High Level Description	
Process	Vendor Set Up-US
Module	Purchasing
Document Type	Business Process Guide

Revision Control			
Date	**By**	**Action**	**Pages**
06-19-2009	M Walker	Document created	17

Table of Contents

Overview

Vendors may be set up in either Purchasing or Accounts Payable. The preference is to set the vendor up in Purchasing. A Vendor set up will include the Vendor name, Tax Payer Identification Number (TIN), address, business and fax numbers, email address and other identification specific to that vendor (i.e. seller permit number) as well as Small Business and Disabled Veteran designations.
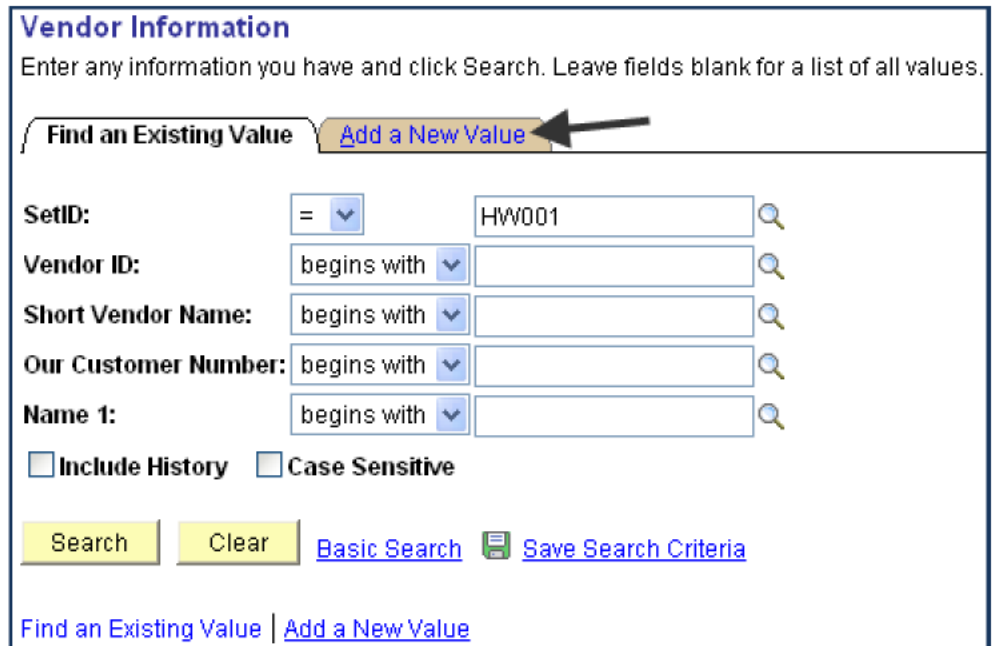
Vendor Setup-US

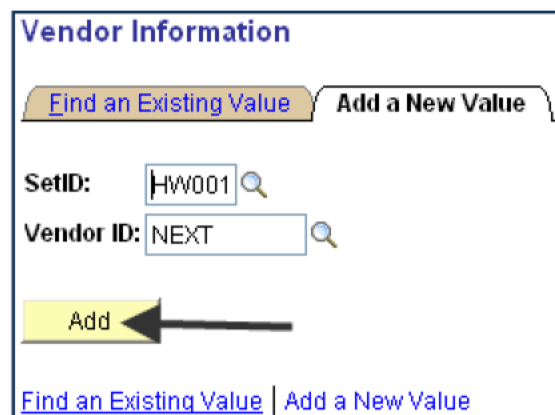Navigate to Vendors > Vendor > Setup/Maintenance > Vendor Information

The Vendor Information page displays.

1. Select the **Add a New Value** panel

2. If a new value, click **Add** button

This brings you to the Identifying Information panel.

The Identifying Information page displays.

3. Fill in the information as indicated in **Uppercase** letters

4. Enter **ShortName** (It is the first 10 letters of Name1)

5. If you have a **Customer Number,** click the **Additional ID Numbers** link at the bottom left of the page

Identifying Information	Address	Location	Contacts	1099

SetID: HW001   Vendor: NEXT

Vendor Name

*Name 1: NEW US VENDOR ◄───

Name 2:

*ShortName: NEWUSVENDO ◄───

Vendor Classification

*Classification: Supplier ▼   HR Class: ▼

*Status: Approved ▼   ☐ VAT Registration   Details...

