

Vendor Set Up Process

Issued: March 12, 2004

Revised: May 1, 2006

Purpose: To provide detailed instructions on the Vendor set up process using PeopleSoft FMS, version 8.8.

Procedure:

General Guidelines:

- 1) Process commences per receipt of email request to set up new vendor or completed New Vendor set up form.
- 2) New vendor set ups are reviewed and approved by AP Supervisor or AP Manager prior to use.
- 3) The vendor request forms are to be printed or otherwise physically maintained alphabetically by calendar year so vendor information may be readily available for auditing or other purposes.
- 4) A thorough vendor search will be conducted prior to setting up the new vendor to ensure that an active vendor number does not already exist. A search will be conducted not only by full name but by partial name as well. Sometimes more information can be gathered by searching on the first few letters of the vendor's name than if the entire name is used. If the vendor has already been set up, the buyer will be notified.
- 5) The new vendor must provide a complete street address. If vendor prefers payments be sent to a P.O. Box it is acceptable to note both addresses.
- 6) If the vendor requests payments to be wired they must provide us with a completed LBNL Wire Request form.
- 7) A complete Tax Identification number must be provided by all new vendors, whether they are incorporated or not. This information is to be included in the new vendor set up area.

Accounts Payable Desk Procedures

Naming Conventions:

1. All names and addresses will be capitalized.
2. No punctuation or symbols will be used. Exceptions will need approval from an AP Supervisor or Manager.
3. W-9's will be sent to new vendors prior to set up for verification of name, tax identification number, business status, and additional vendor attributes. No tax information = no vendor set up.
4. Foreign Status:

If a new vendor is not a "U.S. Person" and they have no tax ID number:

- A. They will be supplied with IRS Form W-7. This form is found on: G drive/AP/AP Forms/Form W-7. The return address on this form is the Lab AP return address. The new vendor is to complete the form and MAIL IT TO THE IRS as directed on the form. The IRS will supply the new vendor with a tax ID number. The information will come to the AP department from the IRS. We will copy the tax ID information; forward the form to the new vendor at either their home or Lab address.
 - B. Once a tax ID number is obtained, the new vendor should complete a W-8BEN and submit that information to the AP department prior to vendor set up. This form is found on: G drive/AP/AP Forms/W-8BEN
 - C. If the new vendor is a U.S. Citizen, or other U.S. Person, including a resident alien individual they should complete a form W-9.
5. Invoices will not be paid until the new vendor setup has been reviewed and approved online by an AP Supervisor or Manager. (Please see additional procedure.)
 6. Name changes for previously set up vendors will not be completed until the vendor has submitted the new name change information on company letterhead or email complete with company contact information. The Procurement department may provide assistance in obtaining "Change of Name" and "Successor in Interest" forms from the vendor.

Accounts Payable Desk Procedures

- A) The tax identification number must also be supplied at this time to determine if this is simply a name change or if a new vendor should be set up.
- B) If it determined that a new vendor should be set up, this information needs to be conveyed to the Procurement department.
- C) Existing Purchase orders under the old company name must be closed and new Purchase Orders featuring the new company name must be created.
- D) The vendor set up with the old company name will be inactivated.
- 6. Company will be CO
- 7. Incorporated will be INC
- 8. Limited Liability Partnership will be LTD, 1099 vendor unless incorporated
- 9. Limited Liability Corporation will be LLC, 1099 vendor unless incorporated
- 10. Association will be ASSN
- 11. Associates will be ASSOCIATES
- 12. Corporation will be CORP
- 13. The UC Educational system will be treated as follows:
 - First Address Line: REGENTS OF THE UNIVERSITY OF CALIFORNIA
 - Second Address Line: CAMPUS SITE LOCATION
 - Third Address Line: CAMPUS ADDRESS
- 14. Integrated contractors will be treated as separate entities from the UC Educational System. For example: LAWRENCE LIVERMORE NATIONAL LABORATORY and like kind are to have their own vendor number.

Accounts Payable Desk Procedures

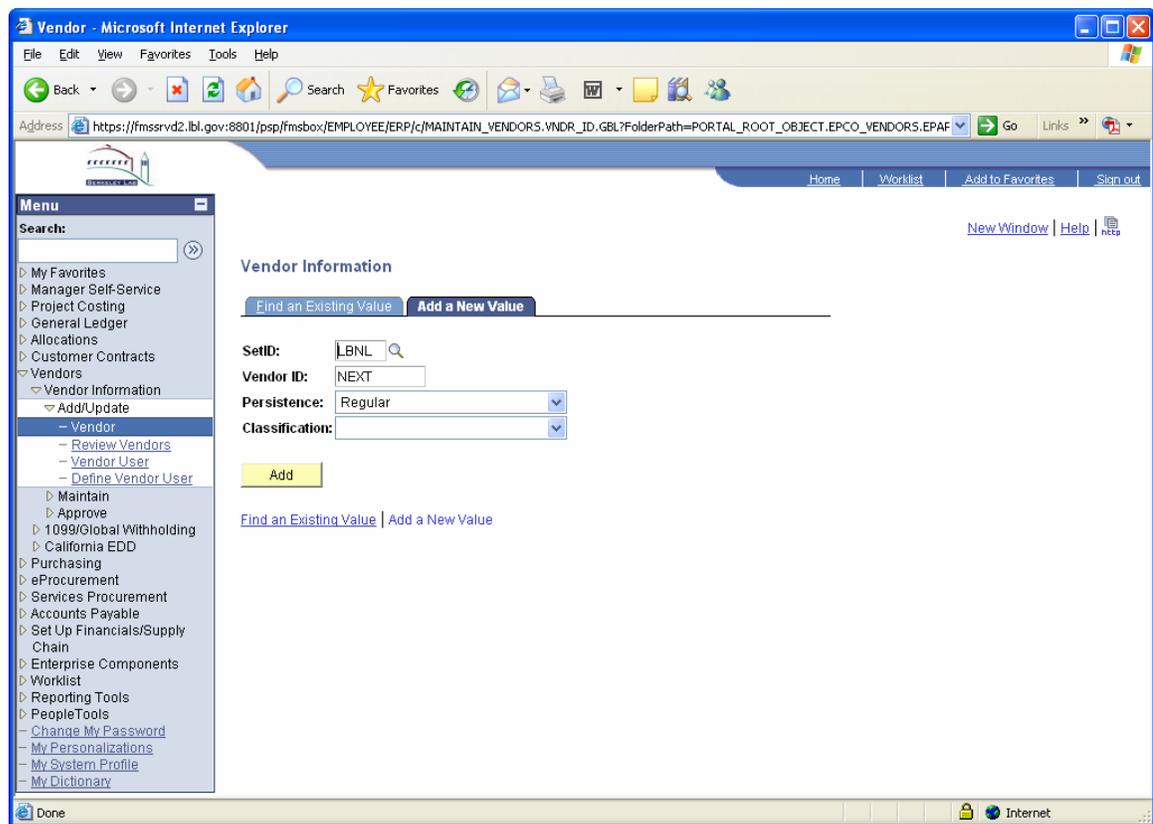
Instructions:

A. Login

1. Enter your Operator ID
2. Enter your Password
3. Click "OK"

B. Navigation from the Main Menu

1. From the Main Menu
2. Accounts Payable
3. Add/Update
4. Vendor
5. Click on Add A New Vendor link

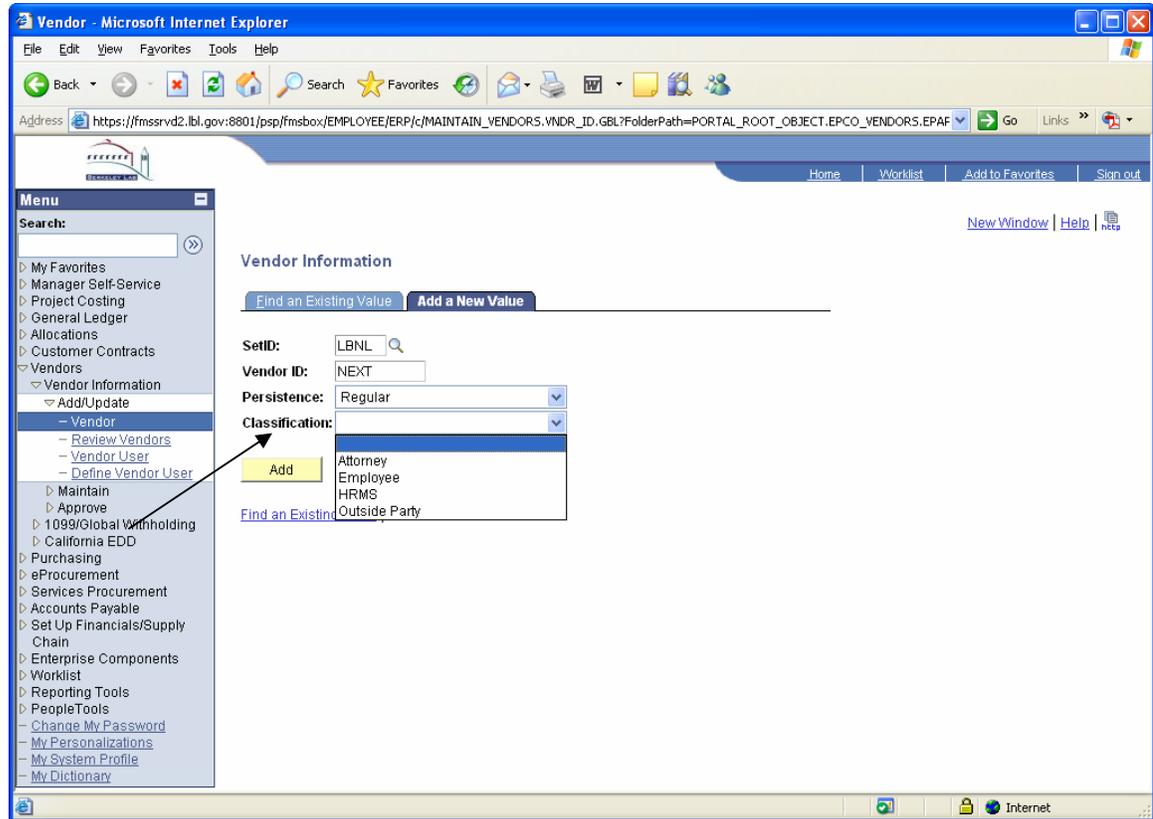


Accounts Payable Desk Procedures

SetID: Will remain LBNL

Vendor ID: Will remain NEXT

Persistence: Will remain Regular



Classification: Select the vendor's classification. The values are:

Attorney: Indicates that the vendor is an attorney

Employee: Assign this classification to vendors only if they are lab personnel

Supplier: Most vendors are suppliers.

Click on the **ADD** button

Accounts Payable Desk Procedures

Vendor Short Name: Provides an alternative search key to access vendor data. Use the first word of the business name, or the last name if the vendor is an employee.

Vendor Name1: Enter the vendor's name. There are two lines for the vendor name in case you are dealing with divisions, subsidiaries or other complex organization entities.

Status: Displays the vendor's status. The values are:

Inactive: You cannot enter new vouchers for this vendor.

To Archive: You cannot enter new vouchers for this vendor; the vendor is purged from the system.

Unapproved: If you do not have the authority to approve vendors as defined in your user preferences, another user needs to approve the vendor before users can enter vouchers into the system for this vendor.

Withholding: When entering withholding or 1099 vendors, select to enable withholding for the vendor. You specify withholding options on the Withholding Vendor Information page.

Open For Ordering: Select to certify the vendor for purchasing goods and services. If this check box is clear, you cannot enter purchase orders for this vendor in PeopleSoft Purchasing.

Please see following page for screen shot.

Accounts Payable Desk Procedures

Vendor - Microsoft Internet Explorer

Address: https://fmsrvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Menu

Search:

- My Favorites
- Manager Self-Service
- Project Costing
- General Ledger
- Allocations
- Customer Contracts
- Vendors
 - Vendor Information
 - Add/Update
 - Vendor
 - Review Vendors
 - Vendor User
 - Define Vendor User
 - Maintain
 - Approve
 - 1099/Global Withholding
 - California EDD
 - Purchasing
 - eProcurement
 - Services Procurement
 - Accounts Payable
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)
 - [My Dictionary](#)

Identifying Information | Address | Contacts | Location

SetID: LBNL [Check for Duplicate](#)

Vendor ID: NEXT

*Vendor Short Name:

*Vendor Name 1:

Vendor Name 2:

*Status: *Classification:

*Persistence: HCM Class:

VAT Registration Registration VAT Default VAT Service Treatment Setup

Withholding

Open For Ordering [Expand All](#) [Collapse All](#)

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID:

Additional ID Numbers

Customer ID:

Our Customer Number:

ID Numbers [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Additional ID Numbers: Enter TIN information in this area. The data here is not used for processing, but may be required for reporting purposes.

If this vendor is to receive a Form 1099, the Withholding box on this page will be checked.

Vendor - Microsoft Internet Explorer

Address: https://fmsrsvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_VENDORS.EPAF

Home | Worklist | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Manager Self-Service
- Project Costing
- General Ledger
- Allocations
- Customer Contracts
- Vendors
 - Vendor Information
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 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Vendor Information

SetID: LBNL Check for Duplicate

Vendor ID: 000033249

*Vendor Short Name: TESTVNR TESTVNR-001

*Vendor Name 1: TEST VENDOR, INC

Vendor Name 2:

*Status: Approved *Classification: Supplier

*Persistence: Regular HCM Class:

VAT Registration Registration VAT Default VAT Service Treatment Setup

Withholding Expand All Collapse All

Open For Ordering

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate Vendor ID: InterUnit Vendor ID:

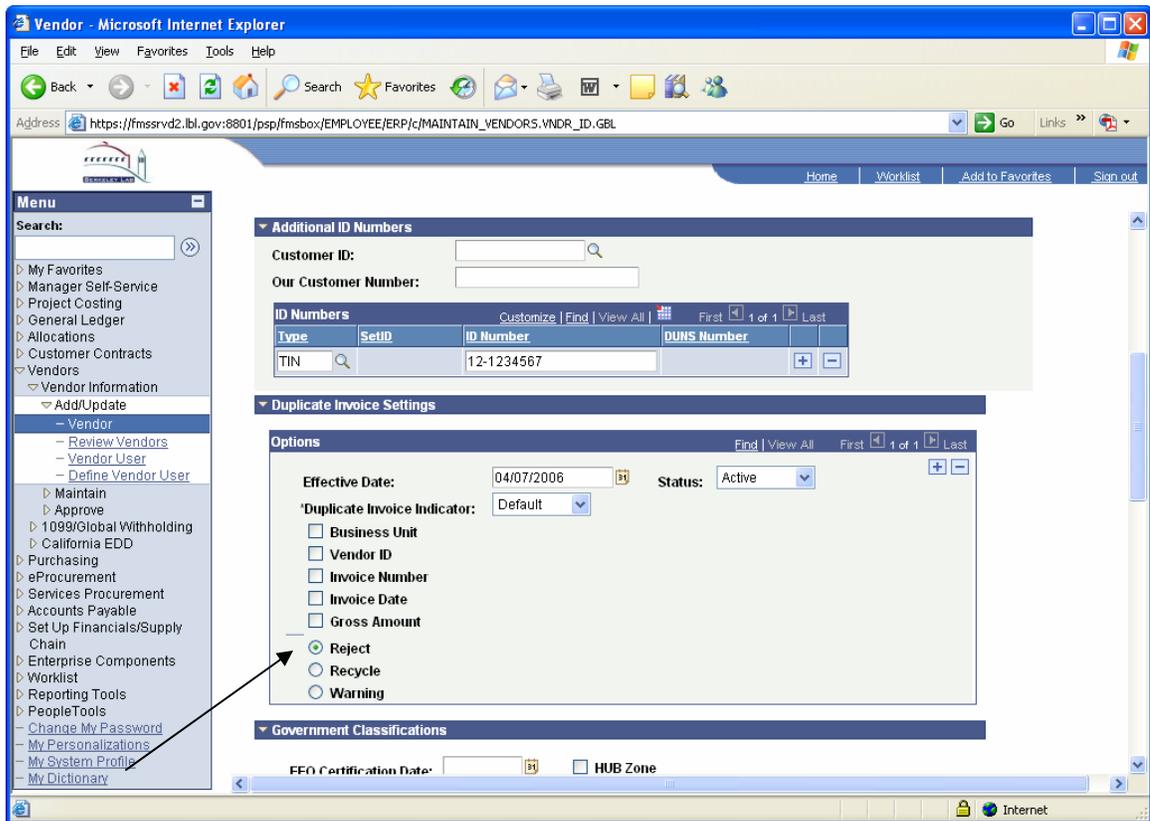
Additional ID Numbers

Customer ID:

Our Customer Number:

Type	SetID	ID Number	DUNS Number
TIN		123456789	

Duplicate Invoice Settings: The system should default to Reject

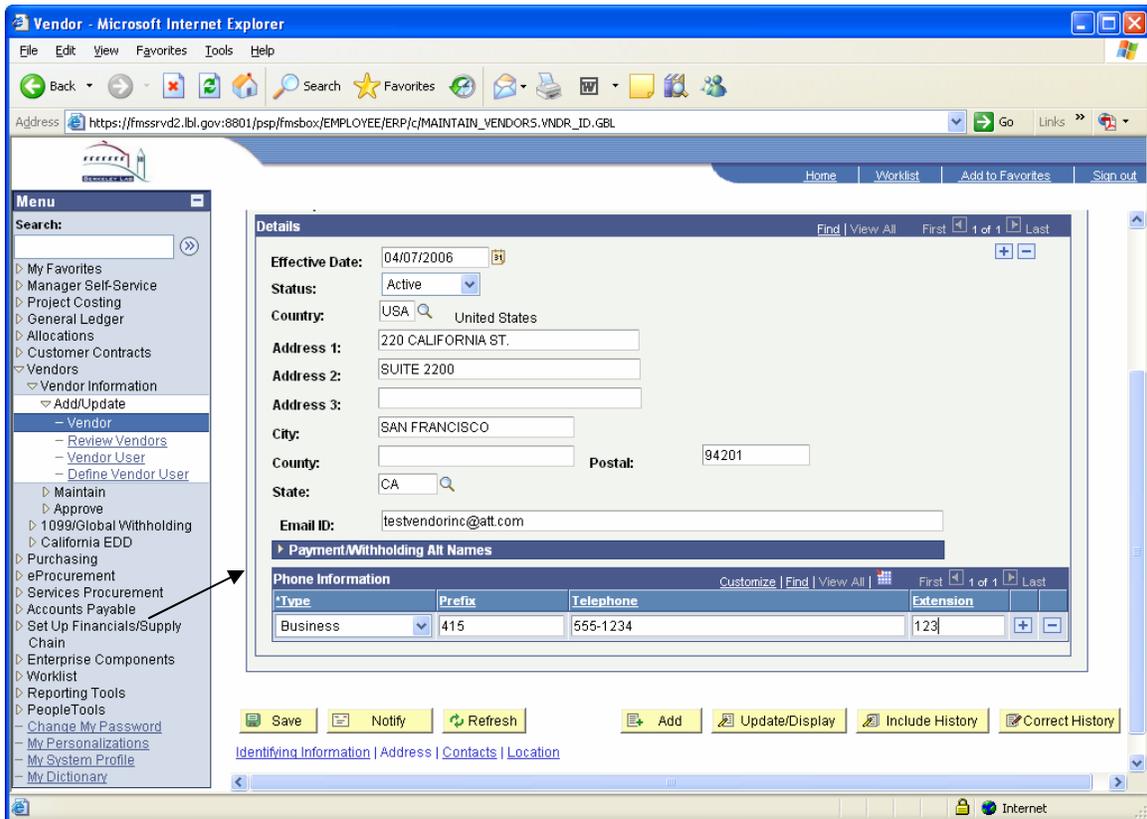


Vendor Address

Specify one or more addresses for the vendor. You can enter multiple addresses for the different sites that a vendor might have.

The screenshot shows a web browser window titled "Vendor - Microsoft Internet Explorer" displaying a vendor management interface. The browser's address bar shows the URL: https://fmsrsvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL. The page has a navigation menu on the left and a main content area with tabs for "Identifying Information", "Address", "Contacts", and "Location". The "Address" tab is active, showing details for a vendor with SetID: LBNL, Vendor: NEXT, and Name: TEST VENDOR, INC. The "Vendor Address" section shows an Address ID of 1 and a Description of "SAN FRANCISCO, CA 94201". Below this is a "Details" section with the following fields: Effective Date (04/07/2006), Status (Active), Country (USA - United States), Address 1 (220 CALIFORNIA ST.), Address 2 (SUITE 2200), Address 3 (empty), City (SAN FRANCISCO), County (empty), State (CA), and Postal (94201). The Email ID is testvendorinc@att.com. A "Payment/Withholding Alt Names" section is partially visible at the bottom.

SetID:	LBNL
Vendor:	NEXT
Short Vendor Name:	
Name:	TEST VENDOR, INC
Address ID:	1
Description:	SAN FRANCISCO, CA 94201
Effective Date:	04/07/2006
Status:	Active
Country:	USA United States
Address 1:	220 CALIFORNIA ST.
Address 2:	SUITE 2200
Address 3:	
City:	SAN FRANCISCO
County:	
State:	CA
Postal:	94201
Email ID:	testvendorinc@att.com

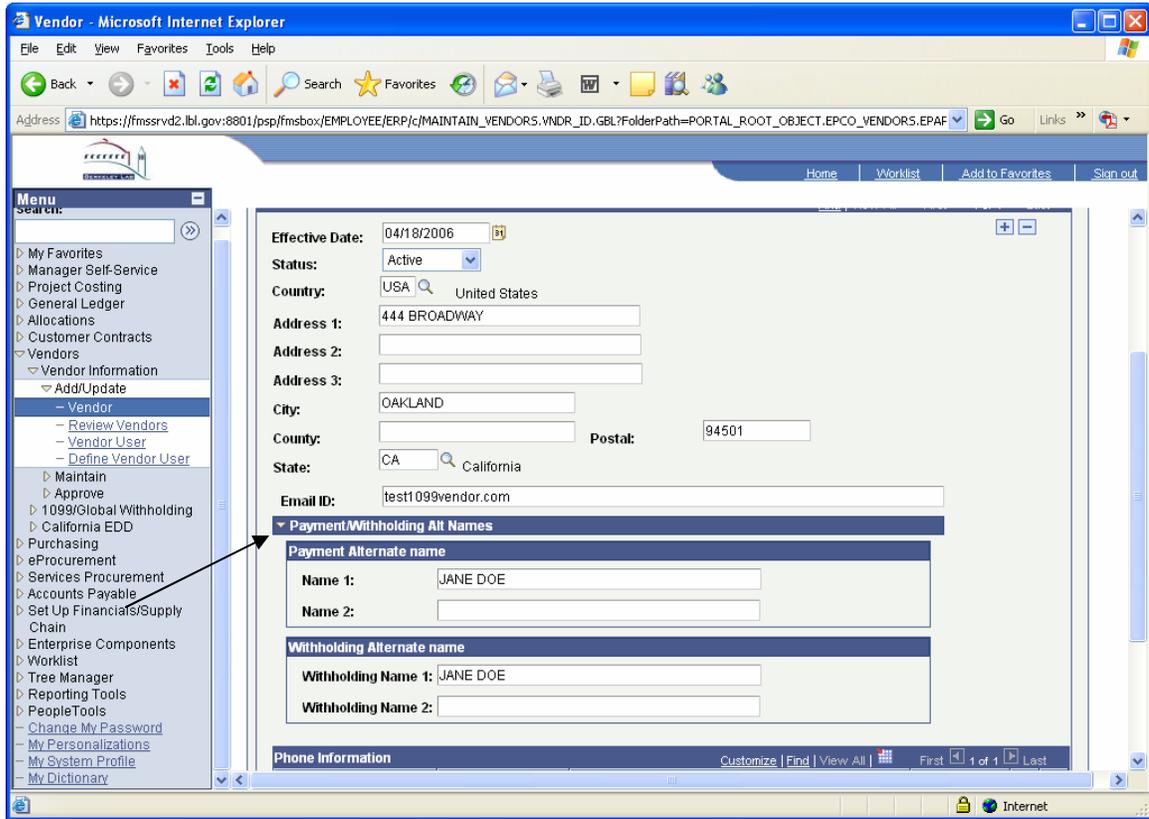


Phone Information:

Type: Select the type of phone number that you are adding (cellular, business, fax, etc.)

Prefix, Number and Extension: Enter the prefix, number and any extension for the new phone number.

