Division of Financial Affairs
Financial Transaction SOP: Disbursement Voucher Vendor

SOP Owner: Cornell Procurement Services
Version Number, Date Revised: #4, 06/11/2021

Updates:

Date	Section	Change
3/5/2012	Purpose, p. 1	Rewritten extensively
	Responsibilities	Updated
	Procedures A & B	Rewritten to clarify/update procedures
	Training issues	Renamed section and updated accordingly
9/25/12	All	Changed department name to Cornell Procurement Services. Removed "Shop Catalogs" reference.
9/10/14	Various	Incorporate Vendor Initiator's option to request suppliers to register themselves via Supplier Information Form
06/11/21		General review

Standard Operating Procedure

1. Purpose

Eligible for Direct Payment via Disbursement Voucher
Cornell Procurement Services has exempted a brief list of payment types from the issuance of a purchase order. Since these payment types are generally not available through e-SHOP and a procurement card (pcard) is often not an option, direct payment by check or an equivalent electronic method may be requested via the Disbursement Voucher (DV). A service center may request these payments via DV at dollar levels greater than the formal bid limit of $25,000. See University Policy 4.2, Transaction Authority and Payment Approval, for information on the necessary approvals based on dollar level.

To view a current list of these items eligible for direct payment refer to sections 201, Eligible for Direct Payment with Approval of Authorized Unit and 203, Payment by Disbursement Voucher of the Buying Manual.

For Disbursement Voucher payees, Vendor Initiators may issue an invitation to register by sending an electronic invitation through the PaymentWorks vendor registration portal located at: http://www.paymentworks.com/login/saml/?idp=cornell.

Note: If the payee is a faculty, staff, student or alumni and the payee cannot be pulled into the DV from the Kuali Identity Management (KIM) system, the service center will send an invitation to the payee to register as a vendor using PaymentWorks. Be sure to use the NetID to search for the payee in KFS before issuing a registration invitation.
Note: Direct any questions on tax and withholding to the Tax Office in the Division of Financial Affairs at tax@cornell.edu.

Vendor Search
If you have determined that the payee/vendor one is not available in KFS, then you may request a new registration through PaymentWorks. Please be sure to provide as much information as possible about the supplier (e.g., vendor name, complete address, telephone, fax, and e-mail) on the KFS I Want Document (IWNT). A name and email address are required to register new payees.

Vendor Setup
To effectively do business with Cornell, payees/vendors must complete and submit the required registration forms via the PaymentWorks registration portal. These forms are necessary to ensure the following:

- compliance with IRS guidelines
- compliance with legal regulations
- fulfillment of internal and external reporting requirements
- provision of timely payments to our vendors and payees

According to IRS regulations, Cornell University must obtain the payee's correct taxpayer identification number and legal name as it appears on their tax return to report income paid. IRS Forms W-9, W-8BEN, and W-8BEN-E are available on the IRS website at www.irs.gov. This information is collected via PaymentWorks or is required for the limited instances when payees/vendors are manually created or reactivated in KFS.

If the payee is not already in KFS or KIM, the service center will issue an invitation to register through the PaymentWorks portal. If the payee/vendor is unable to register via PaymentWorks, the completed IRS forms must be obtained and attached to the KFS PVEN e-doc.

Caution: For security reasons, the scanned W-8 or W-9 must be deleted from your hard drive after it has been attached to the PVEN. Paper copies of the W-8 or W-9 forms should be shredded when no longer needed.

Note: Foreign payees should fill out the appropriate IRS Form W-8 BEN in lieu of IRS Form W-9. This form is available on the IRS website at www.irs.gov. Direct questions on foreign status or tax and withholding to the Tax Office in the Division of Financial Affairs at tax@cornell.edu.

Vendor Setup in KFS
Refer to Buying Manual section 205, Vendor Setup (PDF) for procedures, including DV vendor payment types and IRS requirements. In KFS, the Vendor e-doc (PVEN) is used to create new vendors or maintain existing vendors. Vendors have many different attributes that determine how and when they may be used. Cornell uses five types of vendors: Purchase Order (PO), Disbursement Voucher (DV), Refund & Reimbursement (RV), Petty Cash Custodian (RF), and Special Payments (SP). The information requirements differ for t these vendor types and is detailed in section 205.

Procurement Services has the primary roles for set up and approval of PO vendors; Service Centers have the primary role for setting up DV vendors and Procurement Services approves all new and edited DV vendors (see Scope below). For additional information on PO vendors, see the Purchasing Vendor SOP.

There are many tabs in this e-doc; it is only necessary to complete certain ones to set up most DV vendors. As with other KFS e-docs, any field marked with an asterisk (*) is a required field and must be filled in before the system will accept submission of the e-doc; however, once you move past the Vendor tab on the PVEN e-doc, the asterisk in any given tab only applies if you enter some information in that tab. If you do not use a particular tab, you are not required to enter anything in the asterisk-marked fields in that tab.

Payments to students, faculty, and staff will, for the most part, be made without setting them up as vendors unless the payment is taxable. The KIM system will provide address data for employees and students. For employees, the system is configured to provide the home address.

Important:

- New DV vendors will be established with a IRS Form W-9 or W-8BEN, which is typically provided through the PaymentWorks registration portal.
- As part of the decision-making process, consult Procurement Services' Buying Manual: "Paying for Goods and Services Not Requiring a Purchase Order" (sections 201 and 203) and "Vendor Setup" (section 205).

2. Scope

- Service Centers
- Procurement Services

The PVEN will be open to a defined group of people within the Service Centers. This is due to the sensitive data contained on IRS Forms W-9 and W-8 that must be entered on the PVEN for manual setup; as such, a specific, assigned role is required. If you have the vendor initiator role, you can initiate a PVEN.

3. Prerequisites (Forms/Tools)

- KFS access
- KFS "Basics" training*
- KFS Purchasing, Process Overview SOP
- KFS Purchasing, Process Overview tutorial
- FP Overview
- DV e-doc SOP
- Vendor e-doc training*
- Purchase Order (PO) e-doc training*
- Understanding W-9 requirements

4. University Policy

- 3.25, Procurement of Goods and Services
- 4.7, Retention of University Records
- 5.10, Information Security (This policy addresses sensitive data issues.)
- Procurement Services, Buying Manual,
  Paying for Goods and Services Not Requiring a Purchase Order (200 sections)

5. Responsibilities

Personnel in the following roles/positions:

Requestor (not a system role). *Best Practice recommendation*: *The requestor notifies the Service Center of the need for a new vendor via the IWNT, and the Service Center will confirm the payee/vendor is not available in KFS or KIM before sending a registration request via the PaymentWorks portal.*

- Vendor Initiator
  This role will manually create a new vendor record or edit an existing vendor record and submit it for approval by the vendor reviewer in Payment Services. The initiator must be able to distinguish between the different vendor types and must have a clear understanding of when to choose the DV vendor type (reference Procurement Services' Buying Manual 200 sections). Manual set up is typically limited to the following vendor types:
  - Disbursement voucher for External Organizations
  - Refund & Reimbursement (RV)
  - Petty Cash Custodian (RF)
  - Special Payments (SP)

  To successfully complete and submit the PVEN, the initiator must have a thorough understanding of the process. Since the initiator's actions will build the initial vendor record (which is the document of record), it is important that the correct information is provide.

  Vendor Initiator:
  - Has access to PaymentWorks and KFS
  - Has been authorized by the Service Center as an initiator
  - Can validate that the new vendor being set up (or current vendor being modified) is appropriate per CU business rules and policies
  - Has the ability to provide or request the data required to successfully complete and submit the PVEN
  - Is the person who will respond to any follow-up questions
  - May invite vendor/payee registration through the automated PaymentWorks registration portal located at http://www.paymentworks.com/login/saml/?idp=cornell.

  Responsibilities and Process:
  - Determine if payment can be made via DV (in accordance with the Buying Manual sections 200, 201, and 203)
  - Confirm vendor is not in the KFS Vendor file (To ensure comprehensive search results, include both active and inactive vendors when searching.)
  - Request and receive the appropriate IRS Form from the payee/vendor if instructed to do so by Procurement Services

  Once the initiator fills in the PVEN, the IRS Form W-9 or W-8 and any other applicable documentation must be attached. It is required that staff in all workflow roles associated with requesting, initiating, editing, or approving PVENs be familiar with CIT sensitive data security policies (see University Policy 5.10, Information Security).

The individual requesting the IRS Form is responsible for collecting the form from the vendor/payee. The IRS Forms **must** be sent via U.S. mail, secure fax machine, or electronic DropBox. It is NOT acceptable – for either a vendor/payee or a Cornell employee – to e-mail scanned copies of W-9 or W-8 forms. IRS forms should not be requested by units. If an IRS Form is received in a unit, the unit should send the form via secure fax or DropBox to its Service Center and request a new DV Vendor setup. When the Service Center receives the IRS Form, the Service Center will initiate the DV PVEN. It is the responsibility of anyone who has received an IRS Form to ensure proper handling of this sensitive data. Once the vendor has been set up, shred the IRS form hard copy and delete the scanned copy from wherever it was stored, e.g., your computer's hard drive.

- <u>Vendor Reviewer</u> (Procurement Services role):
  The vendor reviewer receives workflow action requests for the PVEN and checks for completeness and accuracy. If the e-doc has information that needs to be corrected, the vendor reviewer can make corrections. If the vendor reviewer cannot determine what the correct information should be, the vendor reviewer will use the "disapprove" button. The initiator gets an FYI after vendor is approved. If the vendor is disapproved, the initiator receives a system-generated acknowledgement.

