

# 2013

## Vendor Additions & Policies



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# Introduction

The University of Kansas PeopleSoft – 9.0 financial system (FSKU) allows departmental end users to add vendors to the database of KU vendors.

The objective of this process is to expedite financial transactions in a manner that minimizes administrative oversight. However, the University must maintain accurate records and minimize unnecessary record duplication. This document provides instructions for adding new vendors to FSKU and provides rules to ensure new information conforms to University standards.

The following information is covered in this document:

- Searching for Vendors on File
- Adding Individual/Employee Vendors
- Adding Business Vendors
- Duplicate Vendor Messages
- Adding an address to an existing vendor
- Abbreviations that are acceptable in vendor files

**Financial System User Manuals** update periodically. Please check the [Procurement website](#) for the most recent version available.

# Section 1

## Searching for Vendors on File

A new vendor record must be entered into FSKU when that vendor is not in the system database. However, as an agency of the state, the University of Kansas is to have one financial relationship with each vendor. The University cannot have duplicate vendor records on file for legal implications, tax reporting, and good data management practices.

## Searching FSKU For Existing Vendor Record

The first step to take before adding a vendor is to search the system for the vendor. The University has thousands of vendor records on file and it is imperative to maintain the accuracy of these records. Before attempting to add to the University’s vendor list, system users must diligently search FSKU for the vendor record.

Click Vendors within Peoplesoft Menu

Click Vendor Information, Click Add/Update, Click Review Vendors

The screenshot shows the 'Review Vendors' search criteria form. On the left is a 'Menu' sidebar with 'Review Vendors' selected. The main form has the following fields and values:

- \*SetID: KUALL
- Name: Equal to
- Withholding Name: Equal to
- Vendor Status: (empty dropdown)
- Vendor ID: (empty text box)
- ShortName: Equal to
- Classification: (empty dropdown)
- Type: (empty dropdown)
- Persistence: (empty dropdown)
- Address: (empty text box)
- City: (empty text box)
- Customer Number: (empty text box)
- ID Type: Tax ID
- VAT Registration ID: (empty text box)
- Withholding Tax ID: (empty text box)
- Country: (empty text box)
- State: (empty text box)
- Postal: (empty text box)
- Bank Account #: (empty text box)

Buttons for 'Search' and 'Clear' are located at the bottom right of the form.

Two ways to check to see if a vendor already exists.

**ID Type: Tax ID:** Fill in the SSN or TIN (no dashes) and click SEARCH. If Enter is clicked nothing will happen; you must click SEARCH to activate the process.

**NAME:** Change “Equal to” using the dropdown arrow to “Contains”. Enter in the last name or one word of the business name. Click SEARCH.

If the SEARCH has found a vendor or vendors the information will appear with the tab headings shown below:

Main Information: Shows each address for the vendor and if the address is active or inactive

Main Information									Additional Vendor Info	Audit Information
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status		
KUALL	0000055691	HURON CONSULTING SERVICES LLC	HURON CONS-003	550 W VAN BUREN ST STE 1700	CHICAGO	IL	USA	Active		

Additional Vendor Info: Displays if the ENTIRE vendor file is active/approved or inactive as well as the Classification. If the status is inactive or the classification needs updated then complete the vendor change form to initiate the change (see link below).

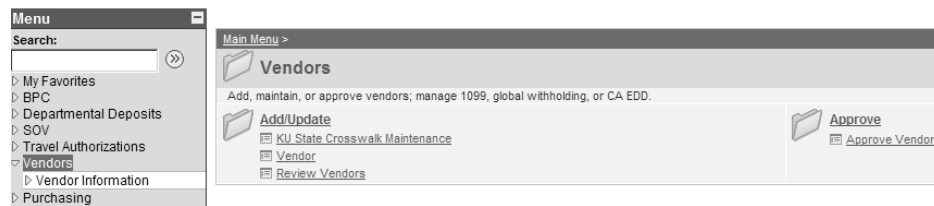
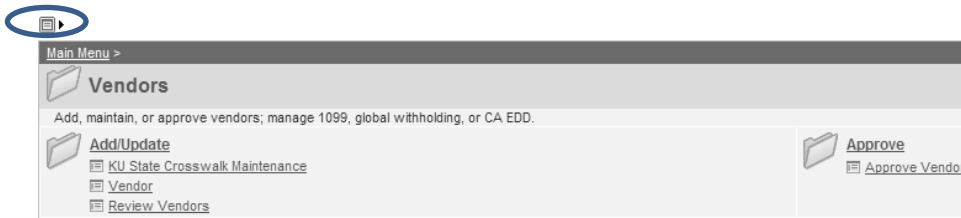
[http://docs.procurement.ku.edu/vendor\\_information/Vendor\\_Form.xlsm](http://docs.procurement.ku.edu/vendor_information/Vendor_Form.xlsm)

