

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
ALL COMPANIES - Setting Up New Vendors in Accounts Payable	Page : 1 of 1	Date : Revision : 05/21/04
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ALL COMPANIES - Setting Up New Vendors in Accounts Payable

When setting up a new vendor in accounts payable:

- ❖ Fill out Vendor Setup Form: Enter the first 5 letters in the first name and the first 3 letters in the last name for the Vendor ID. Then add remittance address and turn in form to Controller with the invoice attached.
- ❖ Controller will fill out and approve the rest of the form and return to you for entry into Dynamics.
- ❖ Then go to Cards/Purchasing/Vendor
- ❖ Enter Vendor ID
- ❖ Vendor Name
- ❖ Primary address is "PAY"
- ❖ Contact person, if any.
- ❖ Enter vendor's address, city, state, zip
- ❖ Enter phone numbers
- ❖ If vendor's tax id is required, fax or send W-9 Tax ID request.
- ❖ Click options at bottom of screen.
- ❖ Click hourglass beside Payment Terms. Choose appropriate payment terms that Controller has listed on vendor form.
- ❖ Fill in vendor's tax id if required. Click OK.