  Vendor Reviewer:
  - Confirms that the W-9 or W-8 is current version, signed, legible, information appears to be correct, and that there is no additional writing on the W-9
  - Verifies payment allowed to vendor per Office of Foreign Assets Control (OFAC) by performing Visual Compliance screening for all manually entered vendors/payees.
  - *Confirms that payment is eligible for DV payment*
  - *Verifies the attachments or supporting documentation*
  - *Ensures that the faculty, staff, student or alumni is not already available through KIM*
  - *Ensures that this is not a duplicate payee/vendor*
  - Approves the new or edited vendor (***Note**: The turnaround time for approving new/edited vendors is two business days.)*

6. Procedure A

See Procedure B, starting on page 24 for information on Create Division and Edit.

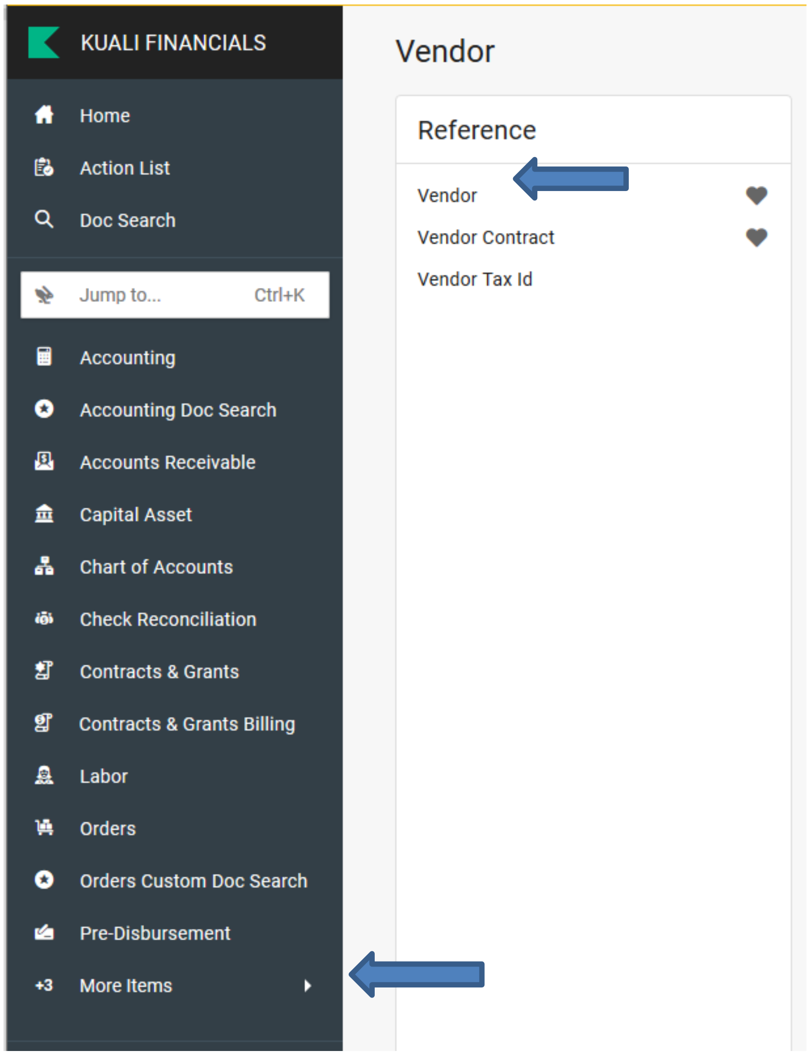

Figure 1 *– Main Menu, Lookup and Maintenance*

When you select Vendor (PVEN) from the main menu, it opens the Vendor Lookup screen. The Vendor Lookup screen enables users to search for existing vendors and payees in the vendor database (see Figure 2 below).

To manually set up a new vendor, choose **create new (**see Figure 2 below**)**. Always search for a vendor before selecting "create new" to ensure that duplicate vendors are not requested.

Note: The vast majority of domestic vendors and payees should be registered through the PaymentWorks portal. The manual setup process should be used for edits and new payees for External Orgs and refund and reimbursement payees.

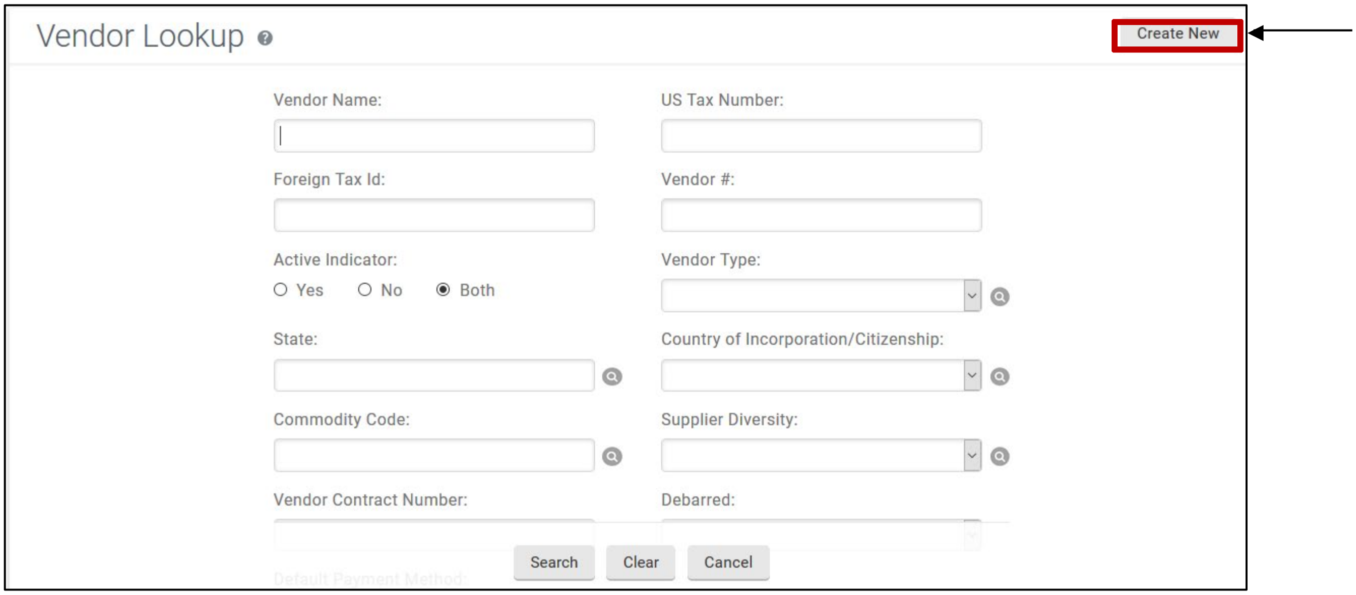

Figure 2 *– Vendor Lookup*

You may search for existing vendors using the following criteria:

- <u>Vendor Name</u>: This may be the vendor's legal name or an alias if the vendor has one. *Best Practice recommendation*: the first search that should be conducted is by vendor name utilizing the * wild card. **Note:** A vendor being searched for could be a division of another legal entity. In this case, select the vendor number with the appropriate suffix.
- <u>Tax Number</u>: This is the vendor Tax Identification Number (TIN), i.e., Social Security Number (SSN) or Employer Identification Number (EIN). A search result returned indicates that the Tax Number already exists in the system, and the vendor is not new. However, you may need to set up the vendor as a division (see Procedure B).
- <u>Vendor #</u>: This is the number that is assigned to a vendor when it is set up in the KFS vendor database.
- <u>Active Indicator</u>: You can use this field to limit your search to include only active vendors, only inactive vendors, or all vendors (both). *Best Practice recommendation:* Search both. Review the notes on inactive vendors to determine if there is a new vendor number or the steps necessary to reactive the vendor.
- <u>Vendor Type</u>: This field enables you to limit your search to a specific vendor type, PO and DV. *Best Practice recommendation:* Do not use this field to limit the search.
- <u>State</u>: This is the state in the vendor record.
- <u>Supplier Diversity</u>: The codes that designate a vendor as a small and/or diverse business. (See additional information on page 18.)

When searching, certain fields will be more helpful than others, i.e., searching by Vendor Name or Vendor Number will limit the number of responses returned. Once search results are returned, modifications can be made to an existing vendor record per business rules. (*See additional information on editing a vendor beginning on page 25.)*

