University of Maine System
Financials

Vendor Create and Maintenance Manual

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Introduction

The Vendor Records in the new Financials System will only have one Vendor file system wide for all the Vendors we are currently using. The Campus specific information will be housed under the Location Tab as we will see later in this manual. A process was run to convert the Vendors from the Legacy System into our new system. All vendors were converted except for Duplicate Vendors, Vendor Alias Names and Vendors that were archived to history. This reduces redundancy, maintenance and data integrity problems since all the information is entered into one system. We will go over adding a new Vendor following the tabs across the top of the vendor file and also how to make changes to an existing Vendor Records.

Process Assumptions:

- The **SetID** for all vendors will be **UMSYS**.
- All Vendor Information will be entered in **Upper Case** system wide except for the URL and Email addresses.
- There are two addresses converted from every unique legacy vendor. One **ORDER FROM** address and one **REMIT TO** address. A vendor may have multiple Addresses but in the new system only one **Vendor Number**.
- The **UMS Standard Abbreviations and Vendor Names** nomenclature will still be used in the new vendor files.

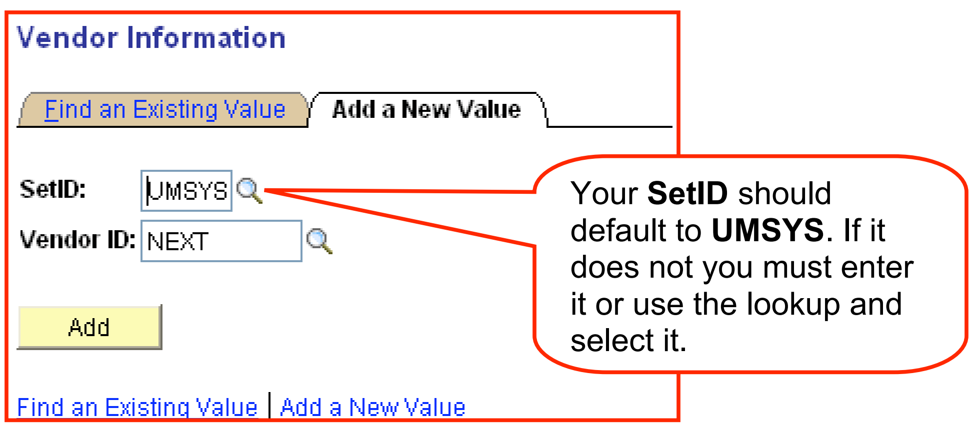
I. Adding a New Vendor

There will be only a few people on each Campus with the Create a New Vendor role. The Vendor Create role is the only role with vendor approval status. A number of other folks will be able to Maintain Vendors which is having the ability to upgrade and Add new vendor information.

1. Navigation

Access to the Vendor Set-up and Maintenance page is as follows: **Vendors >Vendor Setup/Maintenance > Vendor Information**

The following page will appear when you click the Add a New Value Tab:

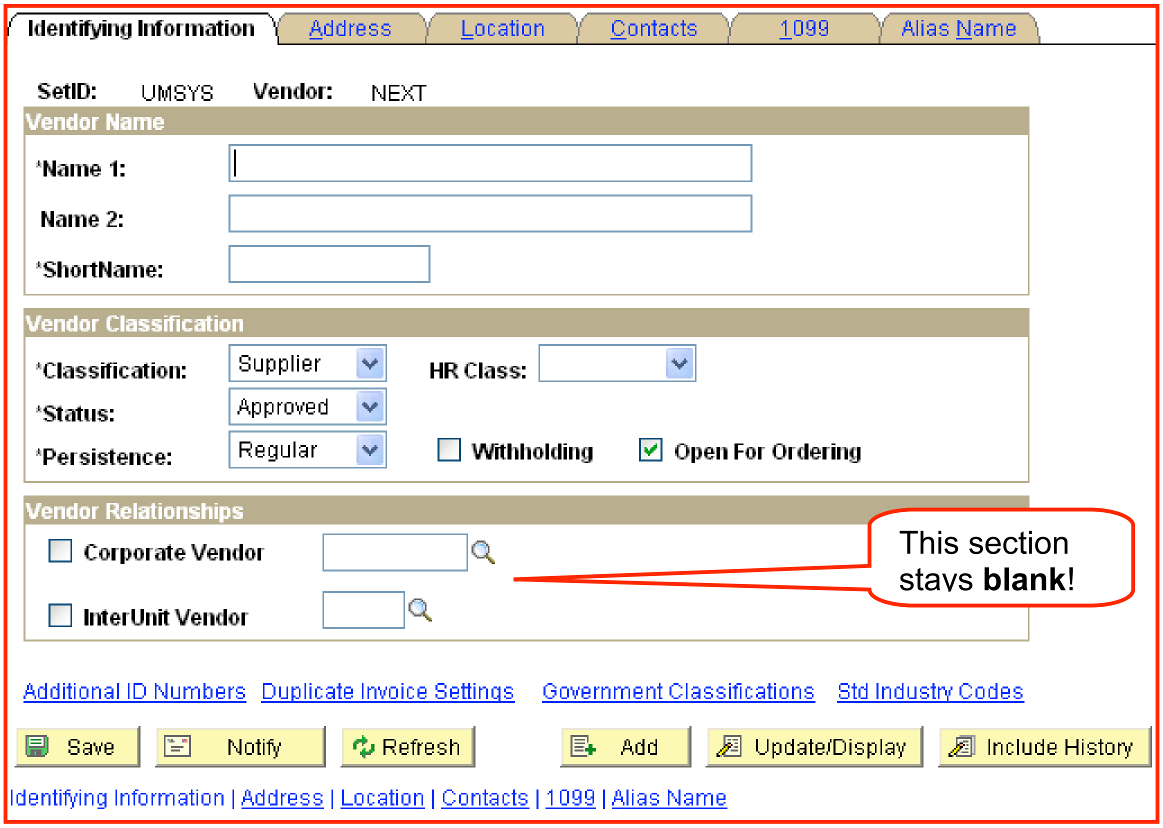


Click the 

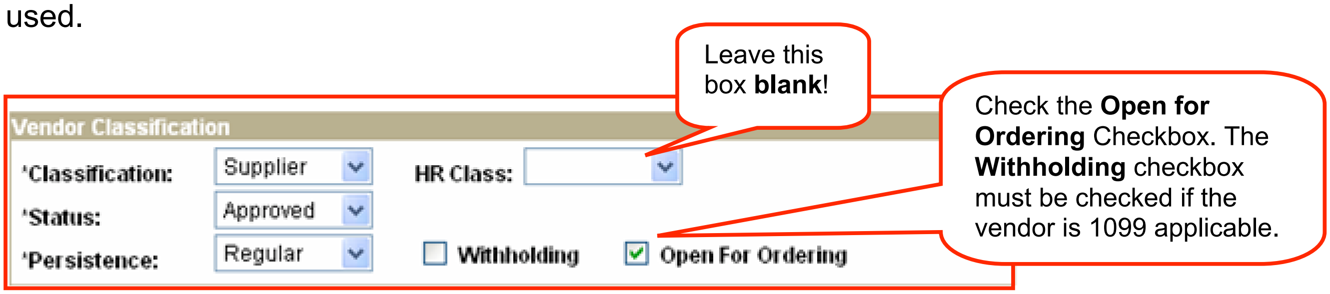
button.

