



MOTT COMMUNITY COLLEGE

JOB AID



Vendor Maintenance

VEND - ORGP

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VEND

Header Block

PAPER DIRECT, ID: 0263166
 P O Box 35750 Colorado SpringsCO 80935

3. AP Types 1 [Red] 2 [White]
 4. Terms 1 [Red/White] 2 [White]



5. Vendor Types 1 [Red] 2 [White]
 6. Misc Codes 1 [Red/White] 2 [White]

7. Active [Red]
 8. Stop Payment [White]
 8. Approved Vendor [Red]


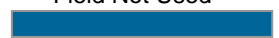
9. History 0.00 [White]
 10. Commodities [Red] [White]
 13. Demographics [Red] [White]

11. Approval Notes [White]
 Alternate ID [Red]
 Institution ID [White]
 11. Tax Form [Red]

12. Currency [White]
 Annual Sales [White]
 12. Comments 1 [Red/White]
 Misc Terms 1 [White]
 Tax Information [White]

 Required Field
 Optional Field

All Fields Marked in Red MUST be filled in.

 Field Not Used
 Auto-fills

ORGP →

Note: This is the screen where Companies doing business with C.S. Mott is entered

1. Source [1] [Red Box] [Hatched Box] [Dropdown]

2. & 3. Origin/Dt [Hatched Box] [Hatched Box] [Calendar]

4. Emp. Tax Number [Red Box]

5. Addnl Info [Red Box] [Icon]

6. Name [1] [Blue Box]

7. Mail Label [1] [Blue Box]

8. Other Name [1] [Hatched Box]

9. Sort Name [Red Box]

10. Address [1] [Red Box] [2] [Red Box]

11. CSZ [Red Box] [Red Box]

12. Country [Blue Box]

13. County [Red Box]

14. Address Type [1] [Red Box] [Dropdown]

15. Home Office [Red Box]

16. Phone(s) [1] [Red Box] [Ext] [Red Box] [Type] [Red Box] [Dropdown]

17. Change Source [Red Box] [Dropdown]

18. Date [Blue Box]

19. By [Blue Box]

Required Field

Optional Field

All Fields Marked in Red MUST be filled in.

Field Not Used

Auto Fill Field

AORG

- 1. →
- 2. →
- 3. →
- 4. →

Organization Profiles | Additional Organization Info

Crazy Quilters ID: 0350951 Corporation
SIC: Contact: Andrew Anderson

Organization Type [Auto Fill]
 Organization Status [Red] [v]
 SIC Code [Auto Fill]
 Industry Class [Auto Fill] [v]
 Emp. Tax Number [Red]
 FICE Number [Auto Fill]
 GST Number [Auto Fill] [i]
 Payer Name Control Code [Auto Fill]
 Transmitter Control Code [Auto Fill]
 Principal Contact [Auto Fill] [i]
 E-Mail Addresses [1] [Red] [Red] [v]
 Alternate IDs [1] [Auto Fill]
 Types [Auto Fill] [v]
 Formatted Names
 Type Name
 [1] [Red] [Red]
 [2] [Auto Fill]

Organization Type LookUp



Required Field



Optional Field

All Fields Marked in Red MUST be filled in.



Field Not Used



Auto Fill Field

VNCL

XVND



Required Field



Optional Field

All Fields Marked in Red MUST be filled in.



Field Not Used



Required Field

Procedure Information:

Title: Creating a Course
 Mnemonic: VEND
 File Name: JA_VEND.ppt
 Application: APPS-CF-PUR-VEND
 Primary Dept: Purchasing
 Effective Date: January 8, 2008
 Revision Date:

Purpose:

The Vendor Maintenance (**VEND**) form is used to create vendors records and maintain current information pertaining to those vendors.

New Vendors/Bidders are required to fill out the Vendor List Application, Vendor Information Form, and the W9 Tax form, all of which can be found on Mott Community College website. Path: www.mcc.edu ~ Facility & Staff page ~ Departments Tab ~ Physical Plant.

Summary Steps

1. Login to **Datatel**. Click **APP**, then Click **CF**. Type "**VEND**", click **GO**.
 2. Vendor Lookup:
 - (a) **Type** Datatel Id **or**
 - (b) **Type** Company Name **or**
 - (c) **Type** Part of the Vendor Name and use Lookup(...) Function
 - (2a) **Select** Vendor from list **or**
 - (2b) **Type** A for Add a new Vendor
- ** New Vendor ****
- Alert Box: **Choose "C"** for Corporation or "**P**" for Person
- ** ORGP Screen ****
1. Source: (*optional*) **Click** drop-down button and select from list
 2. Origin: (*optional*) **Click** drop-down menu and select from list
 3. Date: **Type** Today's date
 4. Emp. Tax Number: **Type** Employee Tax Number from Vendor Form

3-Jan-08

5. Additional Info: **Click** drop-down button
- ** AORG Screen ****
1. Organization Status: **Click** drop-down button
 - **Click** on *Active*
 2. Emp. Tax Number: auto-fills
 3. E-Mail Address: **Type** Email address from Vendor Form
 4. Formatted Names: (*optional*) **Type** any Updated Name Changes
 5. Save and Update
- ** BACK TO ORGP Screen ****
6. Name: **Auto-fills** (*check spellings*)
 7. Mail Label: **Auto-fills** (*can be changed if needed*) (*Optional*)
 8. Other Name: (*optional*) Formal Name of company