Main Information	Additional Vendor Info				Audit Information			
Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Vendor	Open For Ordering	Sanctions Status
Approved	Business	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

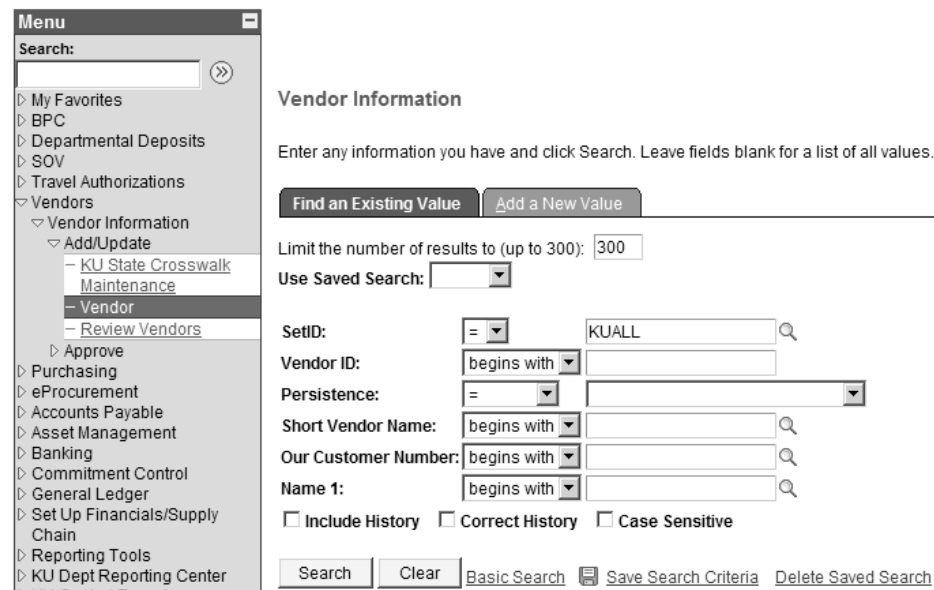
# Section 2

## Adding Individual/Employee Vendors to the System

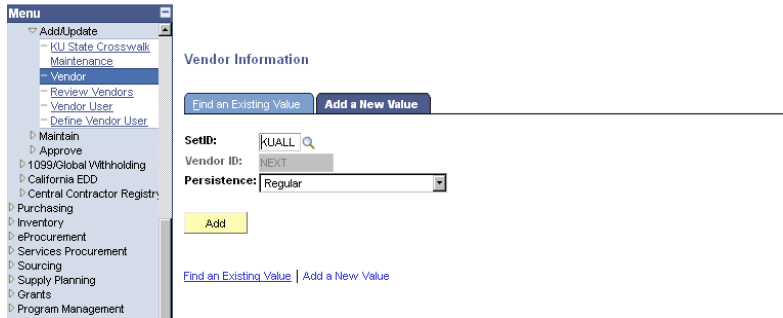
Click Vendors within Peoplesoft Menu (click the expand button if menu doesn't appear)



Click Vendor Information, then Add/Update, followed by Vendor

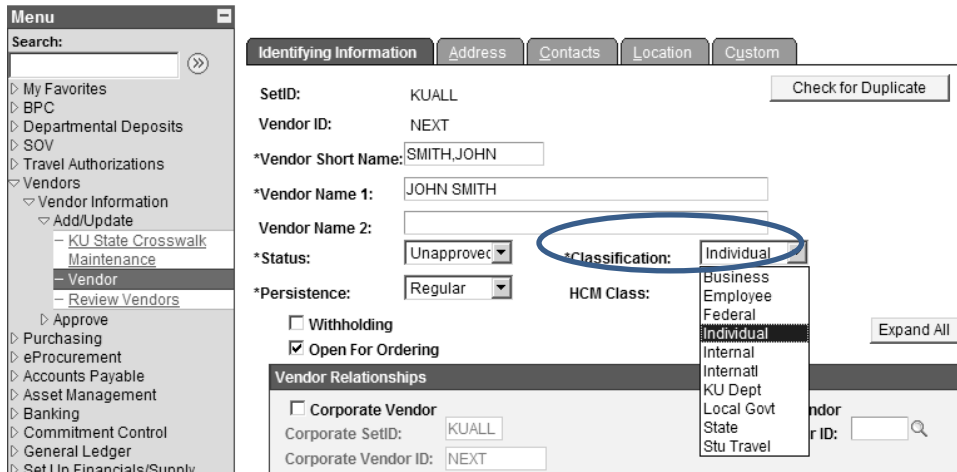


Select “Add a New Value” tab and Click Add



Enter Vendor Short Name, Vendor Name 1, and choose Classification (Employee, Individual, Stu Travel)

Use CAPS when entering info in Vendor files (detailed instructions are below the screenshot)



**Vendor Short Name:** 10 characters. Lastname,Firstname no space after comma. Use as many of the character spaces as the name requires. No hyphens (use space) or other punctuation. Abbreviations or numbers at the end of a last name, i.e, JR or III, are not used in the Short Name area.

