



UNIVERSITY OF HAWAII

Vendor Maintenance User Guide

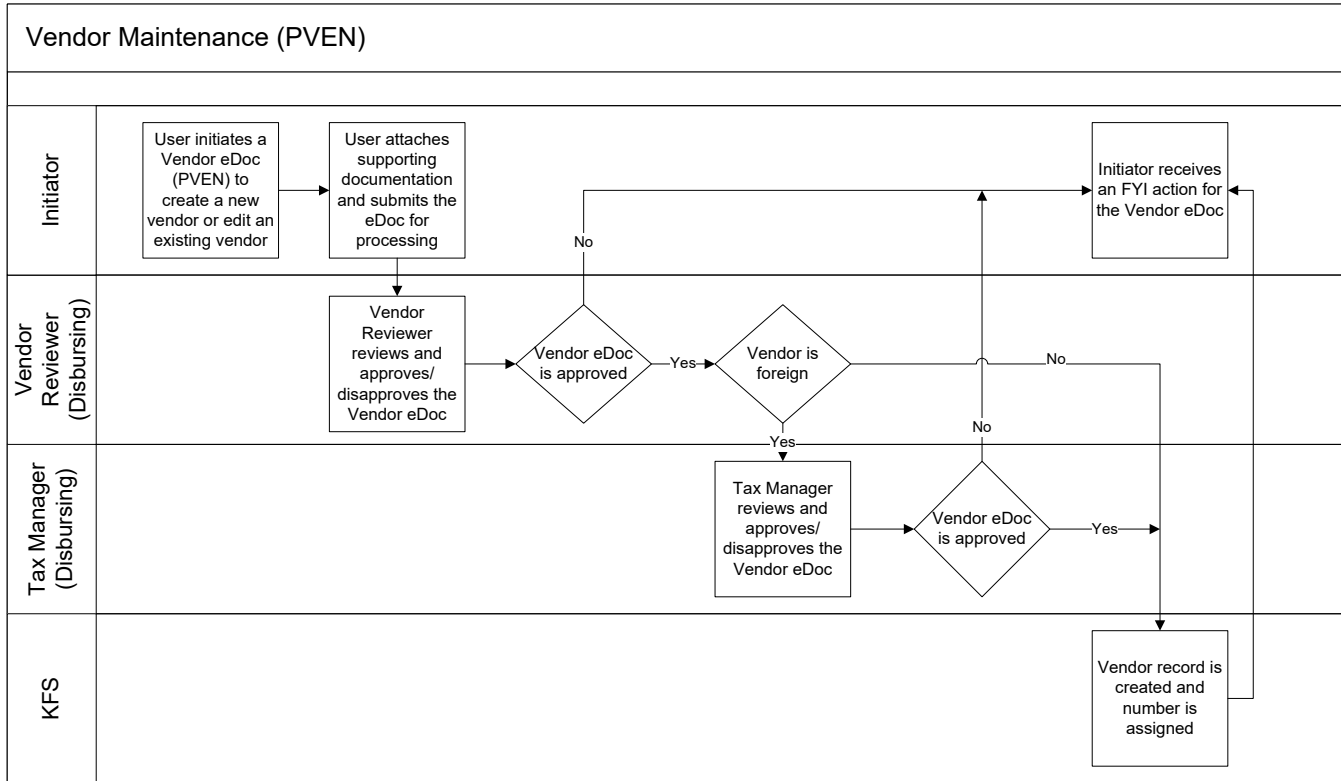
Fiscal Services Office

April 2019

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Vendor Workflow



Note: The initiator will receive an FYI notification when the Vendor eDoc is either approved or disapproved by Disbursing's Vendor Reviewers.

Searching for and Creating a Vendor in KFS

The Vendor Maintenance eDoc (vendor eDoc or PVEN) is used to search for vendors, create new vendors, and maintain existing vendors. Vendors have many different attributes that may in some cases determine how and when they may be used. There are two vendor types: Disbursement Voucher (DV) and Refund. Disbursement Voucher type vendors may be used on DVs and Requisitions (REQS). Refund type vendors are limited and can only be used on DVs and only for refund payments.

Vendors are available for use on eDocs that allow you to select a vendor: Requisition (REQS) and Disbursement Voucher (DV). Vendor information also appears on other eDocs, e.g., Purchase Order (PO), Payment Request (PREQ), and on the Accounts Payable (AP) feeds for Pre-Disbursement Processor (PDP) customers.

Vendor numbers are not required for faculty and staff. Their information is updated daily into KFS from multiple sources including PeopleSoft. To search for faculty or staff employees, you'll need to search in the Disbursement Voucher eDoc. (Refer to section on How to Search for Faculty and Staff Employees through the Disbursement Voucher later in this guide.) Students and RCUH employees **do require** a vendor number in KFS.

To begin searching for or creating a vendor, go to Main Menu → Lookup and Maintenance → Vendor → Vendor, click on Vendor.

Kuali
financial systems

Help Resources
Prod (Branch: uh_1.0.3; Rev: 6732; 05/11/14) (Oracle9i)

Main Menu Maintenance Administration

action list doc search Logged in User: younga Logout

Message Of The Day
DVs will now route to the Account Supervisor automatically

Transactions
Accounts Receivable
• Cash Control
• Distribution of Income and Expense
• General Error Correction
• Internal Billing
• Pre-Encumbrance
• Transfer of Funds
• Single Sided Budget Adjustment
Labor Distribution
• Salary Expense Transfer
Purchasing/Accounts Payable
• Payment Request
• Requisition
• Shop Catalogs
• SuperQUOTE Awards
• Vendor Credit Memo

Custom Document Searches
Financial Transactions
Purchasing/Accounts Payable
• Payment Requests
• Purchase Orders
• Requisitions
• Vendor Credit Memos

Balance Inquiries
General Ledger
Available Balances

Administrative Transactions
Capital Asset Builder
• Capital Asset Builder Transaction

Reports
Accounts Receivable
• Billing Statement
• Customer Aging Report
• Customer Invoice
• Federal Financial Report
• Invoice Report Delivery
Contracts and Grants
• Award Balances
• Invoice Report
• Payment History Report
• LOC Draw Details Report
• LOC Amounts Not Drawn Report
• Invoice Suspense Activity Report
• Suspended Invoice Report
• Milestone Report
Effort Certification

Lookup and Maintenance
Capital Asset Management
• Asset
• Asset Fabrication
• Asset Global (Add)
• Asset Location Global
• Asset Payment
• Asset Retirement Global
Chart of Accounts
• Account

Financial Processing
• Disbursement Voucher Travel Company
Vendor
• Vendor
• Vendor Contracts

Labor Distribution
• Labor Journal Voucher
• Labor Ledger Correction Process
System
• Electronic Payment Claim

Searching for a Vendor

The first step in creating a new vendor is to determine whether or not the vendor exists in the KFS vendor database. When you select Vendor from the Main Menu, the Vendor Lookup screen opens.

The Vendor Lookup screen enables you to search for existing vendors in the vendor database. The search may be based on several criteria, both individually or simultaneously.

Vendor Lookup Screen

Vendor Lookup create new
* required field

Vendor Name:

Tax Number:

Vendor #:

Active Indicator: Yes No Both

Vendor Type:

In the Vendor Lookup screen, you may search for existing vendors using the following criteria:

1. Vendor Name - This may be the vendor’s legal name or an alias if the vendor has one. Use the wildcard asterisk (*) before and/or after the name when searching by a partial name.
 - a. For example, to search for a company like the *Hale Nani Rehabilitation and Nursing Center*, you could enter “HALE NANI*”. See result below. (Note the wildcard asterisk is used after “NANI”).

Vendor Lookup create new
* required field

Vendor Name:

Tax Number:

Vendor #:

Active Indicator: Yes No Both

Vendor Type:

One item retrieved.

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	HALE NANI REHABILITATION AND NURSING CTR.	1677 PENSACOLA STREET HONOLULU HI US		18588-0	DV	REMIT	Yes

- b. For example, to search for an individual like *Ahinga, Pomaikaiokalani L*, you could enter “*POMAIKA*”. See result below. (Note: the wildcard asterisk is used BEFORE and AFTER “POMAIKA”).

Vendor Lookup create new
* required field

Vendor Name:

Tax Number:

Vendor #:

Active Indicator: Yes No Both

Vendor Type:

265 items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	AH MOOK SANG, POMAIKAI			37893-0	DV	REMIT	Yes
edit create division	AHINGA, POMAIKAIOKALANI L		AHINGA POMAIKAIOKALANI L V0001091660	6469-0	DV	REMIT	Yes
edit create division	BARTOLOME, POMAIKAI			53182-0	DV	REMIT	Yes

2. Tax Number - A 9-digit taxpayer identification number, Federal Employer Identification Number (FEIN) or Social Security Number (SSN) is entered for the vendor when created in the KFS database. If you are unable to find a vendor using the Name fields, you could search using the tax number field. This may save you the trouble of entering all the vendor data only to find a vendor already exists with the same tax number. (Note: The wildcard asterisk is not allowed when searching by tax number.)
 - a. For example, suppose you are looking for a Department of Education (DOE) school called the *Ahuimanu Elementary School* and their tax number is 990266482. If you didn't first try to search for this vendor and immediately began creating a new vendor, when you click Submit, you will receive an error message, "This tax number has already been assigned to an existing vendor." If you had begun your search using the Vendor Lookup screen and searched by the tax number, you would have avoided spending time creating the vendor request.
 - b. In this example, let's search for the Department of Education by entering their tax number "990266482". See result below. There are 242 vendor records using this tax number. In this case if you wanted to add a new school, you will need to find the parent vendor number and create a Division. The parent vendor is 17051-1. We know this because there are two options in the Actions column; Edit or Create a Division. You would click Create a Division to add a new school.

