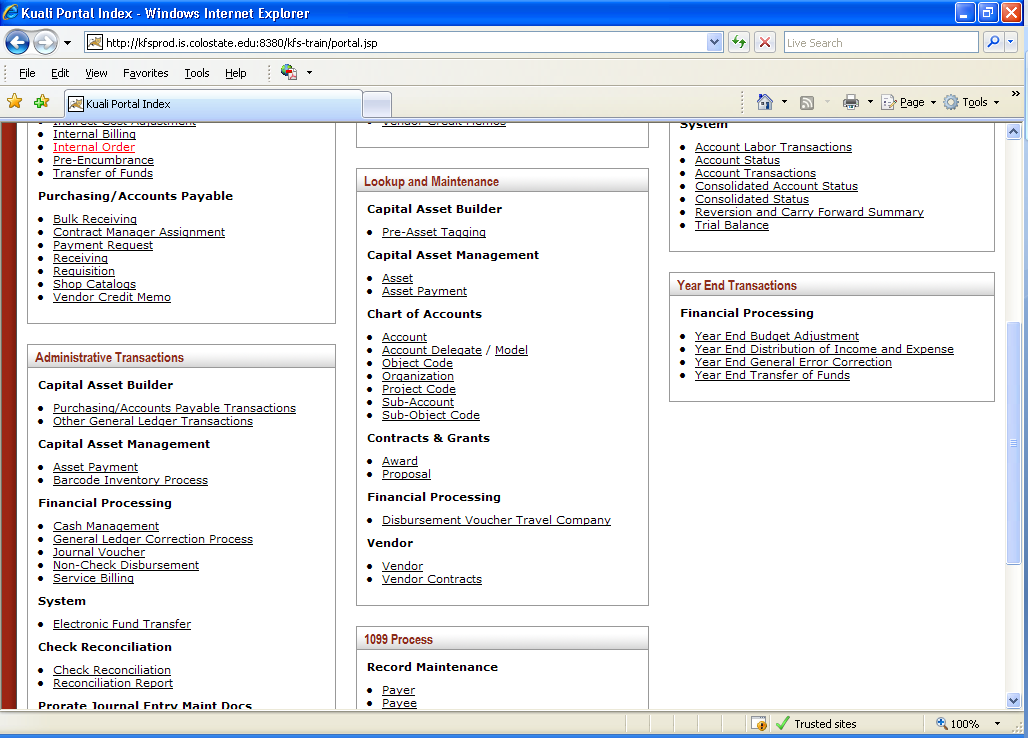
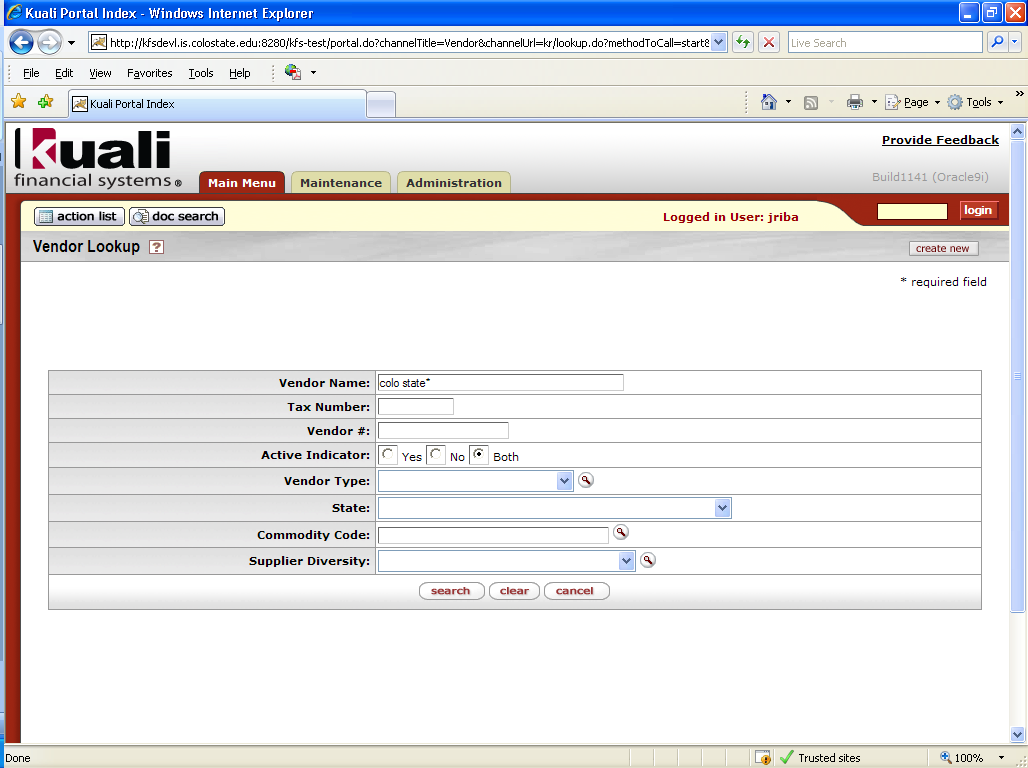
**Vendoring**

