# Vendor

## Introduction

The Kuali Financials Vendor module allows users to create and maintain a Vendor table to track businesses or other entities your institution has done or plans to do business with. Each record in this table maintains all information pertinent to a vendor, including tax ID, addresses, contacts and other details required for the management of your institution's procurement process.

The Vendor module also provides a lookup function that allows the Purchasing/Accounts Payable user to quickly identify vendor contracts by description, by vendor, and even by payment terms.

Finally, this module provides maintenance documents that allow users to update the Vendor attributes used in Vendor records.

This section presents information and instructions for accessing and performing all of these functions.

## Vendor Documents

Vendor documents

|  |  |
| --- | --- |
| Document Type | Description |
| Vendor|document=WordDocuments\FIN VND Source.docx;topic=Vendor (PVEN) | Allows you to establish or maintain information about vendors in Kuali Financials. Vendors created using this document are available for use on Requisition, Purchase Order, Disbursement Voucher, and other documents). |
| Vendor Contracts|document=WordDocuments\FIN VND Source.docx;topic=Vendor Contracts | Allows you to quickly identify vendor contracts by description, vendor, and/or payment terms. |

The Vendor (PVEN) document is used to establish or maintain information about vendors in Kuali Financials. Vendors created using this document are available for use on various purchasing documents (such as Requisition, Purchase Order, and Disbursement Voucher documents).

Vendors have many different attributes which may in some cases determine how and when they may be used.

Three options are presented when selecting the Vendor option:

* To add a new vendor ('parent Vendor record')
* To create a new division to an existing vendor ('child Vendor record')
* To edit information about an existing vendor or division

#### Special Navigation Features

##### Create Division

The Vendor document offers a unique option from the Vendor Detail Lookup screen, called **Create Division**. This option is available only for 'parent' vendors (that is, vendors for which the **Vendor Parent Indicator** on the Vendor tab is set to 'Yes').

The **Create Division** option allows you to group entities under the same corporate office with the same Tax ID ('parent vendor'). You might use this feature to add information about the separate divisions or branches, without having to duplicate the corporate information. A division has a different name from the parent.

The **create division** link is available only for the 'parent' vendors. When you click the **create division link**, a new Vendor document is initiated and the information from the **Corporate Information** section of the **Vendor** tab is copied from its Corporate Vendor and remains display-only.

##### 'Collections'

In the Vendor document, many tabs allow you to enter multiple sets of information ('Collections') for the tab. For example, you may add multiple addresses, contacts, phone numbers, etc. for a single vendor.

To add additional sets of information, complete the tab again and click the ADD button..

When a set of information is added it is collapsed but may be viewed by clicking **Show** individually.

##### Required Fields

In the Vendor document, not all the tabs are required for the creation of the Vendor record. For example, not all the vendors have supplier diversity requirement or multiple phone numbers. Nonetheless the required fields within these tabs are noted with an asterisk in the event that you decide to complete the information.

### Vendor (PVEN)

#### Document Layout (for Create New Vendor & Create Division)

The Vendor document has various tabs including the **Vendor**, **Address**, **Contact**, **Supplier Diversity**, **Shipping Special Conditions**,**Vendor Commodity Codes, Search Alias**, **Vendor Phone Number**, **Customer Number**, and **Contracts** tabs.

##### Vendor Tab

The **Vendor** tab collects fundamental information about a vendor such as the name, tax status and details. It is composed of three sections: **General Information**, **Corporate Information** and **Detail Information** sections.

###### General Information Section

General information includes the Vendor Name and a system-assigned Vendor Number. This number is assigned when the document is approved.

General Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Vendor First Name | Required if **Vendor Name** field is blank. Enter the vendor first name. If the vendor should be identified by a company name or title, leave this field blank and use the **Vendor Name** field. |
| Vendor Last Name | Required if **Vendor Name** field is blank. Enter the vendor last name. If the vendor should be identified by a company name or title, leave this field blank and use the **Vendor Name** field. |
| Vendor Name | Required if **Vendor Last Name** and **Vendor First Name** fields are blank. Enter the vendor name that is not a first and last name. If the vendor should be identified by a first and last name, leave this field blank. |
| Vendor Number | Display-only. A unique, system-generated number that identifies this vendor, assigned at the time the document is approved. |

exclaim Either the vendor name or vendor first name and last name are required to identify the vendor.

###### Corporate Information

The **Corporate Information** section includes the vendor tax information, such as tax number, ownership type, which tax forms are on file and any special withholdings or debarred information.