*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   📑 Up

Identifying Information | Address | Location | Contacts | 1099

The Additional ID Numbers page displays.

6. If you have been issued a **Customer Number** by the Vendor, enter it on the **Our Customer Number** line

7. Select the additional types you wish to enter by clicking the magnifying glass under **Type**

8. Click **OK**

Additional ID Numbers

Customer ID: [   ] 🔍

Our Customer Number: 12345 ◄───

ID Numbers		Customize	Find	View All	🔲	First ◄ 1 of 1 ► Last
Type	**SetID**	**ID Number**		**D+B Number**	
[ ] 🔍 ◄───		[ ]			⊞ ⊟

OK   Cancel   Refresh

This will give you the types of numbers available to us.

9. Select **TIN** (unless the Vendor is Tax exempt)

Note: CSUEB requires a Vendor Data Record Form on hand before we can issue a purchase order. This will contain the Taxpayer Identification Number of that vendor. In many cases the Social Security Number of a vendor is used when a separate TIN has not been requested by the vendor.

Select one of the following values:

ACN	Company Number - Australia
CCM	Municipal Reg Number - Brazil
CGC	Comp Tax Reg Number - Brazil
CID	Company Identification Number
CPF	Ind Tax Reg Number - Brazil
DB	Dun & Bradstreet Number
DNS	Dunns Number
FIC	Fiscal ID - Company - Italy
FII	Fiscal ID - Indiv - Italy
IE	State Reg Number - Brazil
NIC	NIC Number - France
NIF	Fiscal ID Number - Spain
SRN	SIREN Number - France
SRT	SIRET Number - France
TIN	**Tax Identification Number**

Cancel

10. Enter that number next to the **TIN**

Additional ID Numbers

Customer ID: [   ]

Our Customer Number: [12232]

ID Numbers		Customize | Find | View All |	First ◄ 1 of 1 ► Last	
Type	**SetID**	**ID Number**	**D+B Number**	
TIN		555555555		+ −

OK   Cancel   Refresh

If the vendor is a California commodity dealer or has offices within the state that a copy of the vendor's State Seller Permit is on file, that number would be entered here. But since the supplied identifiers do not list a code for this CSUEB uses the code IE (State Reg Number- Brazil) for this purpose.

11. Click the Plus icon to add a line

Additional ID Numbers

Customer ID: [   ]

Our Customer Number: [12232]

ID Numbers		Customize | Find | View All |	First ◄ 1-2 of 2 ► Last	
Type	**SetID**	**ID Number**	**D+B Number**	
TIN		555555555		+ −
				+ −

OK   Cancel   Refresh

12. Enter that number

Note: If not available at the time of the purchase order it should be entered before the vendor is paid.

13. Once all codes and numbers have been entered, click **OK**

This takes you back to the Identifying Information panel.

Additional ID Numbers

| Customer ID: | | 🔍 |
| Our Customer Number: | 12232 | |

ID Numbers		Customize	Find	View All	🎞	First ◀ 1-2 of 2 ▶ Last
Type	**SetID**	**ID Number**	**D+B Number**
TIN 🔍		555555555		➕ ➖
IE 🔍		12343 ⬅		➕ ➖

[OK]   [Cancel]   [Refresh]

14. Next select **Address**

| Identifying Information | Address | Location | Contacts | 1099 |

SetID: HW001   Vendor: NEXT
Vendor Name
Name 1:   NEW US VENDOR

The Address page displays.

On this panel you will enter the address of the vendor.

15. Click the magnifying glass for **Country** for selections

| Identifying Information | Address | Location | Contacts | 1099 |

SetID: HW001   Vendor: NEXT   NEW VENDOR FOR PROCESS

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: 03/27/2006 📅   Status: Active ▾   ➕ ➖
Country: USA 🔍 United States
Address 1: [   ]
Address 2: [   ]
Address 3: [   ]

City: [   ]
County: [   ]   Postal: [   ]
State: [   ] 🔍
Email ID: [   ]
Payment/Withholding Alternate Names   Telephone...

[💾 Save] [✉ Notify] [🔄 Refresh]   [➕ Add] [📝 Update/Display] [📋 Include History]

Identifying Information | Address | Location | Contacts | 1099

The Look Up Country page displays.

16. For this example, we will select Antarctica

Look Up Country

| Country: | begins with ∨ | |
| Description: | begins with ∨ | |

Look Up   Clear   Cancel   Basic Lookup

Search Results

View All   First ◄ 1-100 of 239 ► Last

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica ←
ATF	French Southern Territories

The Address page displays.