New Vendor Setup

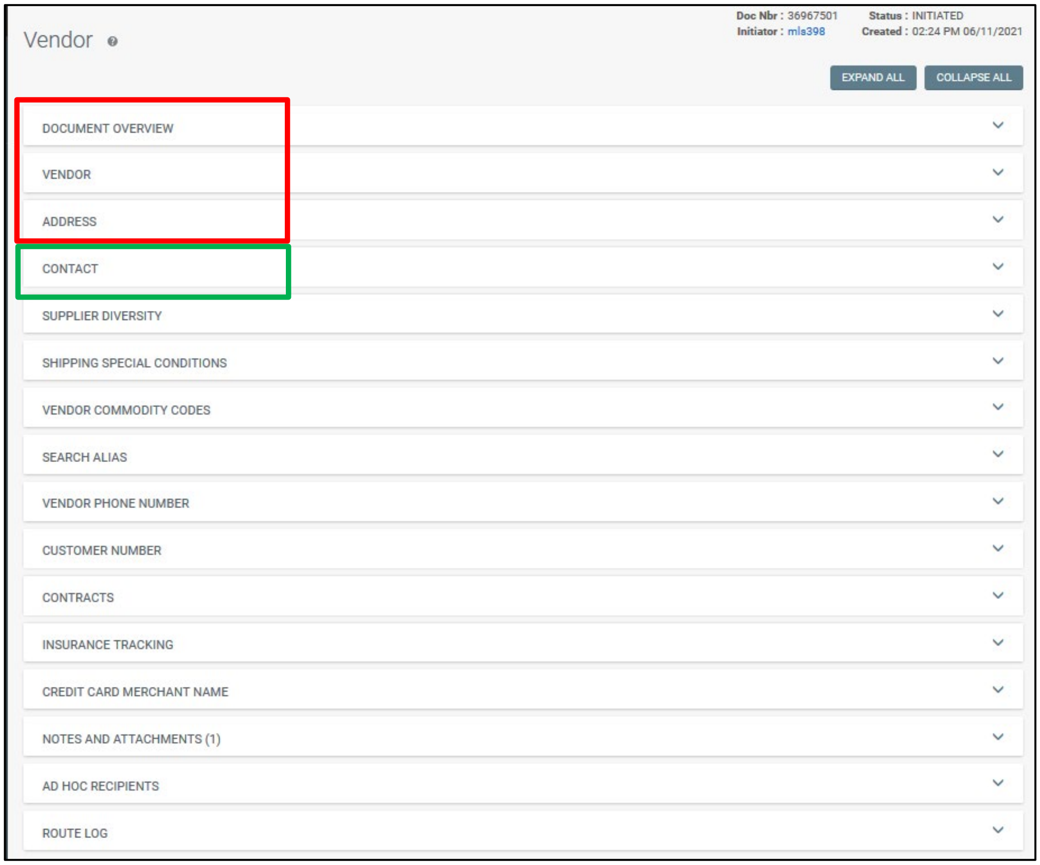

Figure 3 *– Vendor e-doc (PVEN), all tabs collapsed*

In order to set up a new DV vendor, Document Overview, Vendor (General Information section), and Address tabs are the only tabs that **must** be filled in. The Contact tab should be updated to include the Vendor Information contact name and email address.

Consistent use guideline: use upper **and** lower case when typing information into fields.
See Appendix for additional consistent usage guidelines.

Business Rules

- Vendor Legal Name (as indicated on first line of W-9) is defined as either Vendor Name or Vendor Last Name **and** Vendor First Name, and it must be entered in the appropriate field(s).
  - If Vendor Name field is entered, then Vendor First Name and Vendor Last Name fields must be blank.
  - If Vendor First Name and Vendor Last Name fields have been entered, then the Vendor Name field must be blank. Note: Vendor First Name and Vendor Last Name fields have a combined total limit of 45 characters (including any blank spaces).
- The vendor's tax number must be unique.
- Vendors with a type of "Disbursement Voucher" or "Refund & Reimbursement" must have a default address for 'Remit.'
- If the vendor has a different address for tax documents, add a tax mailing address by selecting "Tax" from the drop-down list in Address Type field on Address tab.
- A vendor must have only one address marked as a default address of a specific address type. Some address types (e.g., tax address) do not allow the selection as a default address.

- If country is United States, then state and zip code are required.
- Foreign Provinces should be entered on City field after the city name, e.g., “Toronto, ON”
- Phone and fax numbers must be formatted as: 123-456-7890.
- Postal codes may contain blank spaces.
- If vendor has a Remit To name that is different than their Tax ID name, they must be set up as a division. The legal name/Tax ID name must be the parent.

Best Practice recommendation: When filling out the Document Overview, the Description field should contain the legal name of the vendor to enable sorting and managing of action lists.

Vendor tab

Vendor tab collects fundamental information, such as name and tax status. There are three sections: General Information**,** Corporate Information, and Detail Information.

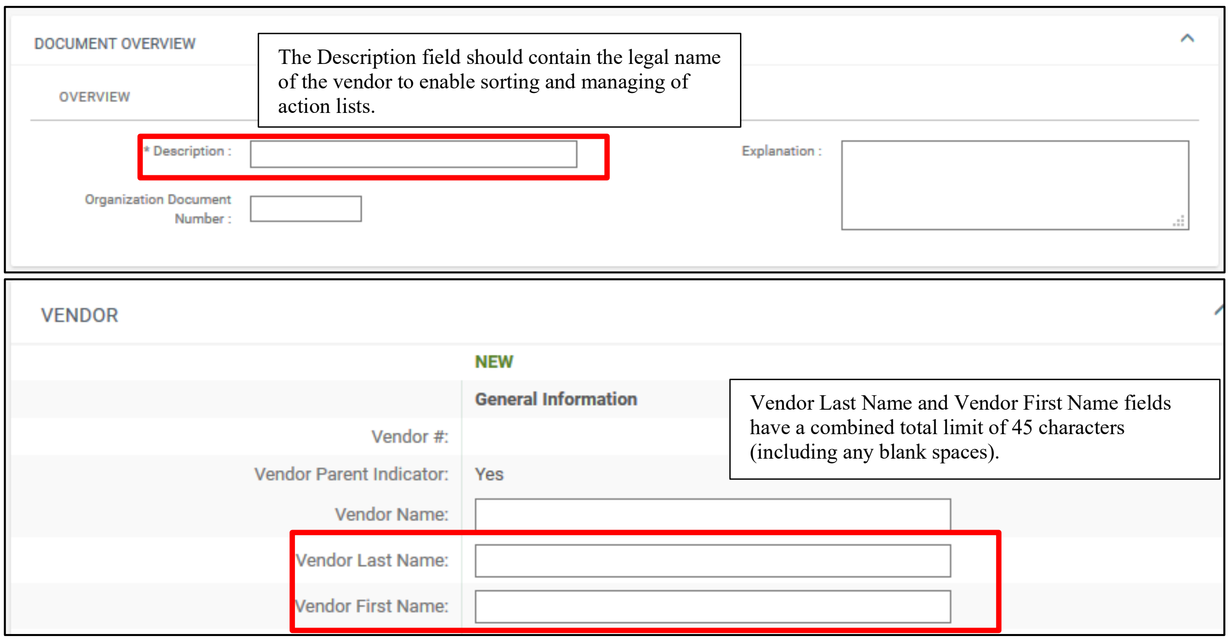

***Figure 5** – Vendor, New, General Information tab*

Table 1 Vendor, New, General Information tab: field definitions

Field Name	*Description (* indicates a required field)*
Vendor #	A unique, system-generated number that identifies this vendor, assigned at the time the e-doc is approved.
Vendor Parent Indicator	System-generated (indicates that the particular vendor is the parent company for one or more subsidiaries or divisions). If creating a new vendor, the vendor parent indicator is system-generated and set to “yes” (if creating a division there is a drop-down list and you can choose yes or no). **Note**: in the situation where you want to pay the vendor under a different name than their legal name, it will be necessary to set up the legal name as a parent vendor, and then set up, as a division, the name that you need to pay.

Vendor Name	Required if Vendor Last Name and Vendor First Name fields are blank. Either fill in vendor name, or if not filling in vendor name, then both vendor's last name and first name are required. For a parent vendor, the legal name of the vendor must be entered; it can be found on line 1 of the vendor's W-9 or W-8BEN. For a division, enter the remit to name of the vendor, e.g., the vendor's DBA name.
Vendor Last Name	Required if the Vendor Name field is blank. Enter the vendor's last name. **Note**: If you enter something in this field, then you must enter the vendor's first name. If the vendor should be identified by a company name or title, leave this field blank and use the Vendor Name field.
Vendor First Name	Required if the Vendor Name field is blank. Enter the vendor first name. Note: If you enter something in this field, then you must enter the vendor's last name. If the vendor should be identified by a company name or title, leave this field blank and use the Vendor Name field.

