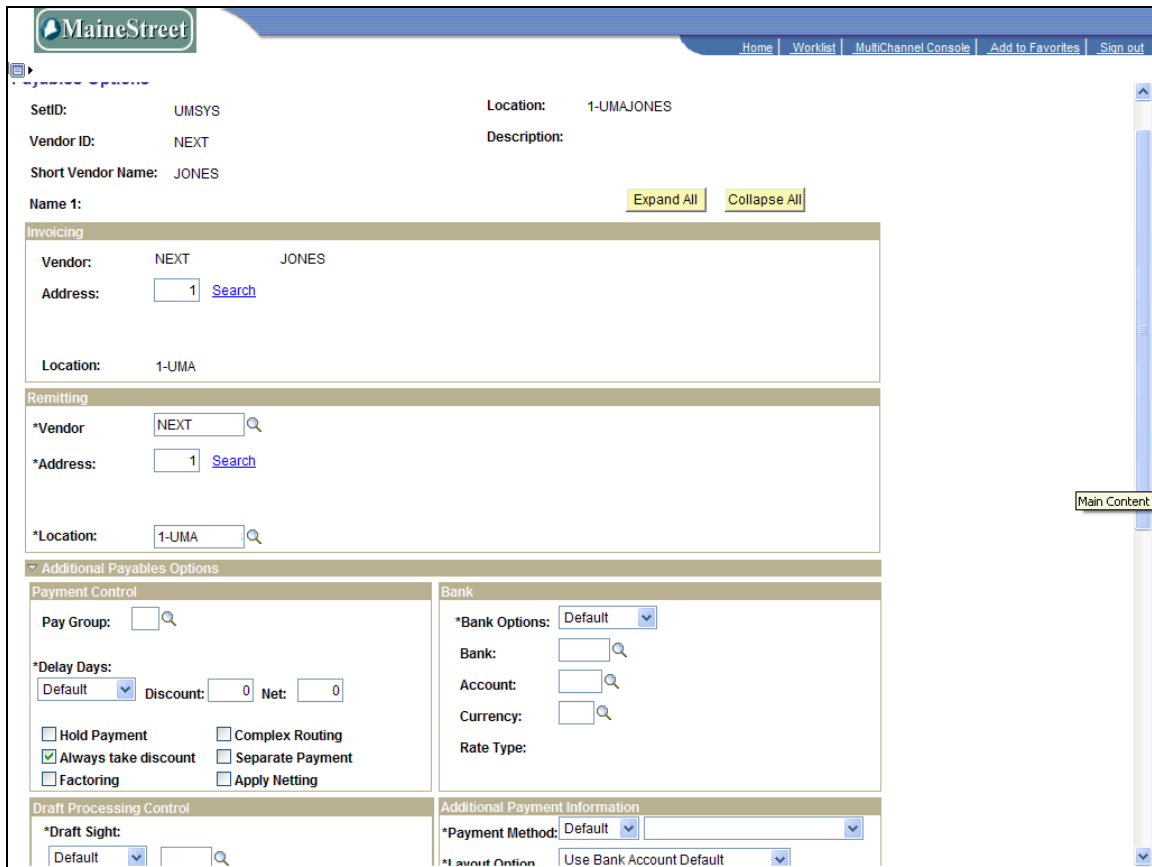
\*Vendor:    
 \*Address:  Search  
 \*Location:

Additional Payables Options  
 Matching/Approval Options  
 Electronic File Options  
 Self-Billed Invoice Options  
 Vendor Bank Account Options  
 Vendor Type Options  
 HIPAA Information  
 Debit Memo Options

Expand All | Collapse All

OK Cancel

Step	Action	Input	Expected Results	Pass	Fail
51.	To access the <i>Additional Payables Options</i> section, click the expand section arrow. 				