2. Vendor Identifying Information Page

The Identifying Information page will appear as follows:

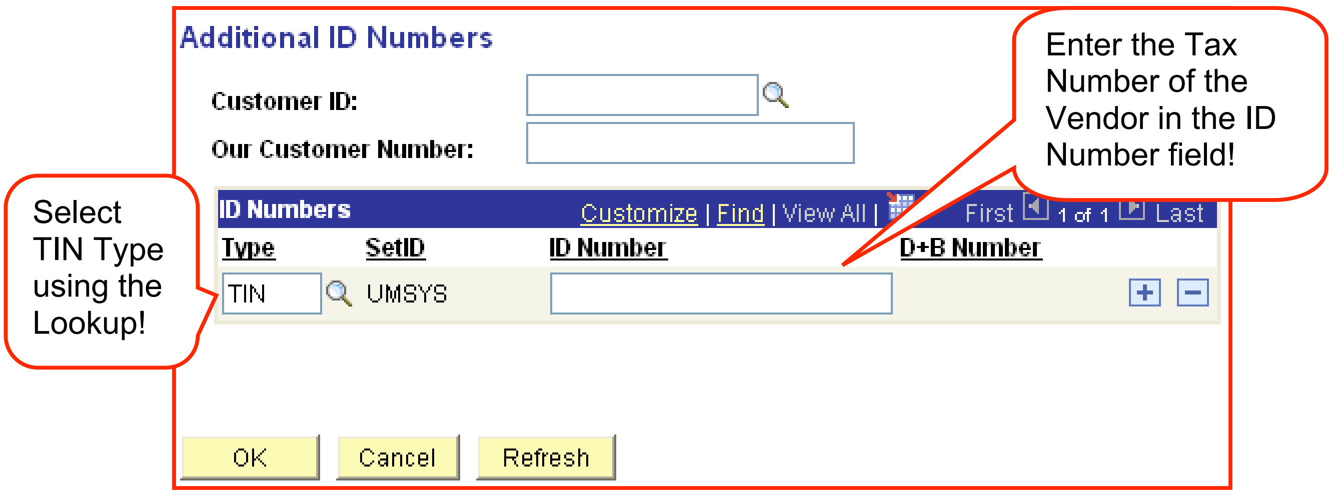


There are a number of required fields on this page. The required fields are: **Name 1, Short Name and Open for Ordering**. The Name 1 is where you enter the Vendor Name and you can also use the Name 2 box for additional space. The Short Name should be the first eight letters or characters of the Vendor Name. The Open for Ordering checkbox must be check for the Vendor to be used.



In the Vendor Classification Box you have a number of options.

The options available in the classification drop down are **Supplier, Attorney or Employee**. **Note**: Employees will **not** be entered as Vendors as a rule. Employees will be reimbursed for travel and purchases in the Travel and Expense module. Supplier will be our default. Set the status to **Approved**.
In the **Persistence** box you have a number of options: They are **Permanent** if this Vendor should never be purged from the vendor file. **Regular** if the vendor should be purged if the status is ever set to inactive. And **One-Time** if this vendor should be set to inactive by the system after processing one payment. The default is **Regular**.
To enter Tax ID numbers, click the Additional ID Numbers link towards the bottom of the page. The following page will appear:



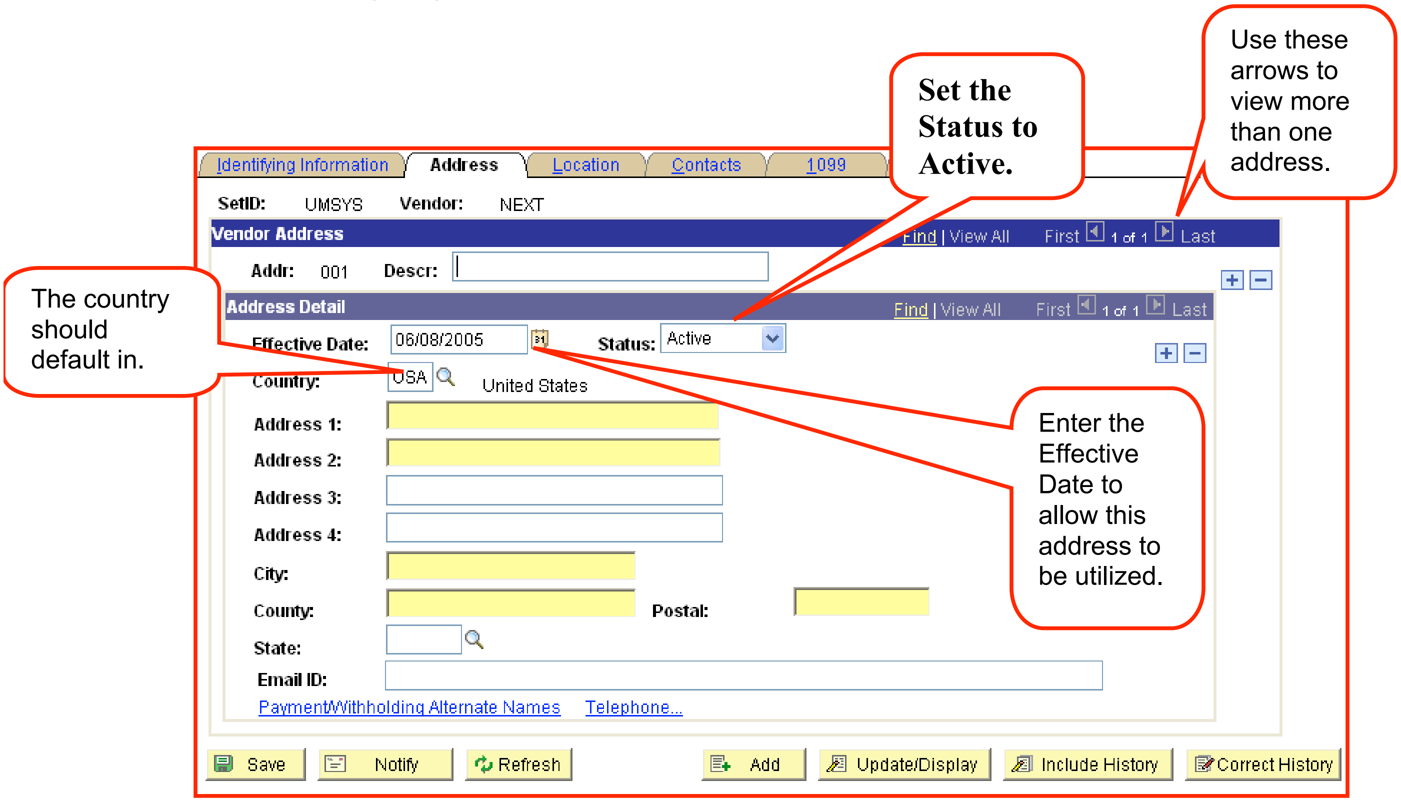
Click the 

button when finished to complete this page. This also completes the Identifying Information page for the vendor.

3. Vendor Address Page

Click on the Address Tab.