Vendor, New, Corporate Information tab

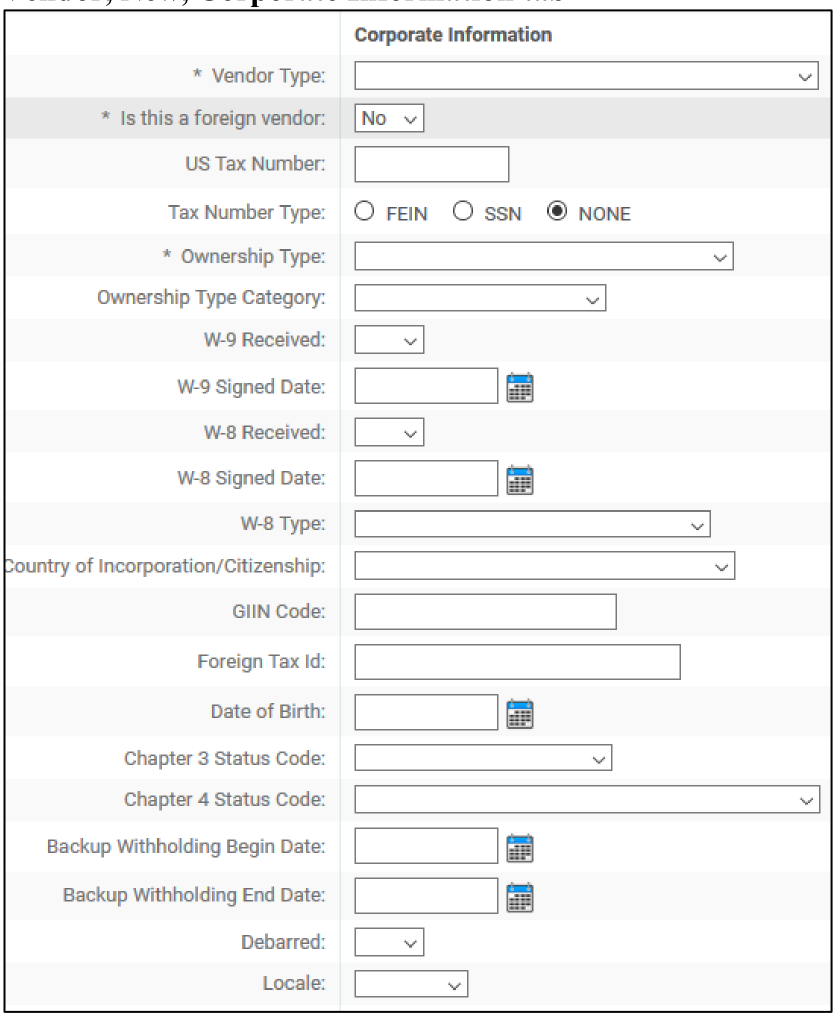

***Figure 6** – Vendor, New, Corporate Information tab*

Table 2 Vendor, New, Corporate Information tab: field definitions

Field Name	*Description (* indicates a required field)*
Vendor Type	* Select the appropriate vendor type from the Vendor Type drop-down list
Is this a foreign vendor	* Select "Yes" from the drop-down list if the vendor should be identified as foreign. Select "No" if the vendor is not identified as foreign. Identifying a vendor as foreign is based on specific details that could be found on other vendor documentation (i.e., W-8BEN).
Tax Number	Required for non-foreign vendors. Enter vendor's federal employer ID number (FEIN) or SSN. **Note:** This field contains sensitive data, and upon submission, this information will be masked to staff outside of specific roles.
Tax Number Type	Select the Tax Number Type option that describes the tax number entered in the Tax Number field (i.e., FEIN, SSN, None). If no Tax Number was entered, select None.
Ownership Type	* Select the appropriate type from the Ownership Type list (i.e., Corporation, Non-Profit, Individual/Sole Proprietor) from the drop-down list. The ownership type is found on the tax document (e.g., IRS Form W-9) submitted by the vendor.
Ownership Type Category	Select the appropriate category from the Ownership Category drop-down list. The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples include Health Care Services or Legal Services. **Note**: This is important for tax reporting purposes.
W-9 Received	Select Yes or No from the list to indicate if a W-9 has been received for this vendor. Certain types of vendors may be required to have a W-9 on file before they may be approved for use.
W-9 Received Date	This field is required if W-9 received is "**yes**."
W-8BEN Received	Select Yes or No from the list to indicate if a W-8BEN has been received for this vendor. Certain types of foreign vendors may be required to have a W-8BEN on file before they may be approved for use.
W-8 Signed Date	If a W-8 form was received, enter the date the form was signed.
W-8 Type	If a W-8 form was received, select the form type from the drop-down list.
Country of Incorporation/Citizenship	The country of incorporation or citizenship is found on the IRS Form W-8.
GIIN Code	Global Intermediary Identification Number: tis is an optional field on the IRS Form W-8BEN-E for businesses only.
Foreign Tax ID	If this number is provided on the IRS Form W-8, then it should be entered in KFS.

Date of Birth	This is a required field on the IRS Form W-8BEN for individuals only
Chapter 3 Status Code	This is a required field on the IRS Form W-8BEN-E for businesses only.
Chapter 4 Status code	This is an optional field on the IRS Form W-8BEN-E for businesses only.
Backup Withholding Begin Date	Enter the effective date for backup withholding or select it from the calendar, if the vendor is subject to backup withholding. (Central use, only) Note: This field is informational only.
Backup Withholding End Date	Enter the date to discontinue backup withholding or select it from the calendar, if the vendor is subject to backup withholding. (Central use, only) **Note:** This field is informational only.
Debarred	This designation indicates that Cornell has been barred from doing business with this vendor by the state or federal government. A "yes" in this field will prevent a requisition to the vendor from being processed. Information in the Notes and Attachments field will indicate why the vendor was debarred and/or the source of the information.

Vendor, New, Detail Information tab *

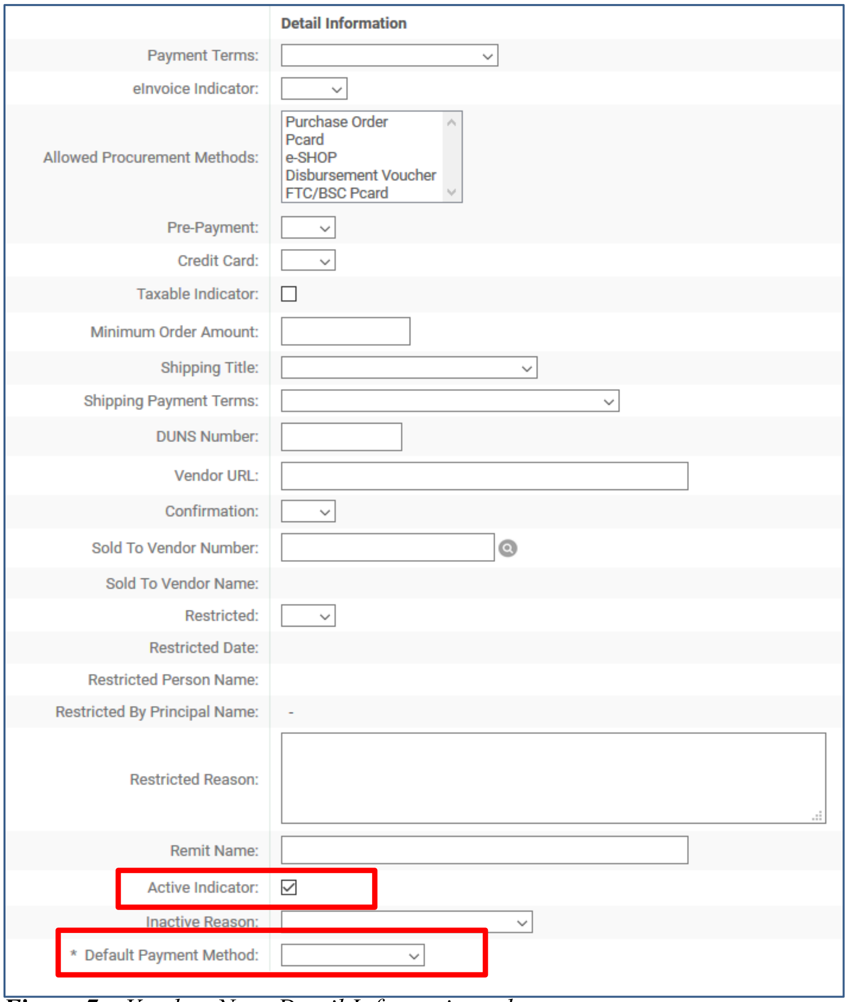

***Figure** 7 – Vendor, New, Detail Information tab*

*Screenshot, above, is for informational purposes only. Generally, you will not need to fill this information out for DV vendors, and the only two pertinent details are:

- Active Indicator: If the check box is clear, then vendor is inactive.
- *Default Payment Method: Select Check/ACH or Wire from the drop-down list. Note: Wire payments are not typically used for domestic vendors.*
- *See Appendix 1, page 27, for Detail Information tab field definitions.*

Address tab

The Address tab collects address information for a vendor. Different types of addresses may be entered, such as one for mailing purchase orders and another for remittance of payments.

- DV vendors must have at least one default remittance address.
- PO vendors must have a default purchase order address and a default remittance address for payments.

Every vendor must have a default address (also applies to Divisions). There can be only one default address for an address type. After entering an address, click "**add**" to include it in the e-doc.

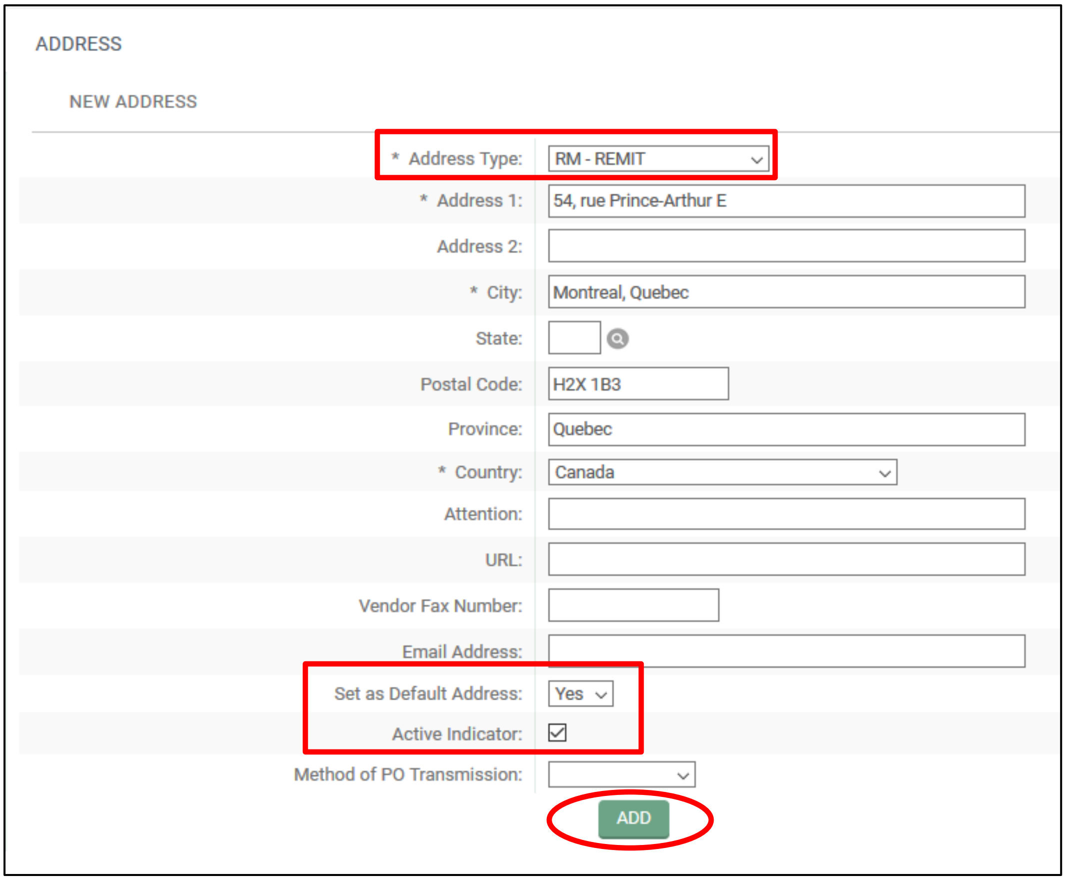

Figure 8 *– Address tab, example of correctly entered "Province" field*

Note: The Vendor Address Generated Identifier is a field containing a unique customer address number. Each address will have a unique identifier.

