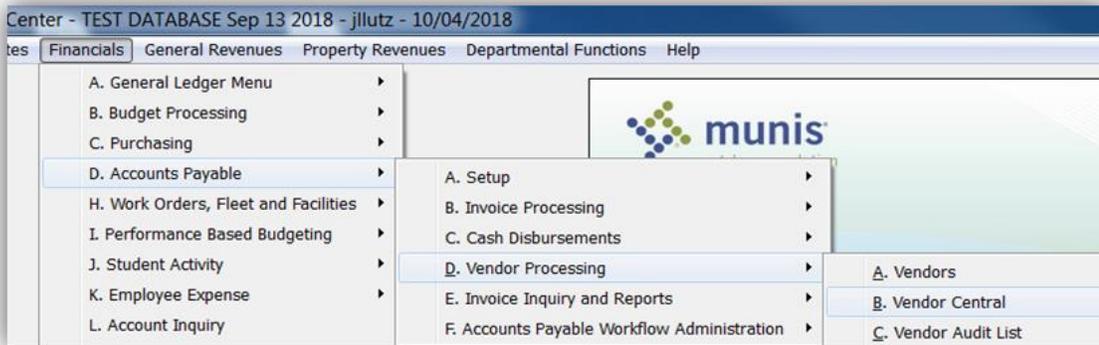


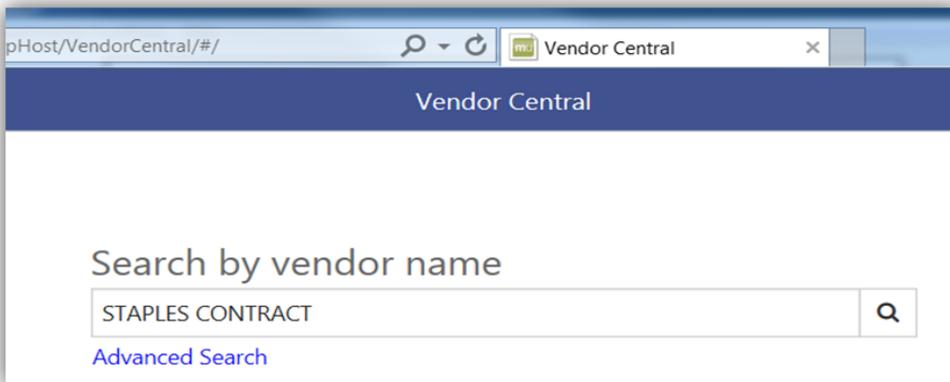
VENDOR CENTRAL

Vendor Central is a centralized location that will allow you to view all information related to a vendor (invoices, payments, etc.). You also have the option within Vendor Central to view notes, export information into Excel, and send emails.

In order to open Vendor Central, please login to Munis and choose the following from the drop down menu: Financials/Accounts Payable/Vendor Processing/Vendor Central. This will take you directly from Munis to Vendor Central using internet browser.



SEARCHING FOR A VENDOR-From here you will be able to search for your vendor by name without using a wildcard. Please type in your vendor name and press enter or click on the magnifying glass.



Based on the information you entered, you will be provided with a list of all the vendors located with that information. Please choose the vendor you would like to view by clicking directly on box, or you can advance your search by clicking advanced in the top left corner.



ADVANCED SEARCH-From here you can search for a vendor by using any information you may have. After you have entered the information, please click search. If you want to save this search for future reference, please click save and this will be added to My Searches at the top of the screen.

If any vendors have been found, this will show on the screen below. Please click on the account in order to select it. If you cannot locate your vendor, you may need to change your search and try again.

ADDITIONAL TOOLS-There are some tools at the top that can be used to export information into Excel, email, view notes on the vendor account, set up tiles, refresh your screen and go back to the previous screen. At this time we are not set up to attach anything to Munis, so you cannot view attachments.

EXCEL-If you click on the EXCEL icon it will export all information you are viewing into a spreadsheet. It will also separate it out into different tabs at the bottom of your sheet.

	A	B	C
1	Number	Name	Alpha Sort
2	801527	STAPLES CONTRACT & COMMERCIAL INC	STAPLES CONTRACT & C
3			
4			
5			
6			
7			
8			
9			
10			
11			

Vendor | 1099s | Checks | Invoices | Purchase Or ...

EMAIL-If you click on the EMAIL icon, it will bring up a new email that you can complete and send. It will provide information on what you would like another Munis employee to view, and it will provide the link and take you to the exact location. This can be a great tool when needing to show another Munis employee what you are looking at or where information is located.

Send

To...

Cc...

Subject: Please review this MUNIS - Vendor Central record

Vendor Central record of vendor: (801527) STAPLES CONTRACT & COMMERCIAL INC

<http://audrmunistest.co.franklin.oh.us/MunisTest/AppHost/vendorcentral#/?e=pSlxTNIHhZr7dMXbjPiOWfmVlnARfMTvEfHwstQW%2Fco%3D>

NOTES-If you click on the NOTES icon, you will find all notes on the account related to an address change, new W-9 received, etc.