17. Enter Street Address, City, and Zip

18. You may also enter the email address, if known

The **Description** and **Address 1** are the same.

*Note: CSUEB uses a naming convention and the entries should be in **Uppercase** and should follow that convention.*

| Identifying Information | Address | Location | Contacts | 1099 |

SetID: HW001   Vendor: NEXT   NEW US VENDOR

Vendor Address   Find | View All   First ◄ 1 of 1 ► Last

Addr: 001   Descr: 1234 NEXT DOOR BLVD

Address Detail   Find | View All   First ◄ 1 of 1 ► Last

Effective Date: 03/27/2006   Status: Active ∨

Country: USA 🔍   United States

Address 1: 1234 NEXT DOOR BLVD ←

Address 2:

Address 3:

City: NOWHERE ELSE ←

County: Postal: 91234 ←

State: CA ←🔍

Email ID: ←

Payment/Withholding Alternate Names   Telephone...

Save   Notify   Refresh   Add   Update/Display   Include History

Identifying Information | Address | Location | Contacts | 1099

19. When you have made the entries, click the **Telephone Link** at the bottom of the panel

State: CA 🔍

Email ID:

Payment/Withholding Alternate Names   Telephone... ←

Save   Notify   Refresh

Identifying Information | Address | Location | Contacts | 1099

The Phone Information page displays.

20. Select the **Type** of phone and enter the number

Note: The Types offered and the abbreviations can be found by using the drop down tab.

Phone Information

Phone Information	Customize | Find | View All | ▦	First ◀ 1 of 1 ▶ Last

*Type	Prefix	Telephone	Ext	
[▼]	[ ]	[ ]	[ ]	＋ －

⬆

OK   Cancel   Refresh

21. Select the **Business** and enter the phone number

22. Leave the **Prefix** section blank, if the vendor is a US firm

23. Enter international phone codes for vendors located outside of the US and Canada *(No dashes are required)*

Phone Information

Phone Information	Customize | Find | View All | ▦	First ◀ 1 of 1 ▶ Last

*Type	Prefix	Telephone	Ext	
[▼]	[ ]	[ ]	[ ]	＋ －

Business ⬅
Campus
Cellular
Dormitory
FAX
Home
Mailing
Main
On-Campus
Other
Pager 1
Pager 2
TDD/TTY
Telex

Cancel   Refresh

24. If additional phone numbers are known, click the Plus icon to the right

Phone Information

Phone Information	Customize | Find | View All | ▦	First ◀ 1 of 1 ▶ Last

*Type	Prefix	Telephone	Ext	
Business ▼	[ ]	4154445555	[ ]	＋ －

⬆

OK   Cancel   Refresh

25. Select the phone type

Note: The previous number has had punctuation added by the system.

Phone Information

Phone Information	Customize | Find | View All | ▦	First ◀ 1-2 of 2 ▶ Last

*Type	Prefix	Telephone	Ext	
Business ▼	[ ]	415/444-5555 ⬅	[ ]	＋ －
[▼]	[ ]	[ ]	[ ]	＋ －

OK   Cancel   Refresh

26. Enter the number and continue as necessary to enter all the numbers desired

27. Click **OK**

This takes you back to the Address panel.

Note: The system will only allow one of each type of number.

The Address page displays.

28. Click the Plus sign at the right of the **Description** line, if additional addresses are known

*Note: Do not use the plus sign at the right of and below the **Address Detail** Line that is used only when making a change (see separate instructions for making changes to a vendor).*

29. Once all addresses have been entered, click the **Location** panel

The Location page displays.

30. Enter MAIN for **Location** and **Description**

31. Select the **Matching** link at the bottom of the panel

Phone Information

*Type	Prefix	Telephone	Ext		
Business		415/444-5555		+	−
FAX		510/777-4343		+	−

Customize | Find | View All | First 1-2 of 2 Last

OK   Cancel   Refresh

Identifying Information | Address | Location | Contacts | 1099

SetID: HW001   Vendor: NEXT   NEW US VENDOR

Vendor Address   Find | View All   First 1 of 1 Last

Addr: 001   Descr: 1234 NEXT DOOR BLVD   + −

Address Detail   Find | View All   First 1 of 1 Last

Effective Date: 03/27/2006   Status: Active   + −

Country: USA   United States

Address 1: 1234 NEXT DOOR BLVD

Address 2:

Address 3:

City: NOWHERE ELSE

County: Postal: 91234

State: CA   California

Email ID:

Payment/Withholding Alternate Names   Telephone...