Vendor Lookup [create new](#)

* required field

Vendor Name:	<input type="text"/>
Tax Number:	<input type="text" value="990266482"/>
Vendor #:	<input type="text"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input type="text"/> <input type="button" value="🔍"/>

242 items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	DEPT OF EDUCATION			17051-1	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM ARTHUR W. RADFORD HIGH		RADFORD HIGH SCHOOL	17051-238	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM CHESTER W NIMITZ ELEM SCHL			17051-241	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AHUIMANU ELEMENTARY SCHOOL			17051-42	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AIEA ELEMENTARY SCHOOL			17051-46	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AIEA HIGH SCHOOL			17051-47	DV	REMIT	Yes

3. Vendor # - This is the number that is assigned to a vendor in the KFS vendor database. It is a unique identifier for the vendor. Vendor numbers ending in "-0" normally, though not necessarily, indicate a parent vendor, while other suffixes "-1, -2, etc." represent divisions (children). When searching, the suffix, e.g., "-0, -1, etc." is not required. Enter the appropriate vendor number.
4. Active Indicator - Use this field to limit your search to view only active vendors, only inactive vendors, or both active and inactive vendors. Inactive vendors may not be used on KFS eDocs.
5. Vendor Type - This field enables you to limit your search to a specific vendor type, e.g., DV - Disbursement Voucher or RF - Refund.
6. Click Search button.

How to Search for Faculty and Staff Employees

To search for faculty and staff employees, you must begin by opening a Disbursement Voucher (DV). Go to Main Menu→Transactions→Financial Processing→Disbursement Voucher.

1. Once in the DV eDoc, click on the magnifying glass in the Payee ID field.
2. From the Payee Lookup screen, first select a payment reason and then search for the employee using the fields: Person First Name, Person Last Name, or Employee ID.
3. In the Address field, if you see a line of asterisks masking the address, an address exists for that faculty or staff. If you see a blank address line, this means there is no address available. (This also means you cannot process a DV for this faculty or staff employee.) If there is no address (i.e., blank line), one of the following conditions may apply:
 - a. PeopleSoft may need to be updated. Check with your Personnel Officer and verify that the faculty or staff's HOME address in PeopleSoft is correct.
 - b. If the address in PeopleSoft is correct and you still see a blank address line, submit a trouble ticket to KFS and indicate you have verified the address with your Personnel Officer. (To submit a trouble ticket: From the KFS main screen, click in the upper right hand corner [Help Resources](#)→ Submit Trouble Ticket.)
 - c. The screenshot below is an example of employees with addresses as shown by the asterisks and an employee without an address as shown by the blank line.

* Payment Reason Code:	G - Supplies-3000-3478
Vendor Tax Number:	
Person First Name:	
Person Last Name:	carpent*
Vendor Name:	
Employee ID:	
Vendor #:	
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

15 items retrieved, displaying all items.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	
return value	Carpenter, [redacted]	Employee	*****	[redacted]	Yes	

4. Faculty and staff employees do not require vendor numbers in KFS. Their information is uploaded into KFS from PeopleSoft and other sources on a daily basis.
5. Students and RCUH employees **do require** a vendor number in KFS.
6. Required criteria when searching for vendors:
 - a. Payment Reason Code is required.
 - b. Vendor # or Employee ID fields completed, if known.
 - c. Vendor Name or Person First Name and/or Person Last Name partially or fully completed with a wild card, if Vendor # or Employee ID information not known.
 - d. Only the first 500 matches will be displayed at one time.

57939 items found. Please refine your search criteria to narrow down your search.

501 items retrieved, displaying 1 to 100.[First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	ABALOS, ANN MARIE N	PO BOX 17151 HONOLULU HI US	ABALOS ANN MARIE N V0001357550	12516-0	DV	REMIT	Yes
edit create division	ABBOTT, ETHAN D B	250 WAILUPE CIR HONOLULU HI US	ROYALTY (US)	12193-0	DV	REMIT	Yes
edit create division	ABELLERA, LAYLA	PO BOX 928 PAHALA HI US	ABELLERA LAYLA V0001216840	12379-0	DV	REMIT	Yes
edit create division	ACEVEDO, JAIME LYN M	905 NORTH SCHOOL ST APT 6G HONOLULU HI US	ACEVEDO JAIME LYN M V0001277990	12743-0	DV	REMIT	Yes
edit create division	BAPTISTA, MARK ANTHONY A	91-1105 KAUIKI ST EWA BEACH HI US	BA PTISTA, AR. ANTHONY A V0001296010	12385-0	DV	REMIT	Yes
edit create division	BARBETT, KAMAHUIALANI J	2143 KAUHANA ST #0 HONOLULU HI US	BARBETT KAMAHUIALANI J V0001266500	12746-0	DV	REMIT	Yes

Creating a Vendor

If the vendor is not found in the KFS database after searching in the Vendor Lookup, a new vendor code should be created. Request a new vendor number by opening the Vendor eDoc located in the Main Menu→Lookup and Maintenance→Vendor→Vendor, and then click the Create New button in the upper right hand corner. After completion, your request is routed to the Disbursing Office Vendor Reviewers. Requests for foreign vendors will be automatically routed to the Disbursing Office Tax Manager and Vendor Reviewer.

The Vendor eDoc contains a document header, 15 tabs, and action buttons. (See Vendor eDoc screenshot below.) In most cases, only four tabs need to be completed to create a new vendor. The four tabs include: Document Overview, Vendor, Address, and Notes and Attachments. This process document will begin with these four tabs.

The other 11 tabs are optional or not used.

If the vendor is foreign, information may be entered into the tab called NRA Extended Attributes but this is not required. Non Resident Alien (NRA) information is optional and all information entered will be reviewed by the Tax Manager.

The Vendor eDoc screen is displayed below. The tabs you must complete to create a vendor are explained below.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).

Kualiti financial systems 6.0.1.0.1-SNAPSHOT (Oracle9i) Help Resource

Main Menu Maintenance Administration

action list doc search Logged in User: youngm Impersonating User: mshannon Login Logout

Vendor Backdoor Id mshannon is in use

Doc Nbr:	4183952	Status:	INITIATED
Initiator:	mshannon	Created:	03:22 PM 04/23/20

expand all collapse all
* required field

- Document Overview
- Vendor
- Address
- NRA Extended Attributes
- Contact
- Supplier Diversity
- Shipping Special Conditions
- Vendor Commodity Codes
- Search Alias
- Vendor Phone Number
- Customer Number
- Contracts
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

submit save close cancel

Document Overview Tab

As in all KFS eDocs, only the tabs that have required information are initially opened upon selecting create new. To request a new vendor, let's begin with the Document Overview tab.

Document Overview

Document Overview

* Description:	<input type="text" value="060-NEW Hawaii Gas"/>	Explanation:	<input type="text"/>
Organization Document Number:	<input type="text"/>		

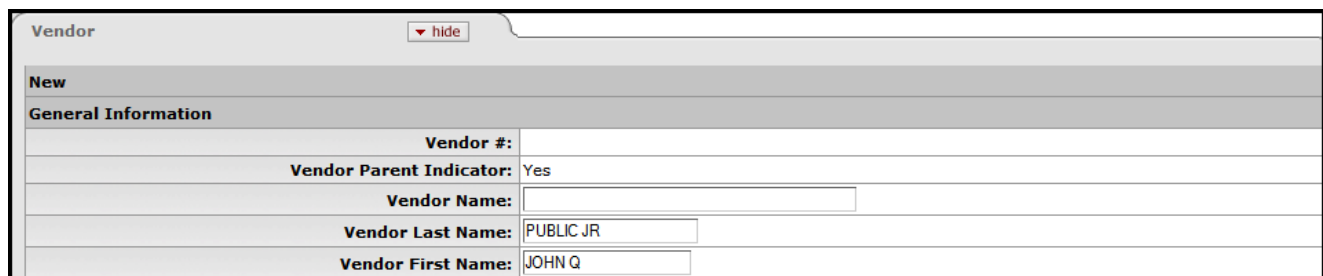
Document Overview

1. Description - (Required) Enter a business related description. This field allows up to 40 characters. The Vendor eDoc Description field is required and should use the following naming conventions which are dependent on the purpose of the eDoc submission. Uppercase or lowercase is accepted in this tab.
 - a. New Vendor: FO #-NEW Vendor Name or Last Name. Example: 060-NEW Hawaii Gas or 060-NEW Smith.
 - b. New Vendor (Foreign): FO #-NRA Vendor Name or Last Name. Example: 060-NRA Viceroy India or 060-NRA Smith.
 - c. Edit Vendor: FO #-EDIT Vendor Name or Vendor #. Example: 060-EDIT Hawaii Gas or 060-EDIT 1904-0.
 - d. Edit Vendor (Foreign): FO #-NRA EDIT Vendor Last Name or Vendor #. Example: 060- NRA EDIT SMITH or 060-NRA EDIT 15678-0
 - e. Create Division: FO #-DIV Vendor Name or Vendor #. Example: 060-DIV Hawaii Gas or 060-DIV 1904-0
 - f. Create Division (Foreign): FO #-NRA DIV Vendor Name or Vendor #. Example: 060-NRA DIV Univ of Victoria Press or 060-NRA DIV 15678-0
 - g. Create Refund Vendor: FO #-REF Last Name. Example: 060-REF Smith
2. Explanation – (Required by Disbursing Office). Enter a more detailed description. Describe what you want accomplished. A detailed explanation will help the vendor reviewer understand what you want done. Failure to explain may lead to the vendor reviewer disapproving your request. This field will accommodate up to 400 spaces.
3. Organization Document Number – (Optional) Use for department reference. This field is 10 spaces.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).