Job Aid: Vendor Maintenance - VEND

9. Address: **Type** full address from Vendor form
10. City ~ State ~ Zip code: **Type** entries from Vendor form
11. Country: **Type** Country where Vendor is located e.g. USA, Canada, Mexico
12. County: **Type** County where Vendor is located e.g. Genesee, Lapeer, Macomb
13. Address Type: **Click** drop-down button
14. Home Office: **Type** Yes or No
15. Phone (s): **Type** all Phone numbers listed on Vendor Form
16. Type: **Click** drop-down button
 - 15a. **Click** on correct type for this phone number
 - 15b. Next line: **Type** next phone number
17. Source: **Click** drop-down button **choose** appropriate code from list provided

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Procedure Information:

Title: Creating a Course
 Mnemonic: VEND
 File Name: JA_VEND.ppt
 Application: APPS-CF-PUR-VEND
 Primary Dept: Purchasing
 Effective Date: October 2, 2007
 Revision Date:

Purpose:

The Vendor Maintenance (VEND) Continued

Summary Steps

18. Date: **Auto-fills** with System date
19. By: **Auto-fills** with Id of person login
20. **Save** and **Update** to **VEND** screen
 ** VEND screen Continued **
3. AP Types: Use Lookup (...) function
 * this will take you to the **AORG** screen *
 3a **Click** each box on the right that supports this vendors activities
 3b **Save**
4. Terms: (optional) Type Lookup (...) Function
 6a **Click** on the box(es) that satisfy the terms listed on the Vendor Form
 6b **Save**
5. Vendor Types: Type Lookup (...) Function
 Click all boxes that pertain to this Vendor

6. Misc. Codes: (optional) **Click** drop-down button to the XVND screen
 ** XVND Screen **
 • **The following information is from the Vendors Application Form ***
1. Minority Code: **Click** drop-down button
 1a. **Click** on correct code from list presented
2. %: **Type** percent that this minority group makes up of the total employees for this Vendor. E.g. 20
3. Certification: **Type** the Government issued Certification number from the Vendor Form
4. Accept PO: Type **Y / N** if this company accepts Purchase Orders
5. Procurement Cards: Type Y / N if this company accepts Pro. Cards

6. Electronic Disk Catalog: **Type** Y / N
7. Electronic Ordering: **Type** Y / N
8. GISD School District: **Type** Y / N
 (is this Vendor part of the Genesee Intermediate School District)
9. Update: **Click** on the Update button
 (back to the **VEND** screen)
 ** VEND Screen Continued **
7. Active: **Auto-fills**
8. Approved Vendor: **Auto-fills**
9. History: **Auto-fills** (when transactions have been recorded with this Vendor)
10. Commodities: **Click** drop-down button to the **VNCL** Screen

Procedure Information:

Title: Creating a Course
 Mnemonic: VEND
 File Name: JA_VEND.ppt
 Application: APPS-CF-PUR-VEND
 Primary Dept: Purchasing
 Effective Date: October 2, 2007
 Revision Date:

Purpose: [Continued](#)

The Vendor Maintenance (VEND) Screen.

It is important to complete all of the screens (VEND, ORGP, AORG) when Adding/updating Vendors. All information needed should be included in the Vendor Application Form. If some information is missing, contact your supervisor.

Summary Steps

** [VNCL Screen](#) **

1. Commodity Description: **Type** Lookup (...) Function
 - 1a. **Enter**
 2. Commodity Codes: **Click** each box that applies to this Vendor
 - 2a. **Save** (back to [VNCL](#) main screen)
 3. Approved: **Auto-fills**
 4. **Save**
 5. Update: **Click** Update button (back to [VEND](#) screen)
- The [Commodities](#) field on the [VEND](#) screen now has a numeric entry, based on the number of commodities that were entered on the [VNCL](#) Screen ◀

** [VEND Screen Continued](#) **

11. Tax Form: **[For Individuals Only]**
 - 12a. **Click** on drop-down button
 - 12b. **Click** on appropriate tax form for this individual e.g. 1099
12. Comments: (optional) Miscellaneous information can be type in this field.

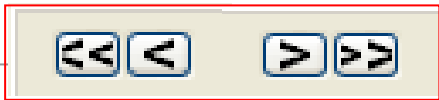
**** REMEMBER** Reports can not be written on comment fields. If this information could be needed for reporting purposes, the data needs to be entered in a field location.
13. Demographics: Drop down menu can be used as a short cut for Vendor Maintenance to the following screens
 - **ORGP** Organization Profiles
 - **AORG** Additional Organization Info
 - **FNM** Formatted Names
 - **XVND** Extra Vendor Info...

14. Save: **Click** on Save button
15. Update: **Click** on Update button
16. Finish: **Click** on Finish button

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record

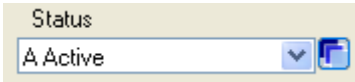
DROP DOWN LIST – Click **Icon**, Click **item** on the list.

Course Levels [1] 100 Beginning L

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.