**Vendor edit:**

From the Main Menu under Lookup and Maintenance click on Vendor

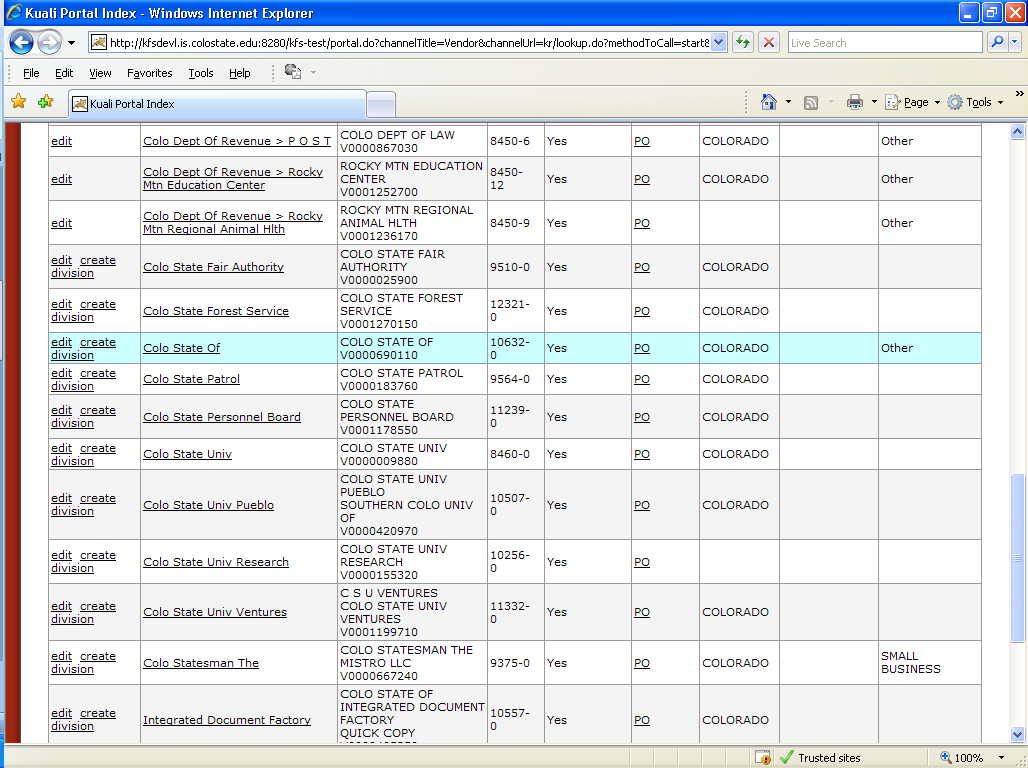


That will bring you to the below screen - Input all or part of the vendor name and click search