SetID: UMSYS      Location: 1-UMAJONES  
 Vendor ID: NEXT      Description:  
 Short Vendor Name: JONES

Name 1: Expand All   Collapse All

**Invoicing**  
 Vendor: NEXT      JONES  
 Address: 1 Search  
 Location: 1-UMA

**Remitting**  
 \*Vendor: NEXT  
 \*Address: 1 Search  
 \*Location: 1-UMA


**Additional Payables Options**

**Payment Control**  
 Pay Group:   
 \*Delay Days: Default    Discount: 0    Net: 0  
 Hold Payment     Complex Routing  
 Always take discount     Separate Payment  
 Factoring     Apply Netting

**Bank**  
 \*Bank Options: Default  
 Bank:   
 Account:   
 Currency:   
 Rate Type:

**Draft Processing Control**  
 \*Draft Sight: Default

**Additional Payment Information**  
 \*Payment Method: Default  
 \*Layout Option: Use Bank Account Default

Step	Action	Input	Expected Results	Pass	Fail
52.	In the <i>Additional Payables Options</i> section, all fields will default for you and should rarely need to be changed.				
53.	Click the <b>Collapse section</b> button. 				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

SetID: UMSYS      Location: 1-UMA  
 Vendor ID: NEXT      Description:  
 Short Vendor Name: JONES

Name 1: Expand All Collapse All

**Invoicing**

Vendor: NEXT      JONES  
 Address:  [Search](#)  
 Location: 1-UMA

**Remitting**

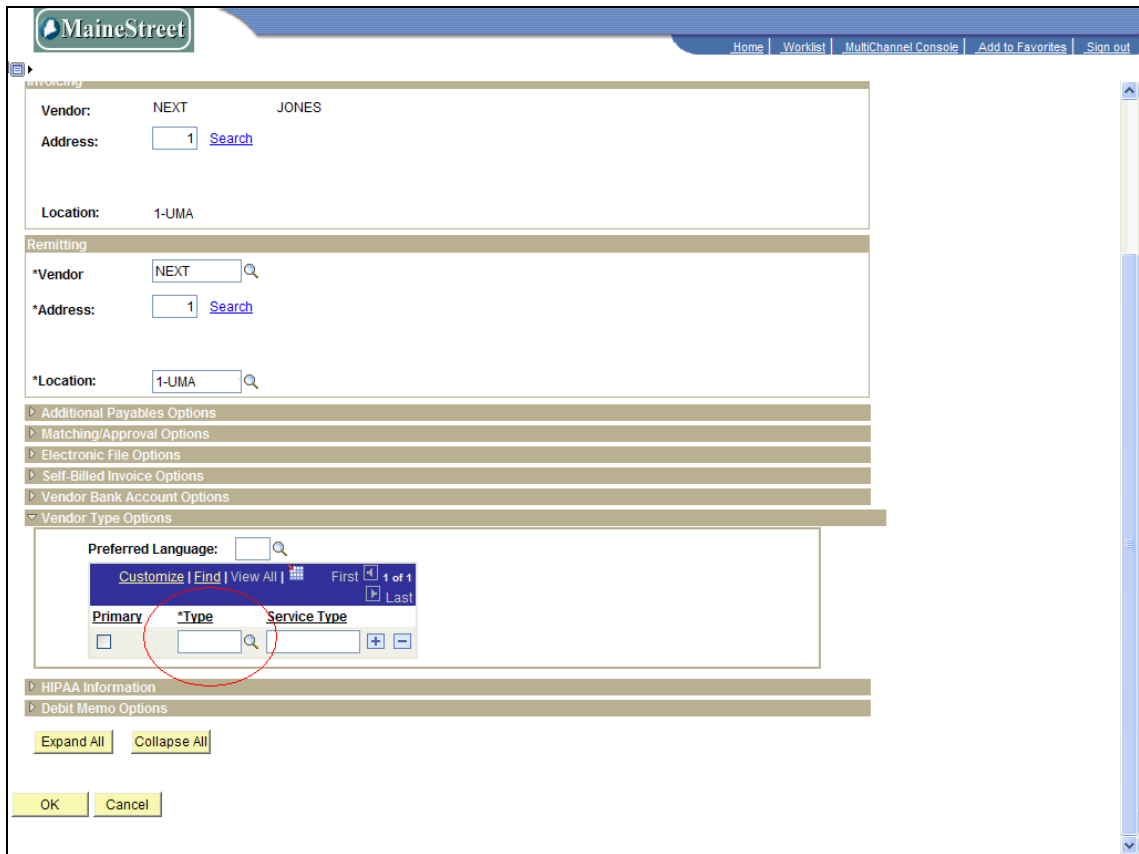
\*Vendor:    
 \*Address:  [Search](#)  
 \*Location:

- ▶ Additional Payables Options
- ▶ Matching/Approval Options
- ▶ Electronic File Options
- ▶ Self-Billed Invoice Options
- ▶ Vendor Bank Account Options
- ▶ **Vendor Type Options**
- ▶ HIPAA Information
- ▶ Debit Memo Options

Expand All Collapse All

OK Cancel

Step	Action	Input	Expected Results	Pass	Fail
54.	To access the <i>Vendor Type Options</i> section, click the expand section arrow.				