Save   Notify   Refresh   Add   Update/Display   Include History

Identifying Information | Address | Location | Contacts | 1099

Identifying Information | Address | **Location** | Contacts | 1099

SetID: HW001   Vendor: NEXT   NEW US VENDOR

Vendor Location

*Location: MAIN   Descr: MAIN

*Vendor: NEXT   Location: *Address: 1

Go To: Bank Accounts   EFT Options   Matching   Payment Options   Pr

Sales/Use Tax Options   Self-Billed Invoice Info   VAT Options   Withholding Setup

The Matching Options page displays.

32. Select Specified for **Matching Option**

Matching Options

Voucher Approval Flag

Default ▾

Bus Proc: [_____] 🔍   Rule Set: [_____] 🔍

Matching

'Matching Option: [Default ▾]   ☐ Matching [_____] 🔍
  Default
➤ Specified   ☐ Receipt Only Match

ERS Invoice Date

☐ Allow ERS

'ERS Invoice Dt: [Default ▾]   'ERS Tax Type: [Default ▾]
'ERS SUT CD: [Default ▾]   ERS Sales Tax Cd: [_] 🔍

[OK]   [Cancel]   [Refresh]

---

33. Check the **Matching** box

34. Click the magnifying glass to select the **Specified** type

Bus Proc: [_____] 🔍   Rule Set: [_____] 🔍

Matching

'Matching Option: [Specified ▾] ➤ ☑ Matching [_____] 🔍
                                   ☐ Receipt Only Match ⬆

ERS Invoice Date

☐ Allow ERS

The Search Results page displays.

35. Select **Standard Match Rules**(This is the only type used by CSUEB)

This takes you back to Matching Options and should look as per this example.

Search Results

View All   First ◄ 1 of 1 ► Last

Match Rule Description
STANDARD Standard Match Rules

---

36. If correct, click **OK**

This takes you back to the Location panel.

Matching Options

Voucher Approval Flag

Default ▾

Bus Proc: [_____] 🔍   Rule Set: [_____] 🔍

Matching

'Matching Option: [Specified ▾]   ☑ Matching [STANDARD] 🔍

☐ Receipt Only Match

ERS Invoice Date

☐ Allow ERS

'ERS Invoice Dt: [Default ▾]   'ERS Tax Type: [Default ▾]

'ERS SUT CD: [Default ▾]   ERS Sales Tax Cd: [___] 🔍

[OK]   [Cancel]   [Refresh]

The Location page displays.

37. Click the **Procurement Options** link

Vendor: NEXT   Location: Address: [__]

Remitting

'Vendor [NEXT] 🔍   'Location: [____] 🔍   'Address: [1] 🔍

Returning

'Vendor: [NEXT] 🔍   Location: [____]   'Address: [1] 🔍

Go To: Bank Accounts   EFT Options   Matching   Payment Options   Procurement Options   RTV Options
        Sales/Use Tax Options   Self-Billed Invoice Info   VAT Options   Withholding Setup   ...More... ▾

The Procurement Options page displays.

Note: A number of Procurement Options are defaulted, these include:

- *Freight terms: DP*
- *Destination Freight Pre Paid*
- *Payment Terms: Net 30 Days*
- *Ship via Code –UPS Ground*

Procurement Options

Accounting Template

[Default ▾] [_____] 🔍

Consignment

☐ Consign Voucher: [____ ▾]

Freight Terms Code

[Default ▾] [_____] 🔍

Shipping Method

[Default ▾] [_____] 🔍

Buyer

[Default ▾] [_____] 🔍

Payment Terms ID

[Default ▾] [___] 🔍   'Basis Dt Type: [Default ▾]

Currency Information

[Default ▾]   Currency: [____] 🔍   Rate Type: [_____] 🔍

Dispatch Methods

'PO: [Default ▾] [____ ▾]

'RFQ: [Default ▾] [____ ▾]   'Transmit Change Orders: [Default ▾] [____ ▾]

'RTV: [Default ▾] [____ ▾]

'Contract: [Default ▾] [____ ▾]

Advanced Shipment Receipt

☐ Advanced Shipment Receipt

Vendor UPN Ready

☐ UPN Ready

Freight Terms Code

38. If the terms are any other than **DP**, change the **Default** to **Specify** and use the Magnifying glass to select

The Search Results page displays.