Vendor Tab (General Information, Corporate Information and Detail Information)

General Information



The screenshot shows a web form titled "Vendor" with a "hide" button. Below the title is a "New" button. The "General Information" section contains the following fields:

Vendor #:	
Vendor Parent Indicator:	Yes
Vendor Name:	
Vendor Last Name:	PUBLIC JR
Vendor First Name:	JOHN Q

1. Vendor # - A unique, system-generated number that identifies this vendor, assigned at the time the eDoc is approved.
2. Vendor Parent Indicator - System generated, "Yes" indicates that the particular vendor is the parent vendor for one or more Divisions (children).
3. Vendor Name – (Required if a company or business) This field is used for business or company names. Do not use Individual names unless it is a name of a business, e.g., JACK RUSSELL PHOTOGRAPHY. This field is 45 spaces.

4. Vendor Last Name – (Required if an individual and if Vendor Name field is blank.) If individual’s name contains a suffix, e.g., “JR”, enter suffix after individual’s last name, e.g., “PUBLIC JR”. This field is 22 spaces.
5. Vendor First Name – (Required if an individual and if Vendor Name field is blank.) If the individual’s name contains middle initials, e.g., “Q”, enter after the individual’s first name, e.g., “JOHN Q”. This field is 21 spaces.
6. For naming convention guidelines, refer to KFS Vendor Rules, Vendor Name, Address Conventions, and Common Abbreviations appendices at the end of this document.
7. Except for the preceding Document Overview tab and only in the vendor eDoc, all vendor tabs will convert lowercase font to uppercase automatically.

Corporate Information

Corporate Information	
* Vendor Type:	<input type="text"/>
* Is this a foreign vendor:	<input type="text" value="No"/>
Tax Number:	<input type="text"/>
TIN Name:	<input type="text"/>
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	<input type="text"/>
Ownership Type Category:	<input type="text"/>
W-9 Received:	<input type="text"/>
W-9 Signed Date:	<input type="text"/>
W-8 Received:	<input type="text"/>
W-8 Signed Date:	<input type="text"/>
W-8 Type:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/>
GIIN Code:	<input type="text"/>
Foreign Tax Id:	<input type="text"/>
Date of Birth:	<input type="text"/>
Chapter 3 Status Code:	<input type="text"/>
Chapter 4 Status Code:	<input type="text"/>
Backup Withholding Begin Date:	<input type="text"/>
Backup Withholding End Date:	<input type="text"/>
Debarred:	<input type="text"/>

8. Vendor Type – (Required) Select the appropriate vendor type from the Vendor Type list, either Disbursement Voucher or Refund vendor type. In most cases, you will choose Disbursement Voucher as the vendor type. Refund vendor types are established for one-time payments to UH payees. For example, when an UH event is cancelled, refunds must be given to ticket purchasers. Do not confuse "refund" with "reimbursement", i.e., if you create a vendor code for a student as Refund, KFS will not allow a reimbursement payment to that student on the disbursement voucher. In all cases, if the tax number is available, select Disbursement Voucher as the vendor type as this provides more flexibility in making payment. Example screenshot below.

Corporate Information	
* Vendor Type:	<input type="text" value=""/>
* Is this a foreign vendor:	<input type="text" value=""/>
Tax Number:	DV - DISBURSEMENT VOUCHER RF - REFUND
TIN Name:	<input type="text" value=""/>
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	<input type="text" value=""/>
Ownership Type Category:	<input type="text" value=""/>
W-9 Received:	<input type="text" value=""/>
W-9 Signed Date:	<input type="text" value=""/>
W-8 Received:	<input type="text" value=""/>
W-8 Signed Date:	<input type="text" value=""/>
W-8 Type:	<input type="text" value=""/>
Country of Incorporation/Citizenship:	<input type="text" value=""/>
GIIN Code:	<input type="text" value=""/>
Foreign Tax Id:	<input type="text" value=""/>
Date of Birth:	<input type="text" value=""/>
Chapter 3 Status Code:	<input type="text" value=""/>
Chapter 4 Status Code:	<input type="text" value=""/>
Backup Withholding Begin Date:	<input type="text" value=""/>
Backup Withholding End Date:	<input type="text" value=""/>
Debarred:	<input type="text" value=""/>

9. Is this a foreign vendor - (Required) “No” indicates that the vendor is not identified as foreign. “Yes” indicates that this vendor is identified as foreign and will route the eDoc to the Tax Manager for review. The basis for determining foreign vendors is to first look at the supporting documentation provided.
 - a. For individuals. Have individuals complete a WH-1, University of Hawaii Statement of Citizenship and Federal Tax Status form. In the WH-1’s Section A. Personal Information, 1. General Information:
 - i. The individual is not considered foreign if he/she enters “USA” in both the WH-1’s Country of Citizenship and Country of Residence for Tax Purpose fields.
 - ii. The individual is considered to be foreign if he/she enters a country name other than “USA” in the WH-1’s Country of Citizenship or Country of Residence for Tax Purpose fields.
 - b. For companies (businesses).
 - i. If the vendor has a USA address, the vendor is not considered foreign. Obtain from the vendor a W-9, Request for Taxpayer Identification Number (TIN) and Certification (US Entities or Resident Aliens).
 - ii. If the vendor has a foreign address, the vendor is considered foreign. Obtain from the vendor an IRS Form W-8BEN-E, Certificate of Status of Beneficial Owner for US Tax Withholding and Reporting.
10. Tax Number - This information is required for US vendors and contains nine spaces. The appropriate form should be attached to certify Taxpayer Identification Number (TIN):
 - a. For US entities: (companies) IRS Form W-9, Request for Taxpayer Identification Number and Certification.
 - b. For US individuals: WH-1, Statement of Citizenship and Federal Tax Status.

- c. For foreign entities: IRS Form W-8BEN-E, Certificate of Foreign Status of Beneficial Owner of United State Tax Withholding and Reporting (Entities).
 - d. For foreign individuals: WH-1, Statement of Citizenship and Federal Tax Status or IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner of United State Tax Withholding and Reporting.
 - e. A tax number is not required for Refund vendor types.
 - f. Although a tax number is not required for foreign vendors, it should be entered into KFS if available for potential tax exemption.
 - g. The Tax Number field contains sensitive data and will be masked, i.e., only displays the last four digits. Only the Disbursing Vendor reviewers can view the entered tax number.
11. TIN Name – (Optional) The business or personal name from the IRS W-9 tax form. The TIN Name field is used for sole proprietor vendors. (See *Special Case – Sole Proprietor* for more information on sole proprietors.) This field contains 40 spaces.
 12. Tax Number Type - Tax Number Type describes the tax number entered in Tax Number field. Either FEIN (Federal Employer Identification Number) or SSN (Social Security Number) or None. Select "None" only for Refund or foreign vendors. (For foreign vendors, if the tax number is available, enter into KFS and select “FEIN’ for foreign company and “SSN” for foreign individual.)
 13. Ownership Type - (Required) Examples: Corporation, Non-Profit, and Sole Proprietor. The ownership type is found on the tax document, i.e., W-9 submitted and certified by the vendor. Example screenshot below.

Corporate Information	
* Vendor Type:	<input type="text"/>
* Is this a foreign vendor:	No <input type="text"/>
Tax Number:	<input type="text"/>
TIN Name:	<input type="text"/>
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	<input type="text"/>
Ownership Type Category:	<div style="border: 1px solid blue; background-color: #e6f2ff; padding: 2px;"> CORPORATION ESTATE/TRUST GOVERNMENT INDIVIDUAL/SOLE PROPRIETOR NON-PROFIT PARTNERSHIP/LLC/LLP S-CORPORATION INTERNATIONAL ORGANIZATION POSTDOCS </div>
W-9 Received:	<input type="text"/>
W-9 Signed Date:	<input type="text"/>
W-8 Received:	<input type="text"/>
W-8 Signed Date:	<input type="text"/>
W-8 Type:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/>
GIIN Code:	<input type="text"/>
Foreign Tax Id:	<input type="text"/>
Date of Birth:	<input type="text"/>
Chapter 3 Status Code:	<input type="text"/>
Chapter 4 Status Code:	<input type="text"/>
Backup Withholding Begin Date:	<input type="text"/>
Backup Withholding End Date:	<input type="text"/>
Debarred:	<input type="text"/>

14. Ownership Type Category- The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides, e.g., Health Care Services or Legal Services.
15. W-9 Received – A W-9 will be required for most vendors before they are approved for use. If no W-9 is provided, leave this field blank, i.e., do not enter “Yes” or “No”. If “Yes”, W-9 Signed Date is required and must be completed.