Notes for STAPLES CONTRACT & COMMERCIAL INC

General | Certification | Class

11/9/10 VENDOR UPDATED WITH CURRENT W-9 INFORMATION. 4/11/16 VENDOR UPDATED WITH CURRENT W-9.

SET UP TILES-If you click on the SET UP TILES icon, you can select the tiles you would like to view on your screen. Once this has been set up, you will not need to set this up again, and you only need to choose the ones that you will find useful when searching for vendor information.

Settings

Available tiles

1099 History Addresses

Commodities Vendor

Select all | Unselect all

VENDOR INFORMATION-From here you can click on vendor and it will show you the information regarding the vendor.

<p>1099 History</p> <p>2014</p> <p>\$0.00</p>	<p>Vendor</p> <p>Vendor Number 801527</p> <p>Entity 1</p> <p>Type</p> <p>Performance</p>
<p>Addresses</p> <p>0</p>	

MAIN INFORMATION-On this tab you can view the vendor's main information (name, DBA, address, etc.).

STAPLES CONTRACT & COMMERCIAL INC: Vendor
ACTIVE - CORPORATION [✉] [🌐]

Main Information | Payment/Miscellaneous

GENERAL		IDENTIFICATION	
Vendor Number 801527	Entity 1	SSN <i>no data</i>	FID
Status ACTIVE	Type <i>no data</i>	DUNS <i>no data</i>	
Status Reason CORPORATION	Performance <i>no data</i>		
CONTACT INFORMATION		IRS INFORMATION	
Other Name <i>no data</i>	1099 Vendor No	W-9 Sent Yes	
DBA <i>no data</i>	Default Code	W-9 Received Yes	

ADDITIONAL CONTACTS-From this screen, you can click on the email addresses below and it will bring up a new email that you can complete and send to that email address.

STAPLES CONTRACT & COMMERCIAL INC: Vendor
ACTIVE - CORPORATION [✉] [🌐]

DBA <i>no data</i>	Default Code	W-9 Received Yes
Address DBA STAPLES PO BOX 660409 DALLAS TX 75266-0409	Backup Withholding No	
Email ARREMITTANCEACCESS@STAPLES.COM		
Web Site <i>no data</i>		

ADDITIONAL CONTACTS

Name	Description	Email	Phone	Fax
JAMIE	SUPERVISOR	JAMIELUTZ@STAPLES.COM	614-111-1111	614-111-2222

PAYMENT/MISCELLANEOUS-This tab will list payment information for the vendor.

STAPLES CONTRACT & COMMERCIAL INC: Vendor
 ACTIVE - CORPORATION  

Main Information **Payment/Miscellaneous**

TERMS		PAYMENT INFORMATION	
Discount Percent 0.000	Days to Discount 0	Pay Vendor Using Printed Check	ACH Override ID
Minimum Order 0	Days to Net 0	Separate Check Per Invoice No	ACH Override Name <i>no data</i>
Freight Terms/Method <i>no data</i>	Freight Percent 0.000	Prenote None	
BANKING INFORMATION		DEFAULT TAX	
Account Type Checking Account	Bank Routing # <i>no data</i>	Use Tax Vendor No	Sales Tax 0.000
Bank <i>no data</i>	Bank Account # ...	Use Tax 0.000	

EMAIL-If you click on the envelope it will create an email using the address we have on file for this vendor. Please know that this email address will also be the remittance for any ACH vendor.



VIEWING INVOICES-On the main page of the vendor screen you can view invoices by clicking on the invoices tab. From here you can see if it's been entered, paid, check date, etc. Once the invoice is paid, the status will show PAID and the check number and check date will now be available.

INVOICES ENTERED-NOT PAID

Invoices Checks Purchase Orders Contracts

Time frame: 30 days

Invoice	Date	Status	Amount	Check	Check Date	Voucher	PO
3386898043	09/12/2018	APPROVED	32.97	0		122204	84904000
3387175399	09/12/2018	APPROVED	319.30	0		122203	84904000
3387526794	09/12/2018	APPROVED	142.45	0		122201	84904000
3387665177	09/12/2018	APPROVED	108.64	0		122200	84904000
3387665205	09/12/2018	APPROVED	16.47	0		122248	80603012
3387665229	09/12/2018	APPROVED	10.20	0		122385	86215028
3387742028	09/12/2018	APPROVED	98.62	0		122199	84904000
3387742029	09/12/2018	APPROVED	4.18	0		122198	84904000
3387994707	09/12/2018	APPROVED	12.21	0		122316	85101019

INVOICES ENTERED-PAID

Invoices Checks Purchase Orders Contracts

Time frame 30 days

Invoice	Date	Status	Amount	Check	Check Date	Voucher	PO
3387990043	09/06/2018	PAID	112.53	483059	09/13/2018	118372	85725005
3387990044	09/06/2018	PAID	-32.86	483059	09/13/2018	118371	85201016
3387990046	09/06/2018	PAID	24.31	483059	09/13/2018	118369	85206019
3387990048	09/06/2018	PAID	375.10	483059	09/13/2018	118368	85223010
3387990049	09/06/2018	PAID	145.51	483059	09/13/2018	118366	85249006

<< < 1 2 3 4 5 > >>

INVOICE-By clicking on the invoice number (highlighted in blue) it will take you to Invoice Central showing you the details of this invoice.