Vendor: NEXT JONES

Address:  Search

Location: 1-UMA

Remitting

\*Vendor:  Search

\*Address:  Search

\*Location:  Search

Additional Payables Options

Matching/Approval Options

Electronic File Options

Self-Billed Invoice Options

Vendor Bank Account Options

Vendor Type Options

Preferred Language:  Search

Customize | Find | View All | First 1 of 1 | Last

Primary	*Type	Service Type
<input type="checkbox"/>	<input type="text"/> Search	<input type="text"/> + -

HIPAA Information

Debit Memo Options

Expand All Collapse All

OK Cancel

Step	Action	Input	Expected Results	Pass	Fail
55.	<p>If desired you may enter additional information about this vendor.</p> <p>In the <i>Type</i> field, click the look-up icon to select from the available choices.</p>				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

**Vendor:** NEXT JONES

**Address:**  [Search](#)

**Location:** 1-UMA

**Remitting**

\*Vendor:  [Search](#)

\*Address:  [Search](#)

\*Location:  [Search](#)

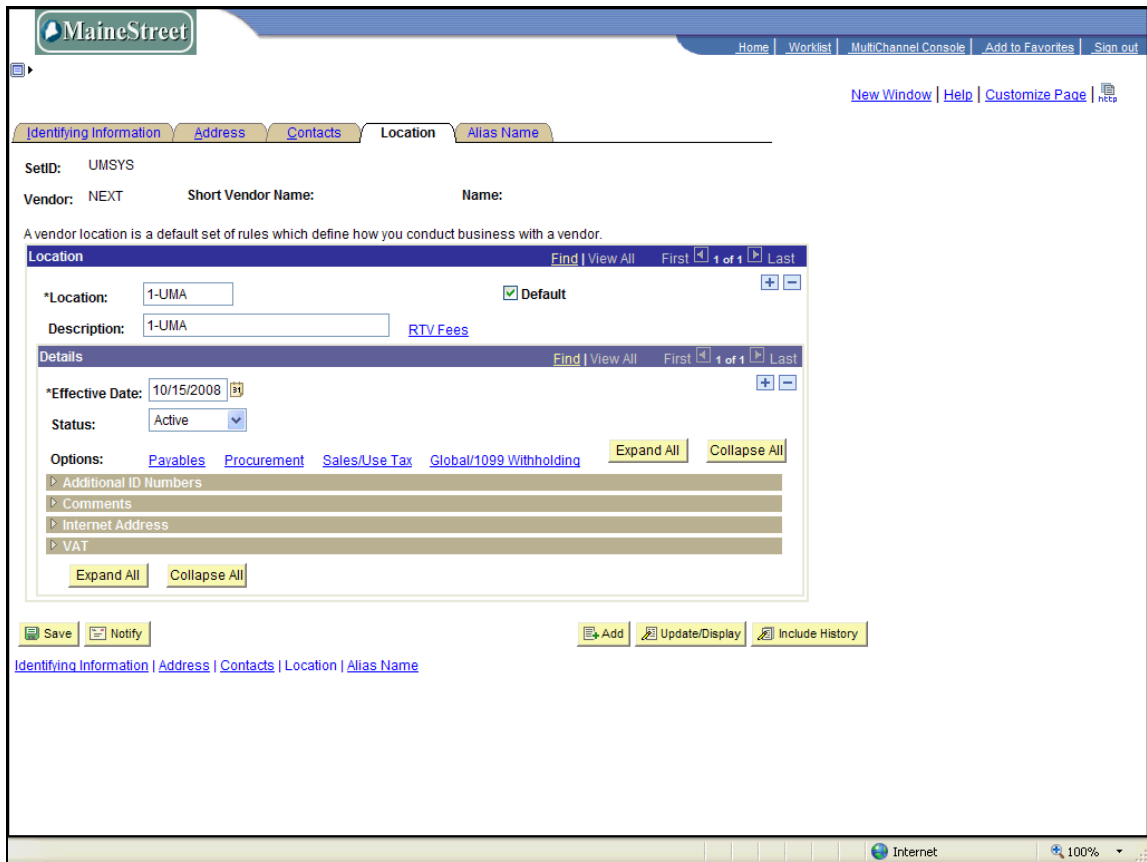
Additional Payables Options  
 Matching/Approval Options  
 Electronic File Options  
 Self-Billed Invoice Options  
 Vendor Bank Account Options  
 Vendor Type Options