- 16. W-9 Signed Date – Enter the month, day and year (2 or 4 digit year accepted) the form was signed. You may use the calendar icon to select the date or enter the numbers without slashes. The system will display the date with slashes. Required, if W-9 Received field = “Yes”.
- 17. W-8 Received - A W-8 will be required for foreign vendors before they are approved for use. If no W-8 is provided, leave this field blank, i.e., do not enter “Yes” or “No”. If “Yes”, W-8 Signed Date is required and must be completed.
- 18. W-8 Signed Date – Enter the month, day and year (2 or 4 digit year accepted) the form was signed. You may use the calendar icon to select the date or enter the numbers without slashes. The system will display the date with slashes. Required, if W-8 Received field = “Yes”.

Corporate Information	
* Vendor Type:	DV - DISBURSEMENT VOUCHER
* Is this a foreign vendor:	Yes
Tax Number:	
TIN Name:	
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	INDIVIDUAL/SOLE PROPRIETOR
Ownership Type Category:	
W-9 Received:	Yes
W-9 Signed Date:	
W-8 Received:	
W-8 Signed Date:	
W-8 Type:	<div style="border: 1px solid black; padding: 2px;"> <input type="text"/> <ul style="list-style-type: none"> W-8BEN W-8BEN-E W-8ECI W-8EXP W-8IMY </div>
Country of Incorporation/Citizenship:	
GIIN Code:	
Foreign Tax Id:	
Date of Birth:	
Chapter 3 Status Code:	
Chapter 4 Status Code:	
Backup Withholding Begin Date:	
Backup Withholding End Date:	
Debarred:	

- 19. W-8 Type – Select the appropriate W-8 type – W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, W-8IMY. Certain types of foreign vendors may be required to have a W-8BEN on file before they are approved for use. If no W-8BEN is provided, leave blank. (Other IRS W-8 forms that may be provided by the vendor include W-8BEN-E and W-8EXP.) If “Yes” is selected for W-8 Received, this field is required and must be completed.

Corporate Information	
* Vendor Type:	DV - DISBURSEMENT VOUCHER
* Is this a foreign vendor:	Yes
Tax Number:	
TIN Name:	
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	INDIVIDUAL/SOLE PROPRIETOR
Ownership Type Category:	
W-9 Received:	
W-9 Signed Date:	
W-8 Received:	
W-8 Signed Date:	
W-8 Type:	
Country of Incorporation/Citizenship:	
GIIN Code:	
Foreign Tax Id:	
Date of Birth:	
Chapter 3 Status Code:	
Chapter 4 Status Code:	
Backup Withholding Begin Date:	
Backup Withholding End Date:	
Debarred:	

20. Country of Incorporation/Citizenship - Select appropriate country or citizenship of vendor. If "Yes" is selected for W-8 Received, this field is required and must be completed.
21. GIIN – Enter the Global Intermediary Identification Number, if known.
22. Foreign Tax Id – (Optional) – Information listed by the company as their tax ID number on the W-8_BEN-E form
23. Date of Birth – Enter the month, day and year (2 or 4 digit year accepted) of the individual, if known. You may use the calendar icon to select the date or enter the numbers without slashes. The system will display the date with slashes.
24. Chapter 3 Status Code – Leave blank.
25. Chapter 4 Status Code – Leave blank.
26. Backup Withholding Begin Date - This field is informational only.
27. Backup Withholding End Date - This field is informational only.
28. Debarred - For Central Office use only. This designation indicates that the University of Hawaii has been barred from doing business with this vendor by the state or federal government. "Yes" in this field will prevent a requisition to the vendor from being processed. Information in the Notes and Attachments tab will indicate why the vendor was debarred and/or the source of the information.

Detail Information (Optional)

(The Disbursing Office will not use this tab. Example screenshot below.)

Detail Information	
Payment Terms:	<input type="text"/> ▼ 🔍
Pre-Payment:	<input type="text"/> ▼
Credit Card:	<input type="text"/> ▼
Taxable Indicator:	<input type="checkbox"/>
Minimum Order Amount:	<input type="text"/>
Shipping Title:	<input type="text"/> ▼ 🔍
Shipping Payment Terms:	<input type="text"/> ▼ 🔍
DUNS Number:	<input type="text"/>
Vendor URL:	<input type="text"/>
Confirmation:	<input type="text"/> ▼
Sold To Vendor Number:	<input type="text"/> 🔍
Sold To Vendor Name:	<input type="text"/>
Restricted:	<input type="text"/> ▼
Restricted Date:	<input type="text"/>
Restricted Person Name:	<input type="text"/>
Restricted By Principal Name:	-
Restricted Reason:	<input type="text"/>
Remit Name:	<input type="text"/>
Active Indicator:	<input checked="" type="checkbox"/>
Inactive Reason:	<input type="text"/> ▼ 🔍

Address Tab

The Address tab collects address information for a vendor. There are two types of address types: Purchase Order for mailing purchase orders and Remit for remittance of payments. **However, the Disbursing Office recommends selecting Remit address type for all vendor requests.** At UH, Remit addresses can be used on the disbursement voucher, requisition, purchase order, and payment request eDocs. The Purchase Order address can only be used on the requisition; so it is not as flexible as the Remit address.

Purchase Order addresses may be added to the vendor record if a different address is used for ordering. The Remit address is the default address when creating a requisition; however, if a Purchase Order address has been added, the address can be changed to select the purchase order address.

Also, if a Purchase Order address has not been added at the time the vendor was created, you can manually overwrite the remit address on the REQ/PO eDoc and enter the desired order address in place of the remit address. (Not to confuse you, please remember, do not **overwrite** the remit address in the vendor record as there may be payments that are in process.) Example screenshot below.

Address ▼ hide

New Address

* Address Type:	<input type="text" value="REMIT"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text" value="PURCHASE ORDER"/>
* City:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>
Province:	<input type="text"/>
* Country:	<input type="text"/>
Attention:	<input type="text"/>
URL:	<input type="text"/>
Vendor Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>
Set as Default Address:	<input type="text" value="No"/>
Active Indicator:	<input checked="" type="checkbox"/>

New Address

1. Address Type – (Required) Select an address type, Remit or Purchase Order. Select Remit as this provides the most flexibility, i.e., can be used on disbursement voucher, requisition, purchase order, and payment request eDocs. Purchase Order addresses can only be used on requisitions. All vendors must have at least one default Remit address. Multiple Remit addresses are permitted.
2. Address 1 – (Required) Enter the first line of the address information. This field is 45 spaces.
3. Address 2 – (Optional) Enter the second line of the address information. This field is 45 spaces.
4. City – (Required) Enter the City name. This field is 45 spaces.
5. State – (Required) Enter the state where the vendor is located: applies to U.S. addresses only.
6. Postal Code - Postal code for this address. This field is 20 spaces.
 - a. Required when United States is selected as the Country.
 - b. If you receive an error message, "Postal Code Not Found", submit a trouble ticket with a request to add the postal code to KFS. Provide the City, State and Postal Code in the trouble ticket.
 - c. For foreign postal codes, please do not include any space, hyphen, or dashes. For example, Asian postal codes traditionally have a hyphen separating the postal code, e.g., "100-0023". Please input only the numbers without the hyphen, e.g., "1000023". United Kingdom and Canadian postal codes have a space between alphas and numbers, e.g., K1N 0M3. Enter into KFS without any spaces. This postal code in KFS would look like "K1N0M3".
7. Province - Province name for this address. This is required for Canadian provinces. This field is 45 spaces.
8. Country – (Required) Country where the vendor is located.
9. Attention – (Optional) If applicable, indicates to whom relevant materials should be directed. This field is 45 spaces.
10. URL – (Optional) If applicable, enter the URL associated with a vendor address. This field is 50 spaces.
11. Vendor Fax Number – (Optional) If applicable, enter the vendor fax number. This field is 14 spaces. The fax number should be formatted as ###-###-####.
12. Email Address – (Optional) If applicable, enter an appropriate email address. This field is 50 spaces.
13. Set as Default Address – Check if default address. Every vendor must have one default address.

14. Click Add to save this address. When done adding this address, you may enter additional addresses. Be aware that if you forget to click the Add button, you will receive a message: "4 Error(s) Found on Page. Vendors with vendor type of DV must have address type of RM. Address 1 is a required field. City is a required field. Country is a required field." Click the Add button to add address.

New Default Address (Set as Campus Default)

15. **Do not use this tab.** Keep the New Default Address section blank. Do not add or set the campus default. The New Default Address tab appears after the remit address is added.

The screenshot shows a form titled "New Default Address". It contains a dropdown menu labeled "* Set as campus default for:" with a search icon to its right. Below this is a checkbox labeled "Active Indicator:" which is checked. At the bottom of the form is a button labeled "add".

Notes and Attachments Tab

The screenshot shows a tab titled "Notes and Attachments (1)" with a "hide" button. Below the tab is a table with the following columns: "Posted Timestamp", "Author", "* Note Text", "Attached File", and "Actions". The "Attached File" column contains a "Browse..." button and the text "No file selected.". There is also a "CANCEL" button below the "Attached File" column and an "add" button in the "Actions" column.