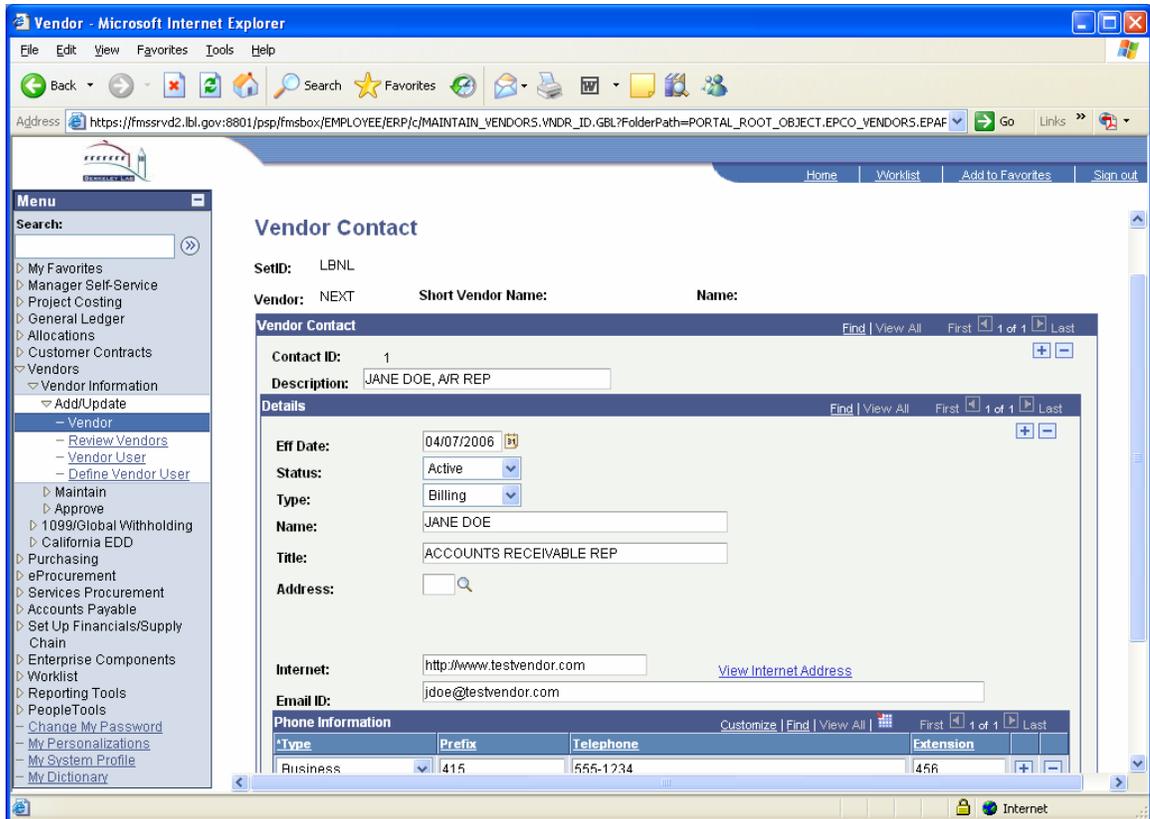
IF VENDOR IS A 1099 VENDOR



The Payment/Withholding Alt Names area must be completed with the owner's name if the name of the business is not the owner's name. Example: Samantha Rose owns Acme Gardening Supplies. The business is not incorporated. This area should contain the owner's name, Samantha Rose.

But, if the name of the business is Fred Smith, and Fred Smith is the owner, then the Payment/Withholding Alt Names area would **not** need to be completed.

Accounts Payable Desk Procedures



Vendor Contact Information

Enter information about the people connected with this vendor whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions.

If possible, include all relevant information. Examples would include direct number and/or extension, and an email address

Accounts Payable Desk Procedures

Vendor - Microsoft Internet Explorer

Address: https://fmsrvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_VENDORS.EPAF

Menu

Search:

My Favorites
Manager Self-Service
Project Costing
General Ledger
Allocations
Customer Contracts
Vendors
Vendor Information
Add/Update
Vendor
Review Vendors
Vendor User
Define Vendor User
Maintain
Approve
1099/Global Withholding
California EDD
Purchasing
eProcurement
Services Procurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
My Dictionary

Summary | Identifying Information | Address | Contacts | Location

SetID: LBNL
Vendor: 0000033249 Short Vendor Name: TESTVNR-001 Name: TEST VENDOR, INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

Location: 1 Default

Description: SAN FRANCISCO [RTV Fees](#)

Details Find | View All First 1 of 1 Last

Effective Date: 04/07/2006

Status: Active [Vendor Attributes](#)

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) 1099 [Expand All](#) [Collapse All](#)

Additional ID Numbers

Type	SetID	ID Number	DUNS Number
TIN		121234567	

Standard Industrial Classification

Vendor Locations

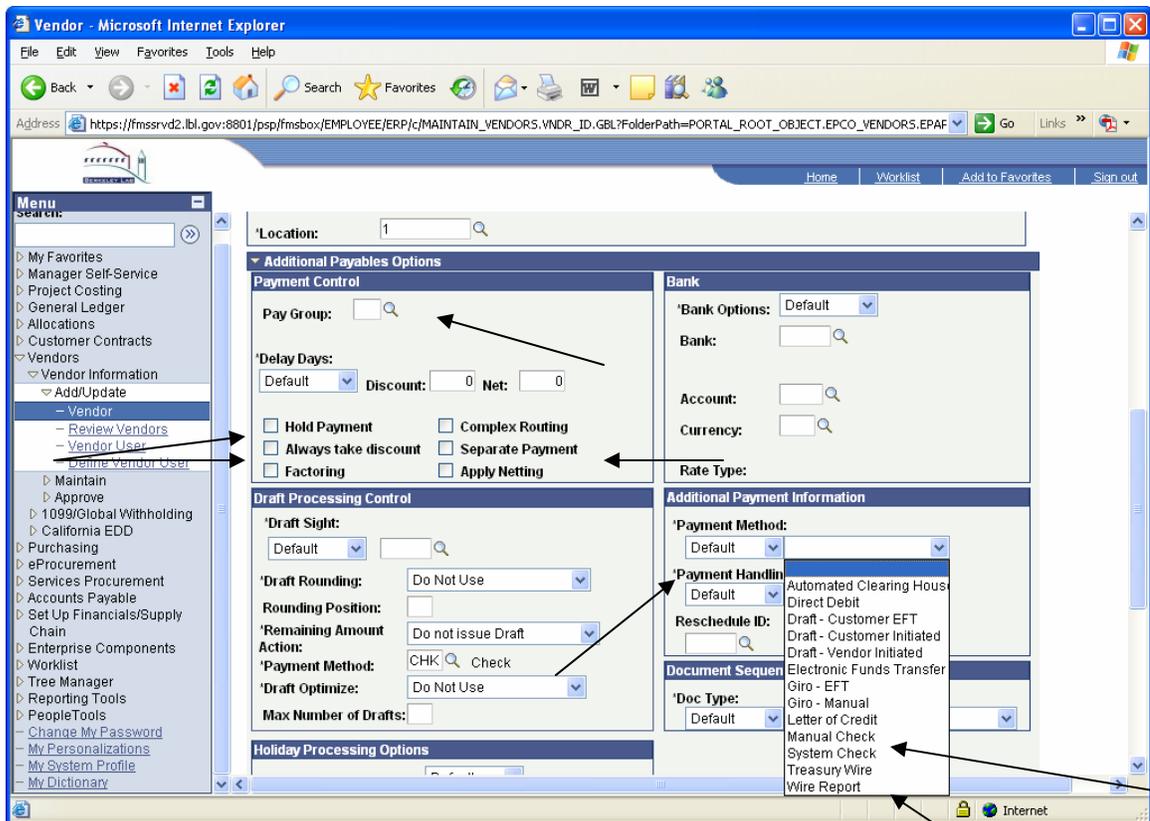
General Information: Enter one or more locations for the vendor.

Each vendor must have one default location, but can also have multiple locations, including an “Invoicing From”, “Remit To”, and “Return To” location. Enter identifying information for each vendor location.

Each time a new vendor address is added a corresponding Location needs to be added as well.

The Vendor Location screen is the most robust, information filled page of the entire vendor set up. It contains an incredible array of important, detailed information.