*For this example we will use **VENDOR TRU** for Vendor Owned Vehicle.* Once made this takes you back to the **Procurement Options** page.

The Procurement Options page displays.

39. Continue to change defaults as necessary

Payment Terms ID

40. Click the magnifying glass for options

The Search Results page displays.

*For this example choose 21530 for 2% Discount 15 days, Net on 30. This brings you back to the **Procurement Options** Panel once again.*

Search Results

View All   First ◄ 1-19 of 19 ► Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
.5203	.5%20NET30	.5% 20 NET 30	Single	Vendor
11030	1%10NET 30	1% 10 NET 30	Single	Vendor
12030	1%20NET 30	1% 20 NET 30	Single	Vendor
21030	2%10NET 30	2% 10 NET 30	Single	Vendor
21530	215NET30	2% DISCOUNT 15 DAYS NET 30	Single	Vendor
215NE	2%15NET30	2% 15 DAYS NET 30	Single	Vendor
22030	2%20NET30	2% 20 NET 30	Single	Vendor
500	500NET21	$500 DISCOUNT IF PAID WITHIN 2	Single	Vendor
51030	5%10NET 30	5% 10 NET 30	Single	Vendor
52030	5%20NET 30	5% 20 NET 30	Single	Vendor

Shipping Method

41. If other than default to UPS Ground, Specify Shipping Method

42. Click the magnifying glass for selections

Consignment

☐ Consign Voucher: [▼]

Shipping Method

[Specify ▼]   [   ] 🔍

The Search Results page displays.

*Once again for our example we will use **VENDORTRUC** for Vendors' Own Truck. This brings us back to the **Procurement Options** page.*

Search Results

View All   First ◄ 1-21 of 21 ► Last

Ship Via Code	Description
2DAYAIR	2ND DAY AIR
AIRBORNE	AIRBORNE
BESTWAY	BESTWAY TRUCKING INC
BURLINGTON	BURLINGTON MOTOR CARRIERS
CALIF CART	CALILFORNIA CARTAGE COMPANY
COMCAR	COMMON CARRIER
CONSOLIDAT	CONSOLIDATED FREIGHTWAYS
DHL	DHL
EMERY	EMERY WORLDWIDE
FEDEX	FEDERAL EXPRESS
NA	NON APPLICABLE
OVERNITE	OVERNIGHT
PICK UP	UNIVERSITY PICKUP
ROADWAY	ROADWAY SERVICES
UPS	UNITED PARCEL SERVICE - UPS
UPSGROUND	UPS GROUND
USPS	USPS
UVL	UNITED VAN LINES
VENDORTRUC	VENDOR'S OWN VEHICLE
VIKING	VIKING FREIGHT
YELLOW FRT	YELLOW FREIGHT SYSTEMS INC.

The Procurement Options page displays.

43. If all information is correct, click **OK** at the bottom of the page

This brings you back to Location Panel once again.

Procurement Options

Accounting Template	Consignment
Default 🔽 [ ] 🔍	[ ] Consign Voucher: 🔽

Freight Terms Code	Shipping Method
Specify 🔽 VENDOR TRU 🔍	Specify 🔽 VENDORTRU 🔍

Buyer
Default 🔽 [ ] 🔍

Payment Terms ID
Specify 🔽 21530 🔍   'Basis Dt Type: Default 🔽

Currency Information
Default 🔽   Currency: [ ] 🔍   Rate Type: [ ] 🔍

Dispatch Methods

'PO: Default 🔽 [ ] 🔽

'RFQ: Default 🔽 [ ] 🔽   'Transmit Change Orders: Default 🔽 [ ] 🔽

'RTV: Default 🔽 [ ] 🔽

'Contract: Default 🔽 [ ] 🔽

Advanced Shipment Receipt	Vendor UPN Ready
[ ] Advanced Shipment Receipt	[ ] UPN Ready

[OK]   [Cancel]   [Refresh]

The Location page displays.

44. Select **Contacts** tab

| Identifying Information | Address | **Location** | Contacts | 1099 |

SetID: HW001   Vendor: NEXT   NEW US VENDOR
Vendor Location

The Contacts page displays.