1. Enter any relevant notes or attachments and click Add to add them to the document. For attachments, they must be legible otherwise your request will be disapproved. The preferred format is PDF. Attachments may include:
 - a. For US individuals. Obtain from the individual and attach a WH-1, *University of Hawaii Statement of Citizenship and Federal Tax Status* form. These are individuals who entered "USA" in both the WH-1's Country of Citizenship and Country of Residence for Tax Purpose fields.
 - b. For foreign individuals. Obtain from the individual and attach a WH-1, *University of Hawaii Statement of Citizenship and Federal Tax Status* form. These are individuals who entered a country name other than "USA" in the WH-1's Country of Citizenship or Country of Residence for Tax Purpose fields. In addition to the WH-1, the following forms should also be attached as applicable. (For requests to create foreign vendors, send hard copies of supporting documents to the Disbursing Office.)
 - i. For all foreign individuals – Electronic I-94, if available from URL: <https://i94.cbp.dhs.gov/>, or copy of custom's oval stamp with date of entry in the US on passport page.
 - ii. For foreign company - W8-BEN, W-8BEN-E or W8-EXP. (May include US tax number) Also include a copy of the invoice that includes the vendor's remittance address.
 - iii. For J-1 Visa holder - copy of DS-2019.
 - iv. For B Visa holder - copy of DISB-45.
 - v. For F-1 Visa holder, copy of I-20.

- vi. Copy of IRS Form 8233 if performing services as independent contractor. (IRS Form 8233 used to exempt foreigner from taxes if there is a tax treaty with their country and they possess an US tax number. See IRS Pub 901, US Tax Treaties, for more information.)
 - c. For US companies. Obtain from the vendor and attach IRS Form W-9, *Request for Taxpayer Identification Number (TIN) and Certification (US Entities or Resident Aliens)*. These are vendors who have a USA address.
 - d. For foreign companies. Obtain from the vendor and attach IRS Form W-8BEN-E, *Certificate of Status of Beneficial Owner for US Tax Withholding and Reporting*. These are vendors who have a foreign address.
2. Invoices. Attach invoices if available. Disbursing's Vendor Reviewers will use the invoice to verify the remit address. This is because sometimes the address from the IRS Form W-9 is different from the invoice. By attaching the invoice, this may save you from editing and entering another remit address in the future and avoid possible payment delays.
 3. The vendor eDoc Notes and Attachments tab also works differently from other KFS eDocs.
 - a. Due to security reasons, attachment and notes are not viewable from the vendor eDoc. Only the Disbursing Vendor Reviewers are allowed to view all attachment and notes.
 - b. The Notes and Attachments tab will incrementally increase as you add attachment and notes. KFS adds a note when the vendor eDoc is created so the tab begins with one (1) note. As you add attachments and notes, the number will increment. So "(2)" signifies that you have added one attachment or note, "(3)" there are two attachment or notes, "(4)" there are three attachment or notes, and so on.
 - c. Most KFS eDocs, if disapproved, the disapproval reason is displayed in the Notes and Attachments and Route Log tabs. However, the vendor eDoc disapproval reason is ONLY shown in the Route Log tab. So you need to open the Route Log tab to view the disapproval reason.

NOTE: Up to this point, we have explained 4 tabs that must be used in the creation of a new vendor. The remaining 11 tabs are either not used or are optional at this time but are shown below for your information. The 11 tabs are: NRA Extended Attributes, Contact, Supplier Diversity, Shipping Special Conditions, Vendor Commodity Codes, Search Alias, Vendor Phone Number, Customer Number, Contracts, Ad Hoc Recipients, and Route Log.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).

Ad Hoc Recipients Tab

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).

NRA Extended Attributes Tab

(This tab is completed by the Disbursing Tax Manager.)

Changes to the NRA Extended Attributes tab will be reviewed by the Tax Manager. (Note: NRA values will be populated to the PREQ and DV payment Non Resident Alien Tax tabs.)

NRA Extended Attributes	
<input type="button" value="hide"/>	
New	
Visa Type:	<input type="text"/>
Recipient Country Code:	<input type="text"/>
Income Code:	<input type="text"/>
Tax Rate:	<input type="text"/>
Exemption Code:	<input type="text"/>
Withholding Reason:	<input type="text"/>
Last Update Date:	<input type="text"/>

Contact Tab

(The Disbursing Office will not use this tab.)

The Contact tab collects contact information for a vendor. There are different types of contacts, such as sales, technical, and customer service representatives. Sample of screen is shown below.

Contact	
<input type="button" value="hide"/>	
New Contact	
* Contact Type:	<input type="text"/>
* Name:	<input type="text"/>
Email Address:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>
Province:	<input type="text"/>
Country:	<input type="text"/>
Attention:	<input type="text"/>
Comments:	<input type="text"/>
Active Indicator:	<input checked="" type="checkbox"/>
<input type="button" value="add"/>	

Supplier Diversity Tab

(The Disbursing Office will not use this 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 that may be based on size (small business), ownership (woman or minority owned), and/or geographical location (local). Sample of screen is shown below.

Su;;i

The screenshot shows a web interface for the 'Supplier Diversity' tab. At the top, there is a header 'Supplier Diversity' with a 'hide' button. Below this is a section titled 'New Supplier Diversity'. It contains a form with the following fields: '* Supplier Diversity:' (a dropdown menu with a search icon), 'Active Indicator:' (a checked checkbox), and an 'add' button. Below this section is another section titled 'Shipping Special Conditions' with a 'hide' button. It contains a form with the following fields: '* Shipping Special Condition:' (a dropdown menu with a search icon), 'Active Indicator:' (a checked checkbox), and an 'add' button.

Shipping Special Conditions Tab

(The Disbursing Office will not use this 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, e.g., Radioactive, Hazmat, or Live Animal. Sample of screen is shown below.

The screenshot shows a web interface for the 'Shipping Special Conditions' tab. At the top, there is a header 'Shipping Special Conditions' with a 'hide' button. Below this is a section titled 'New Shipping Special Condition'. It contains a form with the following fields: '* Shipping Special Condition:' (a dropdown menu with a search icon), 'Active Indicator:' (a checked checkbox), and an 'add' button.

Vendor Commodity Codes Tab

(The Disbursing Office will not use this tab.)

The Vendor Commodity Codes tab allows commodity codes to be listed for a vendor. 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. Sample of screen is shown below.

Vendor Commodity Codes ▼ hide

New Vendor Commodity Code

Commodity Code: 🔍

Commodity Default Indicator:

Active Indicator:

Search Alias Tab

(The Disbursing Office will use this tab when necessary.)

Search Alias tab is used to define other names that may be used when searching for this vendor. Example of screenshot below.

Search Alias ▼ hide

New Search Alias

* Search Alias Name:

Active Indicator:

(Note: Vendor #20151-0 "INTL READING ASSN". Without an alias, if a user searched for this vendor and typed "Inter*" or "*Reading Assoc*", KFS would not return any results. To make the search easier, an alias was created "INTERNATIONAL READING ASSOCIATION". Now with the alias, the user may search with wildcards by entering "Inter*" or "*Reading Assoc*" and KFS will return vendor INTL READING ASSN. See search result in screenshot below.)

Vendor Lookup create new

* required field

Vendor Name:

Tax Number:

Vendor #:

Active Indicator: Yes No Both

Vendor Type: 🔍

State:

Commodity Code: 🔍

Supplier Diversity: 🔍

One item retrieved.

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
edit create division	INTL READING ASSN	INTERNATIONAL READING ASSOCIATION	20151-0	Yes	DV	DELAWARE		vendorSupplierDiversities=[]

Vendor Phone Number Tab

(The Disbursing Office will use this tab when necessary.)

The Vendor Phone Number tab collects phone numbers for this vendor. It may be used to define various types of phone numbers. Phone numbers should be entered as ###-###-####. Sample of screen is shown below.

The screenshot shows a web interface for adding a new phone number. At the top, there is a tab labeled "Vendor Phone Number" with a "hide" button. Below the tab is a section titled "New Phone Numbers". The form contains the following fields: "* Phone Type:" with a dropdown menu and a search icon; "* Phone Number:" with a text input field; "Extension:" with a text input field; and "Active Indicator:" with a checked checkbox. An "add" button is located at the bottom right of the form.

Customer Number Tab

(The Disbursing Office will not use this tab.)

The Customer Number tab collects information about numbers the vendor uses to identify University of Hawaii as a customer. Sample of screen is shown below.

The screenshot shows a web interface for adding a new customer number. At the top, there is a tab labeled "Customer Number" with a "hide" button. Below the tab is a section titled "New Customer Numbers". The form contains the following fields: "* Customer #:" with a text input field; "* Chart Code:" with a dropdown menu and a search icon; "Organization Code:" with a text input field and a search icon; and "Active Indicator:" with a checked checkbox. An "add" button is located at the bottom right of the form.

Contracts Tab

(The Disbursing Office will not use this tab.)

The Contracts tab collects information about contracts with our vendors. 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. However, the Contracts tab is viewable only by the members of the KFS-PURAP Purchasing Processor role. Sample of screen is shown below.