Preferred Language:  [Search](#)

Primary	*Type	Service Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <a href="#">+</a> <a href="#">-</a>

HIPAA Information  
 Debit Memo Options

Step	Action	Input	Expected Results	Pass	Fail
56.	In the <i>Service</i> field, if desired, enter information about the type of goods or services the vendor provides.  Click <b>OK</b> to return to the Location page. <input type="button" value="OK"/>				



SetID: UMSYS  
 Vendor: NEXT      Short Vendor Name:      Name:

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location**      Find | View All      First 1 of 1 Last  
 \*Location: 1-UMA       Default  
 Description: 1-UMA      [RTV Fees](#)

**Details**      Find | View All      First 1 of 1 Last  
 \*Effective Date: 10/15/2008  
 Status: Active  
 Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [Global/1099 Withholding](#)      [Expand All](#) [Collapse All](#)  
 > Additional ID Numbers  
 > Comments  
 > Internet Address  
 > VAT  
[Expand All](#) [Collapse All](#)

[Save](#) [Notify](#)      [Add](#) [Update/Display](#) [Include History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#)

Step	Action	Input	Expected Results	Pass	Fail
57.	Click the <a href="#">Procurement</a> link to open the <a href="#">Procurement Options</a> page. <a href="#">Procurement</a>				

# Test Document

## Adding a Vendor



**Procurement Options**

SetID: UMSYS      Location: 1-UMA  
 Vendor ID: NEXT      Description:  
 Short Vendor Name: JONES  
 Name 1:      [Expand All](#) [Collapse All](#)

**Ordering**

Vendor: NEXT  
 \*Address:  [Search](#)  
 Location: 1-UMA

**Pricing**

Vendor: NEXT  
 \*Location:  [Search](#)