The following page will appear:

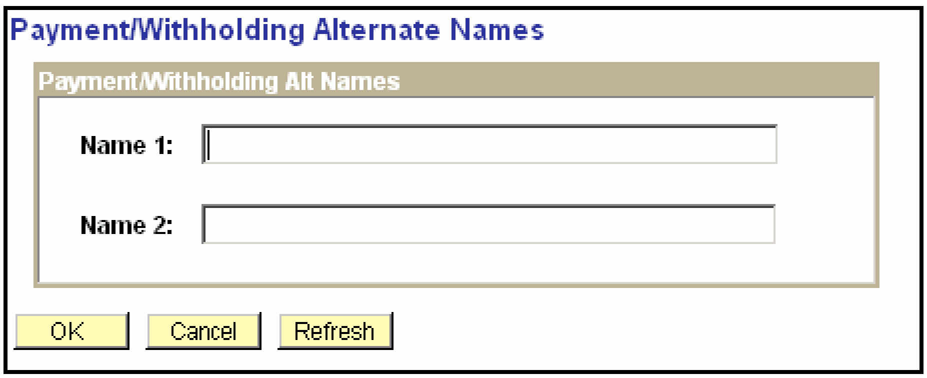


There are a number of required fields on this page also, they are as follows:

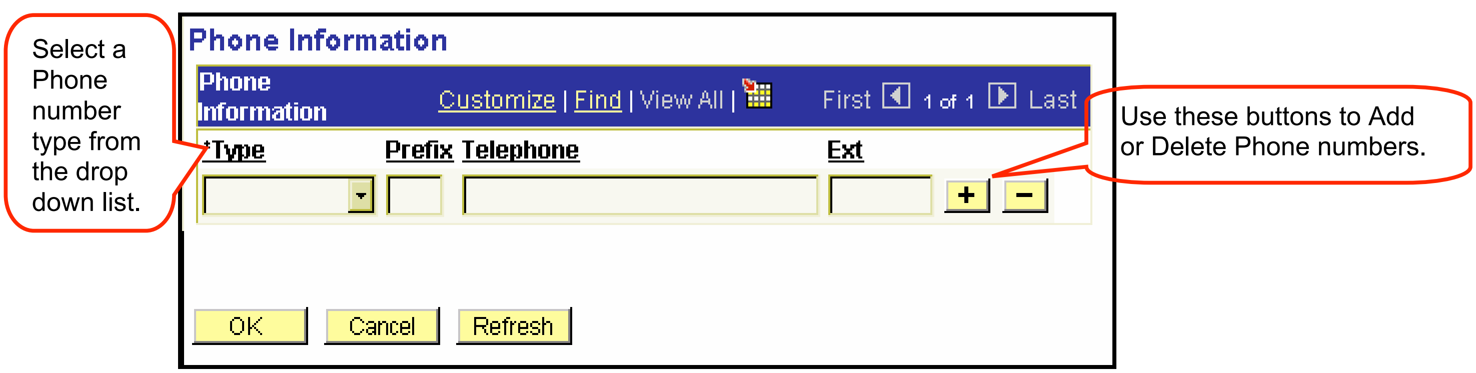
Required Fields	
Description	Enter a description of the Address
Effective Date	The date the address is to be effective
Country	Select the country.
Address1	Address of the Vendor
City	City of the Vendor
State	State of the vendor
Postal	Zip code of the vendor

Within the Vendor record you can add multiple vendor addresses. The addresses will be numbered sequentially beginning with 001. Enter a **Description** for this address such as home office, warehouse address, but remember the whole University System will be using these addresses and descriptions. The **Effective Date** must be entered to enable this address to be used. The remainder of the required fields on this page is the Address Information. If there is not enough room for the vendor name you can use the **Address 2** area also. When making a change to a vendor address detail click on the + , button **insert the new effective date**, make the changes and click **Save**. If the Vendor requires a different name to appear on checks and 1099 withholding reports, click the **Payment/Withholding Alternate Names** link towards the bottom of the page.

The following page will appear:



Simply enter the Payment/Withholding name and click the OK button.
To enter Phone numbers for your vendor click the Telephone link towards the bottom of the address page. The following page will appear.

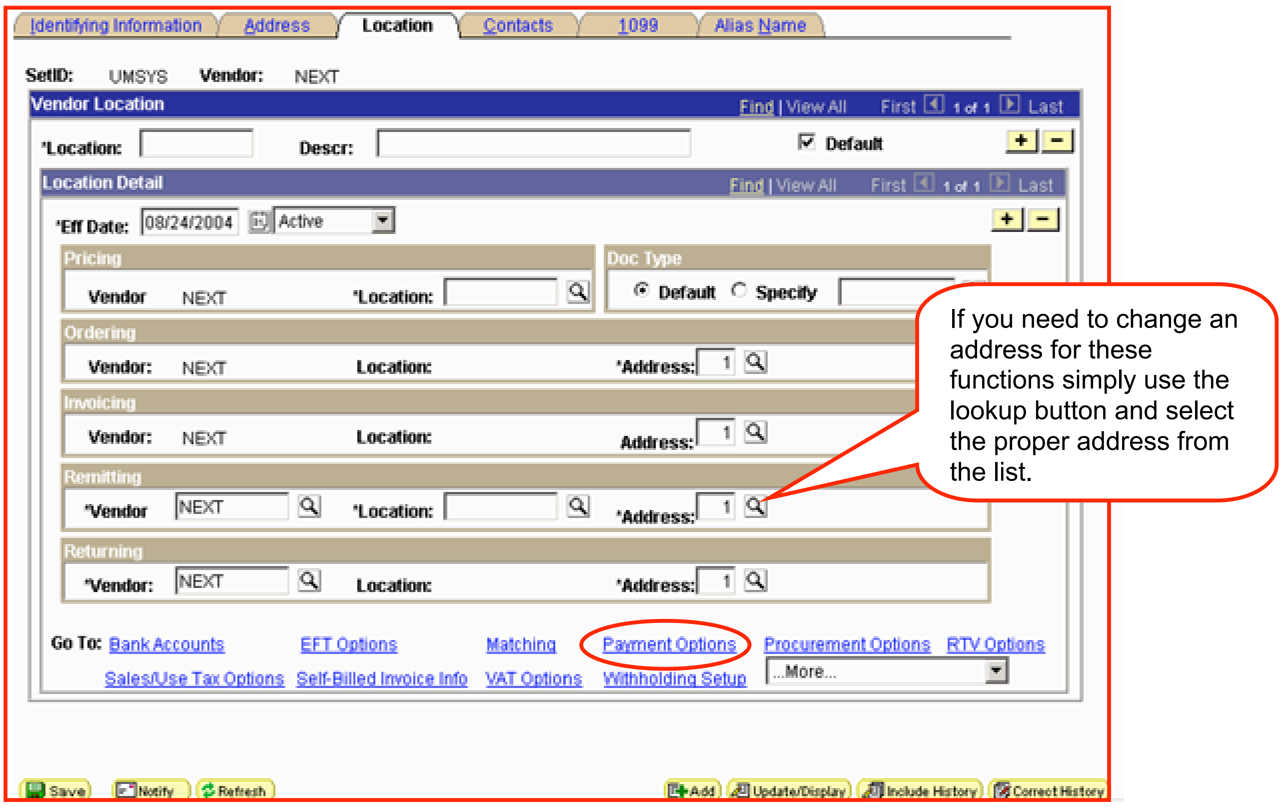


When entering phone numbers for the vendor all ten digits are entered in the **Telephone** field. You do not need any dashes or parentheses during entry because this field is self-formatting. This is where the FAX number is entered for this address. The **Prefix** box is only used for international phone numbers. This is **NOT** for the area code. Click the OK button when finished.