3386898043 CORONER DET 1055813
Unposted, APPROVED, STAPLES CONTRACT & COMMERCIAL INC

Journal Number:
Year / Period: 2018 / 9

Invoice Payment Invoice Details Withholdings

GENERAL		AMOUNTS		DATES	
Purchase Order 84904000	Department 49-ADMN SVCS-REC MGM...	Gross	32.97	Invoice	09/12/2018
		Discount	0.00	Due	09/12/2018
		Tax	0.00	Discount	no data
Contract no data	Voucher 122204	Net	32.97	Received	09/12/2018

PAYMENT DETAILS-By clicking on the payment tab you will find the payment details for this specific invoice.

3387990043 GF PAPER SUPPLIES NEEDED FOR T
Posted, PAID, STAPLES CONTRACT & COMMERCIAL INC

Invoice Payment Invoice Details Withholdings

GENERAL			
Payment Method EFT	Check Number 483059	Check Status Printed	Clear Date no data
Cash Account 9999 101000	Warrant 0911ACH1	Check Date 09/13/2018	Check Amount \$5,155.82

INVOICE DETAILS-These are the additional details regarding the invoice that was entered.

3386898043 CORONER DET 1055813
Unposted, APPROVED, STAPLES CONTRACT & COMMERCIAL INC

Journal Number:
Year / Period: 2018 / 9

Invoice Payment Invoice Details Withholdings

Description	Line	Org	Obj	Proj	1099 Code	Amount
- CORONER DET 1055813	1	10490400	530100			32.97
Liquidation Details						
Line	Org	Obj	Proj	Quantity	Amount	Invoice Amount
1	10490400	530100		0	32.97	32.97

CHECKS-The second tab will allow you to view all checks issued to this vendor and if it has cleared the bank. If you click on the check number it will show you the detail of the check.

Invoices **Checks** Purchase Orders Contracts

Time frame 30 days

Number	Date	Comment	Amount	Cleared
483150	09/14/2018	NJPA CO-OP CONTRACT STAPLES	12,701.63	No
483059	09/13/2018	GF PAPER SUPPLIES NEEDED FOR T	5,155.82	No
483025	09/12/2018	CR-3386425335 8/8/18	5,306.29	No
483026	09/12/2018	OFFICE SUPPLIES	144.92	No
483027	09/12/2018	OFFICE SUPPLIES	47.32	No
483028	09/12/2018	OFFICE SUPPLIES	366.80	No
482963	09/11/2018	ACCT# 1055813DET	313.14	No
482916	09/10/2018	INV 3387094769	530.77	No
482917	09/10/2018	GEN FUND REGULAR PO	148.16	No

CHECK DETAIL-From this screen you can see all invoices that have been paid on this check as well as the check details.

HOME

Accept Cancel Search Browse Query Builder Add Update Global-Duplicate Print PDF Excel Word Email Attach Notes Notify Alerts* Audit Maplink- GL Summary Check Audit Customize Screen Form

Confirm Search Actions Output Office Tools Menu

Check Header

Vendor 801527 Remit 0 STAPLES CONTRACT & COMMERCIAL INC
 Cash Account 9999 101000 CASH
 Check number 483150 EFT
 Check date 09/14/2018 Amount 12,701.63
 Status: Printed
 Warrant 0912ACH1

Check Detail

Invoice	Inv Date	PO	Contract	Voucher	Amount	Retainage
3387742050	09/06/2018	84501044		118252	146.65	.00
3387742050-A	09/06/2018	84501058		118259	201.39	.00
3387742050-B	09/06/2018	84501056		118263	300.87	.00
3387742086	09/07/2018	86007691		118689	27.59	.00
3387742087	09/07/2018	86007691		118690	73.02	.00
3387742090	09/07/2018	86007690		118691	101.43	.00
3387742088	09/07/2018	86007692		118693	105.82	.00
3387955561	09/07/2018	86007702		118695	112.50	.00
3387742089	09/07/2018	86007689		118697	135.36	.00
3387665219	09/07/2018	86007685		118699	211.52	.00
3387742083	09/07/2018	86004465		118701	634.77	.00
3385774767	09/07/2018	81036020		118878	1,204.57	.00
3387526837	09/07/2018	81036020		118883	1,109.57	.00
3387175437	09/07/2018	81036020		118889	165.33	.00
3386133722	09/07/2018	81036020		118891	140.04	.00
3386498279	09/07/2018	81036020		118892	24.38	.00
3386498278	09/07/2018	81036020		118893	5,291.72	.00
3386498277	09/07/2018	81036008		118894	234.45	.00
3387526836	09/07/2018	81036020		118897	86.26	.00
3387526838	09/07/2018	81036020		118898	15.66	.00
3387955685	09/07/2018	81036020		118899	302.22	.00