

Vendors

This job aid outlines the steps to help you have a new vendor added to the vendor file, update an existing vendor (page 5) or identify contacts to assist with your vendor file needs (page 5).

Overview

When creating a New Vendor, perform the following steps:

1. Verify the vendor is not already in the system.
2. If you are entering a requisition, use Suggest a Vendor and continue with requisition.
3. If not entering a requisition, fill out the vendor information sheet located at www.vpfa.fsu.edu/control/forms/fillin/vendor_profile.pdf.
4. Call vendor and fax information sheet for them to complete.
5. Send the information sheet to Purchasing to enter.
6. Once vendor is added, enter requisition.

Navigation

Financials > Vendors > Vendor Information > Vendor > Find an Existing Value

Step 1 - Searching for Vendor

Menu

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Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter first 3 letters of the First name of the Vendor

NOTE> If the vendor name starts with the word “THE”, drop it and enter the first 2 letters of the name.



Something to Think About

Searching for a vendor:

- Does the company's name start with an initial?
- Using only 3 letters will give you a better search.
- If searching for a person's name, it is listed with first name first.
- Don't forget to View ALL.
- Don't forget numbers in the name.

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

First 1-25 of 25

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Persiste
SHARE	0000001611	FIRECONTRO-001	(blank)	FIRE CONTROL SYSTEMS	Regular
SHARE	0000008600	FIREHOUSE-001	(blank)	FIREHOUSE SUBS	Regular
SHARE	0000006835	FIREHSUBS1-001	(blank)	FIREHOUSE SUBS #1	Regular

Step 2 - Using "Suggest a Vendor"
when entering a requisition

The screenshot shows the 'Create Requisition' web application. The interface includes a progress bar with three steps: '1. Define Requisition', '2. Add Items and Services', and '3. Review and Submit'. Below the progress bar, there is a search bar and a navigation menu with options like 'Catalog', 'Favorites', 'Templates', 'Forms', 'Web', and 'Special Request'. The main form area is titled 'Special Item' and contains several input fields: '*Item Description:', '*Price:', '*Quantity:', '*Category:' (with value '10101700'), 'Vendor ID:' (with value 'SUGGEST'), 'Vendor Item ID:', 'Mfg ID:', and 'Mfg Item ID:'. To the right of these fields are '*Currency:' (set to 'USD'), '*Unit of Measure:' (set to 'EA'), and 'Due Date:' (set to '08/16/2006'). A blue link labeled 'Suggest New Vendor' is circled in red, and a red arrow points from the text below to this link. At the bottom of the form, there are checkboxes for 'Send to Vendor', 'Show at Receipt', and 'Show at Voucher', and buttons for 'Add Item', 'Cancel', and 'Add and Start New Type'.

Click on the Suggest New Vendor link.

Fill in all the information including the fax#, Tin #, and MBE code.



Something to Think About

When entering the Suggested Vendor:

- Did you call the vendor to verify their TIN#, MBE codes and phone numbers?
- If having trouble finding the MBE codes, click on the link [FSU GUIDELINES for MBE codes](#).

Suggest a Vendor

Vendor Name:

Contact Name:

Address Information

Country:

Address 1:

Address 2:

Email / Web:

City:

State Postal:

Phone Information

Phone Type: Int'l Prefix:

Telephone: Ext:

Fax #:

Tin #

MBE Code

Suggest Vendor [FSU Guidelines for MBE Codes](#) **Cancel**

Once all information has been entered , click on the “Suggest Vendor” button to return to the “Special Request” page.

Step 3 - Adding or Changing a Vendor without a requisition

Complete the ["New Vendor Profile Form"](#).

This form is located on the Purchasing web page under "Vendor Information"

E-mail this form to Stefanie Williams @ vendorrelation@admin.fsu.edu

You may fax your request to: 644-8921 Attn: Stefanie Williams

Contact Stefanie with any questions @ (850) 644-9721.

Step 4 - Adding or Changing a Vendor on a Payment Request Form

Complete the ["New Vendor Profile Form"](#).

This form is located on the Purchasing web page under "Vendor Information"

E-mail this form to Walter Brady @ wbrady@admin.fsu.edu.

You may fax your request to 644-8137 Attn: Walter Brady or attach the Vendor Profile Form to your Payment Request Form and send to Accounts Payables.

Contact Walter Brady with any questions @ (850) 644-2796