II. Adding Location Information

The **Location** page in the Vendor record is the place where campus specific information is held within the file. The Location and Description will start with your Campus Identifying Number (1 for Augusta, 2 for Farmington, etc.). This page enables you to setup your file with alternative addresses for Ordering, Remit to, Pricing, Returning and Invoicing. It also allows the user quicker campus specific search criteria. To enter your information, click the Location tab at the top of the page.

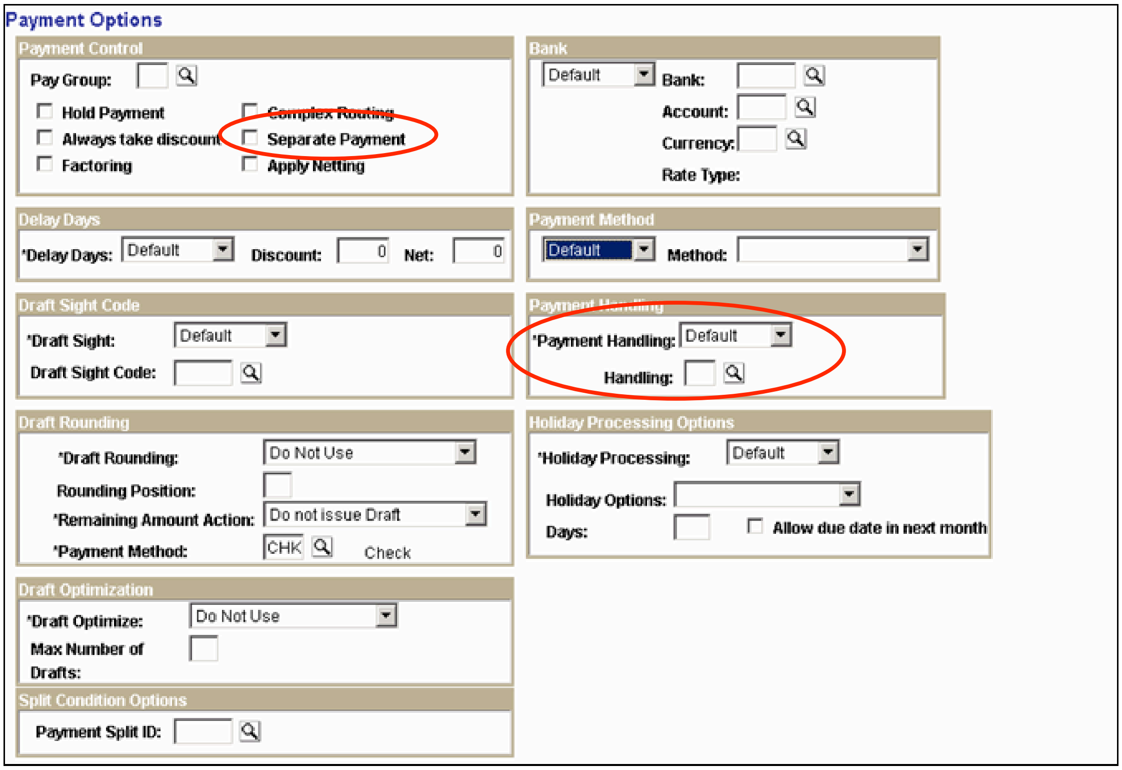
The following page will appear:



In the **Location Field** enter your campus identifying number as the first character and the remainder of field is your choice. Enter a **Description** for this location starting with your campus number. The **Effective Date** is a required field that signifies when the locations should be active in the system, enter your date or use the calendar lookup and select it. The status must to be set to **Active**. **IMPORTANT!!** If orders are to be faxed to this vendor, make sure that the Address that contains the correct FAX number is associated with the **Ordering** box on the Location for your campus. (You need to test this with the FAX software.) Click the Save button.

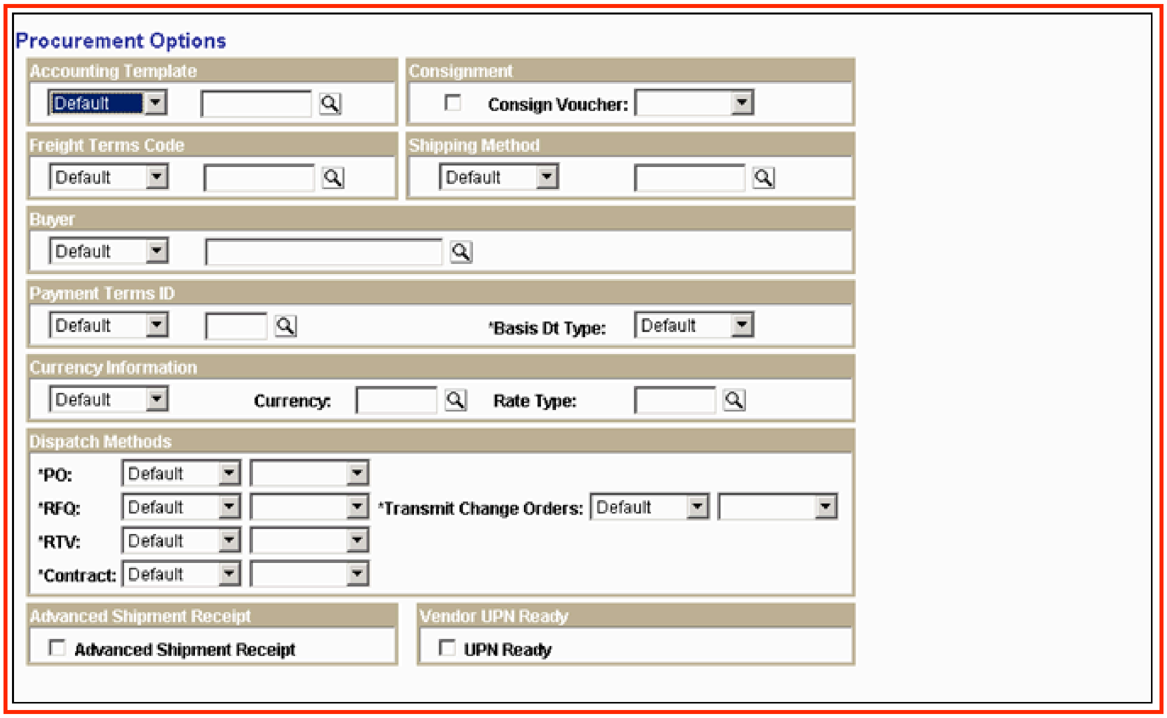
You do not need to do anything with the Doc Type box or any of the Hyperlinks at the bottom of the page.

There are some options on the Hyperlinks pages at the bottom that may be useful. The following is the **Payment Options** Hyperlink:



Note: Most options on this page you may never change. The **Bank** information should NEVER be changed. In the future this page could become useful for such options as setting defaults for your specific location to generate separate payments or payment handling codes. But initially we will be leaving this page set to the system defaults.