Course Levels [1] 100 Beginning L



DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.



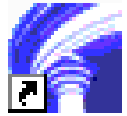
CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.

Original Function Keys

| | | | | | | | | | | | | |
|---------|--------------|---------------|---------------|------------------|-------------|------------|--------------|---------------|--------|---------|-------------|-------------|
| Shift > | Process Help | Function Help | Window Insert | Window Page Jump | Window Back | Field Back | Element Back | Cancel | Exit | Refresh | Clear EOL | Screen Back |
| | Field Help | Detail | Window Jump | Field Jump | Window FWD | Field FWD | Element FWD | Direct Access | Finish | Update | Screen Jump | Screen FWD |
| | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |



Datatel

Datatel Login

Enter a User ID, Password and Database:

User ID:

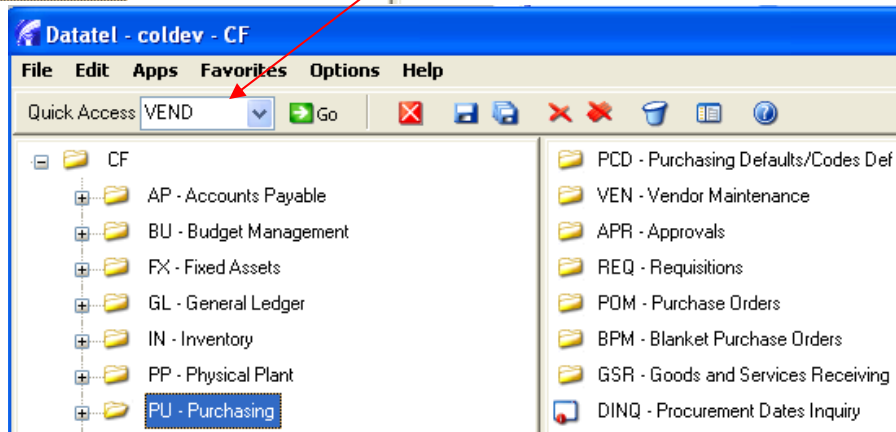
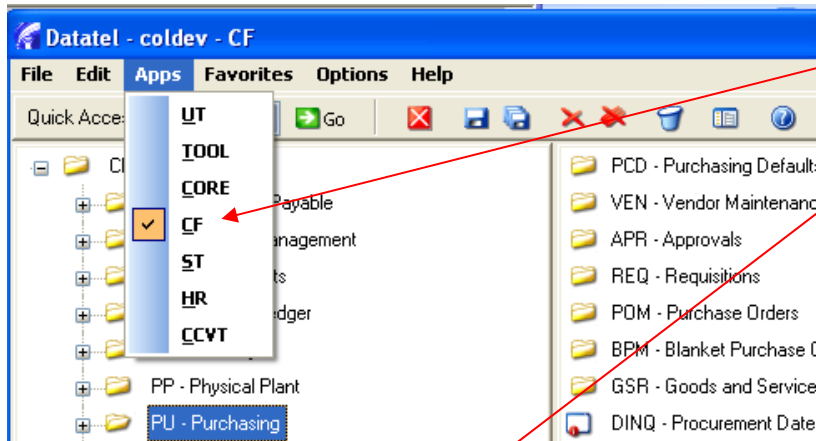
Password:

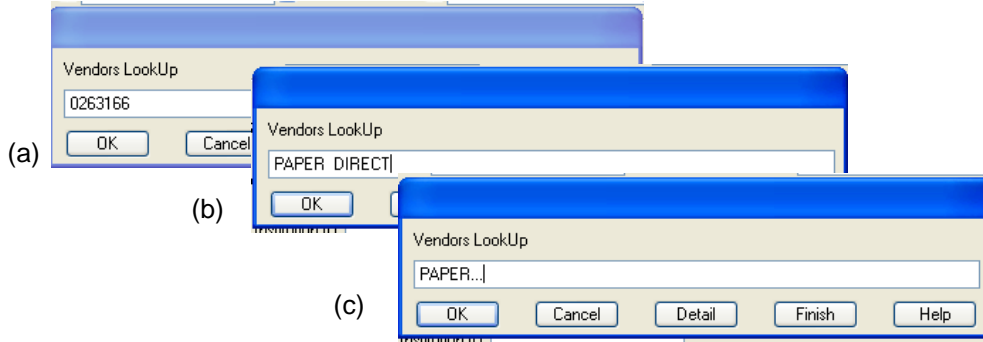
Database:

OK Cancel

Step 1: Login to Datatel

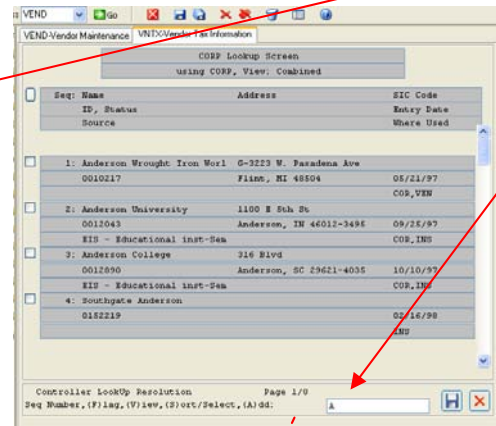
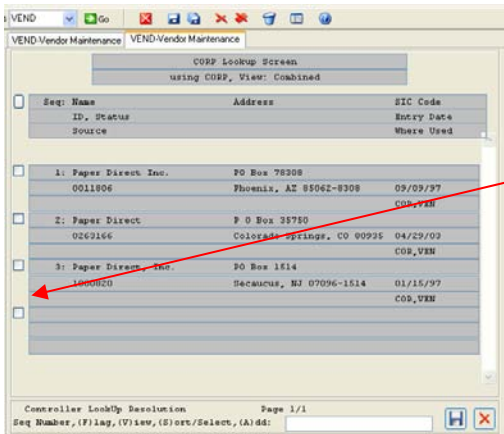
1. **Double Click** on the **Datatel Icon**.
2. Enter your "**User ID**" and "**Password**"
 ▶ **Database should be collive**
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **CF**
6. In the Quick Access area, enter **VEND**
7. Click **Go**





Step 2. Vendor Lookup:

- (a) Type Datatel Id **or**
- (b) Type Company Name **or**
- (c) Type Part of the Vendor Name and use Lookup(...)

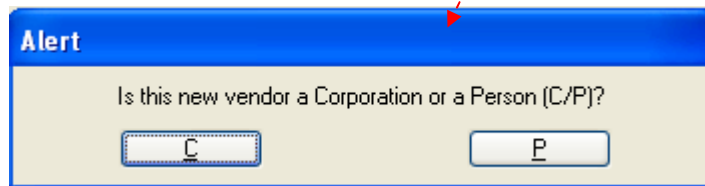


2a **Select** Vendor from list **or**

2b **Type A** for *Add* a new Vendor

**** New Vendor ****

Alert Box: Choose **"C"** for Corporation **or** **"P"** for Person



**** New Vendor ****

Use Vendor Application Form to complete these fields

ORGP Screen

Step 1. Source: (optional) **Click** drop-down menu and select from list provided

Step 2. Origin: (optional) **Click** drop-down menu and select from list provided

Step 3. Date: **Type** Today's date **or** use calendar button next to field

| Oct 2007 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

ORGP Screen New Vendor Continued

The screenshot shows two windows. The top window is titled 'VEND-Vendor Maintenance' and shows the 'ORGP-Organization Profiles' tab. It displays information for 'Creative Custom Papers' (ID: 0350954, Corporation). Fields include Source (CRP Corporation), Emp. Tax Number (12-3456987), Origin/Dt (REF Referenc, 10/08/07), Name (Creative Custom Papers), Mail Label (Creative Custom Papers), Other Name (Creative Custom Papers), and Sort Name (CREATIVE CUSTOM PAPERS). The bottom window is titled 'ORGP-Organization Profiles' and shows the 'AORG-Additional Organization Info' tab. It displays information for 'Crazy Quilters' (ID: 0350951, Corporation). Fields include Organization Type, Organization Status (A Active), SIC Code, Industry Class, Emp. Tax Number (12-3456789), FICE Number, GST Number (A Active), Payer Name Control (Inactive), Transmitter Control Code, Principal Contact, E-Mail Addresses (LO, AANDER@COMCAST.COM), Alternate IDs, Formatted Names, and Types. An 'Alert' dialog box is open at the bottom, with 'Update' selected.

Step 4. Emp. Tax Number: **Type** 9 digit Employee Tax Number from Vendor Form

Step 5. Additional Info: **Click** drop-down menu button to go to the AORG Screen

** AORG Screen **

Step 1. Organization Status: **Click** drop-down button (1a) **Click** on Active

Step 2. Emp.Tax Number: Auto-fills

Step 3. E-Mail Address: **Type** Email address from Vendor Form

Step 4. Formatted Names: **Type** any Updated Vendor Names

Step 5. **Save** & Update

**** BACK TO THE ORGP SCREEN ****

ORGP screen (Continued)

The screenshot shows the ORGP Organization Profiles form for Anderson Elevator Company. The form is divided into several sections:

- Header:** Anderson Elevator Company, ID: 0350950, Corporation, Flint, MI 48503, SIC: Contact:
- Source:** CRP Corporation, Emp. Tax Number: 12-2589632
- Origin/Dt:** CNT Contact, 10/01/07, Addnl Info
- Name:** Anderson Elevator Company
- Mail Label:** Anderson Elevator Company, Inc.
- Other Name:**
- Sort Name:** ANDERSON ELEVATOR COMPANY
- Address:** 1234 Somewhere Ave
- CSZ:** Flint, MI, 48503
- Country:** USA U.S.A.
- County:** GENESEE Genesee
- Address Type:** Business (selected)
- Home Office:** Yes
- Phone(s):** 810-123-4567 (BUS, 321), 810-987-6541 (HOME)
- Controller Address:** Adding Value 2

A dropdown menu for Address Type is open, showing the following options: Home, Business, CO Correction, AD Additional, BA Bad Address, EME Emergency, L Local, O Other, AP Accts Receivable, PO Purchase Order Address, CK Check Address, WEB Web Obtained.