Accounts Payable Desk Procedures



Additional Payables Options:

In the **Payment Control** quadrant selections should be made in the following areas:

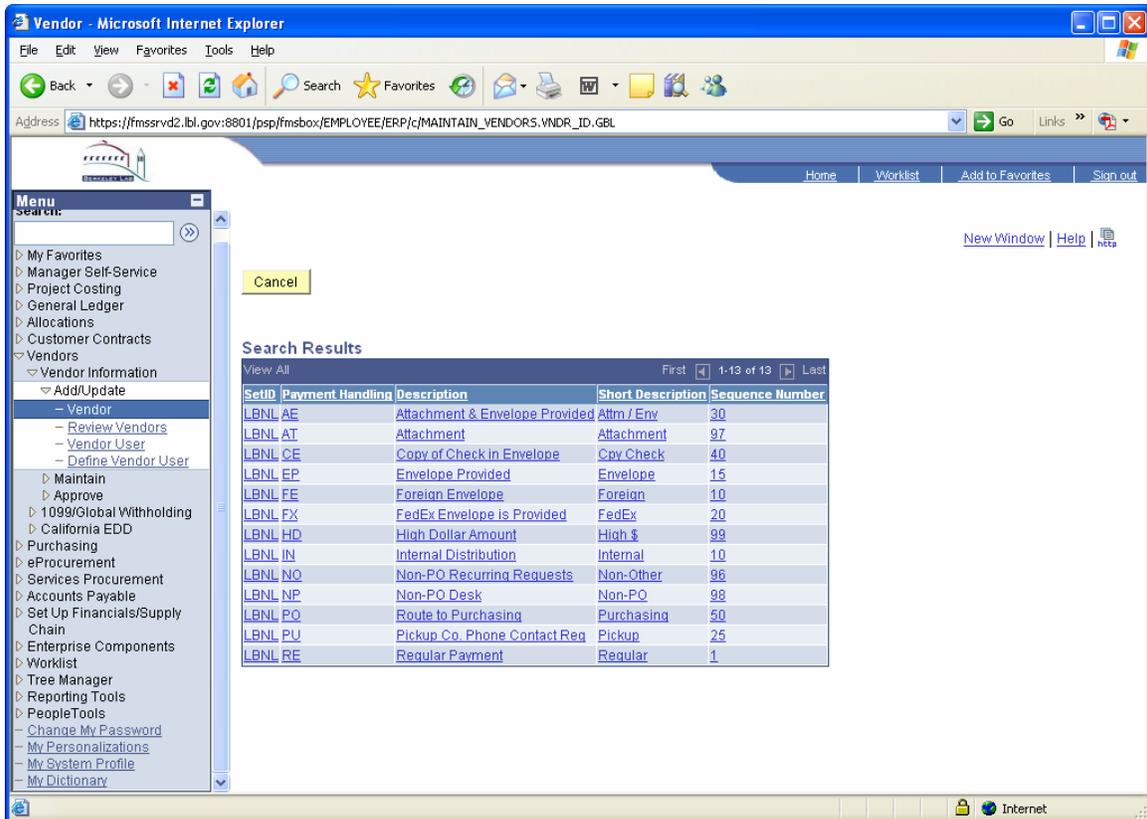
- 1) Pay Group - Should default to a blank for most vendors. However, if you are setting up a **non-PO vendor** please select “NP”. If you are setting up a **Travel vendor** please select “TV”.
- 2) Payment Control Options – Select Hold Payment, Always Take Discount, or Separate Payment

Bank and Draft Processing Control quadrants should be allowed to default.

In the **Additional Payment Information** quadrant, select Payment Method and then select either “System Check” or “Wire Report”.

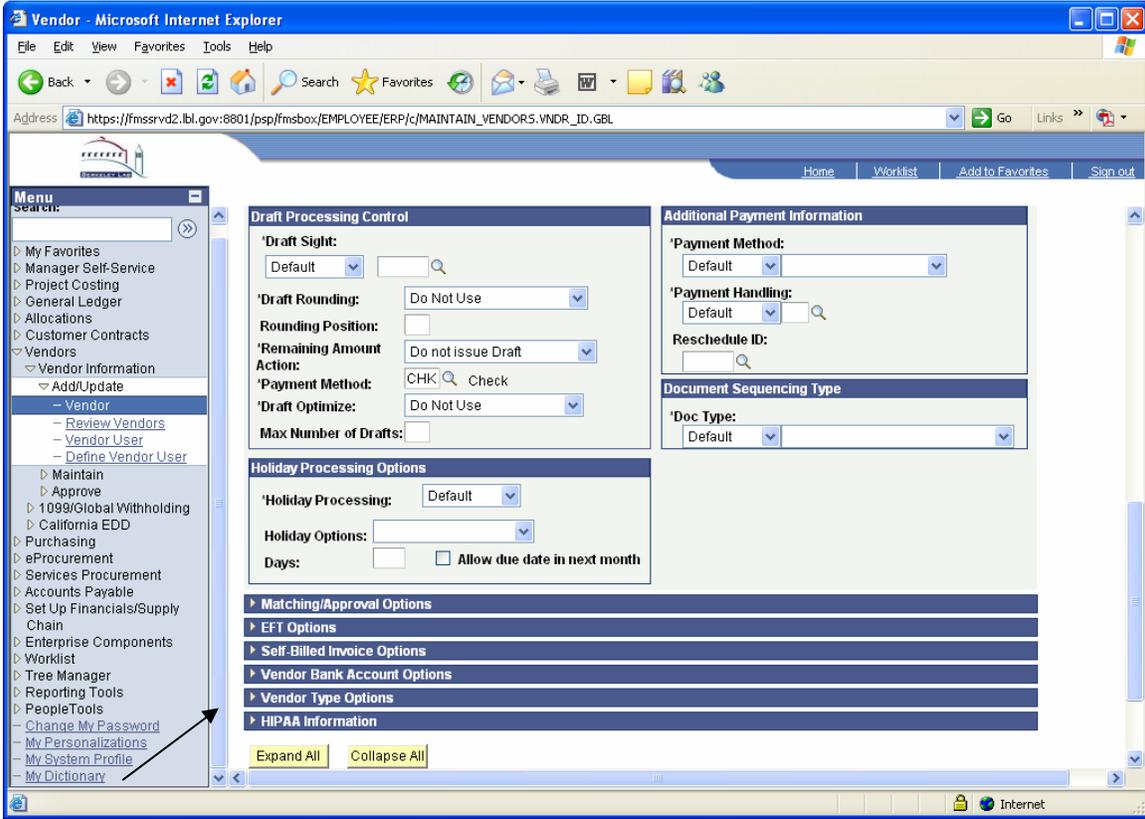
Also open the **Payment Handling** area to select specific instructions for payment handling.

Payment Handling Screen



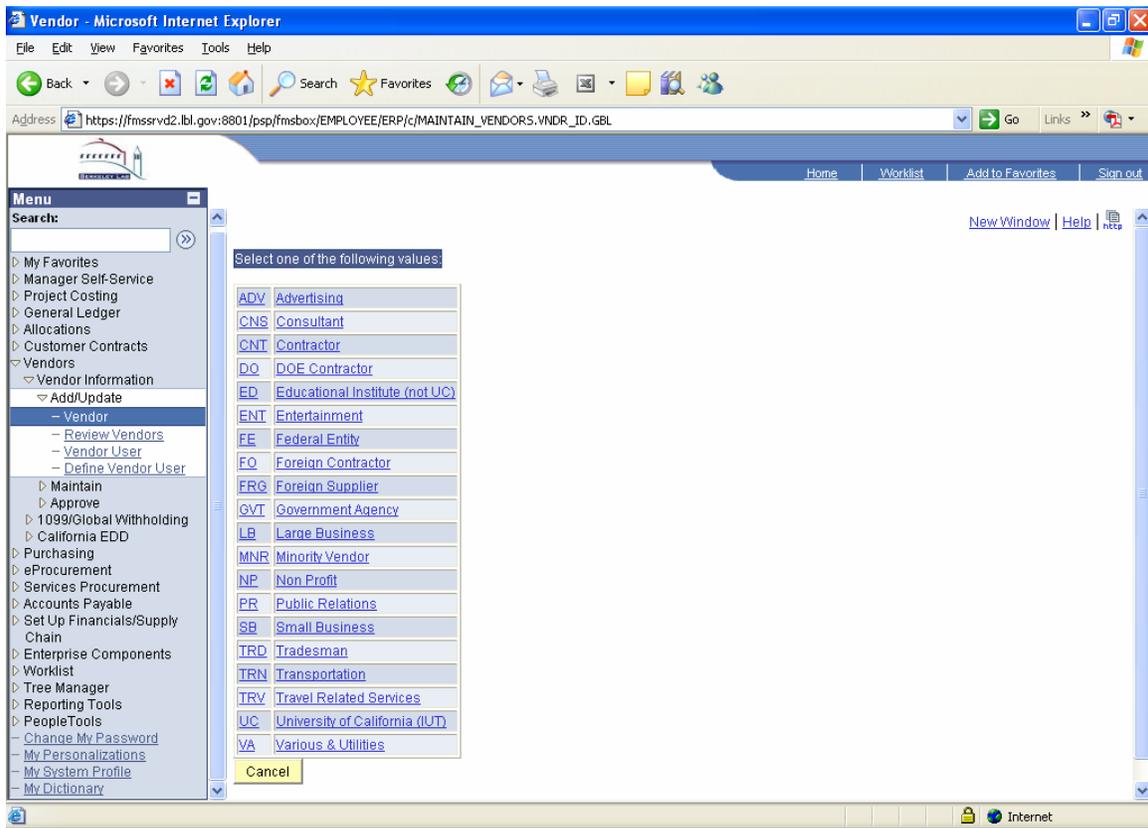
If no special handling is required on a regular basis for this vendor, nothing need be selected in this area and Payment Handling may just be left as "Default".