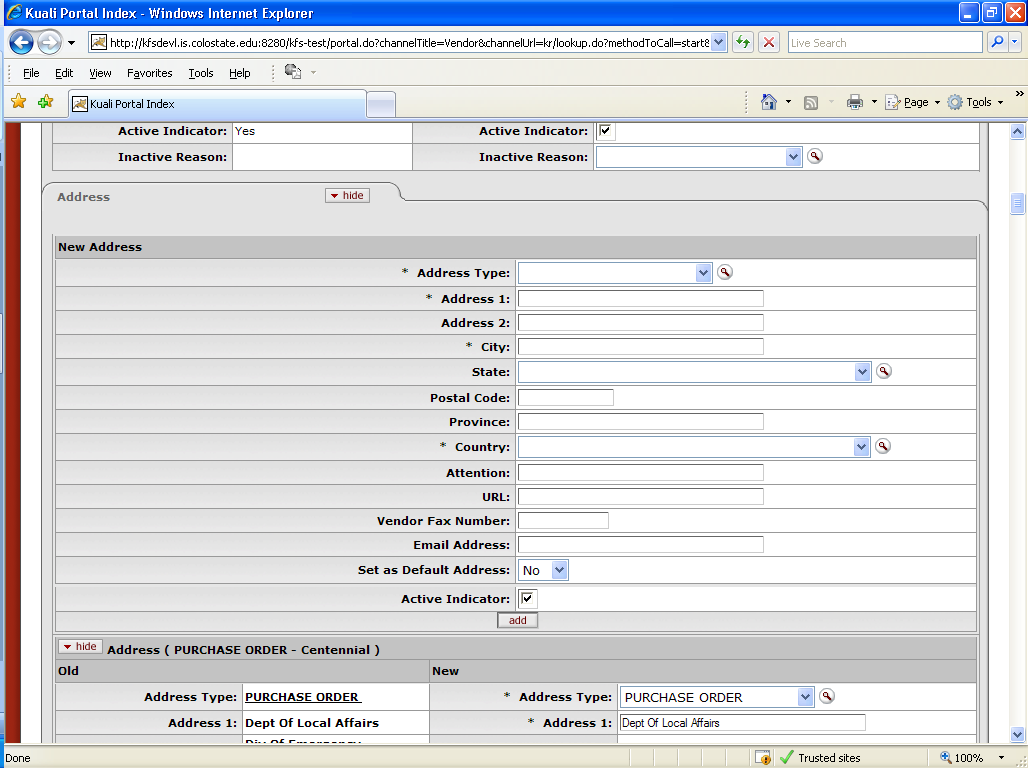


Input all or part of the vendor name and click search.

Scroll down until you find your vendor

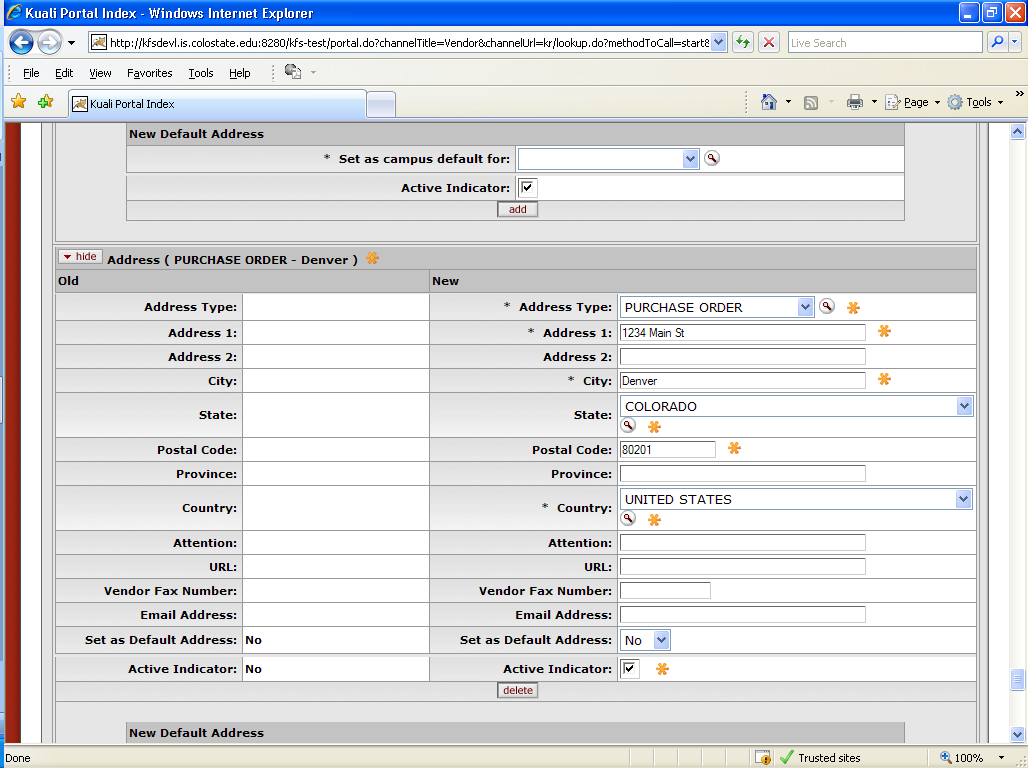


Click on vendor name to view all addresses associated with this vendor. Scroll down to find your address. If your address is not there you will need to edit the vendor to add the new address field under address. Be sure to input a description in the description field under Document Overview. **Please do not change the set as default address unless instructed to do so by Purchasing or Accounts Payable.**



Select address type (Remit) Choose Remit from the drop down menu. Input your address, city, state, postal code, and country. Click add.