Table 3 Address tab: field definitions

Field Name	*Description (* indicates a required field)*
Address Type	* Select an address type from the Address Type list or use the lookup.
Address 1	* Enter the first line of the address information.
Address 2	If necessary, enter the second line of the address information.
City	* Enter the city name for this address.
State	Select the state from the State list or use the lookup. State may be required under certain circumstances, such as when entering a U.S. address.
Postal Code	Enter the postal code for this address. Postal code may be required under certain circumstances, such as when entering a U.S. address.
Province	Province for the suggested vendor. **Note**: Enter the province in the Province field <u>and</u> after the city in the City field because KFS fails to enter the Province in disbursement voucher addresses, which impacts delivery of mailed payments. *(See Figure 8, above.)*
Country	* Select a country from the Country list or use the lookup.

Attention	If you want this address to have an attention line, enter whose attention it should be directed to. This is informational only and will not carry forward to the DV.
URL	Enter the URL you want associated with this vendor address.
Vendor Fax Number	Enter the vendor fax number you want associated with this address.
E-mail Address	Enter the vendor e-mail address you want associated with this address. ***Best practice recommendation***: Provide an email contact.

Set as Default Address	Select Yes or No from the list to indicate if this address should be used as the default for this vendor or not. Every vendor must have one default address. **Note**: DV vendors must have one default Remit address.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Add multiple addresses, if necessary, by entering information in the Address tab and selecting the "add" button. Remember there can be only one default address for an address type.

Contact tab
Collects contact information for a vendor. Different types of contacts may be entered, such as sales, technical, insurance, and customer service representative. This tab is optional. ***Best practice recommendation:*** *Provide a vendor information form contact with an email address in case there are problems with the vendor registration.*

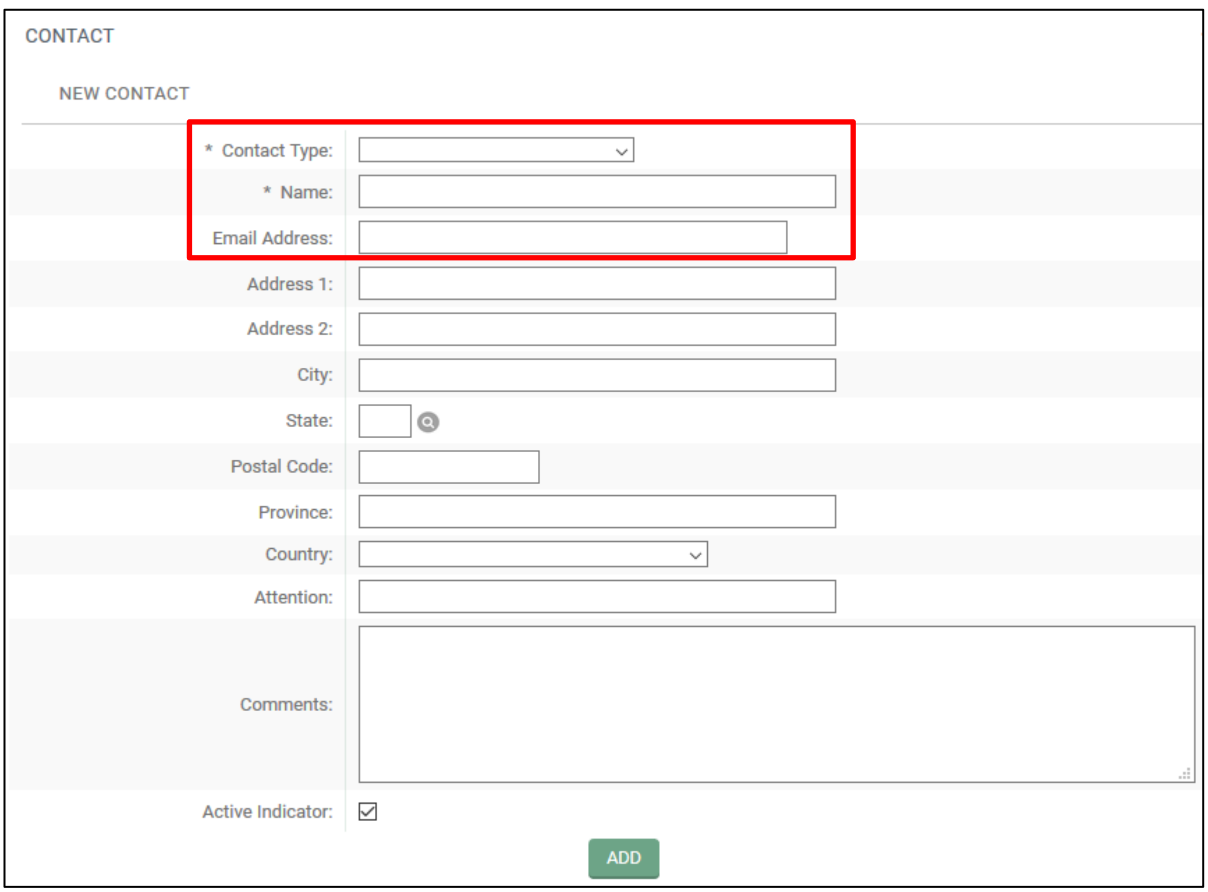

Figure 9 *– Contact tab*

Table 4 Contact tab: field definitions

Field Name	*Description (* indicates a required field)*
Contact Type	* Select contact type from the Contact Type list or use the Contact Type lookup.
Name	* Enter the name of the contact. ***Best practice recommendation:*** *Provide a vendor information form contact.*
E-mail Address	Enter the e-mail address for this contact. ***Best practice recommendation:*** *Provide a vendor information form contact.*
Address 1	Enter the first line of the address information for this contact.
Address 2	Enter the second line of the address information for this contact.
City	Enter the city name for this contact.
State	Select the state from the State list, or use the lookup.
Postal Code	Enter the postal code for this contact.
Province	Enter the province name for this contact. *(Note: this field's functionality is being modified.)*
Country	Select the country from the Country list or use the lookup.
Attention	If you want this address to have an attention line, enter whose attention it should be directed to.
Comments	Enter any additional comments about this contact.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Supplier Diversity tab is generally not populated for a DV vendor because vendor has not provided the required information or signed self-certification. The tab is used to indicate if any recognized supplier diversity categories that apply to this vendor. The Small Business Administration has defined supplier diversity categories that may be based on size (small business), ownership (e.g., woman-, minority-, or veteran-owned), and/or geographical location (HUBZone). Supplier must certify small or diverse status in writing, and they must recertify annually.

After selecting a supplier diversity type, click "add." The signed certification form must be saved as an attachment.

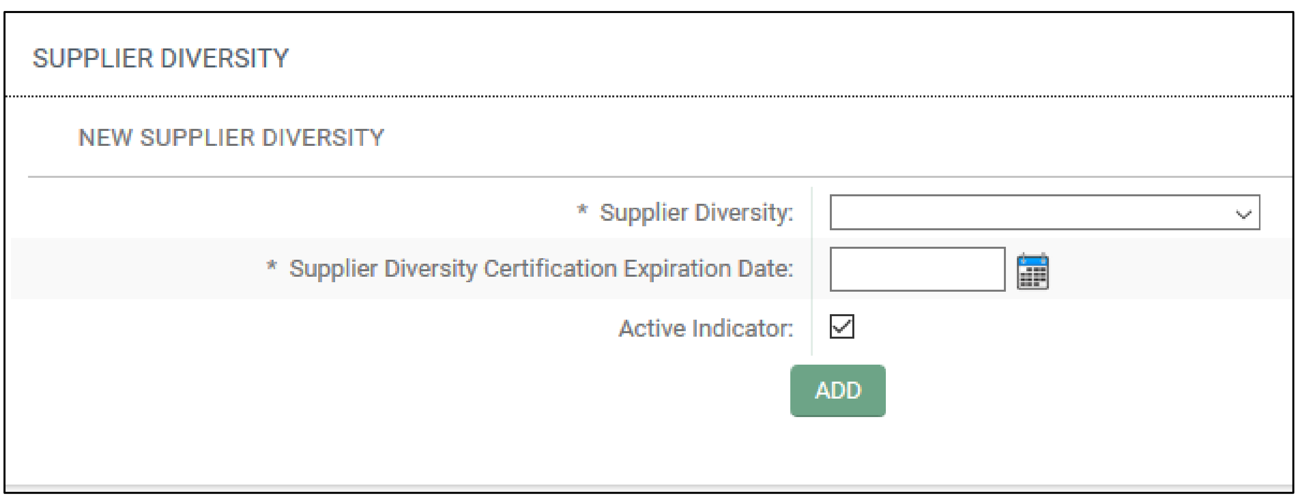

Figure 10 *– Supplier Diversity tab*

Table 5 Supplier Diversity, New tab: field definitions

Field Name	*Description (* indicates a required field)*
Supplier Diversity	* Required when the tab is used. Select the supplier diversity type from the Supplier Diversity list or select it from the Supplier Diversity lookup.
Supplier Diversity Certification Expiration Date	* Required when the tab is used. The date that the Supplier Diversity Certification expires (i.e., one year from date signed). **Note**: Signed certification must be added as an attachment in the Notes and Attachments tab if any supplier diversity categories are selected.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Shipping Special Conditions tab (This tab is generally not populated for a DV vendor.)
Used to indicate whether Accounts Payable is allowed to pay for additional freight charged when the vendor invoices for goods or services (e.g., Radioactive, Hazmat, or Live Animal). This tab is optional.