Vendor Type Options (on Payable Options page):



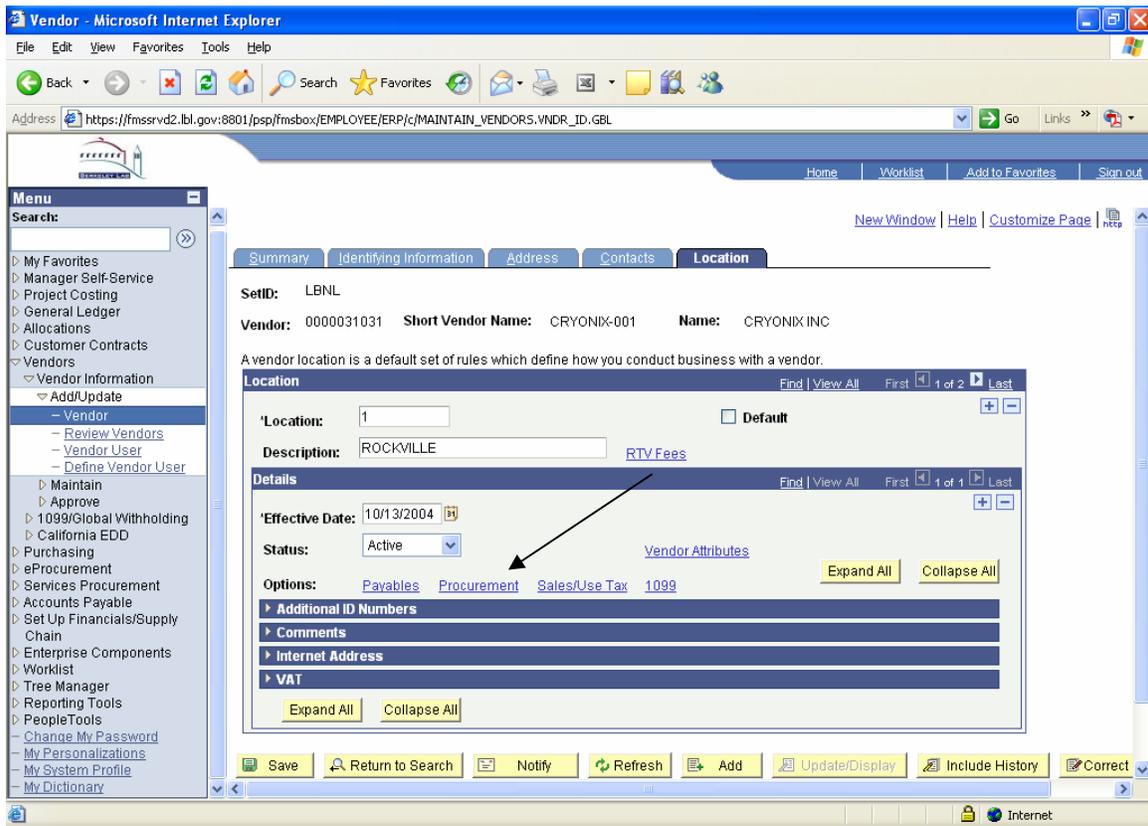
Open this link to select the appropriate from the following list of options. Please see page below.

Vendor Type Options

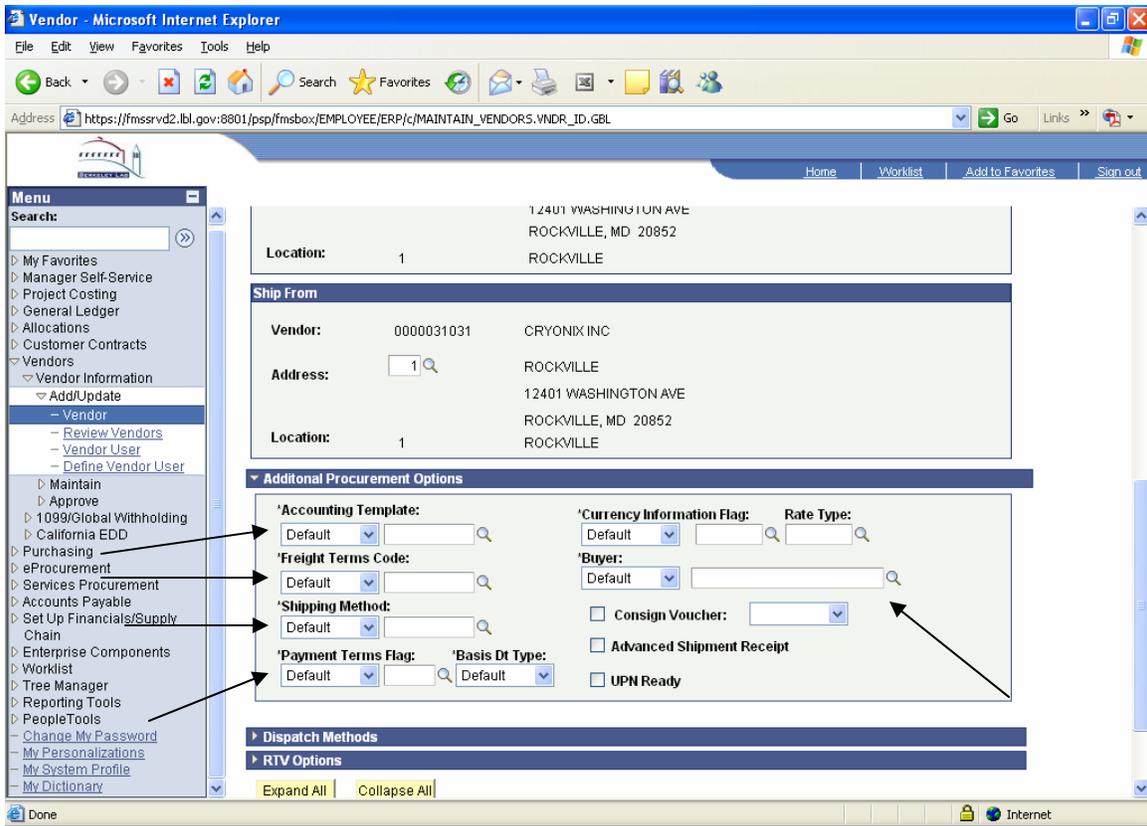


Select the appropriate option.

Procurement link



Click on the Procurement Link.



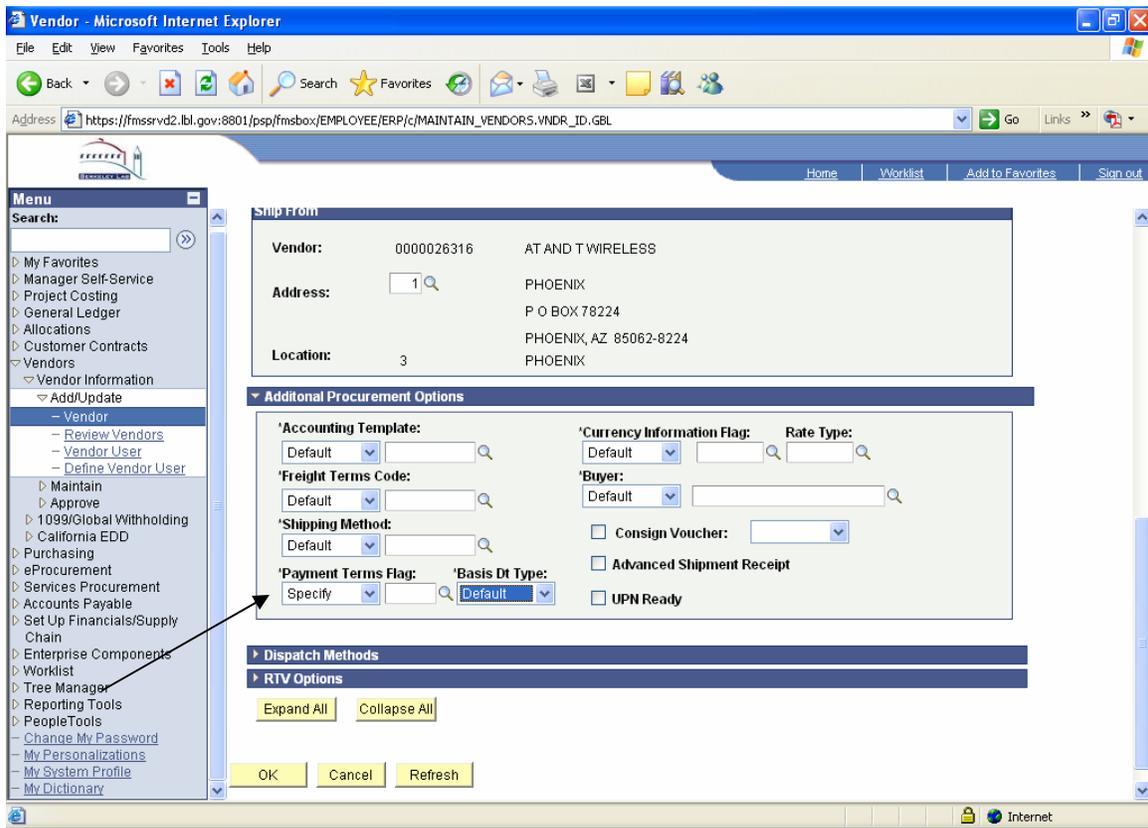
Leave the following areas as Default:

- 1) Freight Terms Code:
- 2) Shipping Method
- 3) Payment Terms Flag:*Basis Dt Type:

Note: The default is Net 30 days. If the payment is to be other than Net 30 days select "SPECIFY" under the Payment Terms Flag. Please see example on next page.

- 4) Buyer

Payment Terms if other than default Net 30 days:



Select “Specify” on the Payment Terms Flag. Then click on magnifying glass icon to bring up list of available payment terms. Please see next page to view complete list.

Accounts Payable Desk Procedures

Vendor - Microsoft Internet Explorer
Address: https://fmsrsvd2.lbl.gov:8801/psp/fmsbox/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL

Menu
Search: []
SetID: LBNL
Payment Terms ID: begins with []
Look Up Clear Cancel Basic Lookup

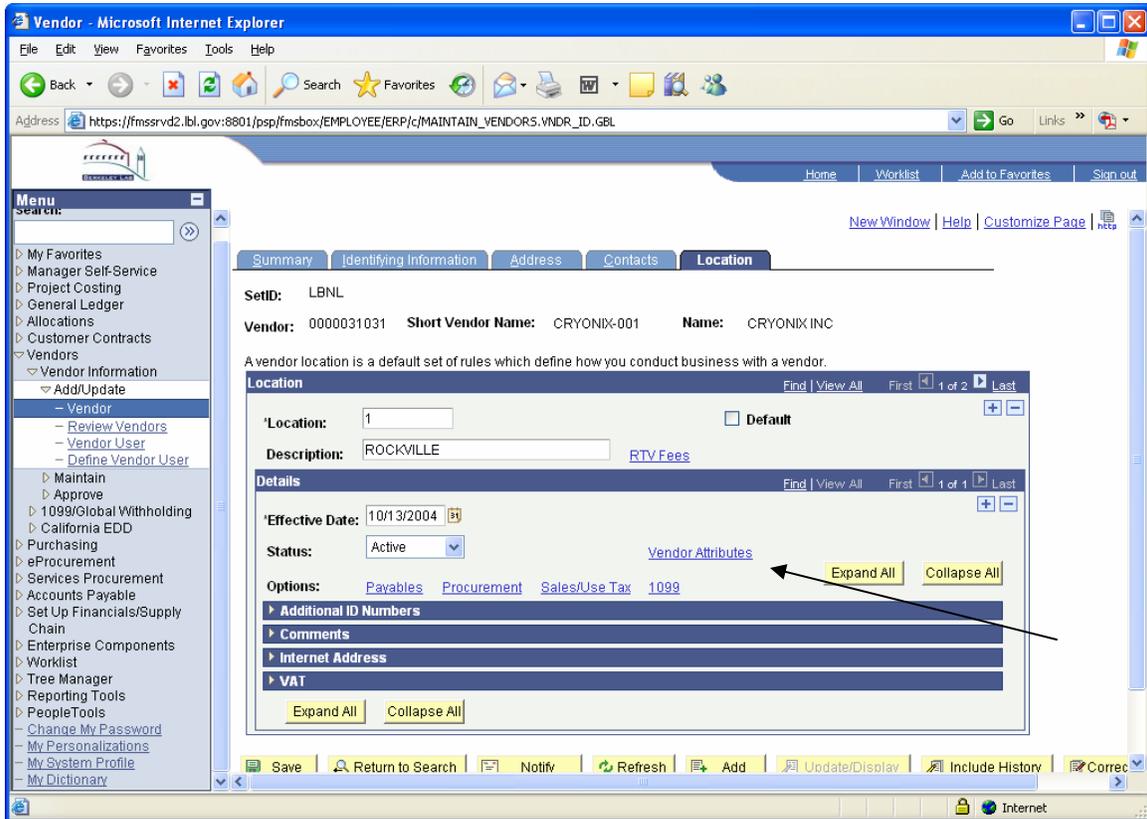
Search Results
View All First 1-12 of 12 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
1/4P1	1/4%10N30	1/4% 10 Days Net 30	Single	Vendor
1P10D	1%10N3	1% 10 Days Net 30	Single	Vendor
1P15D	1%15N30	1% 15 Days Net 30	Single	Vendor
1P30D	1%30N30	1% 30 Days Net 30	Single	Vendor
2P10D	2%10N30	2% 10 Days Net 30	Single	Vendor
2P20D	2%20N30	2% 20 Days Net 30	Single	Vendor
30DAY	Net 30	Net 30	Single	Vendor
HP10D	1/2%10N30	1/2% 10 Days Net 30	Single	Vendor
NET01	Net 1	Net 1	Single	Vendor
NET10	Net 10	Net 10	Single	Vendor
NET15	Net 15	Net 15	Single	Vendor
NET20	Net 20	Net 20	Single	Vendor

Select appropriate payment terms from the list for this vendor.

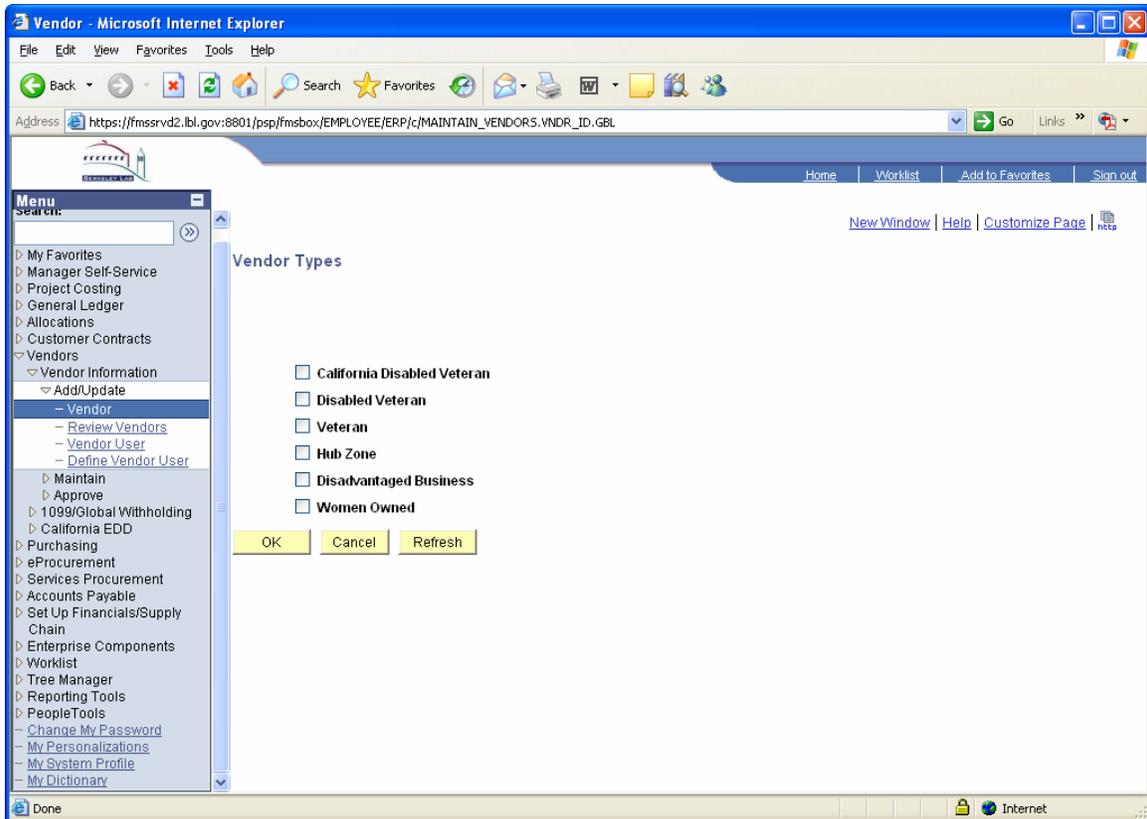
Continue to complete procedures.