Your new address will be moved to the bottom of the addresses and look like this

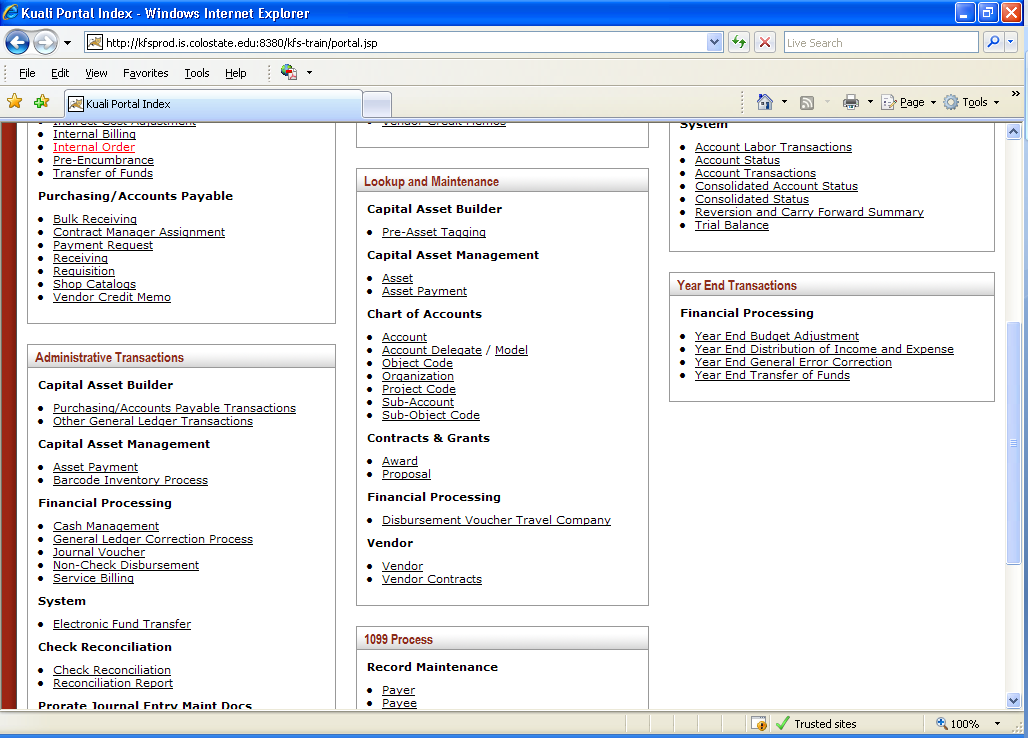


Add backup in the notes and attachment section so changes can be verified.

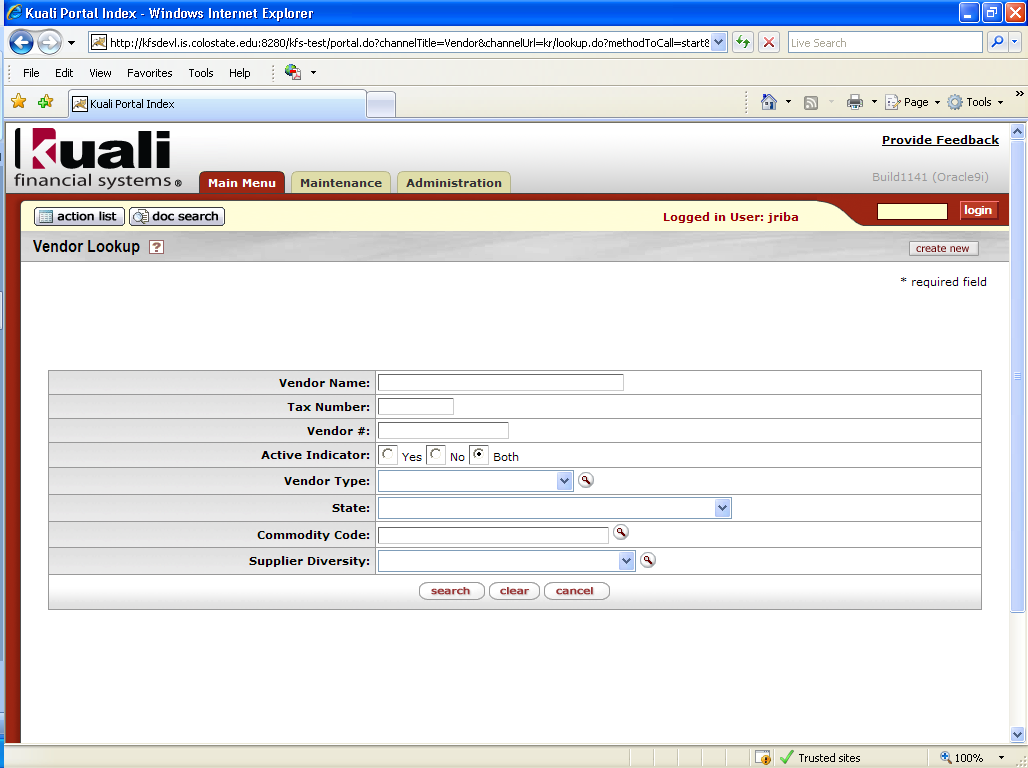
Click submit button. If all went well you will get document was successfully submitted message. Once your new address has been approved by Accounts Payable you will get an FYI notification.