The following page is the Procurement Options Hyperlink page:

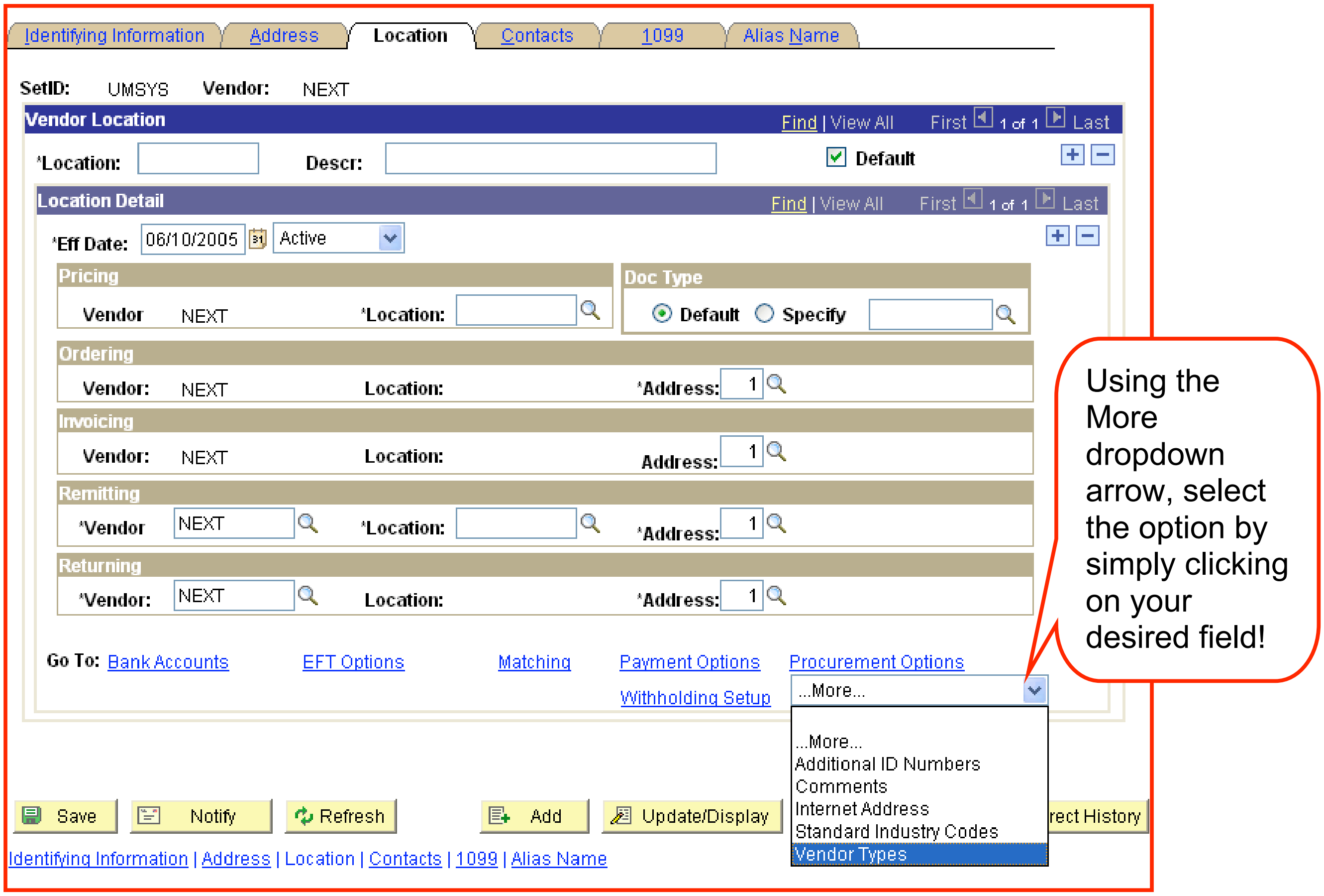


Note: Most options on this page will never change. There may be a need by Location to set defaults. An example on this page is the Payment Terms ID. Now that Vendors will be shared, the need for a specific vendor that one campus or department may have different payment terms then other campuses or departments and want to set those payment terms here for the correct value to be defaulted in when using the vendor.

2. Making Changes

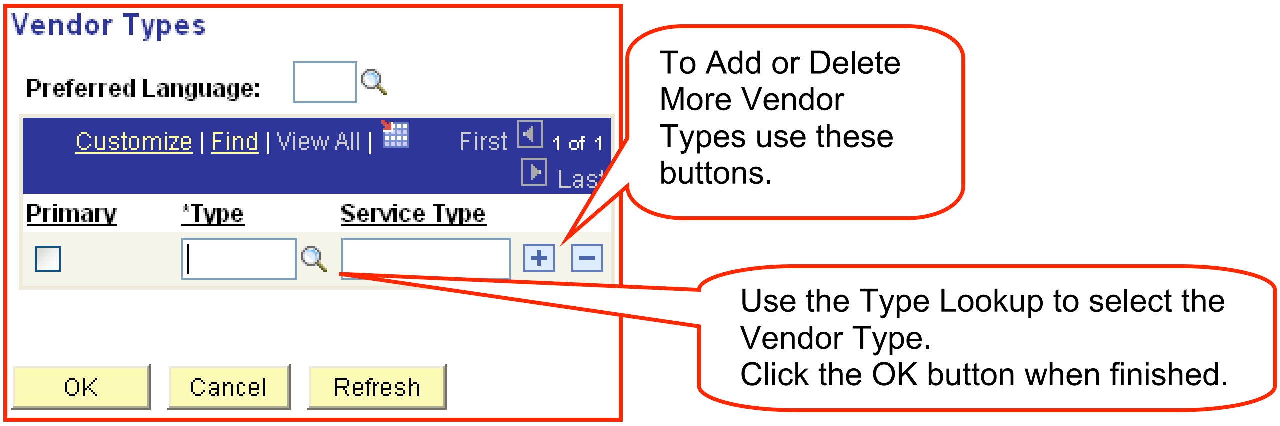
When making changes to a Vendor Address Detail, Location Detail, and Contacts, click on the + button, Insert the New Effective Date where indicated, make your changes and click the Save button. To make changes to 1099 information, click the + button on the Location Detail box first, Add the Effective Date, then go to the 1099 Tab and enter the new 1099 information.

The **More** dropdown menu on the Location page:



