

VENDORS

Which type of vendor do you need?

Special Payment (SP) Vendors



- Used for non-employee reimbursements, or
- Refunds, or
- Research participant payments (\$150 or less).
- Does not require a Tax ID.
- Will need to deactivate SP Vendor if a DV Vendor is needed.

Disbursement Voucher (DV) Vendors



- Used for the purchase of goods or services where no
- PO is required.
- Requires a Tax ID.
- A W-9 must be attached for business entities and is suggested for individuals.
- Contact Accounting for foreign vendors.

Purchase Order (PO) Vendors



- Can be used when processing a DV payment.
- Created by Purchasing.

Employees



- All employees are automatically entered via a feed from HR.
- No changes may be made to employee data via the financial system.

Vendor Creation Steps

- At the Main Menu screen under “Lookup and Maintenance”, select Vendor to go to the Vendor Lookup screen.
- Use the Name or US Tax Number field to see if the vendor currently exists.
- If yes, proceed to the DV and initiate payment to the vendor. If no, select create new in the upper right corner of the Vendor Lookup screen and complete the Vendor e-doc.

NEED MORE HELP? (517) 355-5000