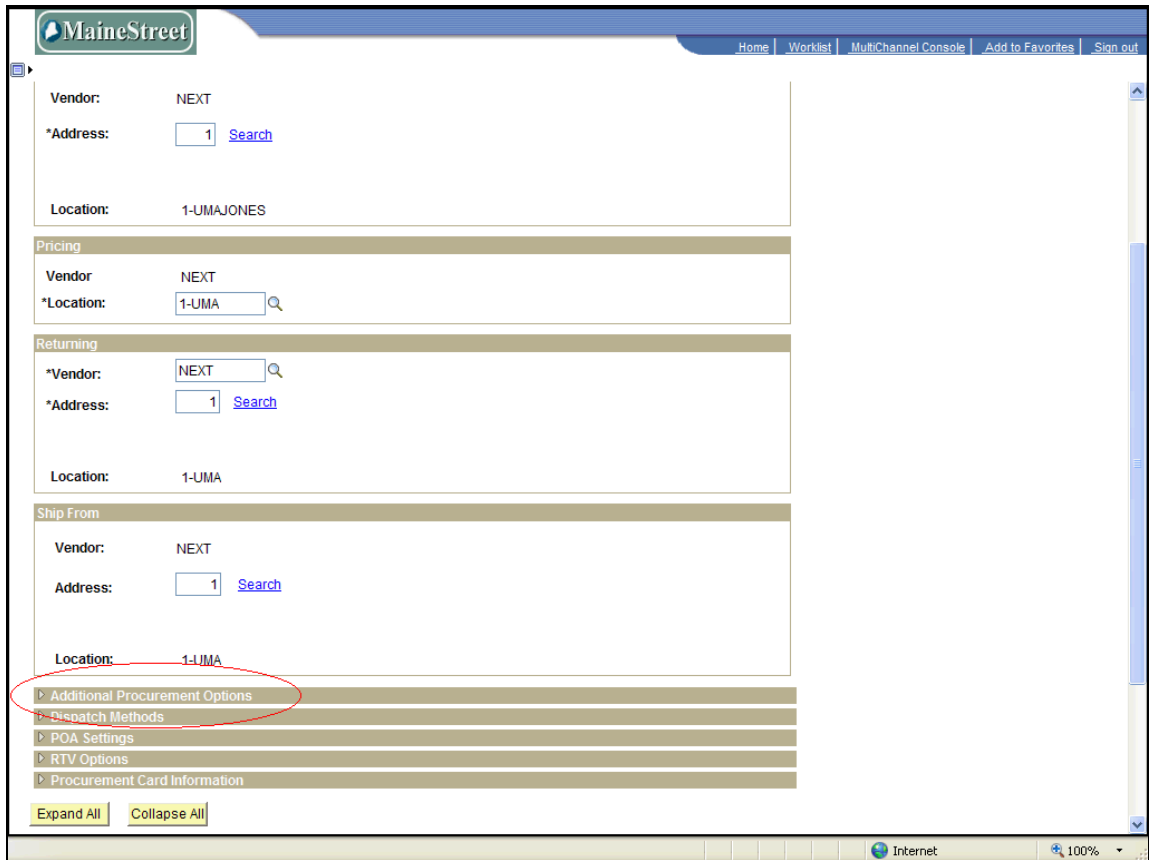
**Returning**

\*Vendor:  [Search](#)  
 \*Address:  [Search](#)  
 Location: 1-UMAJONES

**Ship From**

Vendor: NEXT  
 Address:  [Search](#)


Step	Action	Input	Expected Results	Pass	Fail
58.	<p>The <b>Procurement Options</b> page is where you define ordering address and ordering options for your purchase order. These fields should default for you but may be changed if needed.</p> <p>The <b>Ordering Address</b> should default to Address sequence #1 and should be changed if purchase orders should be made to a different address.</p>				



The screenshot shows the MaineStreet web application interface. At the top, there is a navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area is divided into several sections:

- Vendor:** NEXT
- \*Address:** 1 Search
- Location:** 1-UMAJONES
- Pricing:** Vendor: NEXT, \*Location: 1-UMA
- Returning:** \*Vendor: NEXT, \*Address: 1 Search, Location: 1-UMA
- Ship From:** Vendor: NEXT, Address: 1 Search, Location: 1-UMA
- Additional Procurement Options:** This section is highlighted with a red circle and contains expandable options: Dispatch Methods, POA Settings, RTV Options, and Procurement Card Information.

At the bottom of the form, there are buttons for "Expand All" and "Collapse All". The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

Step	Action	Input	Expected Results	Pass	Fail
59.	To access the <i>Additional Procurement Options</i> section, click the expand section arrow. 				

# Test Document

## Adding a Vendor



MaineStreet Home Worklist MultiChannel Console Add to Favorites Sign out

Returning

\*Vendor: NEXT

\*Address: 1 Search

Location: 1-UMA

Ship From

Vendor: NEXT

Address: 1 Search

Location: 1-UMA

Additional Procurement Options

\*Accounting Template: Default

\*Currency Information Flag: Default Rate Type:

\*Freight Terms Code: Default

\*Buyer: Default

\*Shipping Method: Default

Consign Voucher:

\*Payment Terms Flag: Default

\*Basis Dt Type: Default

Advanced Shipment Receipt

UPH Ready

Dispatch Methods

POA Settings

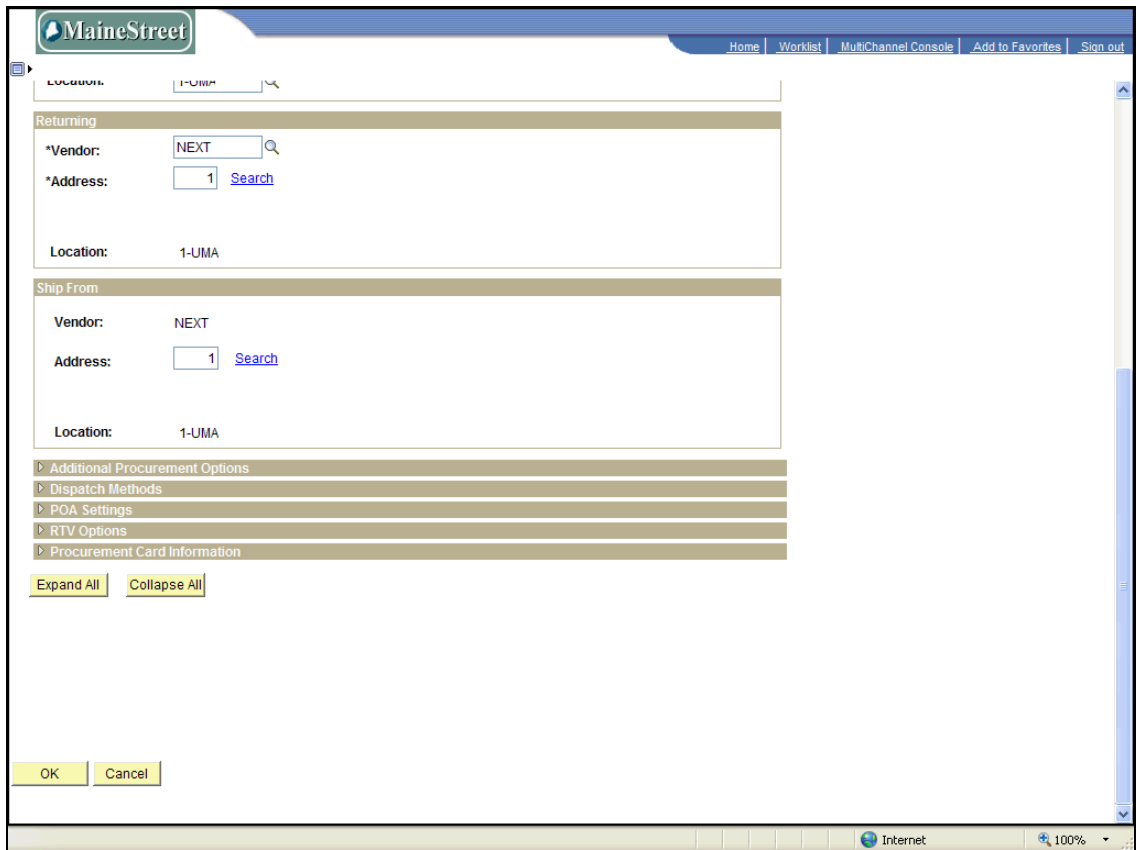
RTV Options

Procurement Card Information

Expand All Collapse All

Internet 100%

Step	Action	Input	Expected Results	Pass	Fail
60.	In the <i>Additional Procurement Options</i> section, all fields should default for you and should rarely need to be changed.				



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Location: 1-UMA

Returning

\*Vendor: NEXT

\*Address: 1 Search

Location: 1-UMA

Ship From

Vendor: NEXT

Address: 1 Search

Location: 1-UMA

Additional Procurement Options

Dispatch Methods

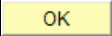
POA Settings

RTV Options

Procurement Card Information

Expand All Collapse All

OK Cancel

Step	Action	Input	Expected Results	Pass	Fail
61.	Click the <b>OK</b> button to return to the <b>Location</b> page. 				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Identifying Information | Address | Contacts | Location | Alias Name

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 1 Last

\*Location: 1-UMA  Default

Description: 1-UMA [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 10/15/2008

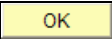
Status: Active

Options: [Payables](#) | [Procurement](#) | [Sales/Use Tax](#) | [Global/1099 Withholding](#)

▶ Additional ID Numbers  
 ▶ Comments  
 ▶ Internet Address  
 ▶ VAT

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
62.	Click the <a href="#">Global/1099 Withholding</a> link to access the <b>Withholding Vendor Information</b> page, where you can specify withholding options and Tax ID information for this vendor location.				