The screenshot shows a web application window titled "Contracts" with a "hide" button. Below the title bar is a section labeled "New Contract" containing a form with the following fields and controls:

- * Contract Name: Text input field
- * Description: Text input field
- * Campus: Dropdown menu with a search icon
- * Begin Date: Date picker
- * End Date: Date picker
- * Contract Manager: Dropdown menu with a search icon
- * PO Cost Source: Dropdown menu with a search icon
- * B2B Contract: Dropdown menu with "No" selected
- * Payment Terms: Dropdown menu with a search icon
- Shipping Terms: Dropdown menu with a search icon
- Shipping Title: Dropdown menu with a search icon
- Extension Option Date: Date picker
- Default APO Limit: Text input field
- Active Indicator: Checked checkbox

An "add" button is located at the bottom right of the form area.

Editing an Existing Vendor

When you retrieve a vendor, you will see “edit” and “create division” in the Vendor Lookup screen’s Actions column. In the screenshot below, a vendor number was used to search and find vendor 17051-1, Dept of Education. This vendor is considered the “parent” because in the Actions column, you’ll find the Edit and Create Division options. The Create Division option is only available for the “parent” vendor. All vendor records may be edited. (See arrows.) This vendor has one parent and 249 children. We’ll start with Create a Division, then Edit a vendor.

Vendor Lookup ?
Backdoor Id mshannon is in use
create new

* required field

Vendor Name:	<input style="width: 90%;" type="text"/>
Tax Number:	<input style="width: 90%;" type="text"/>
Vendor #:	<input style="width: 90%; border: 1px solid gray;" type="text" value="17051"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input style="width: 90%;" type="text"/> ▼ 🔍
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

250 Items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; pointer-events: none;"> </div>	DEPT OF EDUCATION	PO BOX 2360 HONOLULU HI US PO BOX 630630 LANAI CITY HI US 3633 WAIALAE AVE RM B202 HONOLULU HI US		17051-1	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM ARTHUR W. RADFORD HIGH	4361 SALT LAKE BLVD HONOLULU HI US	RADFORD HIGH SCHOOL	17051-238	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM CHESTER W NIMITZ ELEM SCHL	520 MAIN STREET HONOLULU HI US		17051-241	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AHUIMANU ELEMENTARY SCHOOL	47-470 HUI AEKO PL KANEHOE HI US		17051-42	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AIEA ELEMENTARY SCHOOL	99-370 MOANALUA RD AIEA HI US		17051-46	DV	REMIT	Yes

Vendor Maintenance User Guide

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Create a Division

Division refers to group entities under the same corporate office with the same Tax Number (parent vendor). This feature might be used to add information about separate divisions or branches without having to duplicate the corporate information. This option is available only for parent vendors, i.e., vendors for which the Vendor Parent Indicator on the vendor tab is set to “Yes”. A Division will normally have a different name from the parent.

Note: In order to be recognized as a Division, the child must use the same tax number as the parent.

Vendor Lookup ?
Backdoor Id mshannon is in use
create new

* required field

Vendor Name:	<input style="width: 90%;" type="text"/>
Tax Number:	<input style="width: 90%;" type="text"/>
Vendor #:	<input style="width: 90%;" type="text" value="17051"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input style="width: 90%;" type="text"/> 🔍
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

250 Items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	DEPT OF EDUCATION	PO BOX 2360 HONOLULU HI US PO BOX 630630 LANAI CITY HI US 3633 WAIALAE AVE RM B202 HONOLULU HI US		17051-1	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM ARTHUR W. RADFORD HIGH	4361 SALT LAKE BLVD HONOLULU HI US	RADFORD HIGH SCHOOL	17051-238	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM CHESTER W NIMITZ ELEM SCHL	520 MAIN STREET HONOLULU HI US		17051-241	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AHUIMANU ELEMENTARY SCHOOL	47-470 HUI AEKO PL KANEOHE HI US		17051-42	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AIEA ELEMENTARY SCHOOL	99-370 MOANALUA RD AIEA HI US		17051-46	DV	REMIT	Yes
edit	DEPT OF EDUCATION > AIEA HIGH SCHOOL	98-1276 ULUNE ST AIEA HI US		17051-47	DV	REMIT	Yes

From the Vendor Lookup search results screen, click Create Division. You should see the screen below. In this example, we’re adding the “Duke Kahanamoku Elementary School” as a division to its parent, Dept of Education.

Document Overview ▼ hide

Document Overview

* Description: 001- DIV DEPT OF EDUCATION → Explanation: ADD DIVISION TO DEPT OF EDUCATION
NEW DIVISION IS DUKE KAHANAMOKU ELEMENTARY SCHOOL

Organization Document Number:

Vendor ▼ hide

New

General Information

Vendor #:

Vendor Parent Indicator: No →

Vendor Parent Name: DEPT OF EDUCATION

Vendor Name: DUKE KAHANAMOKU ELEMENTARY SCHOOL

Vendor Last Name:

Vendor First Name:

Corporate Information

Vendor Type: DV - DISBURSEMENT VOUCHER

Is this a foreign vendor: No

Tax Number: *****6482

TIN Name: DEPT OF EDUCATION

Tax Number Type: FEIN

Ownership Type: GOVERNMENT

Ownership Type Category:

W-9 Received:

W-9 Signed Date:

W-8 Received:

W-8 Signed Date:

W-8 Type:

Country of Incorporation/Citizenship:

GIIN Code: *****

Foreign Tax Id: *****

Date of Birth: *****

Chapter 3 Status Code:

Chapter 4 Status Code:

Backup Withholding Begin Date:

Backup Withholding End Date:

Debarred:

Detail Information

Payment Terms:

Inactive Reason:

Address ▼ hide

New Address →

* Address Type: RM - REMIT

* Address 1: 222 MAHALO ST

Address 2:

* City: HONOLULU

State: HI

Postal Code: 96815

Province:

* Country: UNITED STATES

Attention:

URL:

Vendor Fax Number:

Email Address:

Set as Default Address: Yes

Active Indicator:

NRA Extended Attributes ▶ show

1. Description – (Required) you must always enter a description. Use naming convention for Division: FO #-DIV Vendor Name or Vendor #. In this example, you can use either 001-DIV DEPT OF EDUCATION or 001-DIV 17051-1. If you receive the error, “W-9 Signed Date is required if W-9 Received is Yes,” you will need to EDIT the parent vendor record first.
2. Keep Parent Indicator set at “No”. This will create a division of the parent you selected on the search results.

3. Enter the vendor's name in the appropriate name field and then go to the Address tab.

Address ▼ hide

New Address

* Address Type: RM - REMIT

* Address 1: 222 MAHALO ST

Address 2:

* City: HONOLULU

State: HI

Postal Code: 96815

Province:

* Country: UNITED STATES

Attention:

URL:

Vendor Fax Number:

Email Address:

Set as Default Address: Yes

Active Indicator:

add

NRA Extended Attributes ▼ hide

4. Enter the Division's address information in the Address tab.
5. Click Add to add the address.
6. Click Submit to route to the Vendor Reviewer.

Edit a Vendor

In most cases, to Edit a vendor is to add a new, more current address. When the Edit link is clicked, KFS will show side-by-side the vendor’s “old” and “new” information. Users should use the new side to add new addresses. Currently, Disbursing is allowing “small” changes to an existing address such that a new address doesn’t need to be added. For example, if the address change is only to add an apartment or suite number, go to the existing address and only add the apartment or suite number. In this case, adding a new address is not necessary. For new addresses that are different than the old address, add a new address instead of changing the existing address.

To begin a vendor edit, search for the vendor. In this example, we again used Dept of Education and search by its Tax Number.

Vendor Lookup ?
Backdoor Id mshannon is in use
create new

* required field

Vendor Name:	<input style="width: 90%;" type="text"/>
Tax Number:	<input style="width: 90%;" type="text"/>
Vendor #:	<input style="width: 90%;" type="text" value="17051"/>
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input style="width: 90%;" type="text"/> ▼ 🔍
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

251 items retrieved, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Actions	Vendor Name	Address	Search Alias	Vendor #	Vendor Type	Address Type Description	Active Indicator
edit create division	DEPT OF EDUCATION	PO BOX 2360 HONOLULU HI US PO BOX 630630 LANAI CITY HI US 3633 WAIALAE AVE RM B202 HONOLULU HI US		17051-1	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM ARTHUR W. RADFORD HIGH	4361 SALT LAKE BLVD HONOLULU HI US	RADFORD HIGH SCHOOL	17051-238	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ADM CHESTER W NIMITZ ELEM SCHL	520 MAIN STREET HONOLULU HI US		17051-241	DV	REMIT	Yes
edit	DEPT OF EDUCATION > CHIEFESS KAMAHAHELEI MIDDLE SCHOOL	4431 NUHOU STREET LIHUE HI US		17051-124	DV	REMIT	Yes
edit	DEPT OF EDUCATION > DANIEL K INOUYE ELEMENTARY SCHOOL	WAIANA E & AYERS AVE WAHIAWA HI US		17051-23	DV	REMIT	Yes
edit	DEPT OF EDUCATION > DEPT OF EDUCATION	ATTN: REPROGRAPHIC SECTION 638 PENSACOLA STREET HONOLULU HI US	REPROGRAPHIC SECTION	17051-213	DV	REMIT	Yes
edit	DEPT OF EDUCATION > DUKE KAHANAMOKU ELEMENTARY SCHOOL	222 MAHALO ST HONOLULU HI US		17051-250	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ELEEELE ELEM SCHOOL	PO BOX 38 ELEEELE HI US		17051-28	DV	REMIT	Yes
edit	DEPT OF EDUCATION > ELSIE H WILCOX	4310 HARRY ST LIHUE HI US		17051-	DV	REMIT	Yes