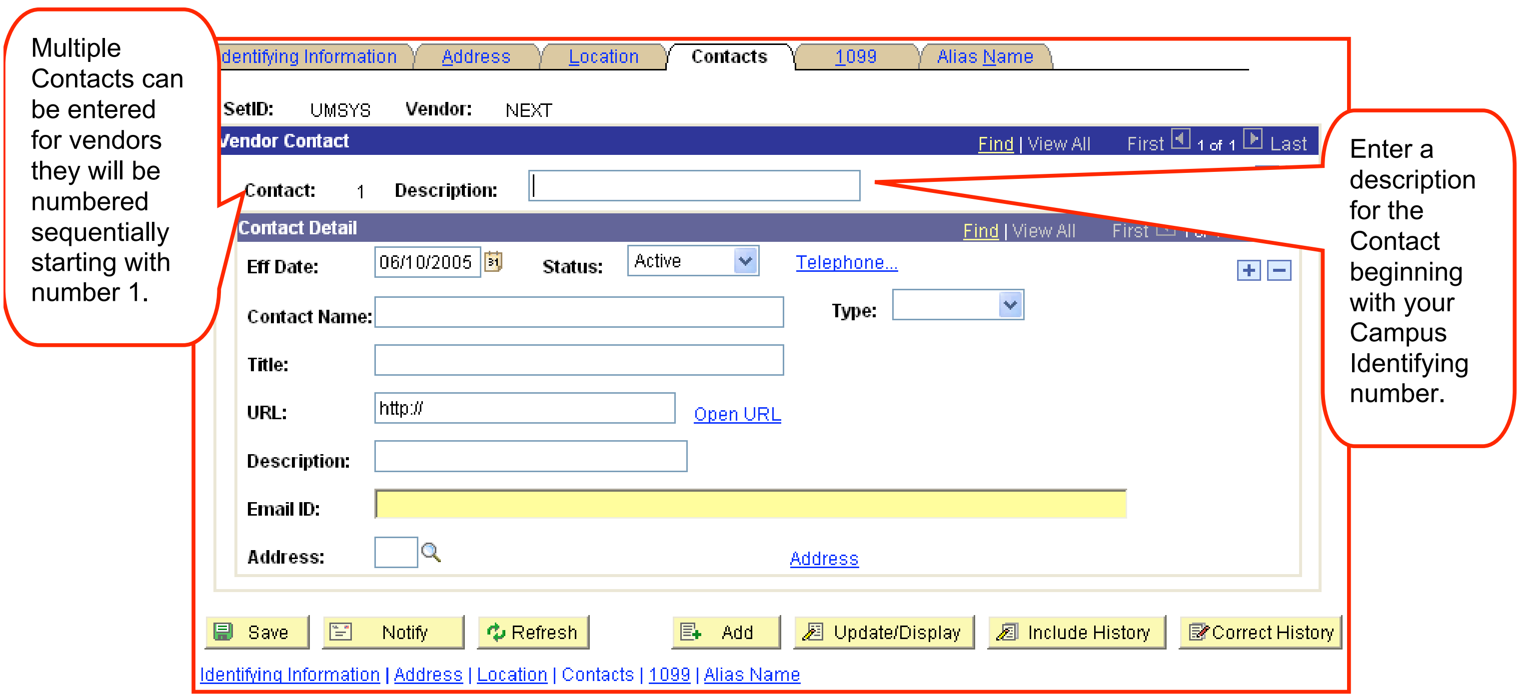
The **More Dropdown** menu allows you more options on the location page. This is where you would enter vendor types, internet address and vendor comments. The Additional ID Numbers (tax related) should have been added on the Vendor Identifying Information page and we will **NOT** be using the Standard Industry Codes for our vendors.
To enter a **Vendor Type** select the Vendor Types from the dropdown menu.

The following page will appear:



III. Adding Contacts

To Add **Vendor Contacts** click the Contacts tab.
The following page will appear:



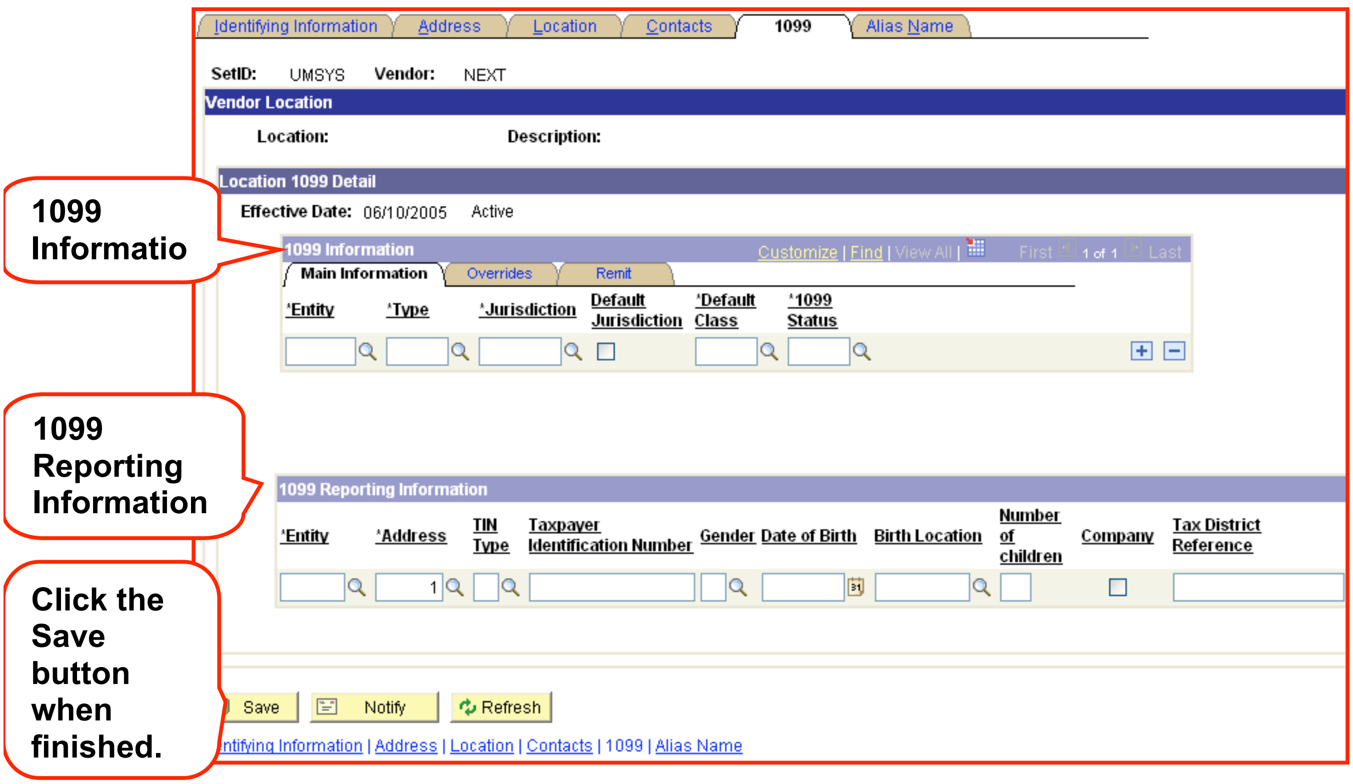
To finish the Contacts page you must enter the **Date** and set the **Status** to **ACTIVE**. Enter a **Contact Name and Title**. Other options available for entry are the **URL, Detail Description, Email Address** and if applicable **Vendor Address** for this vendor along with **Contact Type.**

IV. Adding 1099 Information

If the Vendor needs **1099 Information** set up, this is the page in the vendor record to input the information. When the vendor file is selected the information transfers to for example the voucher, the Withholding Hyperlink will show up on the voucher header because the vendor had been set up here. It is very important to have the proper 1099 information in the vendor record.

To **Add 1099 Information** for the vendor, click the 

tab.
The following page will appear:



To complete the **1099 Information** section we need to complete the following fields. Use the lookup for each field if needed.
Entity – **IRS**
Type – **1099**
Jurisdiction - **Fed** - Check the **Default Jurisdiction** checkbox.
Select the appropriate **Default Class**
1099 Status – **RPT**
To complete the **1099 Reporting Information** we need to complete the following fields. Use the lookup for these fields if necessary.
Entity – **IRS**
Select the appropriate **Address** for 1099 reporting.
Set the **TIN Type** to **S** for an individual or **F** for an organization.
Enter the vendor's **Taxpayer Identification Number**. Click the 