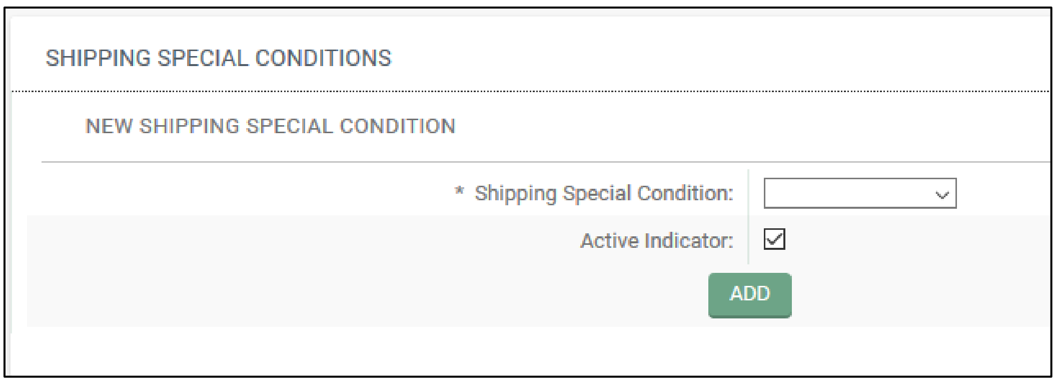

***Figure 11** – Shipping Special Conditions tab*

Table 6 Shipping Special Conditions tab: field definitions (this tab is generally not populated for a DV vendor)

Field Name	*Description (* indicates a required field)*
Shipping Special Condition	* Select from the Shipping Special Conditions Type list, or use the lookup.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Vendor Commodity Codes tab (This tab is generally not populated for a DV vendor.)
Used to assign commodity codes to this vendor by Procurement Services staff member. Procurement Services assigns commodity codes to vendors to track spending by category.

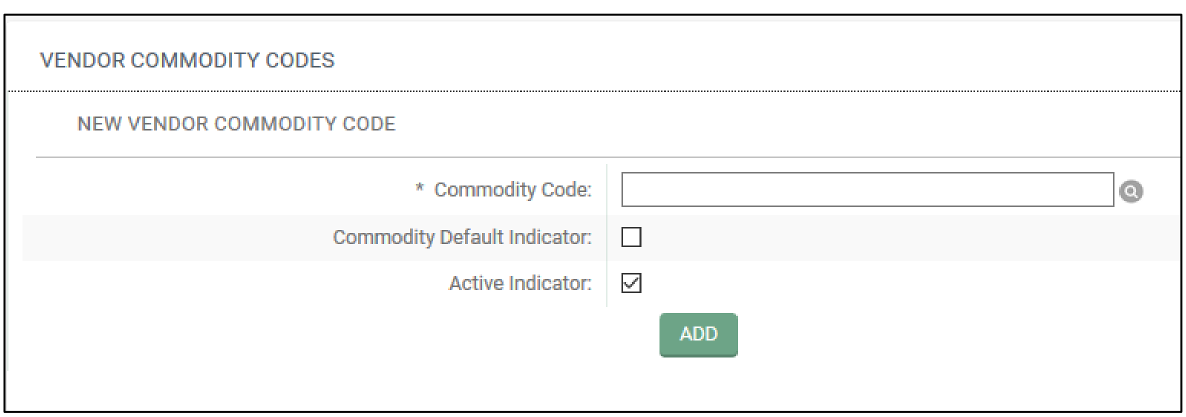

***Figure 12** – Vendor Commodity Codes tab*

Table 7 Vendor Commodity Codes tab: field definitions

Field Name	*Description (* indicates a required field)*
Commodity Code	Enter the commodity code.
Commodity Default Indicator	Select the check box if this commodity code is to be used as the default for this vendor. Clear the check box if this commodity code is not to be used as the default.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Search Alias tab (This tab is generally not populated for a DV vendor.)
Used to define other names that may be used when searching for this vendor.

This tab is optional but may be useful when searching for vendors currently in the system. Typically, the 7-digit legacy vendor number (i.e., APPS) is entered as a search alias.
Note: An alias can only be assigned to one vendor. Before assigning a legacy alias, utilize the vendor search to ensure that the alias has not been assigned to another vendor already.

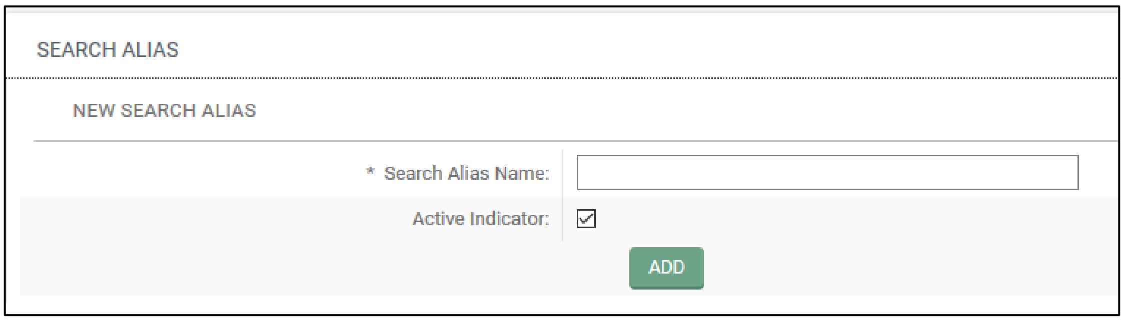

Figure 13 *– Search Alias tab*

Table 8 Search Alias tab: field definitions

Field Name	*Description (* indicates a required field)*
Search Alias Name	* Enter the alternate name that may be used to search for this vendor.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Vendor Phone Number tab
Collects phone numbers for this vendor. It may be used to define various types of phone numbers, e.g., Purchase Order, Customer Service, Sales. This tab is optional. The required format for phone number is

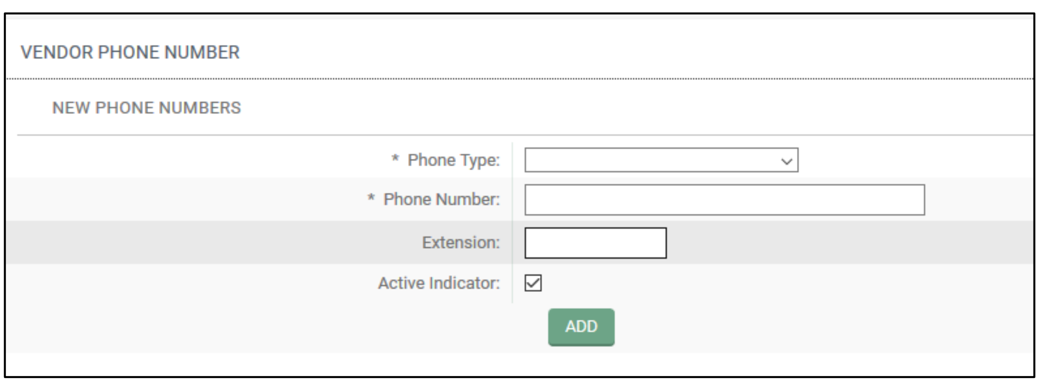

Figure 14 – *Vendor Phone Number tab*

Table 9 Vendor Phone Number tab: field definitions

Field Name	*Description (* indicates a required field)*
Phone Type	* Select the phone type from the Phone Type list or use the lookup.
Phone Number	* Enter the phone number.
Extension	Enter the extension for the phone number.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Customer Number tab
Collects information about numbers the vendor uses to identify your institution. Multiple customer numbers may exist for the same vendor; they are specific to a chart and organization. **Note**: Cornell is not utilizing the Customer Number tab functionality.

