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Maintaining Vendor Information

For an existing Vendor, address and other information may need to be updated whenever a change occurs. Common examples include: A change to an ordering address, remittance address, or 1099 address. Instructions for entering a new address can be found in the section “Enter New Vendor Address”.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Maintaining Vendor Information is done on an ad hoc basis, whenever new information is needed.</th>
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</thead>
<tbody>
<tr>
<td>Dependencies</td>
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<tr>
<td>Assumptions</td>
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<tr>
<td>Responsible Parties</td>
<td>The institutions are primarily responsible but UWSA SFS Operations team is jointly responsible for Vendor maintenance.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
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</tbody>
</table>
Process Detail

I. Vendor Name Change

Often a Vendor will be purchased by another entity or a Vendor will reorganize and the Vendor name will change but everything else will remain the same, i.e., address, TIN number.

The process to change a Vendor name has changed significantly in 9.1 PeopleSoft since the vendor name history is using an effective-dated child record on the Vendor record. Simply make the needed change to Vendor Name 1, Vendor Name 2, or Vendor Short Name and save the update. Since Vendor name is now “Effective Dated”, a change to a current Vendor will make it possible to look up history to identify the date and time of the change and the user who made the change that was recorded on the Vendor Name History record. Essentially, changing the Vendor name is as easy as entering the change and saving the update. When you change Vendor name information, the name is changed on the Vendor table and the new name appears for products that share the Vendor table and the history is retained in the Vendor Name History table.

Vendor name history is available under the old Vendor name; see section VII of this manual to Review Vendor Name History.

Since Vendor Name changes can be made without having “Correct History” authorization it is very important to control access by campus business process.

Navigation: Vendors > Vendor Information > Add/Update > Vendor

1. Select

2. Enter SetID: ‘UW***’
3. Enter Vendor ID
4. Click [Search]
5. Select Identifying Information tab

6. Enter Vendor Name 1
7. Click [Save]

II. Inactivate Vendor

This option is used if the Vendor is no longer used or is invalid.

Navigation: Vendors > Vendor Information > Add/Update > Vendor

1. Select Find an Existing Value
2. Enter SetID: ‘UW***’
3. Enter Vendor ID
4. Click [Search]
5. Select Identifying Information tab

6. Select Status: ‘Inactive’
7. Select **Location** tab

8. **Expand Comments** section. Comments section can be used for any information about a Vendor and it is effective dated, so a history of comments can be maintained at this location.

9. **Type** specific information relating to why the Vendor status is being changed to ‘Inactive’.

10. **Click** **Save**
    
    **Note:** Prior to inactivating, if you want to prevent the creation of future POs for a Vendor, but want to allow for the Vouchering of the existing POs, you can remove the *Open For Ordering* Checkbox. Then once all invoices have been received, manually inactivate the Vendor.
III. Enter New Vendor Address

Vendors can have a variety of address changes but the most common change is when a vendor moves to a new location. The other type of address change is where a vendor has an additional location to the existing addresses on file and will need to include it in the address table.

Effective March 1, 2017, CLEAN ADDRESS functionality was added to the Vendor Address page. Clean address assists the user in entering valid US postal addresses. It is triggered when the tab key is used when entering data in the Vendor Address fields. The instructions have been modified to incorporate this feature. Please note, this feature is only available to users with the UW_UNV_AP_VENDOR_POWER role. Individuals without this role can still enter and update Vendor addresses.

**Warning: Never delete an address.** To enter a new address, add a new effective dated address. Even though a previous address will show “Active” effective status, unpaid and new vouchers will use the most recent effective dated address for a particular Address ID. Deleting an address may cause problems with payments that reference the deleted address.

*Navigation: Vendors > Vendor Information > Add/Update > Vendor > Find an Existing Value*

1. Select **Find an Existing Value**
2. Enter **SetID: *UW***
3. Enter **Vendor ID**
4. Click **Search**
5. Select **Address** tab
6. If the vendor has more than one address on file, click the View All hyperlink in the Vendor Address section.
7. Select the address that needs to be revised.
8. In the Details section, click to add new address.
9. Enter Effective Date
10. Select Status: ‘Active’

11. Update Address (for example changing address 1)
   a. Press the Tab key when entering components of the address, this will enable the Clean Address functionality, which will cause the address to be verified. Using the tab key will also enable fields to populate automatically if enough of the address is provided.

Components of Address.
You will have 3 lines to enter the Address. Please note, the clean address functionality aligns address inputs with valid US postal addresses. At least one of the Address lines has to be a valid US postal address. The other lines can be a name or some other type of location designation. If you use 3 lines, clean address will always reorder the inputs so the valid US Postal Address is the last line.

   i. Enter or search Country.
   ii. Enter Address 1 and if necessary, Address 2, and Address 3
   iii. Enter City
   iv. Enter State
   v. Enter Postal

b. If a warning appears, please complete one of the following
   i. Save and do not check off the “Override Address Verification” box. This will save the address. The error message will continue to appear until a valid USPS address is entered.
   ii. Correct to a United States Postal Address
      1. If Suite/Apt or some aspect of the address is missing, add to Address 2 or Address 3
      2. If the address is unknown, look at suggestion provided by clean address and use if valid.
   iii. Save and check off the “Override Address Verification” box. This will save the address and remove the error message.