Corporate Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Backup Withholding Begin Date | Optional. Enter the effective date for backup or select it from the calendar tool, if the vendor is subject to backup withholdings. |
| Backup Withholding End Date | Optional. Enter the date to discontinue backup withholding or select it from the calendar tool, if the vendor is subject to backup withholdings. |
| Chapter 3 Status Code | Optional. Select a value from the list or use the lookup icon to look up a value. |
| Chapter 4 Status Code | Optional. Select a value from the list or use the lookup icon to look up a value. |
| Country of Incorporation/Citizenship | Select the Country from the list or use the lookup icon to look up a value.  exclaim If parameter W8\_DATA\_REQUIRED\_IND = Y, this field is required if W8 Received = Yes. |
| Date of Birth | Optional. Enter the vendor’s date of birth or select it from the calendar tool.  exclaim This field is masked to everyone except the Tax Identification Number User role. |
| Debarred | Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor has been debarred. This designation indicates that an institution has been barred from doing business with this vendor by the state or federal government. |
| Foreign Tax ID | Optional. Enter the vendor’s foreign tax id. Up to 25 alphanumeric characters.  exclaim This field is masked to everyone except the Tax Identification Number User role. |
| GIIN Code | Optional. Enter the GIIN code. Format is controlled by parameter GIIN\_NUMBER\_FORMAT.  exclaim This field is masked to everyone except the Tax Identification Number User role. |
| Is this a Foreign Vendor? | Required. Select 'Yes' from the list if the vendor should be identified as foreign. Select 'No' if the vendor is not identified as foreign.  exclaim If W-8 Received = Yes, the vendor must be foreign. |
| Ownership Category | Optional. Select the appropriate category from the **Ownership Category** list, or search for it from the **Owner Category** lookup icon. The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples might include 'Health Care Services' or 'Legal Services. |
| Ownership Type | Required. Select the appropriate type from the **Ownership Type** list, or search for it from the **Owner Type** lookup icon. Examples include 'Corporation’, 'Non-Profit,' and 'Individual/Sole Proprietor.’  exclaim The W-8 Type Table identifies allowable ownership types for specific W8 Forms. |
| Tax Number | Required for non-foreign vendors if the vendor type requires a Tax Number. Enter the vendor's tax ID number or SSN.  exclaim This field is masked to everyone except the Tax Identification Number User role. |
| Tax Number Type | Required. Select the **TaxNumber Type** option that describes the tax number entered in the Tax Number field. If no Tax Number was entered, select 'None. |
| Vendor Type | Required. Select the appropriate vendor type from the **Vendor Type** list or select if from the **Vendor Type** lookup icon. Examples include ‘Disbursement Voucher’ and ‘Purchase Order. A vendor’s type determines on which Kuali Financials documents it may be used. Different vendor types are used on different documents |
| W-8 Received | Optional. Select 'Yes' or 'No' from the list to indicate if a W-8 has been received for this vendor. |
| W-8 Signed Date | Enter the date the W-8 was signed or select it from the calendar tool.  exclaim If parameter W8\_DATA\_REQUIRED\_IND = Y, this field is required if W8 Received = Yes. |
| W-8 Type | Select the W-8 from the list or use the lookup icon to look up a value.  exclaim If parameter W8\_DATA\_REQUIRED\_IND = Y, this field is required if W8 Received = Yes. |
| W9 Received | Optional. Select 'Yes' or 'No' from the list to indicate if a W9 has been received for this vendor. Certain types of vendors may be required to have a W9 on file before they may be approved for use. |
| W-9 Signed Date | Enter the date the W-9 was signed or select it from the calendar tool  exclaim If parameter W9\_SIGNED\_DATE\_REQUIRED\_IND = Y, this field is required if W9 Received = Yes. |

###### Detail Information Section

The **Detail Information** section contains additional data about the vendor including payment and shipping terms and whether or not they are restricted or inactive and why.

Detail Information section field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the vendor is active. Clear the check box if it is inactive. |
| Confirmation | Optional. Select 'Yes' to indicate that this vendor needs a printed or faxed copy of a PO if the order has been phoned in. Select 'No' if an additional confirmation copy of the PO is not required by the vendor. |
| Credit Card | Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts credit card payments. |
| DUNS Number | Optional. Enter the nine-digit vendor Data Universal Numbering System (DUNS) number if available. The DUNS number is a unique identifier for businesses that register with Dun and Bradstreet. |
| Inactive Reason | Optional. If inactivating a currently active vendor, select a reason from the **Inactive Reason** list or select it from the **Vendor Inactive Reason** lookup icon. Examples might include 'Sold' or 'Out of Business. |
| Minimum Order Amount | Optional. Enter an amount if the vendor requires a minimum dollar amount for orders. |
| Payment Terms | Optional. Select from the **Payment Terms** list or select it from the **Payment Term Type** lookup icon. Payment terms include the number of days a payment is due and whether a discount is available for prompt payment. |
| Pre-Payment | Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts pre-payments. |
| Remit Name | Optional. This field is for information purposes only and does not carry forward to payments requests or disbursement vouchers. |
| Restricted | Optional. Select 'Yes' or 'No' from the list to indicate whether or not the use of this vendor is restricted. A restricted vendor is ineligible for APOs. |
| Restricted Date | Display-only. Automatically displayed by the system when 'Yes' is selected in the **Restricted** field. |
| Restricted Person Name | Optional. The system automatically displays the name of the document initiator when 'Yes' is selected for Restricted. |
| Restricted Reason | Required if Restricted is set to 'Yes. Enter a text description indicating why this vendor is restricted. |
| Shipping Payment Terms | Optional. Select the terms from the **Shipping Payment Terms** list or select it from the **Shipping Payment Terms** lookup icon. This determines whether the institution pays for shipping charges. |
| Shipping Title | Optional. Select a title from the **Shipping Title** list or select it from the **Shipping Title** lookup icon. The shipping title determines when ownership of the product takes effect. For example destination indicates that ownership takes effect when the product arrives at the delivery location. |
| Sold To Lookup | Optional. Search for the vendor that this vendor was sold to from the **Vendor Detail** lookup icon. |
| Sold To Name | Display-only. Automatically displayed when the **Sold To Vendor** is entered. |
| Sold To Vendor Number | Display-only. Automatically displayed when the **Sold To Vendor** is entered. |
| Taxable Indicator | Optional. Check this box when Use Tax should “not” be collected from a vendor when the Sales Tax Parameter is On (Y).  When the delivery and vendor address match, tax should default to sales tax, otherwise, it defaults to Use Tax. If the vendor is going to pay the tax and the school doesn’t have to collect it, then the Taxable indicator is set to Y. Yes, the vendor will collect the tax. N, Vendor will not collect the tax and the school needs to. |
| Vendor URL | Optional. Enter the URL for the vendor's website. |

##### Address Tab

The **Address** tab collects address information for a vendor. Different types of addresses may be entered, such as one for mailing purchase orders and another for remittance of payments. Vendors of a particular type may be required to have at least one address of a certain type (such as at least one 'remit to' address). Every vendor must have one default address.