**Vendor Name 1:** Should be the persons legal name as it is on their IRS paperwork. Middle initials are also very helpful and should be used whenever possible.

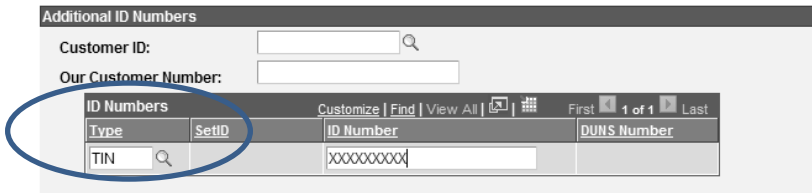
**\*PLEASE NOTE:** There are possibilities of duplicates in Short Name and Vendor Name 1 fields which is acceptable. A “duplicate vendor identification number” message is not acceptable. See Duplicate Vendor Messages section of the manual for more detail.

**Classification:** For a person the options are INDIVIDUAL, EMPLOYEE, STU TRAVEL or INTERNATIONAL. To create Travel Authorizations the vendor Classification must be one of those.

If entering a student employee the classification would be Employee.

If INTERNATIONAL classification is necessary please email [payables@ku.edu](mailto:payables@ku.edu) for help setting up.

Leave the Type field in the ID Numbers section as TIN (which is the default). DO NOT enter W2.

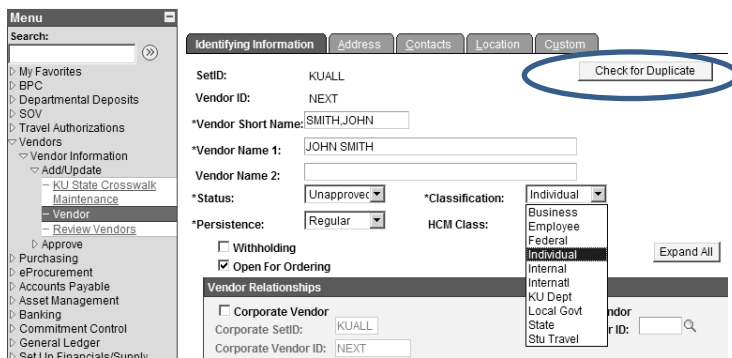


Enter Tax Identification Number in the ID Number field without dashes

ID Number: 9 digits US number. No Foreign tax/id numbers. No hyphens or spaces.

If Classification is INTERNAL then field can be left blank

Click the “Check for Duplicate” button. If a duplicate message appears then go to Duplicate Vendor Messages section of the manual for details.



Click Address Tab





Complete Address Tab (detailed instructions are below the screenshot). Remember to use **CAPS**.

The screenshot shows the 'Vendor Address' form with the following fields and annotations:

- Description:** EIN1234567 (circled in blue, with a callout box: "REQUIRED FOR EMPLOYEES (Leave blank for Individuals, Student Travelers, & International)")
- Effective Date:** 04/12/2012
- Status:** Active
- Country:** USA (United States)
- Address 1:** 115 JAYHAWK BLVD
- Address 2:** (empty)
- Address 3:** (empty)
- Address 4:** (empty)
- City:** LAWRENCE
- Postal:** 66044-1234 (circled in blue, with a callout box: "Use link to verify address is valid & to get the +4 zip code")
- State:** KS (Kansas)
- USPS Address Info:** (hyperlink circled in blue)

ADDRESS ABBREVIATIONS	
APARTMENT	APT
AVENUE	AVE
DRIVE	DR
LANE	LN
PLACE	PL
PLAZA	PLZ
ROAD	RD
STREET	ST
SUITE	STE
TERRACE	TER

**Description:** Only entered for Employees (must put EIN followed by 7 digit Employee ID #). This is necessary to allow travel authorizations to be created in new Travel and Expense module.

**Effective Date:** Set date back to July 1<sup>st</sup> of current fiscal year to allow for older dated invoices to be processed.

