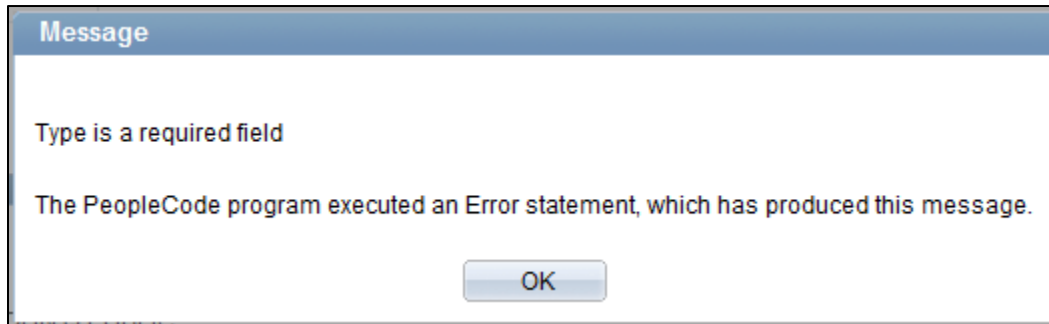


Type Required Error Encountered When Saving Vendor

As part of some vendor file conversions, the type field was not populated but the Additional ID field was. Accordingly, when you try to update and save one of these vendors an error message is triggered, which says *Type is a required field*.



Favorites: Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Summary Identifying Information Address Contacts Location Custom

SetID: UWSTP *Vendor Name 1: JOHN Q PUBLIC
 Vendor ID: 0000159830 Vendor Name 2:
 *Vendor Short Name: JOHN Q PUB JOHN Q PUB-001 Withholding
 *Classification: Outside Party Open For Ordering
 HCM Class: VAT Registration
 *Persistence: Regular
 *Vendor Status: Approved [W9 on File? No](#)
[Attachments \(0\)](#)

Vendor Relationships

Corporate Vendor InterUnit Vendor
 Corporate SetID: UWSTP InterUnit Vendor ID:
 Corporate Vendor ID: 0000159830 JOHN Q PUBLIC

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

Customer SetID: UWSTP Customer ID: Our Customer Number:

Type	SetID	ID Number	DUNS Number	Employee Full Search
		1234567890		Employee Full Search

- 1) On the Identifying information tab, **review** the Additional ID Numbers section *Type* field and *ID Number* fields. If you find the *ID Number* field populated, but the *Type* field not, **populate** the *Type* field with the appropriate type.
- 2) On the *Location* tab, **review** the Additional ID Numbers section *Type* field and *ID Number* fields. If you find the *ID Number* field populated, but the *Type* field not, **populate** the *Type* field with the appropriate type or clear out both the *Type* and *ID Numbers* fields.
- 3) **Click** . This time the error message should not be triggered and the Vendor should save successfully.