Step 6. Name: **Auto-fills** (check Spelling)

Step 7. Mail Label: Auto-fills (can be changed if needed)

Step 8. Address Line: **Type** full address from Vendor form

Step 9. City ~ State ~ Zip code: **Type** entries from Vendor form

▶ If you type the zip code in the city field- the city ~ ~state will autofill ◀

Step 10. Country: **Type** Country where Vendor is located. E.g. USA, Canada, Mexico

Step 11. County: **Type** County where Vendor is located E.g. Genesee, Lapeer, Macomb

Step 12. Address Type **Click** drop-down menu

Step 13. Home Office: **Type** Yes or No

Step 14. Phone(s) **Type** all phone numbers listed on Vendor Form

ORGP Screen (Continued)

ORGP-Organization Profiles

Anderson Elevator Company ID: 0350950 Corporation
 Flint, MI 48503 SIC: Contact

Source: 1 CRP Corporation Emp. Tax Number: 12-2589632
 Origin/Dt: CNT Contact 10/01/07 Addnl Info: [icon]
 Name: 1 Anderson Elevator Company
 Mail Label: 1 Anderson Elevator Company, Inc.
 Other Name: 1
 Sort Name: ANDERSON ELEVATOR COMPANY

Address: 1 1234 Somewhere Ave
 2 |
 CSZ: Flint MI 48503
 Country: USA U.S.A.
 County: GENESEE Genesee
 Address Type: 1 B Business
 Home Office: Yes

| Phone(s) | Ext | Type |
|----------------|-----|------|
| 1 810-123-4567 | 321 | BUS |
| 2 810-987-6541 | | |

Controller Address

Change Source: [dropdown]
 Date: [dropdown]
 By: NCOOK

Ad: [dropdown]

Alert: Update record, Cancel record or Return to editing
 [Update] [Cancel] [Return]

Step 15. Phone_Type: **Click** drop-down menu button

(15a) **Click** on correct type for this phone number

(15b) Next line: **Type** next phone number

Step 16. Source: **Click** drop-down menu button

(16a) **Click** on appropriate code from list

Step 17. Date: **Auto-fills** with System date

Step 18. By: **Auto-fills** with Id of person whose login is current

Step 19. **Save** [icon] and **Update** (to the **VEND** screen)

** VEND Screen Continued **

Step 3. AP Types: **Type** Lookup (...) Function

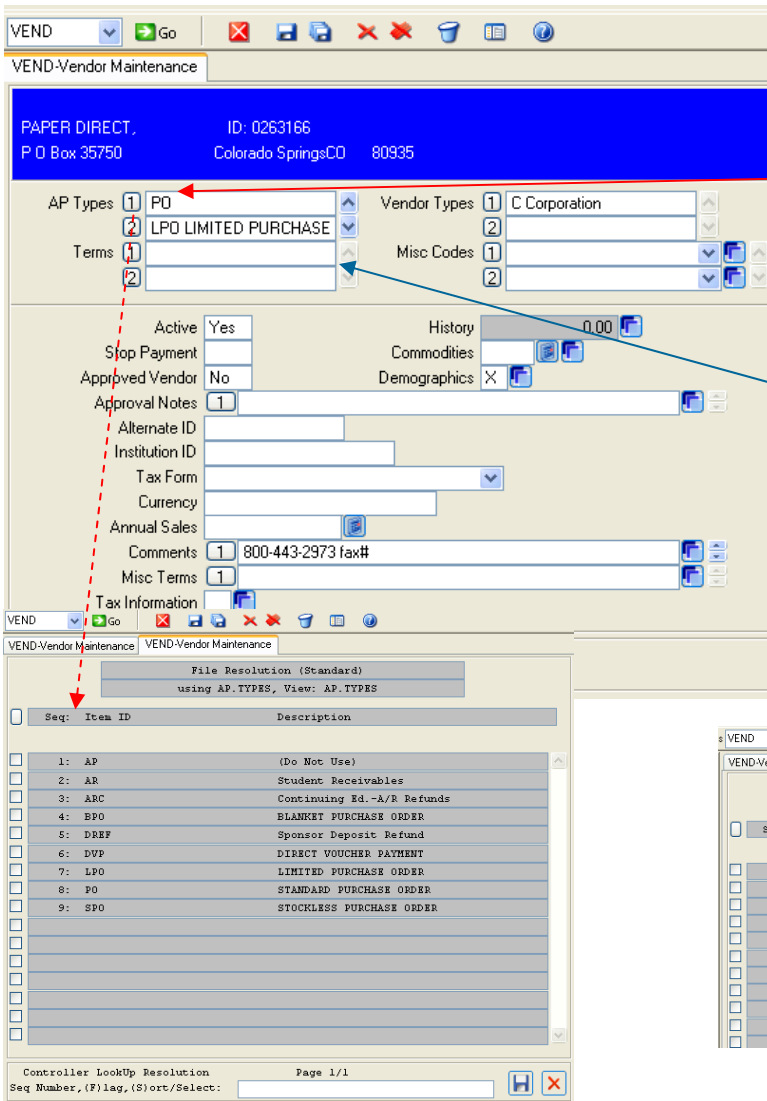
(3a) **Click** each box on the right that supports this vendor activities