After entering an address, click the ADD button to add it to the document.

go-arrow-red For more information about adding multiple addresses, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

Address tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the address is active. Clear the check box if it is inactive. |
| Address 1 | Required. Enter the first line of the address information. |
| Address 2 | Optional. If necessary, enter the second line of the address information. |
| Address Type | Required. Select an address type from the **Address Type** list or search for it from the **Address Type** lookup icon. |
| Attention | Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line. |
| City | Required. Enter the city name for this address. |
| Country | Required. Select a country from the **Country** list or select it from the **Country** lookup icon. |
| Email Address | Optional. Enter the vendor email address you want to associate with this address. |
| Postal Code | Optional. Enter the postal code for this address. Postal code may be required under certain circumstances (such as when entering a US address). |
| Province | Optional. Enter the province for this address. |
| Set as Default Address | Required. Select 'Yes' or 'No' from the list to indicate if this address should be used as the default for this vendor or not. Every vendor must have one default address. |
| State | Optional. Select the state from the **State** list or select it from the **State Code** lookup icon. State may be required under certain circumstances (such as when entering a US address). |
| URL | Optional. Enter a URL you want to associate with this vendor address. |
| Vendor Fax Number | Optional. Enter the vendor fax number you want to associate with this address. |

###### Default Address Tab

After an address is added, you have the option to set this address as the default for a specific campus.

Default Address tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Set as campus default for | Select the campus from the pull down for which this address will be the default. |
| Active Indicator | Required. Select the check box if the default address is active. Clear the check box if it is inactive. |

##### Contact Tab

The **Contact** tab collects contact information for a vendor. Different types of contacts may be entered, such as sales, technical and customer service representatives.

Contact tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the contact is active. Clear the check box if it is inactive. |
| Address 1 | Optional. Enter the first line of the address information for this contact. |
| Address 2 | Optional. Enter the second line of the address information for this contact. |
| Attention | Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line. |
| City | Optional. Enter the city name for this contact. |
| Comments | Optional. Enter any additional comments about this contact. |
| Contact Type | Required. Select contact type from the **Contact Type** list or select it from the **Contact Type** lookup icon. |
| Country | Optional. Select the country from the **Country** list or select it from the **Country** lookup icon. |
| Email Address | Optional. Enter the email address for this contact. |
| Name | Required. Enter the name of the contact. |
| Postal Code | Optional. Enter the postal code for this contact. |
| Province | Optional. Enter the province name for this contact. |
| State | Optional. Select the state from the **State** list or select it from the **State Code** lookup icon. |

go-arrow-red For more information about adding multiple contacts, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Supplier Diversity Tab

The **Supplier Diversity** tab is used to indicate if any recognized supplier diversity categories apply to this vendor. The Small Business Administration has defined supplier diversity categories which may be based on size (small business), ownership (woman or minority owned), and/or geographical location (local).

Supplier Diversity tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the supplier diversity type is active. Clear the check box if it is inactive. |
| Supplier Diversity | Required when the tab is used. Select the supplier diversity type from the Supplier Diversity list or select it from the **Supplier Diversity** lookup icon. |

go-arrow-red For more information about adding multiple supplier diversity types, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Shipping Special Conditions Tab

The **Shipping Special Conditions** tab is used to indicate whether Accounts Payable is allowed to pay for additional freight charged when the vendor invoices for goods or services. Examples might include 'Radioactive,''Hazmat,' or 'Live Animal.'

Shipping Special Conditions tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the shipping special conditions type is active. Clear the check box if it is inactive. |
| Shipping Special Conditions | Required. Select the type from the **Shipping Special Conditions Type** list or select it from the **Shipping Special Condition** lookup icon. |

go-arrow-red For more information about adding multiple shipping special condition types, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Vendor Commodity Codes Tab

The **Vendor Commodity Codes** tab is used to assign commodity codes to this vendor. A commodity code may be added only by a Purchasing Department staff member.

The Purchasing Department assigns commodity codes to vendors in order to track spending by category. A vendor may be assigned multiple commodity codes. For example, a local company that both prints and designs documents might have two different commodity codes, one for printing and one for design.

pencil-small Commodity Codes may be added to the vendor record automatically from Purchase Orders that contain commodity codes that do not yet exist on the vendor record. The first commodity code added, in this way, will be made the default for the vendor. This automatic addition can be disabled by setting the system parameter AUTO\_ADD\_COMMODITY\_CODES\_TO\_VENDOR\_IND = N.

go-arrow-red For information about adding commodity codes, see Commodity Code|document=WordDocuments\FIN VND Source.docx;topic=Commodity Code.

Vendor Commodity Codes tab field definition

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Optional. Select the check box if this commodity code is active for this vendor. Clear the check box if it is inactive for this vendor. |
| Commodity Code | Optional. Enter the commodity code. |
| Commodity Default Indicator | Optional. Select the check box if this commodity code is to be used as the default for this vendor. This commodity code is used on APOs where an institution has indicated that the commodity code is required on POs but not on requisitions. Clear the check box if this commodity code is not to be used as the default. |

go-arrow-red For more information about adding multiple commodity codes, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Search Alias Tab

The **Search Alias** tab is used to define other names that may be used when searching for this vendor.