**Vendor create:**

From the Main Menu under Lookup and Maintenance click on Vendor

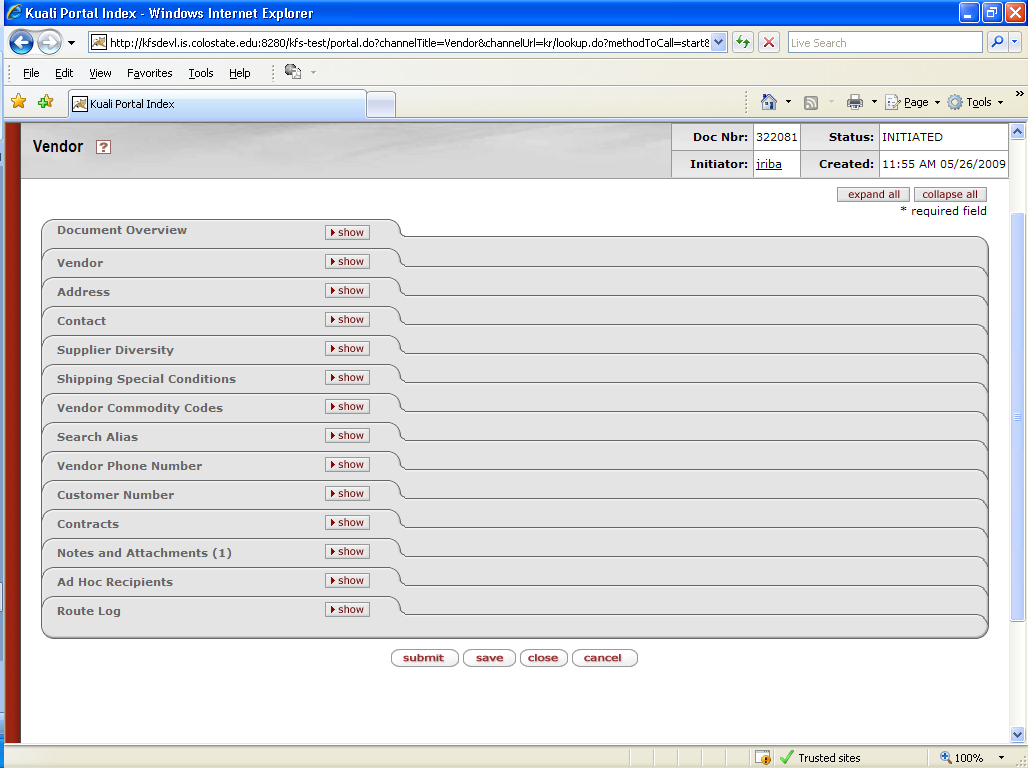


Click on Create new

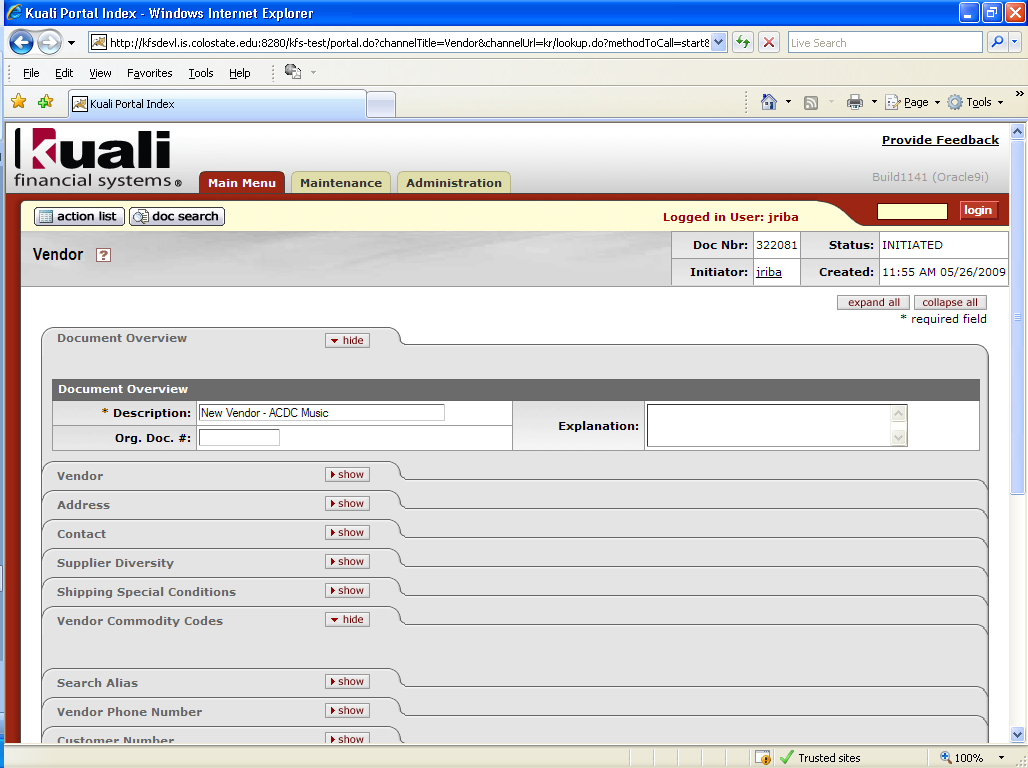


That opens a brand new Vendor document in Kuali.