(3b) **Save** 

Step 4. Terms: **Type** Lookup (...) Function MCC uses Net 30 for the Terms

(4a) **Click** on the box(es) that satisfy the terms listed on the Vendor Form

(4b) **Save** 



The screenshot shows the 'VEND-Vendor Maintenance' window. The top section displays vendor information: PAPER DIRECT, ID: 0263166, P O Box 35750, Colorado Springs CO 80935. Below this are fields for AP Types (PO), Vendor Types (C Corporation), Terms (LPO LIMITED PURCHASE), and Misc Codes. There are also checkboxes for Active, Stop Payment, Approved Vendor, and Approval Notes. A 'Tax Information' section is visible at the bottom. Two lookup windows are open: one for 'AP TYPES' and one for 'VENDOR TERMS'. The 'AP TYPES' window shows a list of terms with checkboxes, and the 'VENDOR TERMS' window shows a list of terms with checkboxes. A red arrow points from the 'AP Types' field to the 'AP TYPES' lookup window, and a blue arrow points from the 'Terms' field to the 'VENDOR TERMS' lookup window.

VEND Vendor Maintenance

PAPER DIRECT, ID: 0263166
 P O Box 35750 Colorado Springs CO 80935

AP Types 1 PO 2 LPO LIMITED PURCHASE
 Vendor Types 1 C Corporation 2
 Terms 1 2
 Misc Codes 1 2

Active Yes History 0.00
 Stop Payment
 Approved Vendor No Commodities
 Approval Notes 1
 Alternate ID
 Institution ID
 Tax Form
 Currency
 Annual Sales
 Comments 1 800-443-2973 fax#
 Misc Terms 1
 Tax Information

Control VEND

VEND Vendor Maintenance

File Resolution (Standard)
 using VENDOR.TYPES, View: VENDOR.TYPES

| Seq | Item ID | Description |
|--------------------------|---------|--------------------------|
| <input type="checkbox"/> | 1: C | Corporation |
| <input type="checkbox"/> | 2: G | Governmental |
| <input type="checkbox"/> | 3: I | Individual Business |
| <input type="checkbox"/> | 4: H | Host Employee Or Student |
| <input type="checkbox"/> | 5: P | Partnership |
| <input type="checkbox"/> | 6: U | Un-Incorporated Business |

Controller Lookup Resolution Page 1/1
 Seq Number, (F)lag, (S)ort/Select:

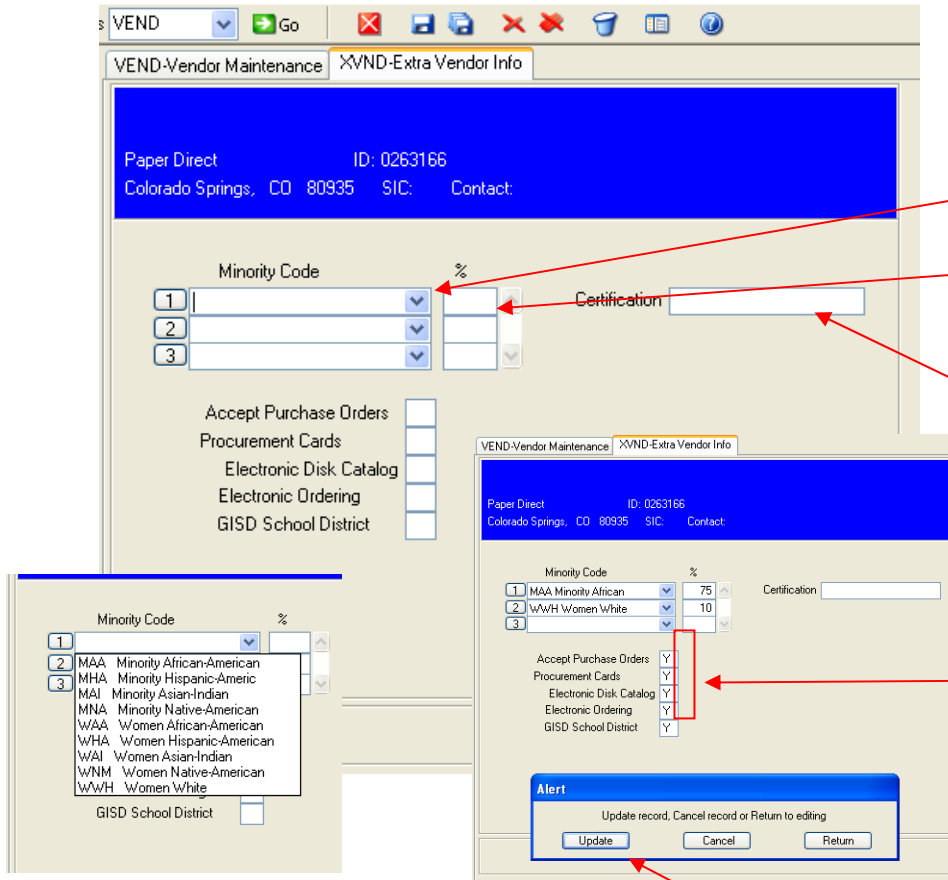
**** VEND Screen Continued ****

Step 5. Vendor Types: Type Lookup (...) Function .