From the Vendor Lookup search results screen, click Edit under the Actions column. Click on Edit. You should see the screen below. In this example, we’re adding a new address for the “Duke Kahanamoku Elementary School”. The new address is “123 ALOHA ST, HONOLULU, HI 96815”.

expand all
collapse all
* required field

Document Overview hide

Document Overview
*** Description:** 001-EDIT DUKE KAHANAMOKU ELEMENTARY SCH
Organization Document Number:
Explanation: ADD NEW REMIT ADDRESS AND SET AS DEFAULT

Vendor hide

Old	New
General Information	
Vendor #: 17051-250	Vendor #: 17051-250
Vendor Parent Indicator: No	Vendor Parent Indicator: <input type="text" value="No"/>
Vendor Parent Name: DEPT OF EDUCATION DUKE KAHANAMOKU ELEMENTARY SCHOOL	Vendor Parent Name: DEPT OF EDUCATION
Vendor Name:	Vendor Name: <input type="text" value="DUKE KAHANAMOKU ELEMENTARY SCHOOL"/>
Vendor Last Name:	Vendor Last Name: <input type="text"/>
Vendor First Name:	Vendor First Name: <input type="text"/>
Corporate Information	
Vendor Type: DV - DISBURSEMENT VOUCHER	Vendor Type: DV - DISBURSEMENT VOUCHER
Is this a foreign vendor: No	Is this a foreign vendor: No
Tax Number: *****6482	Tax Number: *****6482
TIN Name: DEPT OF EDUCATION	TIN Name: DEPT OF EDUCATION
Tax Number Type: FEIN	Tax Number Type: FEIN
Ownership Type: GOVERNMENT	Ownership Type: GOVERNMENT
Ownership Type Category:	Ownership Type Category:
W-9 Received:	W-9 Received:
W-9 Signed Date:	W-9 Signed Date:
W-8 Received:	W-8 Received:
W-8 Signed Date:	W-8 Signed Date:
W-8 Type:	W-8 Type:
Country of Incorporation/Citizenship:	Country of Incorporation/Citizenship:
GIIN Code: *****	GIIN Code: *****
Foreign Tax Id: *****	Foreign Tax Id: *****
Date of Birth: *****	Date of Birth: *****
Chapter 3 Status Code:	Chapter 3 Status Code:
Chapter 4 Status Code:	Chapter 4 Status Code:
Backup Withholding Begin Date:	Backup Withholding Begin Date:
Backup Withholding End Date:	Backup Withholding End Date:
Debarred:	Debarred:

Continuation screenshot from above.

Address hide

New Address

* Address Type: RM - REMIT

* Address 1: 123 ALOHA ST

Address 2:

* City: HONOLULU

State: HI

Postal Code: 96815

Province:

* Country: UNITED STATES

Attention:

URL:

Vendor Fax Number:

Email Address:

Set as Default Address: Yes

Active Indicator:

add

Address (RM - REMIT - HONOLULU)

Old	New
Address Type: <u>RM - REMIT</u>	* Address Type: RM - REMIT
Address 1: <u>222 MAHALO ST</u>	* Address 1: 222 MAHALO ST
Address 2:	Address 2:
City: <u>HONOLULU</u>	* City: HONOLULU
State: <u>HI</u>	State: HI
Postal Code: <u>96815</u>	Postal Code: 96815
Province:	Province:
Country: <u>UNITED STATES</u>	* Country: UNITED STATES
Attention:	Attention:
URL:	URL:
Vendor Fax Number:	Vendor Fax Number:
Email Address:	Email Address:
Set as Default Address: Yes	Set as Default Address: No
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

New Default Address

* Set as campus default for:

Active Indicator:

add

1. Description - (Required) you must always enter a description. Use naming convention for Edit: FO #-EDIT Vendor Name or Vendor #. Example: 001-EDIT DUKE KAHANAMOKU ELEMENTARY SCHOOL or 001-EDIT 17051-250. If you received an error, "W-9 Signed Date is required if W-9 Received is Yes," you will need to EDIT the parent record, update the W-9 Signed date and state the action you are taking in the EXPLANATION field. Sample Explanation text: ADD in W-9 Signed Date ONLY to update parent vendor code first, once approved, then edit the suffix record.
2. Edit the vendor information on the right hand column of the eDoc called "NEW". For "W-9 Signed Date" field, add the date signed.
3. If you are adding a new address, enter the new address information into the New Address section.
4. If the new address should now be the default, set this new address as the Default Address "Yes" and click the Add button to add the address. If you are adding several new addresses, ensure you flag one address as the Default address. You can only have one default Remit address.
5. Also, keep the New Default Address section blank.
6. You may need to change the old address Default Address to "No" if it is no longer the default.

- Do not overwrite the "old" address as payment eDocs may be in process.
- For the new address, please leave the Active Indicator box checked, i.e., do not uncheck this box. By saying this is the active address, this is the address that will be displayed when you create DV or requisitions.

Special Case – Sole Proprietor

The IRS defines a sole proprietor as someone who owns an unincorporated business by himself or herself. Sole proprietors are identified when they check the box on the IRS Form W-9 identifying themselves as a "sole proprietor". The following three examples show how to create a vendor maintenance eDoc for sole proprietors based on information received from the vendor on the IRS Form W-9.

Example #1 Vendor wants his name printed on the check.

In this case, the payee's name, JOE Q PUBLIC, will be printed on the check.

The W-9 displays:

- Name:** Joe Q. Public
- Business Name:** Joe's Appliance Service
- Tax Classification:** Individual/Sole Proprietor
- Taxpayer Identification Number:** 555-55-5555 (SSN)

Form <b style="font-size: 24pt;">W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b style="font-size: 18pt;">Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.											
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. JOE Q PUBLIC												
	2 Business name/disregarded entity name, if different from above JOE'S APPLIANCE SERVICE												
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>											
	5 Address (number, street, and apt. or suite no.) See instructions. 555 WAIKIKI AVE	Requester's name and address (optional)											
	6 City, state, and ZIP code HONOLULU HI 96813												
	7 List account number(s) here (optional)												
Part I Taxpayer Identification Number (TIN)													
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.													
Social security number													
<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> </tr> </table>			5	5	5	-	5	5	-	5	5	5	5
5	5	5	-	5	5	-	5	5	5	5			
or													

Based on the W-9 with SSN, enter data into the vendor maintenance fields:

5. **Vendor Last name:** Public
6. **Vendor First Name:** Joe Q
7. **Tax Number:** 55555555
8. **TIN Name:** (Blank)
9. **Tax Number Type:** SSN
10. **Ownership Type:** Individual/Sole Proprietor
11. (OPTIONAL) **Alias tab->Search Alias Name:** Joes Appliance Service

The screenshot shows the Quali Financial Systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' tabs. Below this, a status bar indicates 'Logged in User: youngm Impersonating User: mshannon'. The main content area displays a 'Vendor' record with the following details:

- Document Overview:**
 - * Description: 001-NEW Public, Joe Q
 - Organization Document Number: [Empty]
 - Explanation: New vendor, Joe Q Public, Sole Proprietor
- Vendor Information:**
 - Vendor #: [Empty]
 - Vendor Parent Indicator: Yes
 - Vendor Name: PUBLIC (highlighted with a red arrow)
 - Vendor Last Name: JOE Q (highlighted with a red arrow)
 - Vendor First Name: [Empty]
- Corporate Information:**
 - * Vendor Type: DV - DISBURSEMENT VOUCHER
 - * Is this a foreign vendor: No
 - Tax Number: 55555555
 - TIN Name: [Empty]
 - Tax Number Type: FEIN SSN NONE
 - * Ownership Type: INDIVIDUAL/SOLE PROPRIETOR
 - Ownership Type Category: [Empty]
 - W-9 Received: Yes

Example #2 Vendor wants his Business Name printed on his check

In this case, the payee's name, JOES APPLIANCE SERVICE, will be printed on the check.

The W-9 displays:

1. **Name:** Joe Q. Public
2. **Business Name:** Joe's Appliance Service
3. **Tax Classification:** Individual/Sole Proprietor
4. **Taxpayer Identification Number:** 99-5678901 (EIN)

Form **W-9**
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
JOE Q PUBLIC

2 Business name/disregarded entity name, if different from above
JOE'S APPLIANCE SERVICE

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
555 WAIKIKI AVE

6 City, state, and ZIP code
HONOLULU HI 96813

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

9	9	-	5	6	7	8	9	0	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Based on this W-9 with EIN, enter in the vendor maintenance fields:

5. **Vendor Name:** JOES APPLIANCE SERVICE
6. **Tax Number:** 995678901
7. **TIN Name:** (Blank)
8. **Tax Number Type:** FEIN
9. **Ownership Type:** Individual/Sole Proprietor
10. (OPTIONAL) **Alias tab->Search Alias Name:** PUBLIC, JOE Q.