**Country:** Is not changed from USA (email [payables@ku.edu](mailto:payables@ku.edu) for international vendors)

**Address 1:** Entire address goes on line 1 (including ST, APT, STE, UNIT). Never use Punctuation

Use the [USPS Address Info](#) hyperlink to obtain the correct address format and complete zip code. This should be the vendor's legal address. Submit vendor change form to add additional address for remit address. Students can have home address and Lawrence address as remit.

**Address 2:** Available, but typically not used for individual vendors (exception basis)

**Address 3 & 4:** NOT USED

**City:** No abbreviations. No punctuation.

**State:** Verify the state is correct after entering state abbreviation.

Postal: Is the zip code. Correct format is xxxxx-xxxx

Phone Information: if applicable

Type: Click the down arrow to make selection.

Prefix: DO NOT USE

Telephone: 10 digits. No hyphens. If the number is international, fill in the entire number here and use periods in place of hyphens.

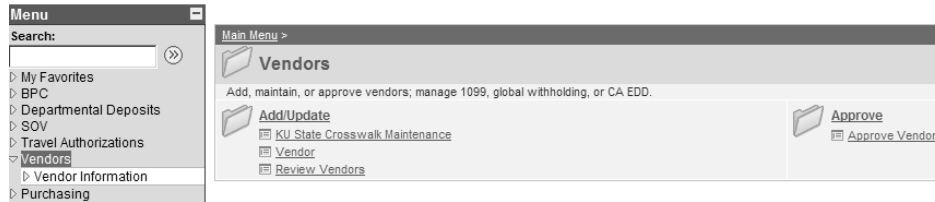
**Click Save**

**SEND THE W-9** via fax (785-864-5267) or encrypted email to [payables@ku.edu](mailto:payables@ku.edu).

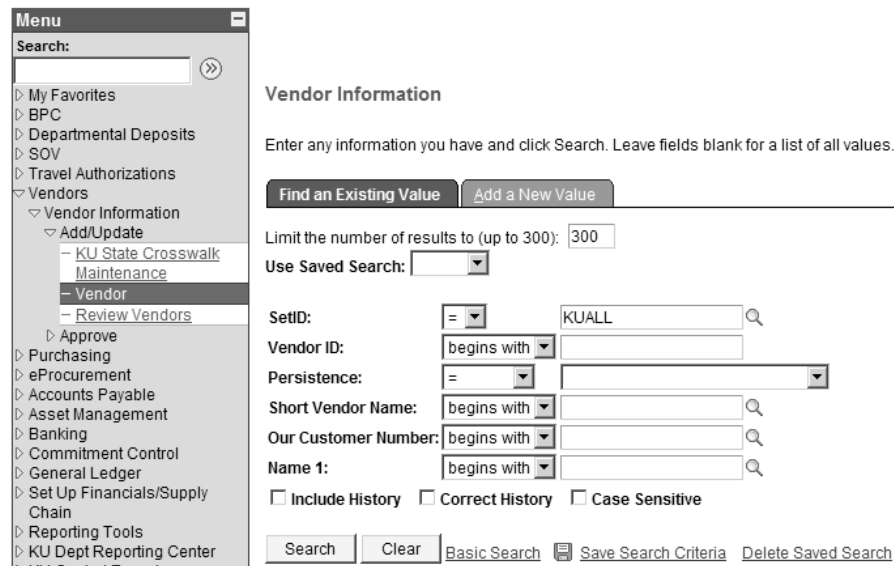
# Section 3

## Adding Business Vendors to the System

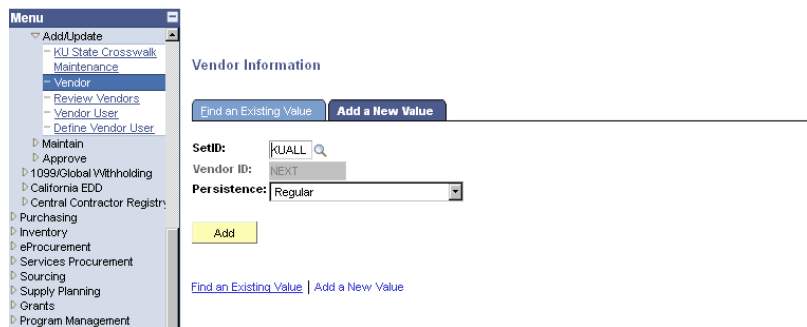
Within Peoplesoft click Vendor in the Menu panel



Click Vendor Information, then Add/Update, followed by Vendor



Select “Add a New Value” tab and Click Add



Enter Vendor Short Name, Vendor Name 1, and choose Classification of Business

Use **CAPS** when entering info in Vendor files (detailed instructions are below the screenshot)

Vendor Short Name: 10 characters, first 10 characters of the business name including spaces. No punctuation. Use the DBA name if there is one, otherwise the Short Name should be the business name. The Short Name is derived from the Vendor Name 1. **NO ACRONYMS** unless on the W-9. There are possibilities of duplicate short names, do not edit Short Name to avoid the duplicate message.