(5a) **Click** all boxes that pertain to this Vendor

Step 6. Misc. Codes: (optional) **Click** drop-down menu button to the **XVND** screen

** XVND Screen **



► The following information is from the Vendor Application Form ◀

Step 1. Minority Code: Click drop-down button

Step 2. %: **Type percent** that this minority group makes up of the total employees for his Vendor e.g. 20

Step 3. Certification: **Type** the government issued certification number from Vendor Form

Step 4. Accept PO: **Type Y / N**
(if this company accepts Purchase Orders)

Step 5. Procurement Cards: **Type Y / N**
(if this company accepts Pro. Cards)

Step 6. Electronic Disk Catalog: **Type Y / N**

Step 7. Electronic Ordering: **Type Y / N**

Step 8. GISD School District: **Type Y / N**
(Is this Vendor part of the Genesee Intermediate School District)

Step 9. Update: **Click** on the Update button
(back to the **VEND** screen)

**** VEND Screen Continued ****

The screenshot shows the 'VEND-Vendor Maintenance' window. At the top, there's a header bar with the text 'VEND' and a 'Go' button. Below this, a blue box contains the vendor name 'PAPER DIRECT,' and ID '0263166', along with the address 'P O Box 35750 Colorado Springs CO 80935'. The main area is divided into several sections: 'AP Types' with a list of 'BPD BLANKET PURCHAS' and 'LPO LIMITED PURCHASE'; 'Vendor Types' with 'C Corporation'; 'Terms' with '02 10/30'; 'Misc Codes' with 'MAA Minority African' and 'WWH Women White'. Below these are fields for 'Active' (Yes), 'Stop Payment', 'Approved Vendor' (Yes), 'Approval Notes' (with a '2' in a box), 'Alternate ID', 'Institution ID', 'Tax Form' (1099PA 1099-PATR Tax Form), 'Currency', 'Annual Sales', 'Comments' (with a '2' in a box), 'Misc Terms' (with a '2' in a box), and 'Tax Information'. There are also 'History' (0.00), 'Commodities', and 'Demographics' (X) fields. A red arrow points to the 'Commodities' field, and blue arrows point to the 'Active' and 'Approved Vendor' fields.

Step 7. Active: **Auto-fills**

Step 8. Approved Vendor: **Auto-fills**

Step 9. History: **Auto-fills** (when transactions have been recorded with this Vendor)

Step 10. Commodities: **Click** drop-down menu button to the **VNCL** Screen

** VNCL Screen **

The screenshot shows the 'VNCL-Vendor Commodities Maint' window. At the top, it displays vendor information for Anderson Elevator Company, Inc. Below this is a table with columns for Commodity Description, Approved, Standard Price, Standard Date, Actual Price, and Actual Date. An alert box is overlaid on the table, stating: 'Alert: You are about to select through the entire file. Ok to Proceed (Y/N)'. Below the alert box is a 'COMMODITY CODES Resolution' window showing a list of commodity codes with checkboxes. The list includes items like 'Trophies Plaques Awards', 'Advertising specialties imprinted', 'Books and Manuals', etc. Red arrows point from the text instructions to the 'Lookup (...)' button, the alert box, and the checkboxes in the commodity codes list.

| Commodity Description | Approved | Standard Price | Standard Date | Actual Price | Actual Date |
|-----------------------|----------|----------------|---------------|--------------|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

| Seq | ID | Description |
|-------------------------------------|-------------|-----------------------------------|
| <input type="checkbox"/> | 1: A025-15 | Trophies Plaques Awards |
| <input type="checkbox"/> | 2: A037-52 | Advertising specialties imprinted |
| <input checked="" type="checkbox"/> | 3: A080-00 | Books and Manuals |
| <input type="checkbox"/> | 4: A350-00 | Flags & Accessories |
| <input checked="" type="checkbox"/> | 5: A915-00 | Communications & Media Services |
| <input type="checkbox"/> | 6: B055-00 | Accessories |
| <input type="checkbox"/> | 7: B055-20 | Automotive Tools/Equip |
| <input type="checkbox"/> | 8: B060-00 | Maintenance & Repair |
| <input type="checkbox"/> | 9: B060-20 | Auto Tech/Coarseware |
| <input type="checkbox"/> | 10: B070-00 | Vehicles |
| <input type="checkbox"/> | 11: B080-00 | Welding related |
| <input type="checkbox"/> | 12: C031-00 | HVAC |
| <input checked="" type="checkbox"/> | 13: C150-00 | Builders Supplies |
| <input type="checkbox"/> | 14: C155-00 | Buildings and Structures |
| <input type="checkbox"/> | 15: C155-05 | Carpentry Custom/Hill |
| <input type="checkbox"/> | 16: C192-05 | Ice Control Products |

Step 1. Commodity Description: **Type** Lookup (...) Function

▶ **ALERT BOX** Message ◀

Step 2. **Type Y** to get list of all approved commodity codes

Step 3. **Click** each box that applies to this Vendor

(3a) **Save** (back to **VNCL** screen)