Document Overview	
* Description:	001-NEW Public, Joe Q
Organization Document Number:	
Explanation:	New vendor, Joe Q Public, Sole Proprietor
Vendor	
New	
General Information	
Vendor #:	
Vendor Parent Indicator:	Yes
Vendor Name:	JOES APPLIANCE SERVICE
Vendor Last Name:	
Vendor First Name:	
Corporate Information	
* Vendor Type:	DV - DISBURSEMENT VOUCHER
* Is this a foreign vendor:	No
Tax Number:	995678901
TIN Name:	
Tax Number Type:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN <input type="radio"/> NONE
* Ownership Type:	INDIVIDUAL/SOLE PROPRIETOR
Ownership Type Category:	
W-9 Received:	Yes

Example #3 Vendor wants his checks addressed to his business name

(Even though a SSN is displayed on the W-9, the vendor wants his checks addressed to his business name. This W-9 is identical to the one used in Example #1.)

In this case, the payee's name, JOES APPLIANCE SERVICE, will be printed on the check.

The W-9 displays:

1. **Name:** Joe Q. Public
2. **Business Name:** Joe's Appliance Service
3. **Tax Classification:** Individual/Sole Proprietor
4. **Taxpayer Identification Number:** 555-55-5555 (SSN)

Form **W-9**
 (Rev. November 2017)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
 JOE Q PUBLIC

2 Business name/disregarded entity name, if different from above
 JOE'S APPLIANCE SERVICE

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
 555 WAIKIKI AVE

6 City, state, and ZIP code
 HONOLULU, HI 96813

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

5	5	5	-	5	5	-	5	5	5	5
---	---	---	---	---	---	---	---	---	---	---

or

Employer identification number

--	--	--	--	--	--	--	--	--	--	--

Based on the W-9 with SSN, enter data into the vendor maintenance fields:

5. **Vendor Name:** JOES APPLIANCE SERVICE
6. **Tax Number:** 55555555
7. **TIN Name:** PUBLIC, JOE Q
8. **Ownership Type:** Individual/Sole Proprietor

KFS Vendor Business Rules

1. Either Vendor Name or Vendor Last Name and Vendor First Name fields must be completed.
 - a. Vendor Name must be the Company Name and not an individual's name.
 - b. If Vendor Name field is entered, Vendor First Name and Vendor Last Name fields must be blank.
 - c. If Vendor First Name and Vendor Last Name fields have been entered, the Vendor Name field must be blank.
2. Tax number must be 9-digits and cannot be all zeroes (000-00-0000) or all 9's (999-99-9999).
 - a. The first three digits of an SSN cannot be '000'.
 - b. The middle two digits of an SSN cannot be '00'.
 - c. The last four digits of an SSN cannot be '0000'.
 - d. The first two digits of a FEIN cannot be '00'.
 - e. The vendor's Tax Number must be unique unless it is a Division of a parent vendor.
3. Vendors of type 'Disbursement Voucher' must have an address of the type 'Remit'.
 - a. A vendor must have one and only one address marked as a default remit address.
 - b. If a country for an address is 'United States' then state and postal code are required.
4. Phone and fax numbers must be formatted as ###-###-####.

Vendor Name/Address Conventions

Name Field

1. Vendor/Payee names are established according to order forms, invoices or other documentation. Vendor name is limited to 45 characters. Common words are abbreviated rather than words crucial to recognizing the official business name.

Common words are uniformly abbreviated even if the full vendor name is within the 45 character limitation. Refer to the list of Common Abbreviations for vendor names and addresses listed below.

Note: In some exceptional situations, when the vendor name is extremely long, additional word abbreviations may be required to meet the 45 character limitation.

Note: IRS limits 40 spaces for reporting 1099 and 1042 vendor names.

2. If a vendor name begins with "a", "an", or "the", these words are omitted:

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
The Durham Print Shop.....	VendorName: DURHAM PRINT SHOP

3. If "a", "an", "the" are within a name that exceeds 45 characters, these words are omitted:

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
American Association of the Lab Animal Science.....	VendorName: AM ASSN OF LAB ANIMAL SCIENCE

4. Commas, apostrophes, periods, and slashes are not used in the name field.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
Al's Carpet Center	VendorName: ALS CARPET CTR
A/1 Lock and Key Service	VendorName: A1 LOCK & KEY SRVC

5. Hyphenated Names are entered as two units. A space is used in place of the hyphen.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
Mary Case-Brown	FirstLastName: MARY CASE BROWN
Liliha X-Ray Service	VendorName: LILIHA X RAY SRVC

6. Signs are used if it is accepted as part of the vendor's name.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
@	VendorName: @ ONCE
+	VendorName: A + WELDING
#	VendorName: R & R #2
.com	VendorName: CLICKSMART.COM INC

7. Ampersand "&" is used in place of "and":

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
American Telephone and Telegraph	VendorName: AT & T

8. Initials of the vendor are established if directed by the vendor's remittance invoice. Spaces are not used to separate initials.

<u>Vendor Name Is:</u>	<u>Reflected In Vendor File As:</u>
------------------------	-------------------------------------

W W Grainger VendorName: WW GRAINGER

9. Vendor acronym name will be spelled out in the Vendor Table if available.

Vendor Name Is: Reflected In Vendor File As:
ASCE VendorName: AM SOC OF CIVIL ENGINEERS

Acronyms are added to the vendor file when the vendor is only using its acronym name and does not indicate what the acronym represents.

Vendor Name Is: Reflected In Vendor File As:
ISCH..... VendorName: ISCH

10. Prefixes such as De, Du, La, Los, Mac, Mc, San, Van, O, are included as part of the last name with no space separation.

Vendor Name Is: Reflected In Vendor File As:
Michael Van SickleFirstLastName: MICHAEL VANSICKLE
Paul Mc AdamsFirstLastName: PAUL MCADAMS
Mary O'HaraFirstLastName: MARY OHARA

11. Mr., Mrs., Ms., Miss, Dr. or professional credentials are not reflected.

Vendor Name Is: Reflected In Vendor File As:
Mrs. Jane Long FirstLastName: JANE LONG
Dr. Ryan Iwamoto FirstLastName: RYAN IWAMOTO
David Logan M D FirstLastName: DAVID LOGAN
Maryann Ishikane R N FirstLastName: MARYANN ISHIKANE

Exception: Professional credentials are used if it is part of the corporate name.

Vendor Name Is: Reflected In Vendor File As:
Frank A. Farren M. D. Inc VendorName: FRANK A FARREN MD INC

12. Alias names may be established when a vendor is recognized under more than one name. Vendor search can be performed on either name to locate the record.

Vendor Name Is: Reflected In Vendor File As:
President Theodore Roosevelt High SchoolVendorName: PRES THEODORE ROOSEVELT HI SCH

Vendor Name Is: Reflected In Alias File As:
Roosevelt High SchoolVendorName: ROOSEVELT PRESIDENT THEODORE

13. Alias names may also be established if a vendor name is extremely long and the abbreviated version appears difficult to recognize (need to abbreviate words not normally abbreviated). The alias name will be reflected using the list of common word abbreviations, then truncated at the 45 character limit.

Vendor Name Is: Reflected In Vendor File As:
National Federation of Community BroadcastersVendorName: NATL FED OF COMMU BRDCSTR

Reflected In Alias File As:
VendorName: NATL FEDERATION OF
COMMUNITY BROADCASTERS

Address Field

1. Order and remittance addresses are established according to order forms, invoices or other documentation. Two (2) address lines are available, each limited to 45 characters. Common words are abbreviated rather than words crucial to recognizing the official order and remittance addresses.

Common words are uniformly abbreviated even if the full vendor address is within the 45 character limitation.

Refer to the attached listing of common word abbreviations for vendor addresses.

2. Commas, apostrophes, and periods are not used in the address field.

<u>Address is:</u>	<u>Reflected In Vendor File As:</u>
P.O. Box 398	PO Box 398

3. The Post Office reads an address from bottom to top. Therefore, the lower lines will include the most important address information (i.e., PO Box, street address). Attention, in care of, suite number, room number, apartment number, Doing Business As (DBA), and other designations (schools, departments) will be reflected on the top address line.

4. City, state, country, and zip codes are separate fields.

- a. Standard two-letter state abbreviations are used.

<u>Address is:</u>	<u>Reflected In Vendor File As:</u>
Hawaii	HI

- b. Standard two-letter foreign country abbreviations are used.

<u>Address is:</u>	<u>Reflected In Vendor File As:</u>
Canada	CA

- c. For US, 9-digit postal codes will be used whenever available; otherwise 5-digit postal codes will be used.

Common Abbreviations

These abbreviations are used when creating vendors, whether or not the entire name or address line exceeds the 45 space limitation.

A. Name

American - AM
associates - ASSOC
and - &
association - ASSN
building - BLDG
center/centers - CTR
committee - COMM
company - CO
corporation - CORP
council - COUN
department - DEPT
division - DIV
incorporated - INC
institute - INST
institution - INSTN
international - INTL
journal - JRNL
laboratory/laboratories - LAB
limited - LTD
manufacturing - MFG
national - NATL
service/services - SRVC
society - SOC
United States - US
university - UNIV

B. Address

apartment - APT
attention - ATTN
avenue - AVE
boulevard - BLVD
building - BLDG
center - CTR
circle - CIR
court - CT
department - DEPT
drive - DR
floor - FLR
highway - HWY
in care of - C/O
lane - LN
loop - LP
number - # or NO
parkway - PKWY
place - PL
post office box - PO Box
road - RD
room - RM
route - RTE
rural route - RR
station - STN
street - ST
suite - STE