Vendor Name 1: Name of the business (DBA name if there is one). The business name is what KU departments would know it by. Abbreviations are not allowed unless on W-9 or are in Table of approved abbreviations (included at the end of manual). If the Vendor Name 2 line is not being used the Name 1 line can extend there. Otherwise, contact PSVendor for help. **NO ACRONYMS** anywhere unless used on the W-9.

\*Be sure to include the business type with the name, i.e., LLC or INC or CO etc

Vendor Name 2: Is the owner or parent company name. If person, just enter person’s name as it is written, no nicknames. If it is another company/corporation, enter DIV OF at the beginning, see above.

Classificaton: This defaults at BUSINESS so no need to change it.

Leave the Type field in the ID Numbers section as TIN (which is the default). **DO NOT** put W2.

Enter Tax Identification Number in the ID Number field without dashes

Click the “Check for Duplicate” button. If a duplicate message appears then go to Duplicate Vendor Messages section of the manual for details.

[New](#)

Identifying Information | Address | Contacts | Location | Custom

SetID: KUALL

Vendor ID: NEXT

\*Vendor Short Name:

\*Vendor Name 1:

Vendor Name 2:

\*Status:  \*Classification:

\*Persistence:  HCM Class:

Withholding

Open For Ordering

Click the Custom tab

**Menu**

Search:

- ▷ My Favorites
- ▷ BPC
- ▷ Departmental Deposits
- ▷ SOV

Identifying Information | Address | Contacts | Location | **Custom**

SetID: KUALL

Vendor ID: NEXT

Check the KUPPS vendor box

**ORACLE**

**enu**

- ▼ Add/Update
  - KU State Crosswalk Maintenance
  - Vendor
    - Review Vendors
    - Vendor User
    - Define Vendor User
  - ▷ Maintain
  - ▷ Approve
  - ▷ 1099/Global Withholding
  - ▷ California EDD
  - ▷ Central Contractor Registr
  - Purchasing
  - Inventory
  - eProcurement
  - Services Procurement
  - Sourcing
  - Supply Planning
  - Grants
  - Program Management
  - Project Costing
  - Maintenance Management
  - Travel and Expenses
  - Travel Administration
  - Billing
  - Accounts Receivable
  - Accounts Payable
  - eSettlements
  - Asset Management
  - Banking
  - Deal Management
  - Financial Gateway
  - VAT and Intrastat

Identifying Information | Address | Contacts | Location | **Custom**

**User Definable Vendor Fields**

SetID: KUALL

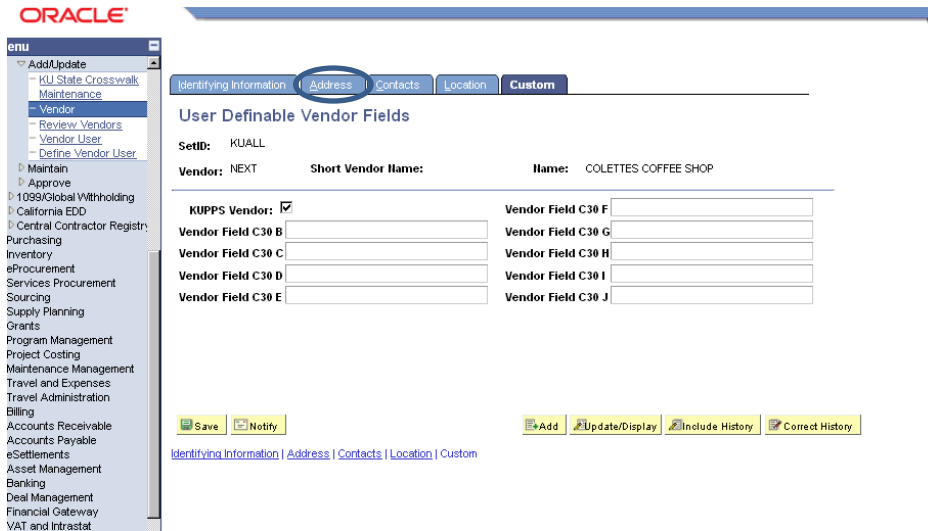
Vendor: NEXT    Short Vendor Name:    Name: COLETTES COFFEE SHOP