VEND-Vendor Maintenance VNCL-Vendor Commodities Maint

Crazed Quilters ID: 0350951 Tax ID: 12-3456789 SRC: Corpo

| Commodity Description | Approved | Standard Price | Standard Date | Actual Price | Actual Date |
|---|----------|----------------|---------------|--------------|-------------|
| 1 A080-00 Books and Manuals | Yes | | | | |
| 2 A915-00 Communications & Media Services | Yes | | | | |
| 3 C150-00 Builders Supplies | Yes | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

**** VNCL Screen Continued ****

Step 4. Approved: **Auto-fills**

Step 5. Save 

Step 6. Update: **Click Update button**
(back to **VEND** screen)

Alert

Update record, Cancel record or Return to editing

VEND-Vendor Maintenance

PAPER DIRECT, ID: 0263166
P O Box 35750 Colorado SpringsCO 80935

AP Types: 1 BPO BLANKET PURCHAS, 2 LPD LIMITED PURCHASE
Vendor Types: 1 C Corporation, 2
Terms: 1 02 10/30, 2
Misc Codes: 1 MAA Minority African, 2 WWH Women White

Active: Yes
Stop Payment:
Approved Vendor: Yes
Approval Notes: 1
Alternate ID:
Institution ID:
Tax Form: 1099PA 1099-PATR Tax Form
Currency:
Annual Sales:
Comments: 1 800-443-2973 fax#
Misc Terms: 1
Tax Information:

History: 0.00
Commodities: 9
Demographics: X

Controller Approval Notes: No Values

► The Commodities field on the VEND screen now has a numeric entry, based on the number of commodities that were entered on the VNCL screen ◀

**** VEND Screen ****

The screenshot shows the 'VEND-Vendor Maintenance' window. At the top, it displays 'PAPER DIRECT, ID: 0263166' and 'P O Box 35750 Colorado Springs CO 80935'. Below this are fields for AP Types (BPO BLANKET PURCHASE, LPO LIMITED PURCHASE), Terms (02 10/30), Vendor Types (C Corporation), and Misc Codes (MAA Minority African, WWH Women White). There are also checkboxes for Active, Stop Payment, Approved Vendor, and History (0.00). A dropdown menu for 'Tax Form' is open, listing various forms like 1098, 1099A, 1099B, 1099DI, 1099G, 1099IN, 1099MI, 1099OI, 1099PA, 1099R, 5498, W2G, 1042, T4A, 1098T, and W-2. The '1099PA 1099-PATR Tax Form' is selected. Below the dropdown is a 'Comments' field with a text area and a 'Save' button.

**** VEND Screen Continued ****


Step 11. Tax Form: **[For Individuals Only]**

(11a) **Click**: drop-down menu button

(11b) **Click**: appropriate tax form for this individual [e.g. 1099MI]

Step 12. Comments: (optional) Miscellaneous information can be typed in this field

▶ REMEMBER Data Reports can not be written from comment fields. If this information is needed for reporting purposes, the data must be entered in a field location. ◀

(12a) **Save**  (Back to the VEND screen)

**** VEND Screen Continued ****

Step 13. Demographics: **Click** on drop-down menu button

This menu can be used as a short cut to the following screens for maintenance on a Vendor already in the system:

- * ORGP
- * AORG
- * FNM
- * XVND

VEND Vendor Maintenance

PAPER DIRECT, ID: 0263166
P O Box 35750 Colorado Springs CO 80935

AP Types: 1 BPO BLANKET PURCHASE, 2 LPO LIMITED PURCHASE
Vendor Types: 1 C Corporation, 2
Terms: 1 02 10/30, 2
Misc Codes: 1 MAA Minority African, 2 WWH Women White

Active: Yes, Stop Payment: , Approved Vendor: Yes, Demographics: X

History: 0.00, Commodities: 9, Tax Form: 1099A 1099-A Tax Form

Comments: 1 800-443-2973 fax#, Misc Terms: 1

Controller Misc Terms: No Values

MENU

Select Item

ORGP - Organization Profiles...
AORG - Additional Organization Info...
FNM - Formatted Names...
XVND - Extra Vendor Info...

Selected Item

OK Cancel Help

(13a) **Click** on mnemonic to be taken to that screen

(13b) **Save**  and **Update** back to the **VEND** screen

**** VEND Screen Final steps ****

Verify your entries and Correct as needed

Step 14. Save: **Click** on Save button

Step 15 Update: **Click** Update button

Step 16. Finish: **Click** Finish button

VEND

VEND-Vendor Maintenance

PAPER DIRECT, ID: 0263166
P O Box 35750 Colorado SpringsCO 80935

AP Types 1 BPO BLANKET PURCHAS
2 LPO LIMITED PURCHASE

Terms 1 02 10/30
2

Vendor Types 1 C Corporation
2

Misc Codes 1 MAA Minority African
2 WWH Women White

Active Yes
Stop Payment
Approved Vendor Yes

Approval Notes 1
Alternate ID
Institution ID
Tax Form 1099A 1099-A Tax Form
Currency
Annual Sales
Comments 1 800-443-2973 fax#
Misc Terms 1
Tax Information

History 0.00
Commodities 9
Demographics X

Controller Misc Terms

Alert

Update record, Cancel record or Return to editing

Update Cancel Return

Vendors LookUp

OK Cancel Detail Finish Help