The tabs you will need to complete will be Document Overview, Vendor, Address and Notes and Attachments. All tabs will be opened when you are brought back to this screen.



As with all documents in KFS – Input a description in Document Overview – New Vendor – and vendor name



Under Vendor tab Complete:

New - The Vendor Name

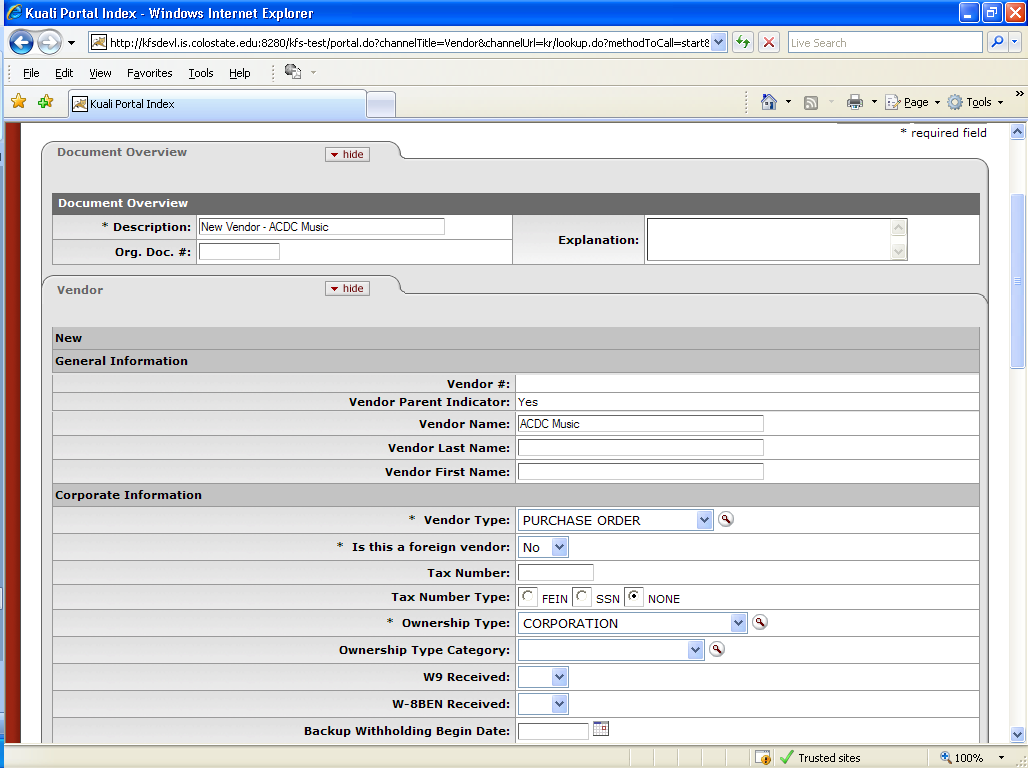
Corporate Information - Vendor Type (Purchase Order)

Ownership Type: Must match the W-9 ownership type

Input the tax number from the W-9

Change W9 Received to yes

Add date W9 was signed



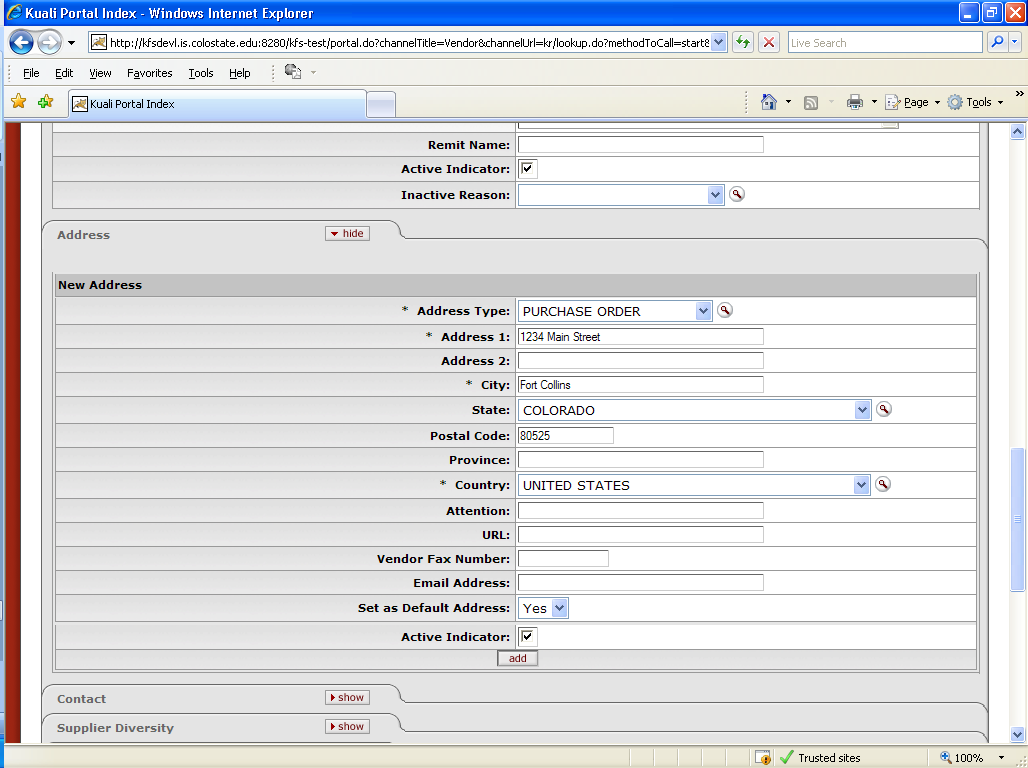
Under the Address tab – complete New Address