**KUPPS Vendor:**

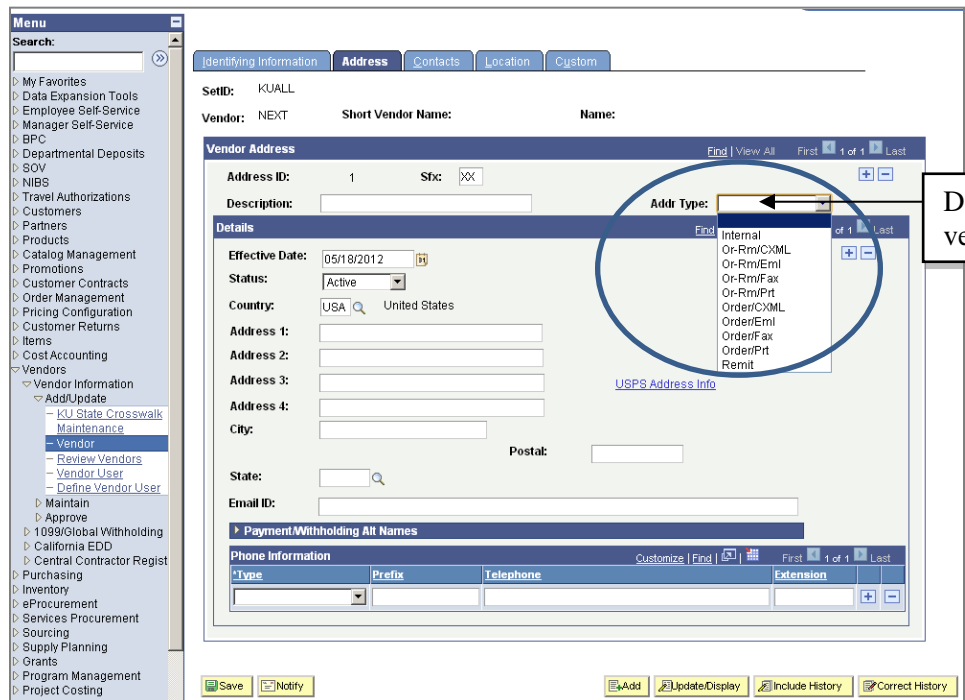
Vendor Field C30 B	<input type="text"/>	Vendor Field C30 F	<input type="text"/>
Vendor Field C30 C	<input type="text"/>	Vendor Field C30 G	<input type="text"/>
Vendor Field C30 D	<input type="text"/>	Vendor Field C30 H	<input type="text"/>
Vendor Field C30 E	<input type="text"/>	Vendor Field C30 I	<input type="text"/>
		Vendor Field C30 J	<input type="text"/>

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

Click the Address tab



Select Addr Type (list of available options and definitions are below).



Describes how PO will be sent to the vendor (PO dispatch method)

Available options in Addr Type:

- a. **Internal:** Used when W-9 address is different than remit. This address type will not sync with KUPPS which is fine. KUPPS doesn't need the W-9 address however Peoplesoft does.
- b. **Or-Rm/Eml:** This specifies that the address is used for both order fulfillment and remittance and both electronically pass information to supplier **over email**. This option requires a valid supplier email address.
- c. **Or-Rm/Fax:** This specifies that the address is used for both order fulfillment and remittance which passes information to supplier **over fax**. This option requires a valid fax number.
- d. **Order/Eml:** This specifies that the address is for ordering only. This dispatch method passes to KUPPS and the order information is sent from KUPPS to supplier through **email**. This option requires a valid supplier email address. If this is selected a remit address must also be added (will result in at least 2 addresses being on new vendor).
- e. **Order/Fax:** This specifies that the address is used for ordering only. This dispatch method passes to KUPPS and the order information passes from KUPPS to supplier through **fax**. This option requires a valid fax number. If this is selected a remit address must also be added (will result in at least 2 addresses being on new vendor).
- f. **Remit:** This specifies that the address is for remittance only. If this is selected an order address will also need to be entered as an additional address.

**Both Order and Remit addresses must be entered in vendor file before saving.** If addresses are the same then only one address is needed.

If they are different then add a second address by clicking + button (located **above** Addr Type).

The screenshot shows the Oracle eProcurement interface for adding a vendor address. The vendor is identified as 'COLETTES COOKIE SHOP'. The current address is of type 'Order/Fax'. The form includes fields for 'Address ID' (2), 'Sfx' (KX), 'Description' (01-ORDER), 'Effective Date' (01/01/2012), 'Status' (Active), 'Country' (USA), 'Address 1' (1 ORDERING PLACE), 'City' (GARDNER), 'State' (KS), and 'Postal' (66030). A '+' button is circled above the 'Addr Type' dropdown menu. Below the address details, there is a section for 'Payment/Withholding Alt Names' and a 'Phone Information' table with a row for 'FAX' with the number '888-888-8888'.

