

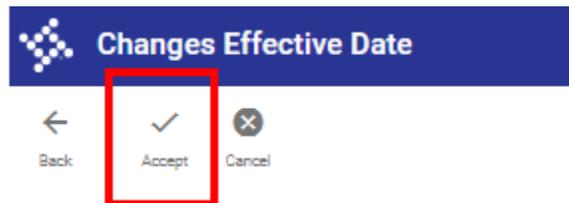
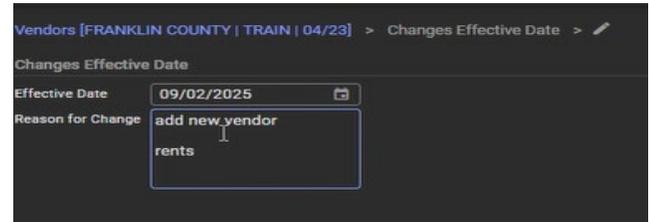
Adding a Vendor

Navigate to Financials > Accounts Payable > Vendor Processing > Vendors

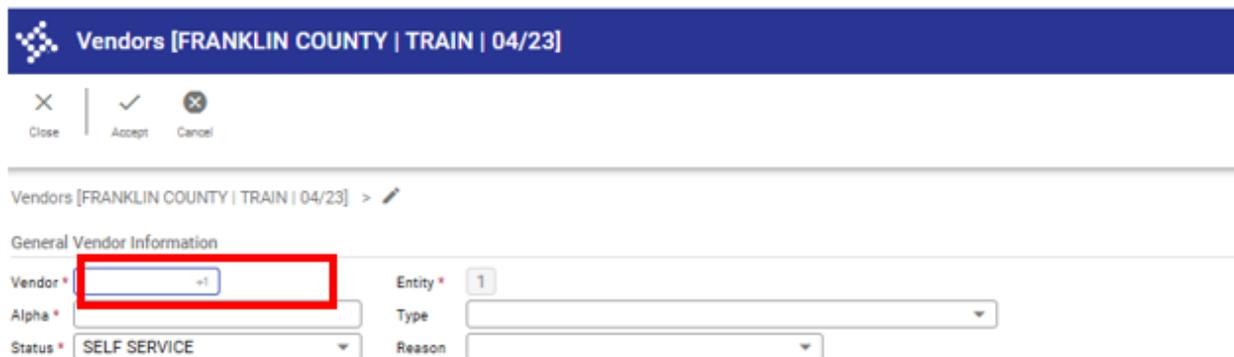


Or Select Vendors from the FCOH AP Forms Card

- At the top of the page select “Add”
 - This will open the Changes Effective Date page
 - Leave Effective date as is.
 - Type “ADD NEW VENDOR” (PLEASE USE ALL CAPS) and the “Description of Services Provided” for Reason for Change
 - Examples (Rent, Auto Repair, Kinship, Comp & Damages, etc...)
 - This will be used to determine 1099 information by the Auditor AP team.



- Select Accept-This will take you back to the Vendors page.
 - TAB key will also work as Accept (not ENTER)



- Click the “+1” in the Vendor field to select the next available number.

The screenshot shows a form with the following fields highlighted in a red box:

- Vendor * 415983
- Alpha * TEST VENDOR
- Status * ACTIVE
- Entity * 1
- Type *
- Reason INDV - INDIVIDUAL

- Fill in the Alpha field with the name of the Vendor
 - Note: Maximum of 20 characters in the field.
 - Note: If the vendor is an **individual** then key (last name, first name)
 - Example **LAST, FIRST** (make sure to use a comma then a space before adding the first name)
- Change the Status Field to “Active”.
- Use the drop down under the Reason field to select the best match based on box 3a of the W-9 provided by the vendor and the services provided.

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

Individual/sole proprietor
 C corporation
 S corporation
 Partnership
 Trust/estate
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the “LLC” box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

Other (see instructions)

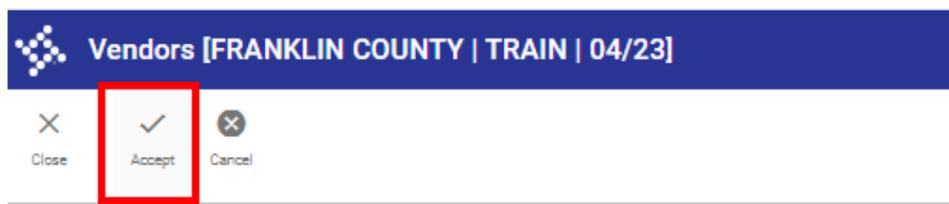
3b If on line 3a you checked “Partnership” or “Trust/estate,” or checked “LLC” and entered “P” as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions

- **100 - COMPENSATION & DAMAGES:** Used if payments will be for Compensation.
- **101 – SETTLEMENT PAYMENT:** Used if payments will be for Settlements
- **CHUR – CHURCH :** Used for Churches
- **CORP – CORPORATION :** Used if S Corp or C Corp is checked
- **FSTR – FOSTER PARENT:** Vendor will be paid for being a Foster Parent
- **GOVT – GOVERNMENT AGENCY**
- **IND – INDIVIDUAL:** Used when Individual/Sole proprietor is checked and an SSN is provided
- **K – KINSHIP:** Vendor will be paid for being Kinship
- **NFP – NON-PROFIT ORGANIZATION:** Used for Non Profit organizations
- **PART – PARTNERSHIP:** Used when Partnership is checked
- **SOLE – SOLE PROPRIETOR :** Used when Individual/Sole proprietor is checked and an EIN is provided
- **TR/E – TRUST/ESTATE:** Used if Trust/Estate is checked
- **V – VOLUNTEER/INTERN:** Used for Interns

- Using the new W-9 fill in the following fields in ERP
 - Company name
 - **Note:** will auto generate from what was entered in the Alpha field but will need to be updated if the name is greater than 20 characters or was an individual.
 - **Individual should be First name Last name in the Company name field**
 - Ex. FIRST LAST
 - DBA (If applicable)
 - Address
 - **Type in the 2nd address line**
 - Only use the 1st address line for “ATTN” (If applicable)
 - Zip Code (include +4)
 - City
 - State

What if the address for the vendor needs to be different from the W-9?

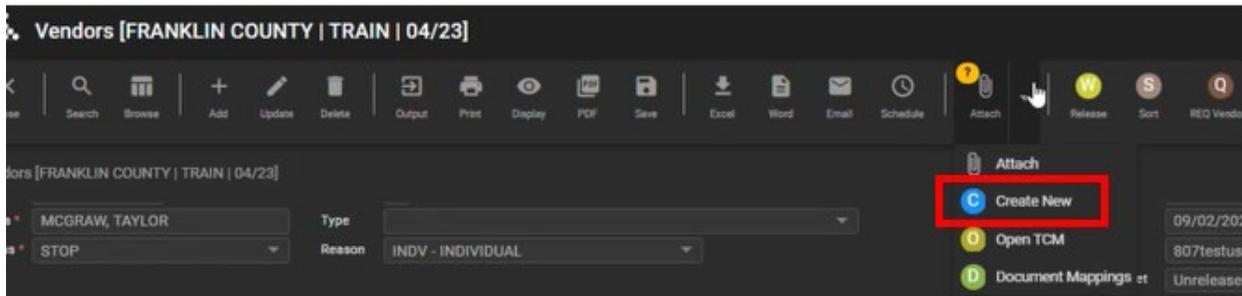
- A sticky note can be added to the W-9 when it is uploaded in TCM (Content Manager) listing the address keyed.
 - See instructions for attaching W-9



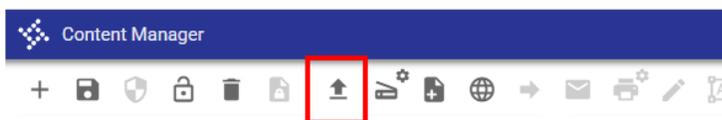
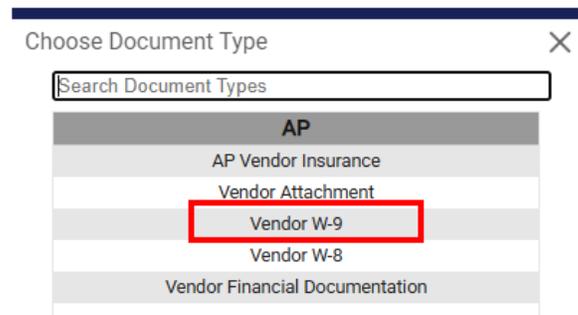
- Select Accept

NOTE: The status will now say “STOP”. Status * STOP Once the workflow is approved by AP the status will change back to active.