Search Alias tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the search alias name is active. Clear the check box if it is inactive. |
| Search Alias Name | Required. Enter the alternate name that may be use to search for this vendor. |

go-arrow-red For more information about adding multiple aliases, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Vendor Phone Number Tab

The **Vendor Phone Number** tab collects phone numbers for this vendor. It may be used to define various types of phone numbers. Examples of different phone number types include 'Toll Free,''Mobile,' and 'Purchase Order.'

Vendor Phone Number tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the vendor phone number is active. Clear the check box if it is inactive. |
| Extension | Optional. Enter the extension for the phone number. |
| Phone Type | Required. Select the phone type from the **Phone Type** list or select it from the **Phone Type** lookup icon. |
| Phone Number | Required. Enter the phone number. |

go-arrow-red For more information about adding multiple phone numbers, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Customer Number Tab

The **Customer Number** tab collects information about numbers the vendor uses to identify your institution. Multiple customer numbers may exist for the same vendor and they are specific to a chart and organization.

Customer Number tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the customer number is active. Clear the check box if it is inactive. |
| Chart Code | Required. Select the chart this customer number should be associated with from the **Chart Code** list or select it from the **Chart** lookup icon. |
| Customer Number | Required. Enter the number this vendor uses to identify your institution or organization as a customer. |
| Organization Code | Optional. Enter an organization code to associate with this customer number or select it from the **Organization Code** lookup icon. |

go-arrow-red For more information about adding multiple contracts, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

##### Contracts Tab

The **Contracts** tab collects information about contracts your institution has with this vendor. It includes information such as who manages the contract for your institution, when it begins and ends, any special payment or shipping terms that may specifically apply to the vendor. The **Contracts** tab is editable only by the authorized users.

Contracts tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Required. Select the check box if the contract is active. Clear the check box if it is inactive. |
| Begin Date | Required. Enter the effective date of the contract or select it from the calendar tool. |
| Campus | Required. Select what institution campus this contract is associated with from the **Campus** list or select it from the **Campus** lookup icon. |
| Contract Manager | Required. Select the name of the person at your institution who manages this contract from the **Contract Manager** list or search for it from the **Contract Manager** lookup icon. |
| Contract Name | Required. Enter the name used to identify this vendor contract. |
| Default APO Limit | Optional. Enter the upper dollar amount for which automatic purchase orders (APOs) under this contract may be created. |
| Description | Required. Enter a text description that describes the contract. |
| End Date | Required. Enter the expiration date of the contract or select it from the calendar tool. |
| Extension Option Date | Optional. Enter the date up until the contract may be extended or select it from the calendar tool. |
| Payment Terms | Required. Select the payment terms for this contract from the **Payment Terms** list or search for it from the **Payment Term Type** lookup icon. |
| PO Cost Source | Required. Select a cost source for this contract from the **POCost Source** list or search for it from the **Purchase Order Cost Source** lookup icon. |
| Shipping Terms | Optional. Select the shipping terms for this contract from the **Shipping Terms** list or search for it from the **Shipping Payment Terms** lookup icon. |
| Shipping Title | Optional. Select a shipping title for this contract from the **Shipping Title** list or search for it from the **Shipping Title** lookup icon. |
| Vendor Contract Number | Display only. Displays the Vendor Contract Number associated with the Contract. |

go-arrow-red For more information about adding multiple contracts, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

#### Process Overview

##### Business Rules

* Either **Vendor Name** or **Vendor Last Name** and **Vendor First Name** fields must be filled.
* If **Vendor Name** field is entered, **Vendor First Name** and Vendor **Last Name** fields must be blank.
* If **Vendor First Name** and **Vendor Last Name** fields have been entered, the **Vendor Name** field must be blank.
* Tax number must be 9-digits and cannot be all zeros.
* The first three digits of an SSN cannot be '000' or '666.
* The middle two digits of an SSN cannot be '00.
* The last four digits of an SSN cannot be '0000.
* The first two digits of a FEIN cannot be '00.
* The vendor's Tax Number must be unique by Tax Number Type (no two SSNs may be the same, but one vendor’s SSN may be the same as another’s FEIN).
* Vendors of type 'Purchase Order' must have an address of the type 'Purchase Order.
* Vendors of type 'Disbursement Voucher' must have an address of the type 'Remit.
* A vendor must have one and only one address marked as a default address.
* If a country for an address is 'United States' then state and zip code are required.
* Phone and fax numbers must be formatted as ###-###-####.
* If the **Category Allowed Indicator** for a specific ownership type is 'N' (No) then vendor category must be left blank.
* If the **Ownership Type** is listed in parameter SSN\_OWNERSHIP\_TYPES then the tax number type must be SSN.
* If the **Ownership Type** is listed in parameter FEIN\_OWNERSHIP\_TYPES then the tax number type must be FEIN.
* If the **Vendor Type** Tax Number Required = Yes and the vendor is not flagged as foreign, the Tax Number is required.
* Contract begin date must be earlier than contract end date.

##### Routing

* The document routes to the Vendor Type route level based on the vendor type on the document when the following changes are made:
* New Vendors
* Changes to General Information, Corporate Information, Detail Information
* Address adds and changes.
* Supplier Diversity adds and changes.
* Shipping Special Conditions adds and changes.
* Contract adds and changes.
* The initiator receives an 'FYI' notification when the Vendor is fully approved. The FYI includes the new vendor number.
* The Vendor document includes a separation of duties route node. If the initiator is also an approver, it will route to the other approvers for approval.