In Description field enter “01-address type” (Example 01-Order/Remit). Corresponds to the Addr type (vendor file will not save without having 01-address type in the Description field).

Full Name	Abbreviation
APARTMENT	APT
AVENUE	AVE
DRIVE	DR
LANE	LN
PLACE	PL
PLAZA	PLZ
ROAD	RD
STREET	ST
SUITE	STE
TERRACE	TER

Complete address tab following guidelines below

**Effective Date:** Set date back to July 1<sup>st</sup> of current fiscal year to allow for older dated invoices to be processed.

**Address 1:** Entire address goes on one line, i.e. street, apt, ste or unit etc. No punctuation.

Be sure to use the [USPS Address Info](#) hyperlink to obtain the correct address format and complete zip code. This should be the vendor’s legal address. For a business, this should be the corporate address that is on the W-9. Students can have home address and Lawrence address as remit.

**Address 2:** Only used for business addresses in instances where Attn or Dept is used.

**Address 3 & 4:** ARE NOT USED

**City:** No abbreviations. No punctuation.

**State:** Verify the state is correct after entering your state abbreviation.

**Postal:** Is the zip code. Correct format is xxxxx-xxxx

**Email ID:** Required if Or-Rm/Eml or Order/Eml is selected as address type (optional for others).

**Phone Information:**

Type: Click the down arrow to make selection.

**Prefix: DO NOT USE**

Fax number is required if Or-Rm/Fax or Order/Fax is selected as addr type (optional for others).



Telephone: 10 digits. No hyphens. If the number is international fill in the entire number here and use periods in place of hyphens.

An order and remit address must be entered (if the same then only 1 address is needed). If different then there will need to be 2 addresses. If W-9 is also different then there could be 3 total addresses.

address for W-9 (Addr Type: Internal)

different address for Remit (Addr Type: Remit)

different address for Order (Addr Type: Either Order/Fax or Order/Email)

The screenshot shows the Oracle Vendor Address form for vendor 'COLETTES COOKIE SHOP'. The 'Vendor Address' section is highlighted, showing 'Address ID: 2', 'Sfx: KX', and 'Description: 01-ORDER'. The 'Addr Type' is set to 'Order/Fax'. The 'Details' section shows 'Effective Date: 01/01/2012', 'Status: Active', 'Country: USA', and 'Address 1: ORDERING PLACE'. The 'City' is 'GARDNER' and the 'Postal' code is '66030'. The 'State' is 'KS'. The 'Phone Information' section shows a 'FAX' type with a 'Telephone' number of '888/888-8888'. The 'Payment/Withholding Alt Names' section is also visible.

Click SAVE - if Error messages appear it should explain what needs fixed (missing email, fax, etc).

Make changes and then click SAVE again.

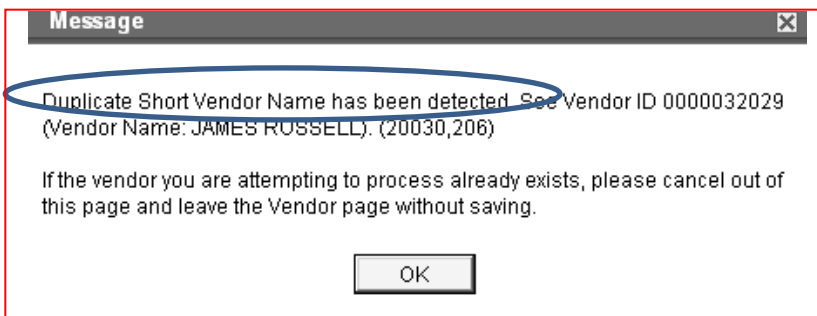
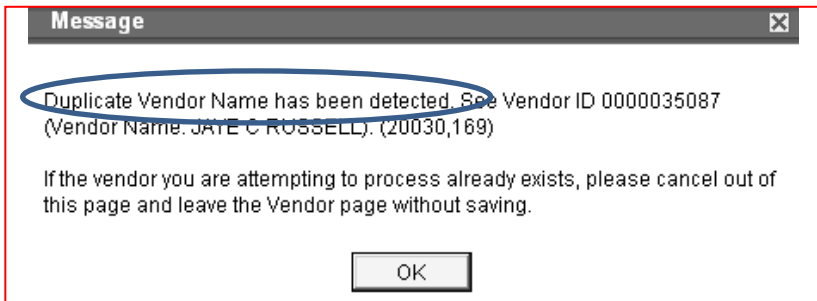
**SEND THE W-9** via fax (785-864-5267) or encrypted email to [payables@ku.edu](mailto:payables@ku.edu).