45. Enter the **Contact Name** and the **URL** link if known

46. If the Vendor is a certified Small Business or Disabled Veteran, you will enter information in the **Description**

47. Once completed, click **Save**

This takes you back to the **Location** Panel and gives you a vendor number (In this case 0000013163).

| Identifying Information | Address | Location | Contacts | 1099 |

SetID: HW001   Vendor: NEXT   NEW US VENDOR
Vendor Contact   Find | View All   First ◄ 1 of 1 ► Last
                                                                    ➕ ➖
Contact: 1   Description: OSB 1232 SMALL BUS DVB

Contact Detail   Find | View All   First ◄ 1 of 1 ► Last
                                                                    ➕ ➖
Eff Date: 03/27/2006 📅   Status: Active 🔽   Telephone...

Contact Name: TIMMY TITMOUSE ←   Type: Sales 🔽

Title: [ ]

URL: http:// ←   Open URL

Description: [ ]

Email ID: tim.titmouse@us.com ←

Address: [ ] 🔍   Address

[💾 Save] [Notify] [🔄 Refresh]   [Add] [Update/Display] [Include History]

Identifying Information | Address | Location | Contacts | 1099

In this case we supplied information related to Small Business and Disabled Veterans which must be entered into the vendor. This is done by selected **Vendor Types** from the Drop down box on the far right under Procurement Options**.**

Note: Before going to another vendor or leaving this, review the information on all the panels. If incorrect you may change them now, since changing information later requires additional steps. If correct you may continue entering vendors or go elsewhere in the system.

The Vendor Types page displays.

48. Click the magnifying glass to view your options

49. Select OSB or DVB

This takes you back to the Vendor Type Page.

BLE	Black (E)
CAL	California Business
CNS	Consultant (CNS)
CNT	Contractor
CON	Consultant (CON)
DVB	Disabled Vet Business Ent
ENT	Entertainment
EZA	Enterprise Zone Act
F	Female
FRG	Foreign Supplier
GVT	Government Agency
HAW	Native Hawaiian/Pacific Island
HIS	Hispanic (E)
LOC	Local Business
M	Male
MB	Microbusiness
MNR	Minority Vendor
NA	None
NAT	Native American (E)
NON	Non-Profit Organization
OSB	Office Small Business C & R

50. For the second item click the **Plus** icon

Vendor Types

Preferred Language: [ ]

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

Primary	*Type	Service Type		
☐	OSB		+	−

OK   Cancel   Refresh

51. Enter the code for the second item (In this case, DVB for Disabled Vet Bus Ent)

Vendor Types

Preferred Language: [ ]

Customize | Find | View All | First 1-2 of 2 Last

Primary	*Type	Service Type		
☐	OSB		+	−
☐			+	−

OK   Cancel   Refresh

52. When done, click **OK**

Note: You do not have to select a primary type.

Vendor Types

Preferred Language: [ ] 🔍

Customize | Find | View All | ▦   First ◀ 1-2 of 2 ▶ Last

Primary	*Type		Service Type			
☐	OSB	🔍			➕	➖
☐	DVB	🔍			➕	➖

[OK]   [Cancel]   [Refresh]

The Location page displays.

If this is a commodity vendor you will need to insure that it has been coded for sales tax.

53. Click the **Sales/Use Tax Options** link at the bottom of the panel

*Vendor: 0000013163 🔍   Location: MAIN

Go To: Bank Accounts   EFT Options   Matching

             Sales/Use Tax Options Self-Billed Invoice Info   VAT Option

💾 Save   ✉ Notify   ↻ Refresh

The Sales/Use Tax Options page displays.

The system defaults to none.

54. Click the drop down box to select the codes

Sales/Use Tax Options

Sales/Use Tax Applicability

*Sales/Use Tax Applicability: [None ▼]

Ship To Location

*Ship To Location: [Default ▼]

55. In this case, select **Sales**

Note: This is only the first part of the sales tax set up. See separate instructions for Sales Tax Set Up for the remaining steps. Sales Tax can not be set up until a vendor number has been created.

Sales/Use Tax Options

Sales/Use Tax Applicability

*Sales/Use Tax Applicability: [None ▼]
| None |
| Sales |
| Use |

Ship To Location

*Ship To Location: Default

The Location page displays.

56. Click Save

Sales/Use Tax Options Self-Billed Invoice Info   VAT

💾 Save   ✉ Notify   ↻ Refresh

Identifying Information | Address | Location | Contacts | 1099
Save [Alt+1]

Whom to Contact for Help?

For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).