Vendor FAQ's & Answers

How do I search for a specific vendor name and address?

- Command VARD Action V press F1 on the VENDOR prompt, this brings you to the 'Vendor Search' Screen.
- Type in the name you are searching for (last name for individuals) and press enter.
- Tab down and select the vendor name you want, press enter, this brings you to the 'Vendor Details' Screen
- Press F1 on the 'Vendor Name No.' prompt to see a list of all the names for the specific vendor you have Chosen. Use this same process at the 'Vendor Addr. No.' prompt to see a list of all the addresses for this specific vendor. Select the name and address you want, and this information should show on the 'Vendor Details' screen.
- On the 'Vendor Details' screen, tab to the 'Vendor ID' prompt and press enter. This will bring up the Vendor name, address, phone and fax numbers you have chosen in the process above.

How do I propose a Vendor? A foreign Vendor?

- Command REQH Action A: At 'Vendor ID' prompt press F6, type in all information you can provide and press F10 to save.
- Command UPAY Action A: Same as above.
- For proposing foreign vendors, do the same process as above, however, always place an 'F' in the state code.

What is a W-9 form? Why is it required?

All proposed vendors require a W-9 form. (Excluding employee, reimbursement, or refund vendors). This legitimizes the actual vendor and helps to prevent any delay in the payment process.

What is a Common Vendor?

- Identifies the existence of a legal relationship between two or more vendors (parent/subsidiaries, receiverships, assignments, franchise dealers, etc.).
- Payment is allowed when the invoice vendor is different from the PO vendor if the two vendors share the same COMMON-VENDOR-NO.

What are the reasons for a vendor becoming inactive?

If the vendor is no longer in business or has not supplied a W-9 form.