Vendor Attributes Link:



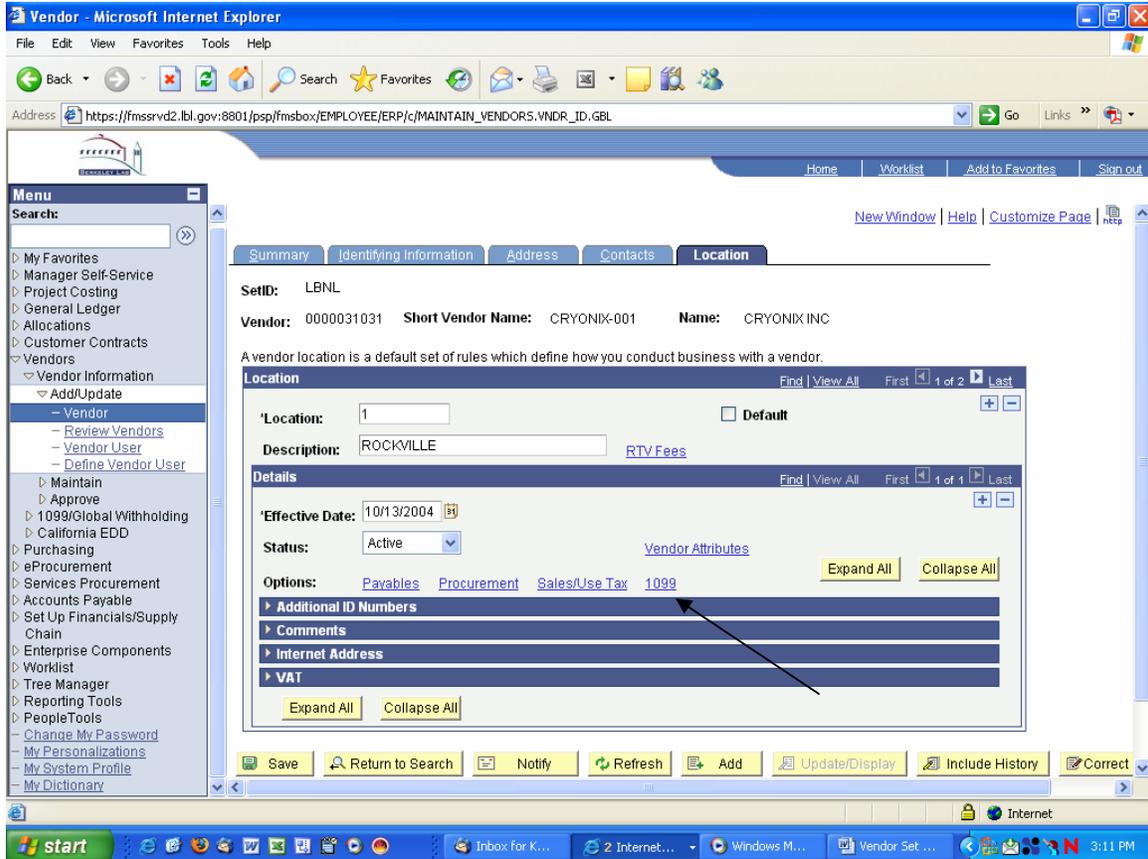
Click on the **Vendor Attributes** link to select.

Accounts Payable Desk Procedures

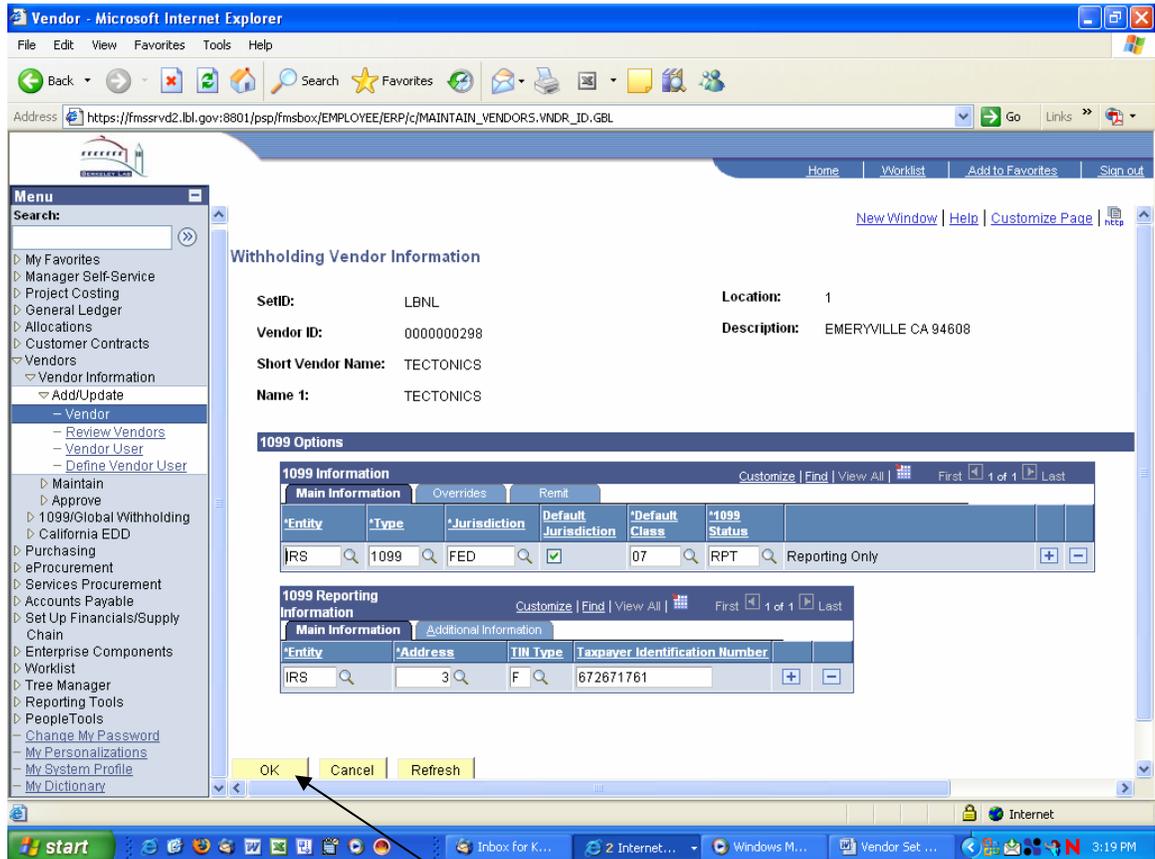


If appropriate, select the correct Vendor Type. Note: Vendor must provide state issued documentation verifying they meet guidelines in order to be added to Vendor Types.

1099 Information (If vendor is a 1099 vendor)



Withholding Vendor Information: Define 1099 information and record 1099 reporting information for the vendor location.



Click on the OK button.

SAVE

New Vendor Set Up Approval

This portion of the procedure is to ensure that vendors are set up properly and that we have all necessary and proper documentation.

- 1) After all new vendors have been set up for the day the New Vendor Set up Budget Analyst runs and prints the query: AP_Vendors_By_Date .

Accounts Payable Desk Procedures

- 2) The report resulting from the query and the backup documentation is gathered each afternoon and given to an AP Supervisor (AP Manager is backup) for review.
- 3) The AP Supervisor reviews each new vendor set up online against the hard copy backup/documentation.
- 4) If there are no errors (if there are errors, the supervisor prints out the page containing the error for documentation then corrects the error and saves the work), the AP Supervisor approves the new vendor set up. Path: Vendors/Vendor Information/Vendor Approval.
- 5) The AP Supervisor notes on the backup the date the vendor set up was approved and the Supervisor's signature.
- 6) The backup is returned to the Budget Analyst who set up the vendor so they can file the backup.

END OF PROCEDURES