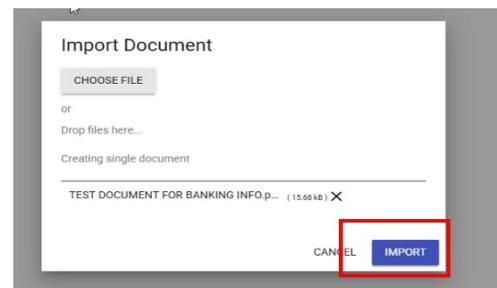
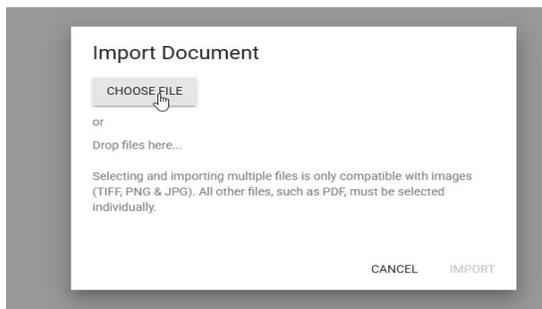
Attaching the W-9



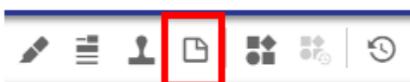
- Click on the drop down beside the attachment and select “Create New”
 - This will open Content Manager
 - Select “Vendor W-9”



- Upload the W-9 PDF by using the Import attachment.
 - Either choose file or drag and drop file to import.



- When file has been loaded, select import
- If the address for the vendor needs to be different from what is on the W-9 the “Add a sticky note” option can be used.



- After selecting this option click and drag on the uploaded W-9 to create the sticky note.
- Then edit the text field to show the correct address.

- 1-Select disk icon to Save
- 2-Select lock to mark confidential
 - This step must be completed to safeguard associated sensitive information.

The screenshot shows the Content Manager interface. On the left, there is a 'Documents' list with columns for Date, Vendor Number, Description, and DocType. A document with Vendor Number 'APVendor' is visible. On the right, the 'W-9 Request for Taxpayer Identification Number and Certification' form is displayed. The form includes fields for Name of entity/individual, Business name, Federal tax classification, Exemptions, Address, and City, state, and ZIP code. The 'Part I Taxpayer Identification Number (TIN)' section is also visible.

- Select Accounts payable for confidential reasons

The 'Confidential Reasons' dialog box is shown. It contains the text 'Confidential Reasons' and a checkbox for 'Accounts Payable', which is currently unchecked. At the bottom right, there are two buttons: 'CLOSE' and 'SAVE'.

- Select Ok on the following Pop up

The 'Warning' dialog box is displayed. It contains the text: 'Warning' followed by 'You do not have permission to view documents with the Accounts Payable confidential reason. If you submit with this checked, you will no longer be able to view this document.' An 'OK' button is located at the bottom right.

- Then select Save

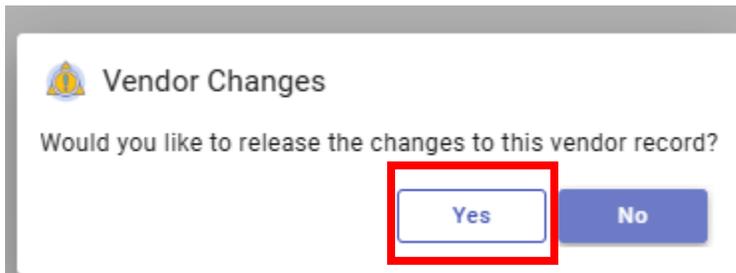
The 'Confidential Reasons' dialog box is shown again, but now the 'Accounts Payable' checkbox is checked. The 'CLOSE' and 'SAVE' buttons remain at the bottom right.

- The following pop up will appear
 - Select OK
 - Close out of Content Manager window.
 - This will take you back to the Vendor page

The 'Warning' dialog box is displayed. It contains the text: 'Warning' followed by 'You no longer have permission to view the previous document.' An 'OK' button is located at the bottom right.

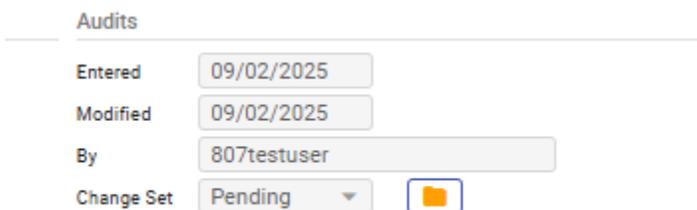


- Select “Release” at the top of the page.



- Select Yes on the pop up.
- This will start the Workflow process

Once Released the “Change Set” field under the Audits section of the vendor should now say “Pending”.



Note: The Option to release at the top of the page is only available if there are pending items.

- Once submitted and Approved or Rejected by AP you will either receive an email notifying you that the new vendor is ready to be used or a rejection email.
 - The Approval email will come from a member of the AP Team
 - The rejection email should give you a reason why the submission was rejected and will come from ERP.
 - Follow Rejected Vendor Change instructions.