### Vendor Contracts

The **Vendor Contracts** option directs the user to the **Vendor Contract Lookup**. The purpose of this lookup is to allow the users to quickly identify vendor contracts by description, by vendor, and even by payment terms.

Vendor Contract Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Select Active contracts (Yes), inactive contracts (No), or both. |
| B2B Contract | Select the business-to-business contract(Yes or No) from the list. |
| Campus | Select the campus from the Campus list or search for it from the **Campus** lookup. |
| Contract Manager | Select the contract manager from the list or search for it from the **Contract Manager** lookup. |
| Contract Name | Enter the name assigned to a particular contract. |
| Description | Enter all or part of the description of the vendor contract. |
| Payment Terms | Select the payment terms from the list or search for terms from the **Payment Terms Type** lookup. |
| PO Cost Source | Select the PO cost source from the list or search for it from the **Cost Source** lookup. |
| Shipping Terms | Select the shipping terms from the list or search for terms from the **Shipping Payment Terms** lookup. |
| Vendor # | Enter the vendor's identification number. |
| Vendor Contract Number | Enter the Vendor Contract Number. |
| Vendor Name | Enter the name of the vendor or search for it from the **Vendor** lookup. |

## Vendor Attribute Maintenance Documents

There are many vendor-related documents that allow you to update vendor attributes used by the Vendor document.

Vendor Attribute Maintenance documents

|  |  |
| --- | --- |
| Document | Description |
| Address Type|document=WordDocuments\FIN VND Source.docx;topic=Address Type | Defines the code used for categorizing various types of vendor addresses. |
| Campus Parameter|document=WordDocuments\FIN VND Source.docx;topic=Campus Parameter | Defines basic identifying attributes of a campus-level purchasing unit at your institution. |
| Chapter 3 Status|document=WordDocuments\FIN VND Source.docx;topic=Chapter 3 Status | Defines Chapter 3 Statuses that can be selected on the vendor document. |
| Chapter 4 Status|document=WordDocuments\FIN VND Source.docx;topic=Chapter 4 Status | Defines Chapter 4 Statuses that can be selected on the vendor document. |
| Commodity Code|document=WordDocuments\FIN VND Source.docx;topic=Commodity Code | Defines categories of purchased items from a vendor by assigning a set of attributes to a code. |
| Contact Type|document=WordDocuments\FIN VND Source.docx;topic=Contact Type | Defines the role of the vendor contact, which can assist in determining how inquiries should be directed to the vendor. |
| Contract Manager|document=WordDocuments\FIN VND Source.docx;topic=Contract Manager | Defines the individuals at the institution responsible for managing contracts, which can then be associated with specific vendors. |
| Cost Source|document=WordDocuments\FIN VND Source.docx;topic=Cost Source | Defines the codes that identify how the cost on the PO was determined. |
| Ownership Type|document=WordDocuments\FIN VND Source.docx;topic=Ownership Type | Defines the vendor for tax and reporting purposes. |
| Ownership Type Category|document=WordDocuments\FIN VND Source.docx;topic=Ownership Type Category | Further defines a vendor's ownership within ownership type. |
| Payment Terms Type|document=WordDocuments\FIN VND Source.docx;topic=Payment Terms Type | Defines the codes used to indicate a vendor's payment terms |
| Phone Type|document=WordDocuments\FIN VND Source.docx;topic=Phone Type | Defines the codes used to identify various categories of vendor phone or fax numbers. |
| Shipping Payment Terms|document=WordDocuments\FIN VND Source.docx;topic=Shipping Payment Terms | Defines the codes used to identify the terms that can be used for the payment of shipping charges for purchases from a vendor. |
| Shipping Special Conditions|document=WordDocuments\FIN VND Source.docx;topic=Shipping Special Conditions | Defines various categories of commodities that require special shipping considerations. |
| Shipping Title|document=WordDocuments\FIN VND Source.docx;topic=Shipping Title | Defines the codes to specify when title for goods purchased is transferred from the vendor to the institution. |
| Supplier Diversity|document=WordDocuments\FIN VND Source.docx;topic=Supplier Diversity | Defines codes used to identify suppliers that may merit special consideration due to their size, ownership, geographical location, or other criteria stipulated by the Small Business Administration (SBA). |
| Vendor Inactive Reason|document=WordDocuments\FIN VND Source.docx;topic=Vendor Inactive Reason | Defines codes that indicate the reason a vendor has been inactivated in the system. |
| Vendor Type|document=WordDocuments\FIN VND Source.docx;topic=Vendor Type | Defines the different types of vendors that can be established in Kuali Financials. |
| Vendor Exclusion | The Vendor Exclusion lookup and inquiry are used to analyze potentional matches identified by the VendorExcludeJob. From this lookup, the user can inquire on a record, edit the vendor record, confirm or deny the match. |
| Vendor Exclusion Debarred Unmatched | This lookup displays vendor type specified in parameter EXCLUSION\_AND\_DEBARRED\_VENDOR\_TYPES that are marked as debarred that have not been matched with an EPLS vendor. |
| W-8 Type|document=WordDocuments\FIN VND Source.docx;topic=W-8 Type | Defines the different types of W-8 forms and allowable Ownership Types for each. |

### Address Type

The Address Type document is used to establish codes used to categorize various types of vendor addresses. These types can be used to identify different addresses for different purposes, such as defining one address to which purchase orders should be sent and another address to which tax documents should be addressed.