Address Type – Purchase Order

Address, City, State, Postal Code, Country

Add Vendor Fax Number. **The fax numbers or email address must be added to insure Purchasing is able to distribute the PO to the vendor.**

Change - Set as Default Address from No to Yes



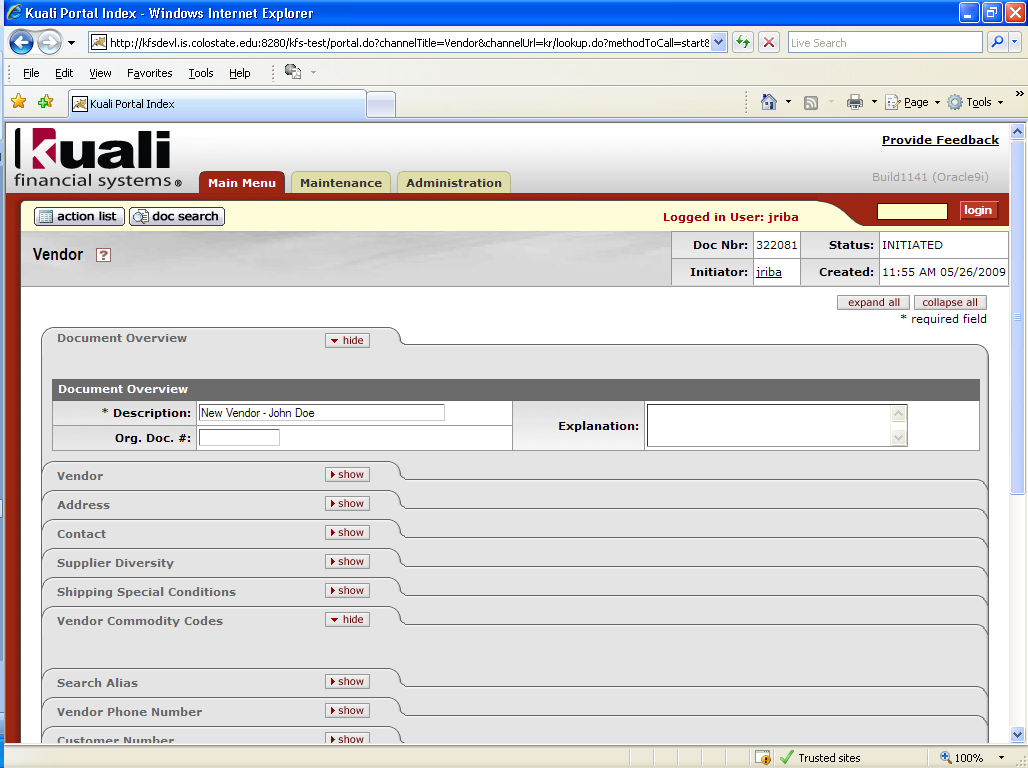
Click Add

**In the notes and attachment section add the W9 and copy of invoice if you have one.**

Click submit button. If all went well you will get document was successfully submitted message. Once your new address has been approved by Accounts Payable you will get an FYI notification if you open the document you will see the new vendor number.

**Vendor Create – Individual:**

As with all documents in KFS – Input a description – New Vendor – and vendor name



Under Vendor tab Complete:

New – Vendor Name: First name space Last name. **Do not use Vendor Last Name/Vendor First Name**

Corporate Information - Vendor Type (Purchase Order)