Step	Action	Input	Expected Results	Pass	Fail
63.	<p><b>NOTE:</b> Refer to the <b>Vendor Create and Maintenance</b> manual for rules and detailed explanations regarding the Global/1099 withholding page.</p> <p>Click the <b>OK</b> button to return to the <b>Location</b> page.</p> 				

# Test Document

## Adding a Vendor



MaineStreet Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#)

SetID: UMSYS  
 Vendor: NEXT    Short Vendor Name:    Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All    First 1 of 1 Last

\*Location: 1-UMA  **Default** + -

Description: 1-UMA [RTV Fees](#)

**Details** Find | View All    First 1 of 1 Last

\*Effective Date: 10/15/2008 + -

Status: Active + -


Options: [Payables](#) | [Procurement](#) | [Sales/Use Tax](#) | [Global/1099 Withholding](#)    [Expand All](#)    [Collapse All](#)

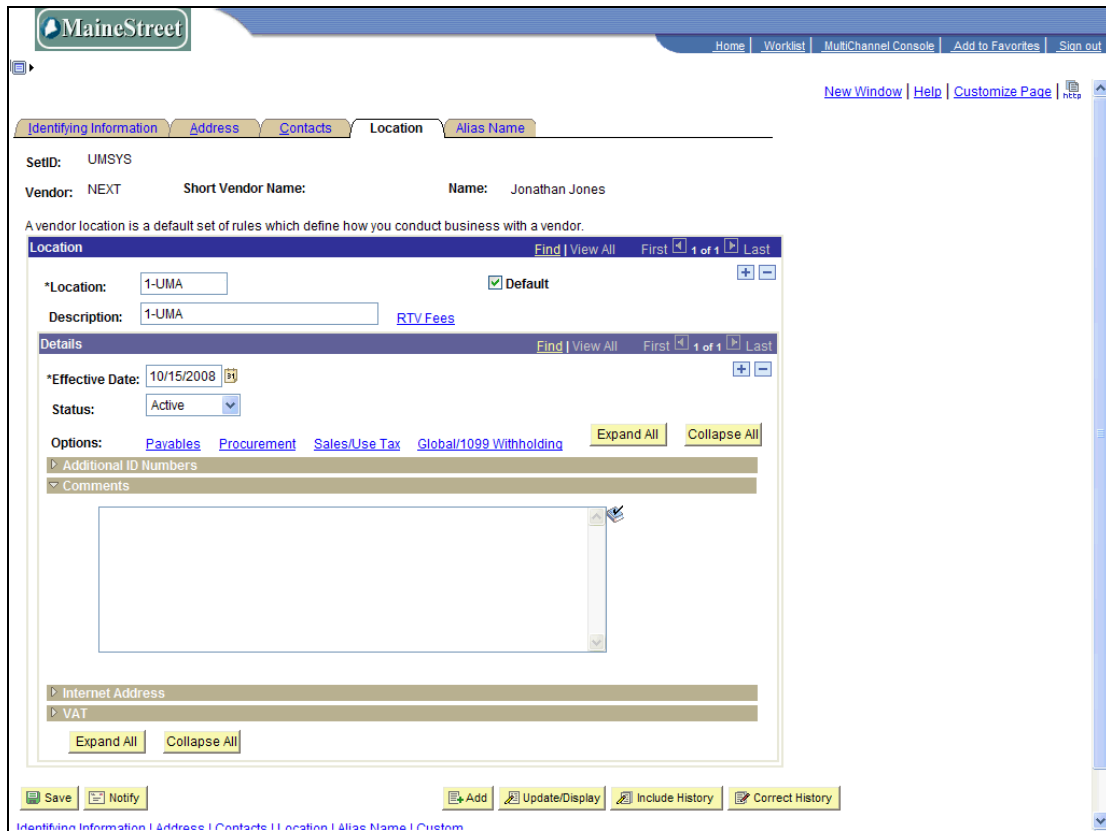
Additional ID Numbers  
 **Comments**  
 Internet Address  
 VAT

[Expand All](#)    [Collapse All](#)

[Save](#)    [Notify](#)    [Add](#)    [Update/Display](#)    [Include History](#)    [Correct History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
64.	On the <b>Location</b> page, click the <b>Comments</b> Expand section button. 				