#### Document Layout

Address Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this vendor address is active or inactive. Remove the check mark to deactivate. |
| Vendor Address Type Code | The code to identify a type of vendor address. |
| Vendor Address Type Description | Required. The familiar title of the vendor addresses type. |
| Vendor Default Indicator | Optional. Select the checkbox if an address of this type can be marked as the default address for a vendor. Clear the checkbox if it should not be used as a default. |

### Campus Parameter

The Campus Parameter document defines basic identifying attributes of a campus-level purchasing unit at your institution.

#### Document Layout

Campus Parameter field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate. |
| Address 1 | The first line of the address for this campus office. |
| Address 2 | The second line of the address for this campus office. |
| Campus Accounts Payable Email Address | The accounts payable email address for this campus. |
| Campus Code | Required. Enter the campus code for which the parameters are to be used. |
| Campus Purchasing Director Name | The name of the purchasing director associated with this campus. |
| Campus Purchasing Director Title | The title of the purchasing director for this campus. |
| City | The city for this campus office. |
| Country | The country for this campus office. Existing restricted status codes may be retrieved from the list or from the lookup icon. |
| Purchasing Department Name | The Purchasing Department name for this campus. |
| Purchasing Institution Name | The institution's name that is associated with this campus code. |
| Postal Code | The postal code for this campus office. |
| State | The state for this campus office. State codes may be selected from the list or from the lookup icon. |

### Chapter 3 Status

Defines the Chapter 3 Statuses that can be used when creating/editing a vendor.

#### Document Layout

Chapter 3 Statusfield definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate. |
| Chapter 3 Status Code | Required. The unique code to identify this Chapter 3 Status. |
| Chapter 3 Status Description | Required. The long description of the Chapter 3 Status code. This will display on the Vendor document. |

### Chapter 4 Status

Defines Chapter 4 Statuses that can be selected on the vendor document.

#### Document Layout

Chapter 4 Statusfield definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate. |
| Chapter 4 Status Code | Required. The unique code to identify this Chapter 4 Status. |
| Chapter 4 Status Description | Required. The long description of the Chapter 4 Status code. This will display on the Vendor document. |

### Commodity Code

The Commodity Code document defines categories of items purchased from a vendor by assigning a set of attributes to a code.

#### Document Layout

##### Commodity Code Tab

Commodity Code field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this commodity code is active or inactive. Remove the check mark to deactivate. |
| Commodity Code | Required. The commodity code. Commodity codes can be used to categorize purchases. Kuali Financials is not delivered with a commodity code structure, but the system is designed so that industry standards can be loaded into the table or your organization can adopt its own coding structure. |
| Commodity Code Description | Required. A description of the commodity code. |
| Restricted Items Indicator | Indicates if this is a commodity code of restricted items. Remove the check mark if there are no restrictions on items associated with this commodity code. |
| Sales Tax Indicator | Indicates if sales tax applies to this commodity code. Remove the check mark if sales tax does not apply. |
| Sensitive Data | Optional. The type of sensitive data for the commodity code. Existing sensitive data descriptions may be retrieved from the list or from the lookup icon. |

##### Contract Managers Tab

Note that multiple **Campus Code/Contract Manager** combinations may be assigned to the commodity code by clicking **add** after entering data for each combination.

go-arrow-red For more information about assigning multiple Campus Code/Contract Manager combinations, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

Contract Managers field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this commodity code is active or inactive. Remove the check mark to deactivate. |
| Campus Code | Required. The campus for the commodity code. Existing campus codes may be retrieved from the list or from the lookup icon. |
| Contract Manager | Required. The contract manager for the commodity code. Existing contract managers may be retrieved from the list or from the lookup icon. |

### Contact Type

The Contact Type document is used to establish various roles of the vendor contact, which may assist in determining how inquiries should be directed to the vendor. Examples of contact types include 'Accounts Receivable’, 'Sales Rep,' and 'Customer Service.'

#### Document Layout

Contact Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this contact type is active or inactive. Remove the check mark to deactivate. |
| Vendor Contact Type Code | Required. Enter the code used to identify a type of vendor contact. |
| Vendor Contact Type Description | Required. Enter the title of the contact type. |

### Contract Manager

The Contract Manager document is used to establish the list of individuals at the institution who are responsible for managing contracts for specific vendors. When associating a contract with a vendor in the Vendor document, a Contract Manager must be selected.

#### Document Layout

Contract Manager field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this contract manager is active or inactive. Remove the check mark to deactivate. |
| Contract Manager Code | Required. Enter the code used to identify this contract manager. |
| Contract Manager Delegation Dollar Limit | Required. The upper dollar amount for which this contract manager is allowed to delegate approval authority. |
| Contract Manager Name | Required. Enter the contract manager's name. |
| Published Fax Number | Required. The published fax number of the contract manager, including area code. |
| Published Phone Number | Required. Enter the published phone number of the contract manager, including area code. |

### Cost Source

The Cost Source document is used to establish codes that identify the method used to determine the pricing for a purchase order. Examples might include 'Quote', 'Estimate', 'Pricing Agreement', or the name of an affiliation that has negotiated a contract with one or more vendors.

#### Document Layout

Cost Source field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this cost source code is active or inactive. Remove the check mark to deactivate. |
| Cost Source Code | Required. The code used to identify this purchase order cost source. |
| Cost Source Description | Required. The familiar title of the purchase order cost source. |
| Item Unit Price Lower Variance Percent | Required. Payment will not be made if the price variance is lower by this percentage. |
| Item Unit Price Upper Variance Percent | Required. Payment will not be made if the price variance is higher by this percentage. |

### Ownership Type

The Ownership Type document is used to define the vendor for tax and reporting purposes, indicating for example, that the vendor is an individual, corporation, or non-profit entity. It also indicates if vendors of this type can be further defined using an Ownership Category.

