

## Confirm New Vendor and Open Vendor Information Page

Verify that the Vendor does not already exist in the Vendor Records of FSKU. From the Menu navigation, click Vendors >> Vendor Information >> Add/Update >> Vendor.

## Identifying Information Page

### Short name

- 10 spaces are available in this field
- Individuals = “lastname,firstname”; no spaces unless last name is two words.
- Business = the name as it is. Use the first 10 characters; do not use commas or apostrophes.

### Long name

- No punctuation other than hyphen or period (dotcoms only)
- Individuals have the name as first name then last name

### Classification

Make selection and do NOT use the scroll button on your mouse as will change your selection. Use scroll bar at right side. Contact Payables for international, or if no TIN or SSN exists.

### ID Numbers

- The TYPE always = TIN. If no TIN is available, see Special Vendors.
- Do NOT use spaces or hyphens in the number

## Address Tab

### Effective Date

Set this date to the first day (07/01) of the current fiscal year. If this date is *not* set correctly, it will *delay* transaction-processing time.

### Address

Use no punctuation and use correct abbreviations. Use the [USPS Address Info](#) hyperlink to ensure the address format is correct (do not use # in place of Apt or Ste). The hyperlink will also provide the +4 info for the zip code.

## Special Vendors

### Foreign Vendors

Submit by fax. Providing a copy of the vendors invoice is helpful.

## More Information

See the FSKU User Manual, [Vendors – Additions and Policies](#) for more information on searching for and entering vendors on the KU Financial System.