12. Click

13. If this will be the default address, click the Location tab.
14. **Check** the *Default* box.

15. **Click** [Save]

### IV. To Add a New Address

1. **Enter** Effective Date
2. **Select** Status: ‘Active’
3. **Enter or Search Country**
   a. If Foreign Address, check “Override Address Verification”
   b. Override can also be used if there are inter-office mailings at a location. For example, address may be to a building or departments on a campus.
4. **Enter Address 1** and if necessary, Address 2 and Address 3
5. **Enter Postal (tab off field)**
   a. At this point Clean Address should populate the address
   b. If a warning is given, complete one of the following.
      i. Correct to a United States Postal Address. At least one of the Address lines has to be a valid US Postal Address.
         1. If Suite/Apt Missing (add Suite or Apt to end of Address 1 or 2)
         2. If Unknown street, find correct street
      ii. Look at suggestion and update or Click “Override Address Verification” to skip verification, if you are sure the address is adequate.
6. **Click** “Save”

### V. Search for an Existing Vendor

*Navigation: Vendors > Vendor Information > Add/Update > Vendor*

1. **Select** tab
2. **Enter** SetID: ‘UW***’
3. **Enter** Vendor ID: Optional search not preferred.
4. **Enter** Persistence: Optional search not preferred.
5. **Enter** Short Vendor Name: Preferred search by entering the first several letters of the Short Vendor Name.
6. **Enter** Our Customer Number: Optional search not preferred.
    **Enter** Name 1: Optional search similar to Short Vendor Name with the ability to use special characters in searching such as a comma. This is a good search method as it will put in alpha order searches by individual.
7. **Click** [Search]

The following displays the search screen by Short Vendor Name.
8. Select desired Vendor from the search results and the Summary tab below will be displayed.
9. **Click on the Identifying Information tab.** Note that each bar/region can be expanded for additional information or collapsed depending on your needs.

10. **Click Check for Duplicate** to determine if this is a duplicate vendor based on the criteria selected for your campus.
VI. Search by Tax ID Number

If a Vendor is identified as 1099 reportable, a search can be conducted by TAX ID number (if it is known). You may also search for a non-1099 Vendor by TAX ID if the FEIN (Federal Employee/Employer Identification Number) is known and recorded with the Vendor. 

**Note:** These searches will only work if the Vendor has the TAX ID number entered.

**Navigation:** Vendors > Vendor Information > Add/Update > Review Vendors

1. **Enter** SetID: ‘UW***’
2. **Complete** the search fields to narrow the search for Vendors with the key search
3. **Select** ID Type: ‘Tax Identification Number’
4. **Enter** SS# or FEIN# to find all Non-1099 vendors. 
   **Note:** Nothing will display if the withholding box has not been checked for the vendor.
5. **Click** [Search] and results below will appear.

6. **Click** on the View Related Links icon adjacent to the Vendor ID.
7. **Click** on the Vendor Maintenance hyperlink and a new window will open with the Vendor information pages for your review.
VII. Review Vendor Name History

Use this page to review Vendor Name History records or update effective-dated Vendor name changes for the Vendor Short Name, Vendor Name 1, or Vendor Name 2 descriptions. The Vendor Name History page allows for a new effective dated row to be inserted into the Vendor Name History table. If the change on the Vendor History Name record is effective as of the date the change was made, the Vendor Record will be updated with the new name. If the change is future dated a separate process needs to be executed to update the Vendor record. You can set up the VNDRUPD job to run the Vendor Name History Update on a scheduled basis.

Note: The Vendor Identifying Information page can also be used to update a Vendor name. However, the name change will always be date-time stamped with the current effective date.

Navigation: Vendors > Vendor Information > Add/Update > Vendor Name History

1. Select
2. Enter SetID: ‘UW***’
3. Enter Vendor ID
4. Check Include History
5. Click Search

6. In this example, Review 1 of 2 Vendor Name History records.
7. Click to review 2 of 2 Vendor Name History records.
VIII. Review Vendor Name History Inquiry

Search the Vendor Name History record using this page. You can use search criteria to limit the results of the inquiry.

*Navigation: Vendors > Vendor Information > Add/Update > Vendor Name History Inquiry*

1. Enter SetID: ‘UW***’
2. Enter Vendor ID
3. Enter other search parameters as needed
4. Click Search
5. Review Vendor Name History records and open Vendor Maintenance page or Vendor Name History page.
IX. Enable Vendor ACH Payment Method

Enable the Vendor to be paid via ACH payment methods such as Employee PPD and External Vendors CTX or PPL by adding information to the Vendor Location Payables pages.