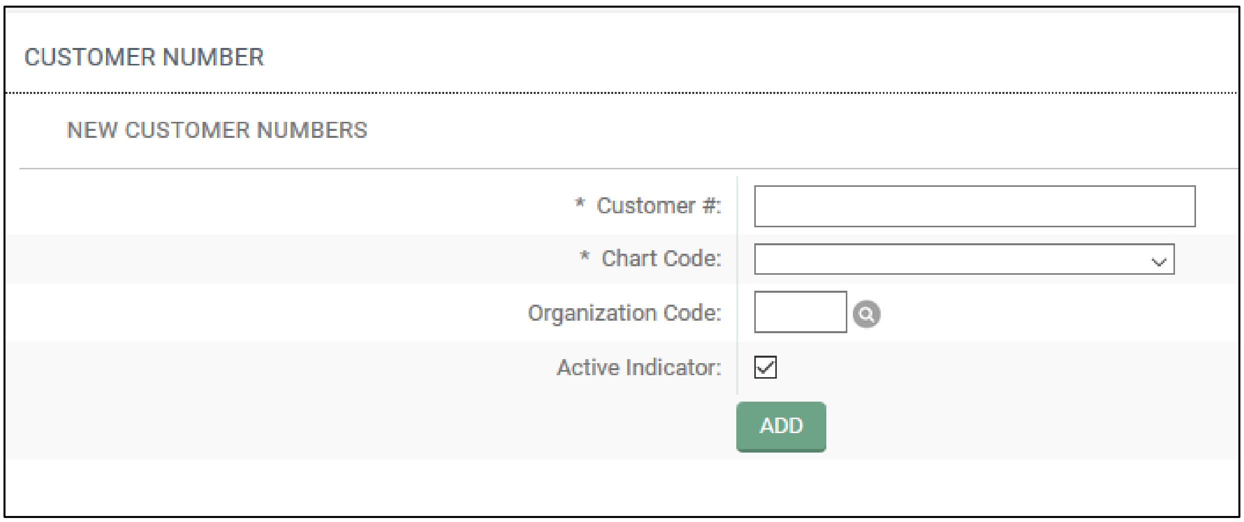

Figure 15 – *Customer Number tab*

Table 10 Customer Number tab: field definitions

Field Name	*Description (* indicates a required field)*
Customer #	* Enter the number this vendor uses to identify your institution or organization as a customer.
Chart Code	* Select the chart this customer number should be associated with from the Chart Code list or use the lookup.
Organization Code	Enter an organization code to associate with this customer number or select it from the Organization Code lookup
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.

Insurance Tracking tab
This tab is optional; however, there are circumstances when this tab will need to be filled out (e.g., catering on campus, services on campus). Refer to the Buying Manual section 405, Insurance Requirements or the Department of Risk Management and Insurance's website to ensure compliance with insurance requirements.

In situations where an insurance certificate is required, the *best practice recommendation* is to:

- Scan and attach the certificate of insurance
- Enter standard wording in Notes & Attachments text box to indicate that a certificate is attached (i.e., "Certificate of Insurance attached")

Based on the information in the certificate, Procurement Services will complete the fields in the tab.

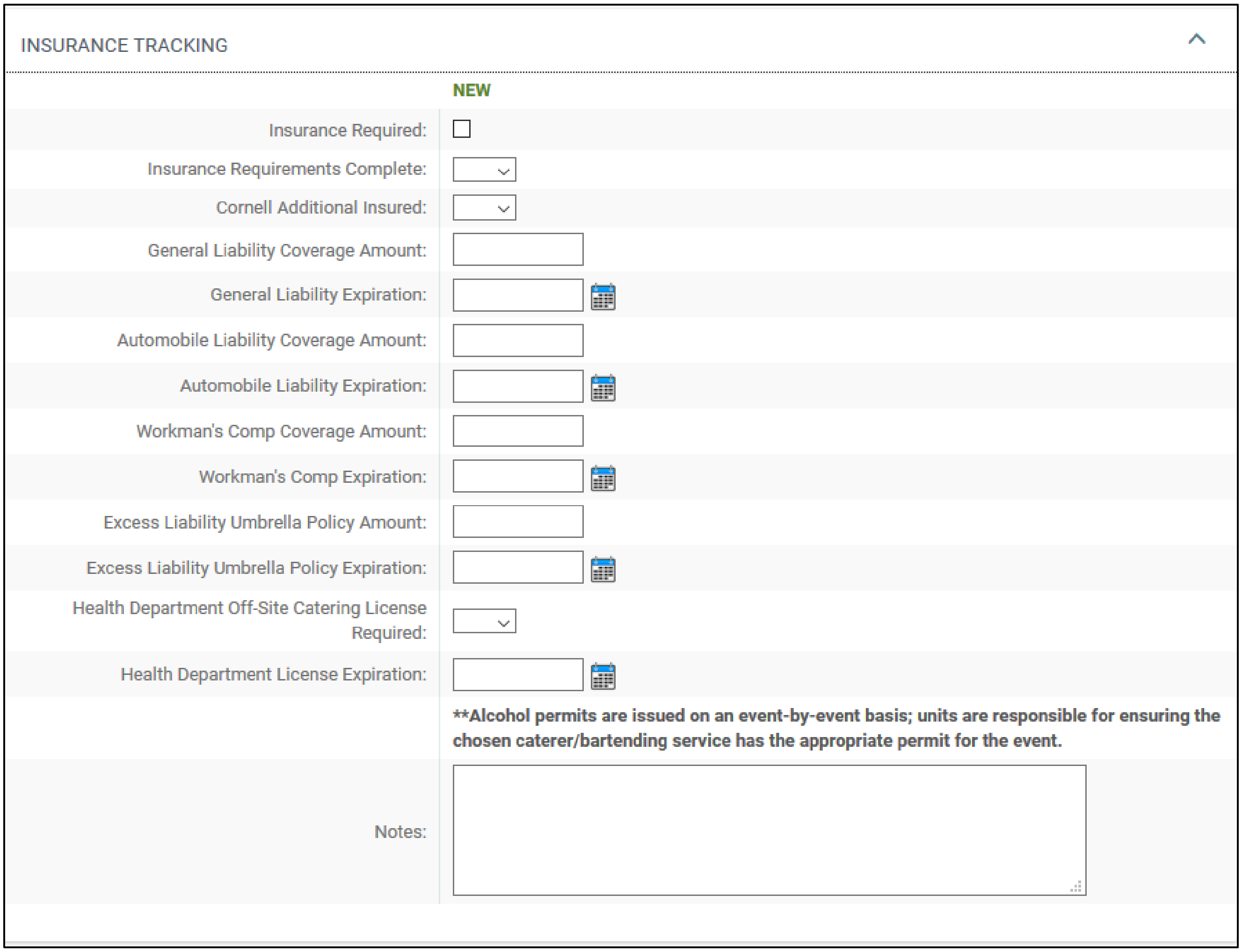

***Figure 16** – Insurance Tracking tab*

Table 11 Insurance Tracking tab: field definitions
(specific insurance information in the fields below are understood to be: "if applicable")

Field Name	*Description (* indicates a required field)*
Insurance Required	Conditionally required (e.g., depends on the goods / services the vendor is providing or if the vendor will be on campus to provide the goods/services).
Insurance Requirements Complete	Can only be checked off as "complete" by Procurement Services staff.
Cornell Additional Insured	CU must be named as the additional insured on the certificate of insurance.
General Liability Coverage Amount	Fill in the amount of general liability coverage the vendor carries.

General Liability Expiration	Conditionally required if you fill in an amount, the corresponding expiration date must be completed.
Workers' Compensation Coverage Amount	Fill in the amount of workers' compensation coverage the vendor carries.
Workers' Compensation Expiration	Conditionally required: if you fill in an amount, the corresponding expiration date must be completed.
Excess Liability Umbrella Policy Amount	Fill in the amount of excess liability umbrella policy coverage the vendor carries.
Excess Liability Umbrella Policy Expiration	Conditionally required, if you fill in an amount, the corresponding expiration date must be completed.
Health Department Off-Site Catering License Required	Drop-down options: yes or no. License is required for catering vendors.
Health Department License Expiration	Conditionally required, if "yes" is chosen in field above, the expiration date of the license must be completed.
Notes	Text box

Credit Card Merchant Name tab
This tab is optional.

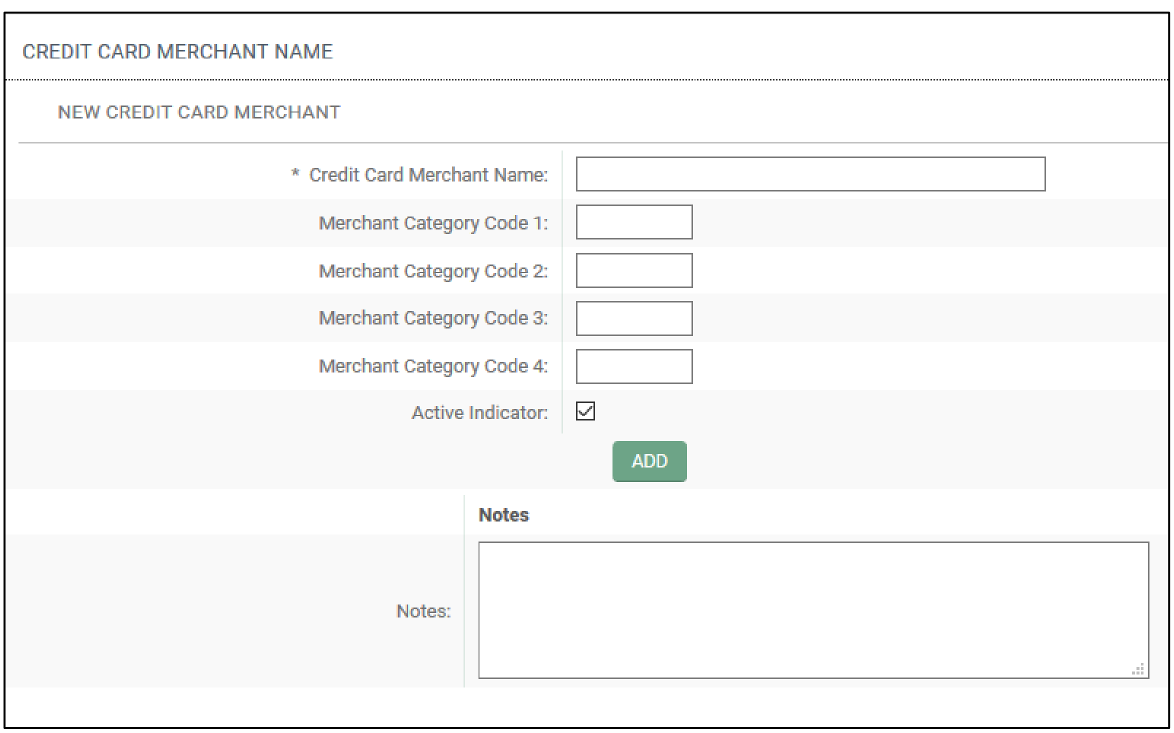

***Figure 17** – Credit Card Merchant Name tab*

Table 12 New Credit Card Merchant Name tab: field definitions

Field Name	*Description (* indicates a required field)*
Credit Card Merchant Name	* Enter the credit card merchant name as it appears on their credit card statement.
Merchant Category Code 1	Fill in the merchant category code as assigned by vendor’s bank.
Merchant Category Code 2	Fill in the additional merchant category code as assigned by vendor’s bank, where applicable.
Merchant Category Code 3	Fill in the additional merchant category code as assigned by vendor’s bank, where applicable.
Merchant Category Code 4	Fill in the additional merchant category code as assigned by vendor’s bank, where applicable.
Active Indicator	Check box defaults to active. Clear the check box if it is inactive.
Notes	Text box

Contracts tab

Collects information about contracts Cornell has with this vendor. It includes information such as who manages the contract for your institution, when it begins and ends, and any special payment or shipping terms that may specifically apply to the vendor. **Note**: Contracts tab is viewable by any KFS user; however, only Procurement Services staff can modify/complete the information in these fields. Contracts tab may only be updated for purchase order vendor types.