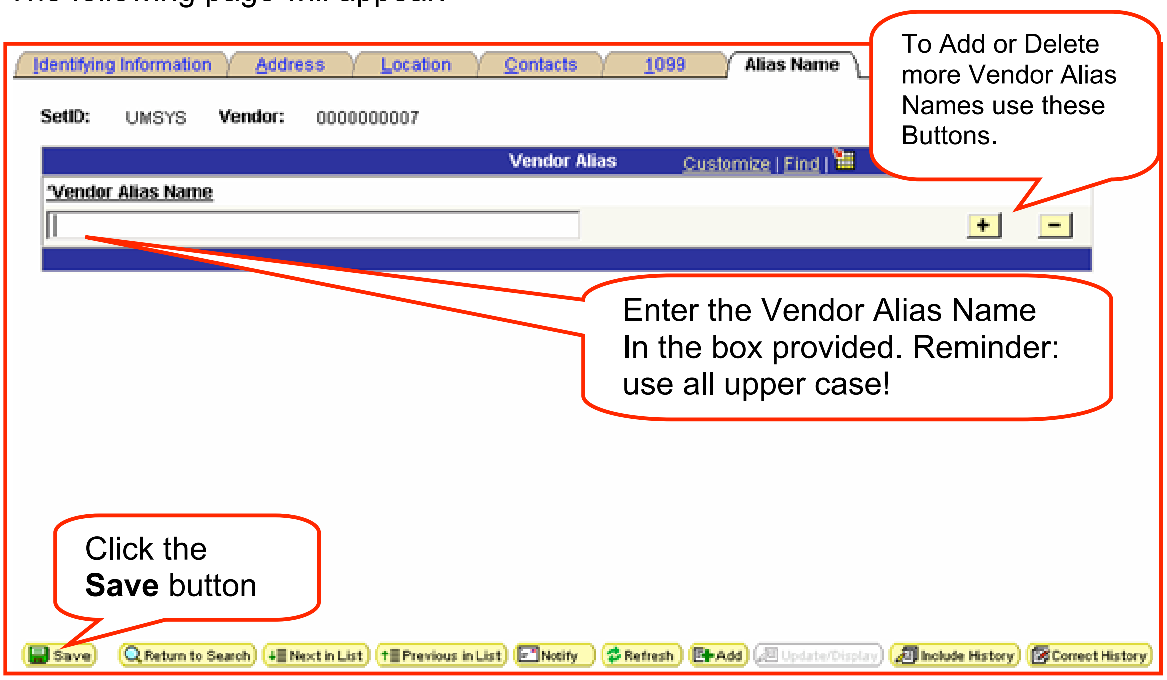
button.

V. Adding Alias Name Information

When we converted the vendors from the legacy system the vendor alias names did not convert. We have to add the alias names to the records as we use them and when we create new vendors. This is a very simple process in the new financials system.

To add a Vendor Alias Name click on the Alias Name Tab.

The following page will appear:

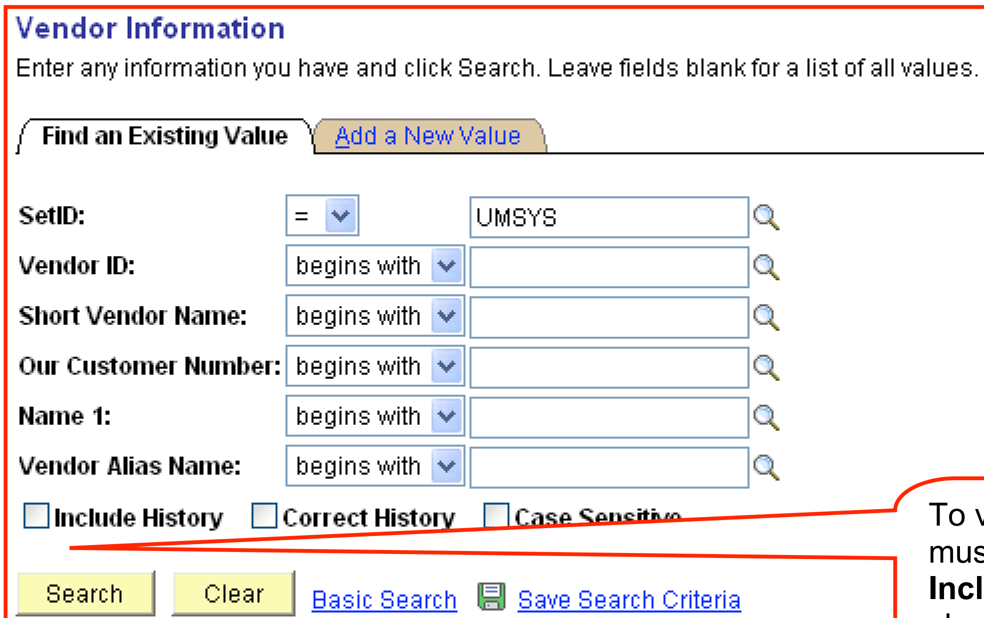


VI. Vendor Searching and Vendor Alias Searching

The Vendor Search screen is similar to other search screen in the financial system. You have five different fields that you may search by, including two different files, Vendor File and Vendor Alias File. To conduct a Vendor search use the following path.

Vendors > Vendor Setup/Maintenance > Vendor Information

Choose the Find an Existing Value tab. The screen will look as follows:



To view history you must check the **Include History** checkbox!

The **SetID** for all the Vendor files is **UMSYS**. To search for a vendor using **Vendor ID, Our Customer Number, or Name 1**, enter the appropriate information or a portion of the information in the space provided and click the Search button. If the results of the search show only one match, the system will bring you directly into the Vendor file. If there is more than one match they will be listed and you can select the correct vendor. These searches are performed against the Vendor file **Not** the Vendor Alias file.

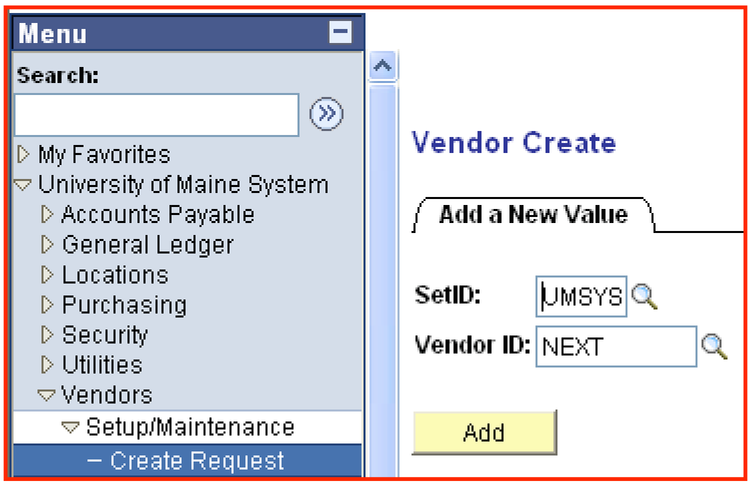
Note: When searching for a vendor by name do a **Short Vendor Name** search first. If **no** matches are found then perform a **Vendor Alias Name** search. **Vendor and Vendor Alias are two separate files**. A Short Vendor Name search does not pull up any vendor aliases that match the search criteria and likewise a Vendor Alias search will not pull up any Vendor name matches. The only search performed against the Vendor Alias file is the Vendor Alias Name search.