**MaineStreet** Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window | Help | Customize Page

Identifying Information | Address | Contacts | **Location** | Alias Name

SetID: UMSYS  
 Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 1 Last  
 \*Location: 1-UMA  Default  
 Description: 1-UMA [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last  
 \*Effective Date: 10/15/2008  
 Status: Active  
 Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [Global/1099 Withholding](#) [Expand All](#) [Collapse All](#)

Additional ID Numbers  
 Comments  
 Internet Address  
 VAT  
[Expand All](#) [Collapse All](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action	Input	Expected Results	Pass	Fail
65.	Use the <i>Comments</i> section to enter comments about the vendor that pertain to this Location.  Click the <b>Collapse section</b> button. <input checked="" type="checkbox"/>				

# Test Document

## Adding a Vendor



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Identifying Information | Address | Contacts | Location | Alias Name

SetID: UMSYS  
Vendor: NEXT Short Vendor Name: Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location** Find | View All First 1 of 1 Last

\*Location: 1-UMA  Default

Description: 1-UMA [RTV Fees](#)

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 10/15/2008

Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [Global/1099 Withholding](#) [Expand All](#) [Collapse All](#)

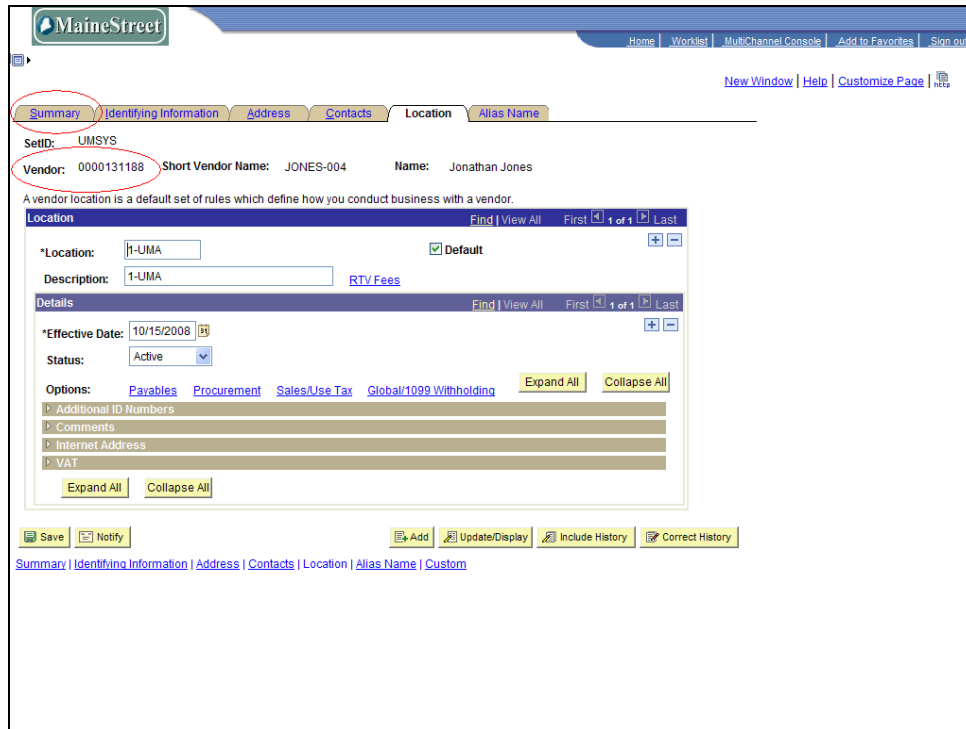
Additional ID Numbers  
 Comments  
 **Internet Address**  
 VAT

[Expand All](#) [Collapse All](#)

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Alias Name](#) | [Custom](#)

Step	Action	Input	Expected Results	Pass	Fail
66.	Click the <b>Internet Address</b> Expand section button. 				
67.	Use the <b>Internet Address</b> 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.  Click the <b>Collapse section</b> button. 				
68.	Click the <b>Save</b> button. 				



MaineStreet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

Summary | Identifying Information | Address | Contacts | Location | Alias Name

SetID: UMSYS

Vendor: 0000131188 Short Vendor Name: JONES-004 Name: Jonathan Jones

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

\*Location: 1-UMA  Default

Description: 1-UMA RTV Fees

Details Find | View All First 1 of 1 Last

\*Effective Date: 10/15/2008

Status: Active

Options: Payables Procurement Sales/Use Tax Global/1099 Withholding Expand All Collapse All

Additional ID Numbers

Comments

Internet Address

VAT

Expand All Collapse All

Save Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Alias Name | Custom

Step	Action	Input	Expected Results	Pass	Fail
69.	Note that the system has generated a <b>Vendor ID</b> for the new vendor.  <b>NOTE:</b> There is now a Summary page that provides basic information about this vendor.				
70.	<b>End of Procedure.</b>				

### Additional Validation