#### Document Layout

Ownership Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this ownership type code is active or inactive. Remove the check mark to deactivate. |
| Ownership Code | Required. The code used to identify this ownership type. |
| Ownership Description | Required. The familiar title of the ownership type. |
| Ownership Type Category Allowed Indicator | Indicates if a vendor with this ownership type is allowed to have an ownership category. Remove the check mark if ownership category is not allowed. |

### Ownership Type Category

Certain ownership types allow the selection of further refining ownership type category. The Ownership Type Category document further defines a vendor's ownership within Ownership Type.

#### Document Layout

Ownership Category field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this ownership type category code is active or inactive. Remove the check mark to deactivate. |
| Ownership Type Category Code | Required. The code used to identify this ownership type category. |
| Ownership Type Category Description | Required. The familiar title of the ownership type category. |

### Payment Terms Type

The Payment Terms Type document is used to establish codes that define a vendor's payment terms, including the number of days in which a payment is due and if a discount is available for prompt payment.

#### Document Layout

Payment Term Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Select the check box if the payment term type is active. Clear the check box to inactivate the existing payment terms code. |
| Discount Due Number | Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment must be made to qualify for the discount percentage. |
| Discount Due Type Description | Required. Select 'Days' or 'Date' to indicate whether the number entered in the **Vendor Discount Due Number** field is a number of days or a date (defined here as a specific day of the month). |
| Net Due Number | Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment net is due. |
| Net Due Type Description | Required. Select 'Days' or 'Date' to indicate whether the number entered in the **Vendor Net Due Number** field is a number of days or a date (defined here as a specific day of the month). |
| Payment Terms Code | Required. Enter the code used to identify this payment terms type. |
| Payment Terms Description | Required. Enter the familiar title of the payment terms. |
| Payment Terms Percent | Required. Enter the percentage discount to be applied if the payment is made by the discount date. |

### Phone Type

The Phone Type document is used to establish codes that identify various types of vendor phone or fax numbers. Sample phone types might be 'Phone’, ‘Fax,' or 'Mobile.’

#### Document Layout

Phone Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this phone type code is active or inactive. Remove the check mark to deactivate. |
| Phone Type Code | Required. The code used to identify this phone type. |
| Phone Type Description | Required. The familiar title of the phone type. |

### Shipping Payment Terms

The Shipping Payment Terms document establishes codes that define the various terms that specify who is responsible for the payment of shipping charges for purchases from a vendor. Examples might include 'Institute Pays, Part of PO,''Paid by 3rd Party,' or 'Vendor Pays.

#### Document Layout

Shipping Payment Terms field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this shipping payment terms code is active or inactive. Remove the check mark to deactivate. |
| Shipping Payment Terms Code | Required. The code used to identify the shipping payment terms. |
| Shipping Payment Terms Description | Required. The title of the shipping payment terms. |
| Shipping Payment Terms Pay Indicator | Indicates if it is permissible for the vendor to add shipping charges to an invoice. Remove check mark if shipping payment terms does not apply to payments. |

### Shipping Special Conditions

The Shipping Special Conditions document establishes various categories of commodities that require special shipping considerations. Examples might include Radioactive, Hazmat or Live Animal.

#### Document Layout

Shipping Special Condition field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this shipping special condition code is active or inactive. Remove the check mark to deactivate. |
| Shipping Special Condition Code | Required. The code used to identify the shipping special condition. |
| Shipping Special Condition Description | Required. The familiar title of the shipping special condition. |

### Shipping Title

The Shipping Title document establishes the codes that define the point at which shipping titles are transferred and the institution takes possession of a shipment. Examples might include 'Destination,’ ‘Origin (Vendor Location),' or 'Customs-US Port.’

#### Document Layout

Shipping Title field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this shipping title code is active or inactive. Remove the check mark to deactivate. |
| Shipping Title Code | Required. The code used to identify this vendor shipping title. |
| Shipping Title Description | Required. The familiar title of the vendor shipping title. |

### Supplier Diversity

Certain vendors may merit special consideration due to their size (small business), ownership (woman or minority owned), geographical location (local), or other factors. The Supplier Diversity document establishes the codes to identify the categories defined by the Small Business Administration.

#### Document Layout

Supplier Diversity field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this supplier diversity code is active or inactive. Remove the check mark to deactivate. |
| Supplier Diversity Code | Required. The code used to identify this supplier diversity type. |
| Supplier Diversity Description | Required. The title of the supplier diversity code. |

### Vendor Exclusion

The Vendor Exclusion lookup and inquiry are used to analyze potentional matches identified by the VendorExcludeJob. From this lookup, the user can inquire on a record, edit the vendor record, confirm or deny the match.

#### Vendor Exclusion Filters and Actions

Vendor Exclusion Lookup filters

|  |  |
| --- | --- |
| Filter | Description |
| Vendor Type | Optional. Vendor types included in parameter EXCLUSION\_AND\_DEBARRED\_VENDOR\_TYPES that will be evaluated during the matching process. |
| Confirm Match Status | Optional. Unprocessed, confirmed or denied. Records are added to this table as unprocessed. |
| Vendor Exclusion Status | Required. Values include:  **Excluded vendors matched with EPLS vendors:** Lists debarred vendors that have been matched with vendors in the EPLS file.  **Non-excluded vendors matched with EPLS vendors:** Lists vendors that have not been marked as debarred that are found in the EPLS file. |

Vendor Exclusion Lookup Actions

|  |  |
| --- | --- |
| Actions | Description |
| Inquiry | Clicking this link opens the Vendor Exclusion Inquiry which shows on which fields the vendor matched the ELPS vendor. |
| Edit | Clicking this link opens the Vendor document in edit mode, so that you can edit the vendor. |
| Confirm | Clicking this link changes the Confirm Match Status to “Confirmed.” |
| Deny | Clicking this link changes the Confirm Match Status to “Denied.” |

#### Business Rules

* If more than one debarred entity is identified as a match with a KFS-VND record provide the error, “There is already a debarred entity associated with this vendor. Please provide only one match per vendor record.”
* Last Updated Date and Person are updated with the date and principal name of the person taking confirm or deny action.