## Section 4

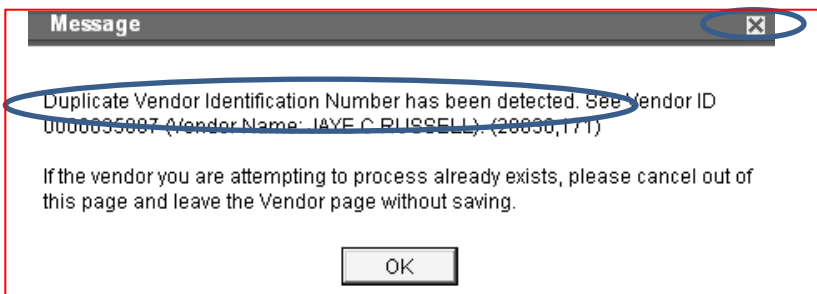
# DUPLICATE VENDOR MESSAGES

There are 3 types of duplicate vendor messages.

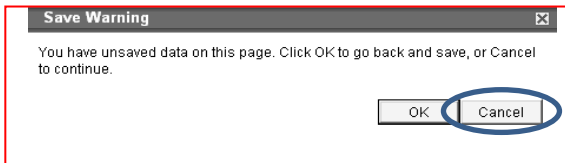
If the first two messages appear it could be due to a common name being used. If so, then it would be appropriate to click OK and continue. If not, then note the vendor number detected and click the X in the upper right corner to cancel out of the setup. Questions should be emailed to [payables@ku.edu](mailto:payables@ku.edu).



If the following message appears please note the vendor number given and **click the X in the upper right corner to cancel the setup. Do not click OK.**



After clicking the X button in the previous step any button on the Peoplesoft menu can be clicked. This will prompt the message below to appear and CANCEL should be clicked. Do not click OK.



## Section 5

### Adding an address to an existing vendor record

When an existing vendor requires an additional address contact Payables at the following URL to update FSKU

[http://docs.procurement.ku.edu/vendor\\_information/Vendor\\_Form.xlsm](http://docs.procurement.ku.edu/vendor_information/Vendor_Form.xlsm)

Please complete the online web form, and submit.

# Section 6

## Abbreviations Acceptable in Vendor files

Table 1. Abbreviations that are Acceptable in Vendor Records

Word	Abbreviation	Word	Abbreviation
Account	ACCT	Electric or Electrical	ELECT
Administration or Administrative	ADMIN	Eleventh	11TH
America or American	AMER	Engineering	ENG
And	&	Environment or Environmental	ENVIR
Apartment	APT	Equipment	EQUIP
Associate	ASSOC	Fifth	5TH
Association	ASSN	First	1ST
Basement	BSMT	Floor	FL
Biological or Biology	BIO	Foundation	FDN
Building	BLDG	Fourteenth	14TH
Center or Central	CTR	Fourth	4TH
Company or County	CO	Freight	FRT
Construction	CONST	Front	FRNT
Cooperative	COOP	Government	GOVT
Corporation	CORP	Hangar	HNGR
Department	DEPT	Historical or History	HIST
Division	DIV	Incorporated	INC
East or Eastern	E	Information	INFO
Educational or Education	EDUC	Institute or Institution	INST
Eighth	8TH	International	INTL

Continued...

## Vendors – Additions & Policies

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Word	Abbreviation	Word	Abbreviation
Journal	JRNL	Saint or State	ST
Laboratory	LAB	School or Schools	SCH
Limited	LTD	Science	SCI
Limited Liability Company	LLC	Second	2ND
Lobby	LBBY	Service or Services	SVC
Lot	LOT	Seventh	7TH
Lower	LOWR	Side	SIDE
Management	MGMT	Sixth	6TH
Manufacturing	MFG	Slip	SLIP
Medical	MED	Society	SOC
Memorial	MEM	South or Southern	S
Museum	MUS	Southeast	SE
National	NATL	Southwest	SW
Ninth	9 <sup>TH</sup>	Space	SPC
North or Northern	N	Stop	STOP
Northeast	NE	Suite	STE
Northwest	NW	Technical or Technological	TECH
Office	OFC	Tenth	10TH
Penthouse	PH	Third	3RD
Pharmacy	PHARM	Trailer	TRLR
Pier	PIER	Unit	UNIT
Psychology	PSYCH	United States	US
Publishing, Publisher or Publications	PUB	United States of America	USA
Rear	REAR	University	UNIV
Regional	REG	Upper	UPPR
Room	RM	West or Western	W