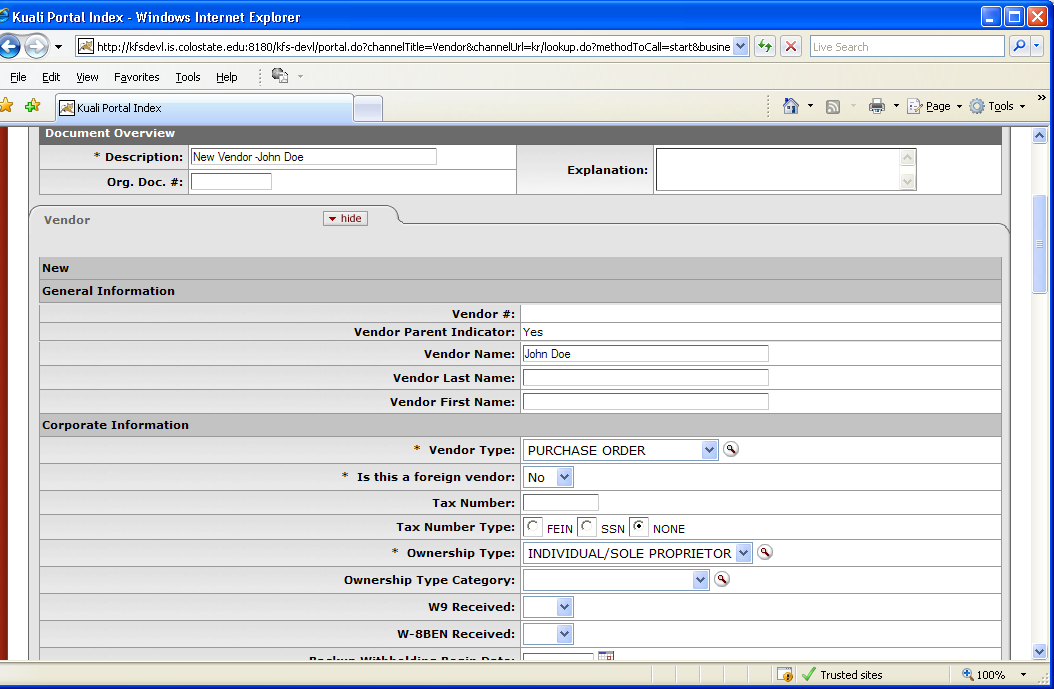
Tax number social security number from W9

Tax number type-SSN

Ownership Type: Individual/Sole Proprietor

W9 Received – yes

Date W9 signed

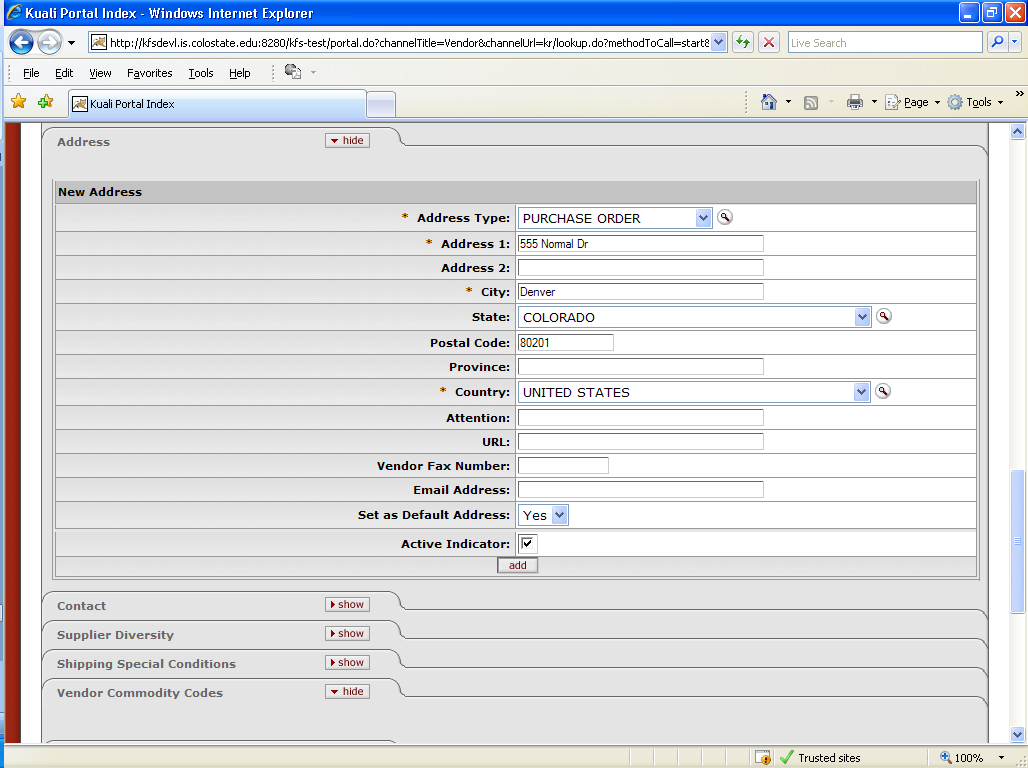


Under the Address tab – complete New Address

Address Type – Purchase Order

Address, City, State, Postal Code, Country

Change - Set as Default Address from No to Yes



Click Add.

Go to notes and attachments tab and attach the W-9 and any other backup.

Click submit button. If all went well you will get document was successfully submitted message. Once your new address has been approved by Accounts Payable you will get an FYI notification if you open the document you will see the new vendor number.