**Navigation:** Vendors > Vendor Information > Add/Update > Vendor > Location tab > Payables hyperlink > Additional Payables Options

1. **Expand** Vendor Additional Payables Options section.
2. **Enter** Additional Payment Information for ACH Payment Method as illustrated.
   a. **Payment Method Options:** ‘Specify’
   b. **Payment Method:** ‘Automated Clearing House’
   c. **Layout Option:** ‘CTX’ for External Vendor and ‘PPD’ for Employee vendors
Payables Options

| Set ID: | UWSOH | Location: | OSH |
| Vendor ID: | 0000023564 | Description: | REMIT |
| Short Vendor Name: | TONY'S AUTO | Name: | TONY'S AUTO COLLISION CENTER & SALES INC |

Invoicing

| Vendor: | TONY'S AUTO COLLISION CENTER & SALES INC | Address: | 1 | REMIT |
| Location: | OSH |

Remitting

| Vendor: | TONY'S AUTO COLLISION CENTER & SALES INC | Address: | 1 | REMIT |
| Location: | OSH |

**Additional Payables Options**

<table>
<thead>
<tr>
<th>Payment Control</th>
<th>Bank Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group:</td>
<td>Default from higher level</td>
</tr>
<tr>
<td>*Delay Days:</td>
<td>Default from BU</td>
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<tr>
<td>Discount:</td>
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<td>Net:</td>
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<td>Hold Payment:</td>
<td>Complex Routing</td>
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<tr>
<td>Always take discount:</td>
<td>Separate Payment</td>
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<tr>
<td>Factoring:</td>
<td>Apply Netting</td>
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<tr>
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<tr>
<td>Currency:</td>
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</tr>
<tr>
<td>Rate Type:</td>
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</tbody>
</table>

Draft Processing Control

| Draft Site Options: | Default from higher level |
| Draft Site Code: | |
| *Draft Roundings: | Do Not Use |
| Rounding Position: | |
| Remaining Amount Action: | Do Not Issue Draft |
| *Payment Method: | CHQ, Check |
| *Draft Optimize: | Do Not Use |
| Max Number of Drafts: | |

Additional Payment Information

| Pay Method Options: | Specify |
| Payment Method: | Automated Clearing House |
| Layout Option: | Specify |
| Layout: | CTK |
| Handling Options: | Default from higher level |
| Handling: | |
| Reschedule Ex: | |

University of Wisconsin System
SFS Business Process
AP.1.03 – Vendor Maintenance
3. **Expand** Vendor Bank Account Options section.
4. **Enter** vendor bank account information for ACH Payment Method as illustrated.
   a. **Description**: Enter an optional description
   b. **Bank Name**: Enter the vendor’s bank
   c. **Branch Name**: Enter the vendor’s bank branch
   d. **Bank ID Qualifier**: ‘001’ – US Banks are the only banks that can be entered – No Foreign Banks
   e. **Bank ID**: Enter the vendor’s bank ID
   f. **Bank Account Number**: Specify vendor’s bank account number
   g. **Account Type**: Select from drop down list

5. **Expand** Payment Notification section.
6. **Check** Enable Email Payment Advice
7. **Enter** the vendor’s Email ID: in the field provided. Multiple emails can be entered with separation by semicolon(;) example - 1email1@wi.edu;2email2@wi.com;3email3@who.edu
8. **Select** ‘Automated Clearing House’ payment method from Payment Method drop down list.
   **NOTE**: There is a batch process that can auto-populate this field for employees in HRS that have an ACH record.
9. When done with Payment Notification, click **OK** to be returned to **Location** page.
### Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<td>Martha Mendoza</td>
<td>1.1</td>
<td>11/13/2012</td>
<td>Draft</td>
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<tr>
<td>Spencer Kelsay</td>
<td>1.2</td>
<td>04/09/2013</td>
<td>Updated Screenshots and Content</td>
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<td>Jim Backus</td>
<td>1.3</td>
<td>05/02/2013</td>
<td>Updated Screenshots and Content for Name change tracking</td>
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<td>Susan Kincanon</td>
<td>1.4</td>
<td>05/13/2013</td>
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<td>06/06/2013</td>
<td>Additional updates</td>
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<td>2.1</td>
<td>06/11/2013</td>
<td>Finalize and publish to website</td>
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<tr>
<td>Jim Backus</td>
<td>3.0</td>
<td>07/11/2013</td>
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<td>07/15/2013</td>
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<td>10/14/2013</td>
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<td>Beth Vereb</td>
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<td>02/26/2016</td>
<td>Removed Inactivate Vendor Address because Correct History function is going away.</td>
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<tr>
<td>Denise Mcdonald</td>
<td>4.5</td>
<td>03/1/2017</td>
<td>Added comments on addition of Clean Address Functionality</td>
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