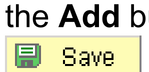
VII. Vendor Create/Modify Request Function

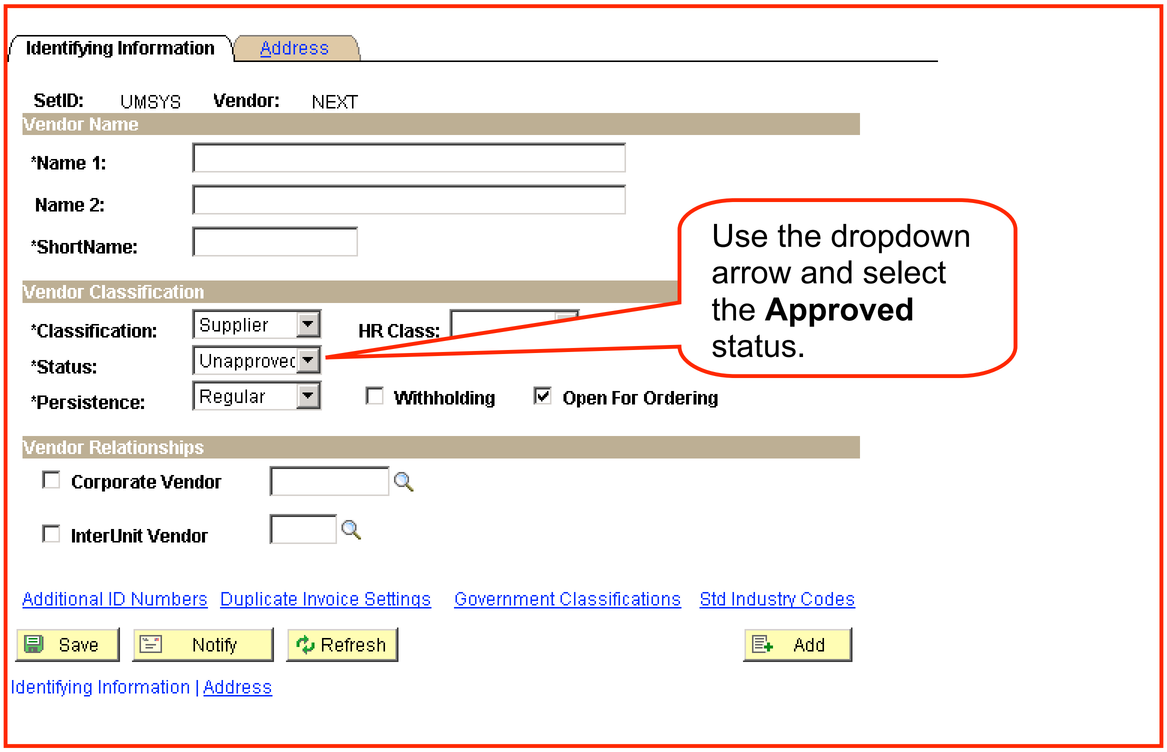
When departments on the campus need a new vendor created, they are able to enter their request on-line using this new functionality. Once the requester enters the information the request is sent to the Worklist of the Campus Vendor Create person to be finished and approved.

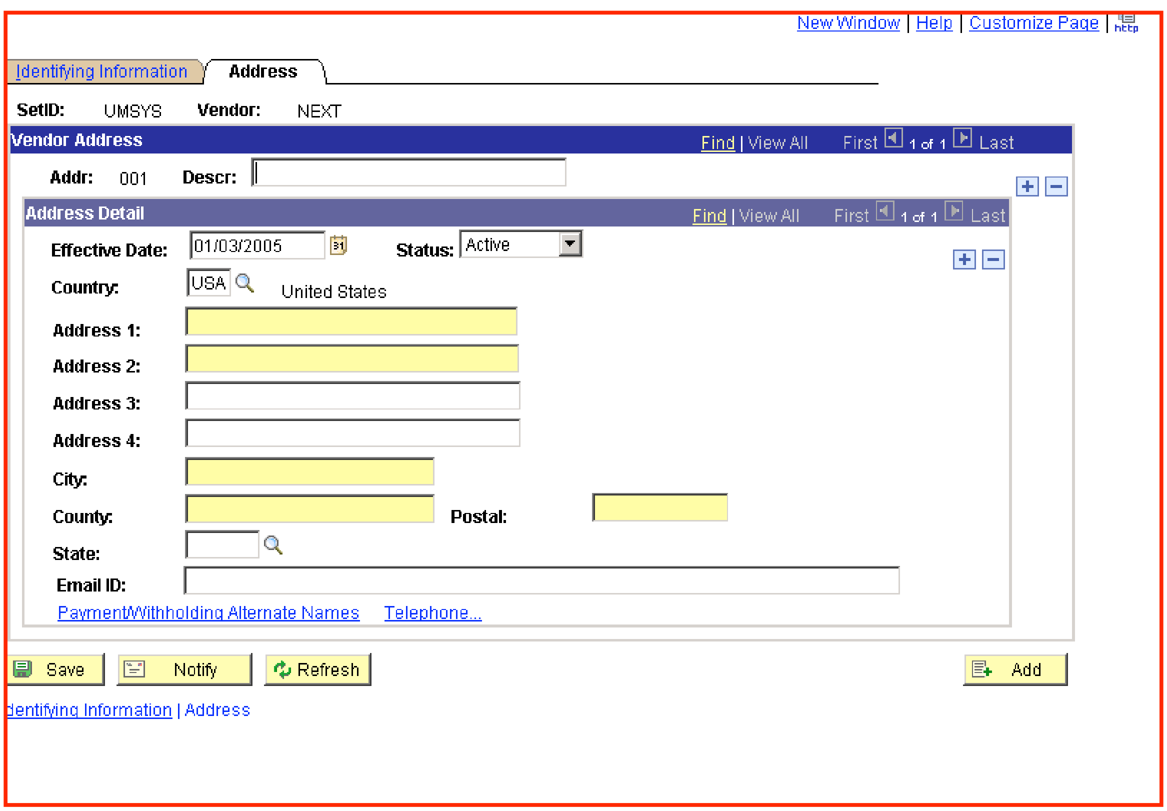
The navigation for the Requester is as follows:

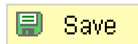
University of Maine System > Vendors > Setup/Maintenance > Create Request



The Requestor will click the **Add** button and fill in the following two pages in the vendor file and click the  button. These two pages are the **Identifying Information** and **Address** pages in the Vendor file.


Identifying Information
Address
SetID: UMSYS Vendor: NEXT
Vendor Name
*Name 1:
Name 2:
*ShortName:
Vendor Classification
*Classification: Supplier
HR Class:
*Status: Unapproved
*Persistence: Regular
Withholding
Open For Ordering
Vendor Relationships
Corporate Vendor
InterUnit Vendor
Additional ID Numbers
Duplicate Invoice Settings
Government Classifications
Std Industry Codes
Save
Notify
Refresh
Add
Identifying Information | Address
Use the dropdown arrow and select the **Approved** status.


New Window | Help | Customize Page
Identifying Information
Address
SetID: UMSYS Vendor: NEXT
Vendor Address
Find | View All First 1 of 1 Last
Addr: 001 Descr:
Address Detail
Find | View All First 1 of 1 Last
Effective Date: 01/03/2005
Status: Active
Country: USA United States
Address 1:
Address 2:
Address 3:
Address 4:
City:
County:
Postal:
State:
Email ID:
Payment/Withholding Alternate Names
Telephone...
Save
Notify
Refresh
Add
dentifying Information | Address

After the requester clicks the Save button a workflow item is sent to a campus person with the Create Vendors role. The Vendor Create person will then verify that it needs to be created, change the **Status** to **Approved** (as seen above), fill in the Location tab information and if applicable complete the 1099 tab information. Click the  button to create the approved vendor. The vendor file is now created and ready for use in the system.