### Vendor Inactive Reason

The Vendor Inactive Reason document establishes codes that indicate why a vendor is being inactivated in the system. Examples of codes might include 'Out of Business' or 'Merged.'

#### Document Layout

Vendor Inactive Reason field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate. |
| Vendor Inactive Reason Code | Required. The code used to identify this vendor inactive reason. |
| Vendor Inactive Reason Description | Required. The familiar title of the vendor inactive reason code. |

### Vendor Type

The Vendor Type document establishes codes to identify different types of vendors. Common types include 'Disbursement Voucher' and 'Purchase Order' vendors. The selection of vendors on specific documents can be restricted based on this type.

exclaim If you create new Vendor Types to be used on the Disbursement Voucher to control allowable payees by payment reasons with parameter VALID\_PAYEE\_TYPES\_BY\_PAYMENT\_REASON, coding is required.

#### Document Layout

Vendor Type field definitions

|  |  |
| --- | --- |
| Title | Description |
| Address Type Required | Required. The Address type that is required for this vendor type code. Existing address types may be retrieved from the list or from the lookup icon. |
| Commodity Code Required | Indicates that a commodity code is required. Remove this check mark if a commodity code is optional. |
| Show Review Page | Indicates if the vendor review page text should be shown on the review page. Remove this check mark if not desired. |
| Type Change Allowed | Indicates if a vendor of this type can be changed to another vendor type after creation. Remove this mark if this tax type change is not allowed. |
| Tax Number Required | Indicates if a vendor of this type is required to have a tax number. Remove this check mark if this tax number is not required. |
| Vendor Contract Allowed | Indicates whether a vendor of a specific type will allow contracts to be created and maintained. (For example, a Disbursement Voucher type would not allow contracts.) |
| Vendor Review Page Text | Optional. In the last stage of adding a vendor, the system displays a review page where the user sees a snapshot of the information for the vendor. Text entered in this field will be displayed to the user on the review page and is for informational purposes only. For example, you might use it to explain what will happen to the Vendor document after it is submitted and what further actions need to be taken.  exclaim Note: Due to security changes made in older versions of Kuali Financails, you must replace regular html <> brackets with square brackets [] in order to make vendor review page text display properly. Also, you must not use [table] or [a href]. [br] can be used but not [br/]. |
| Vendor Type Code | Required. The code used to identify this vendor type. |
| Vendor Type Description | Required. The familiar title of this vendor type. |
| Active Indicator | Indicates whether this vendor type code is active or inactive. Remove the check mark to deactivate. |

### W-8 Type

Defines the different types of W-8 forms and allowable Ownership Types for each.

#### Document Layout

The Vendor Type document includes the **Edit W-8 Type and Ownership Types** tab.

##### W-8 Type Tab

W-8 Type tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this W-8 Type is active or inactive. Remove the check mark to deactivate. |
| W-8 Type Code | Required. Enter a unique code to identify the W-8. |
| W-8 Type Description | Required. The name of the W-8 Form. This will display on the Vendor document. |

##### W-8 Ownership Types Tab

Note that multiple **Ownership Codes** can be assigned to the same W-8 Type.

go-arrow-red For more information about assigning multiple Ownership Types, see 'Collections'|document=WordDocuments\FIN VND Source.docx;topic='Collections'.

W-8 Ownership Types tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this Owership Type is active or inactive. Remove the check mark to deactivate. |
| Ownership Code | Required. TheOwnership Code that identifies the Ownership Type that should be allowed for this W-8 Type. Enter a valid value or use the lookup icon to return a value. |

## Vendor Batch Process

Vendor Batch Process

|  |  |
| --- | --- |
| Batch Job | Description |
| VendorExcludeJob | This job compares the vendor database to the relational EPLS file downloaded from [https://www.sam.gov/portal/SAM/##11](https://www.sam.gov/portal/SAM/). Matching records are created and can be accessed and processed via the Vendor Exclusion lookup.  The match logic is as follows:   * Vendor Name = EPLS Vendor Name **OR** * Vendor Alias = EPLS Vendor Name **OR** * Address * Vendor City = EPLS City **AND** * Vendor State = ELPS State **AND** * (Vendor Line 1 Address like EPLS Line 1 Address) **OR** (Vendor Zip + 4 = EPLS Zip) |

## Vendor Batch Upload Functions

Description: go-arrow-red For information about procedures that apply to all Kuali Financials batch uploads, see Batch Upload Basics|document=WordDocuments\FIN Overview Source.docx;topic=Batch Upload Basics “Batch Upload Basics” in the Overview and Introduction to the User Interface.

Vendor batch upload functions

|  |  |
| --- | --- |
| Batch Upload | Description |
| Vendor Exclusion Upload | Facilitiates uploading relational csv files downloaded from [https://www.sam.gov/portal/SAM/##11](https://www.sam.gov/portal/SAM/). |