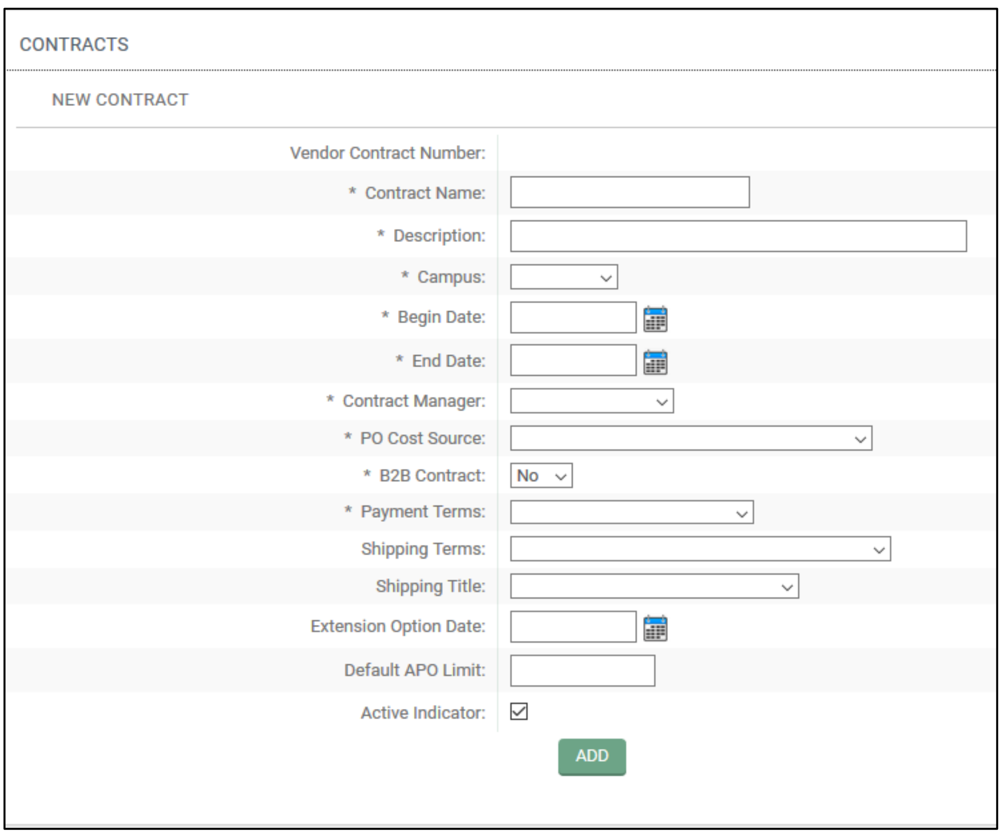

Figure 18 *– Contracts tab*

Table 13 Contracts tab: field definitions

Field Name	*Description (* indicates a required field)*
Contract Name	* The name used to identify this vendor contract.
Description	* Text description that describes the contract.
Campus	* Indicates which campus this contract is associated.
Begin Date	* The effective date of the contract.
End Date	* The expiration date of the contract.
Contract Manager	* The name of the sourcing agent who manages this contract.
PO Cost Source	* A cost source for this contract from the PO Cost Source list. Cost Source is where the pricing comes from, i.e., preferred supplier, contract supplier, pricing agreement.
B2B Contract	* B2B contract indicates that the supplier is active in e-SHOP.
Payment Terms	* The payment terms for this contract. This does not apply to DV payments.
Shipping Terms	The shipping terms for this contract.
Shipping Title	A shipping title for this contract.
Extension Option Date	The date up until the contract may be extended.
Default APO Limit	The upper dollar amount for which automatic purchase orders (APOs) under this contract may be created. **Note**: The standard amount is $25,000 but the strategic sourcing agent has the discretion to revised for preferred suppliers.
Active Indicator	Check box defaults to active. Cleared check box indicates: inactive.

Procedure B

Create Division

The PVEN offers a unique option from the Vendor Detail Lookup screen, called Create Division (located under the "Actions" column). This option is available only for "parent" vendors (i.e., vendors for which the Vendor Parent Indicator on the Vendor tab is set to "Yes").

The Create Division option allows you to group entities under the same Tax ID ("parent vendor"). You use this feature to add information about separate divisions or branches without having to duplicate the corporate information. A division has a different name from the parent.

Requirements:

- The Parent and Division (also referred to as "child") must have the same tax number.
- If a vendor invoices under a name that is different than its legal name, a division must be created before the invoice can be paid.

1. Go to vendor detail lookup screen
2. Search for parent vendor
3. Select **create division,** which is located in the **Actions** column (see Figure 20).

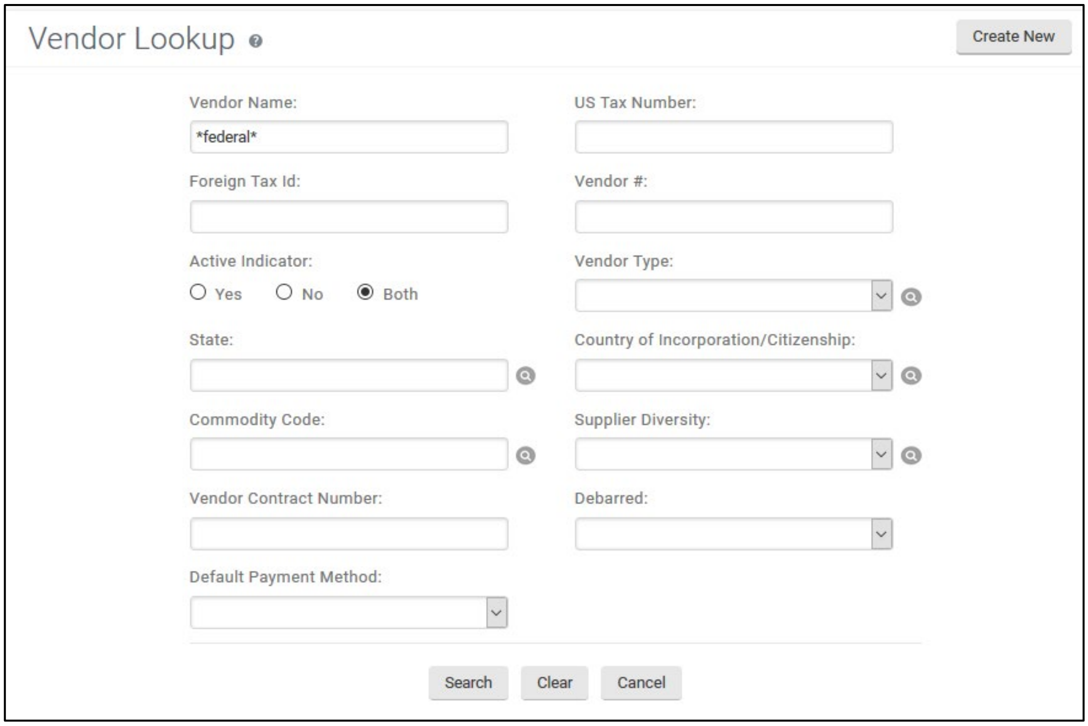

***Figure 19** – Vendor Lookup (by vendor name contains: federal)*

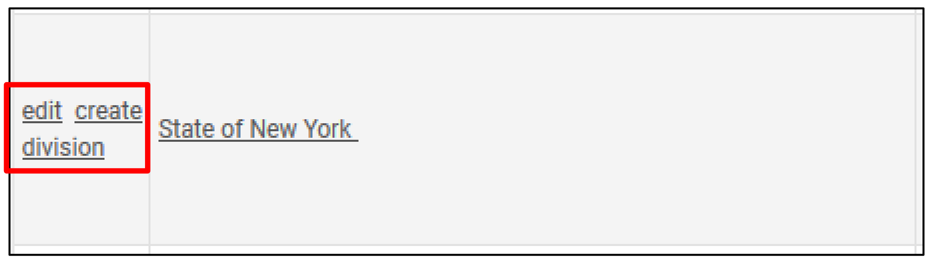

***Figure 20** – Search results returned, with* create division *option*

Edit

Use edit option to modify an existing vendor (e.g., adding an additional **remit to** address for a vendor, correcting information on current vendor record, inactivating a vendor, etc.).

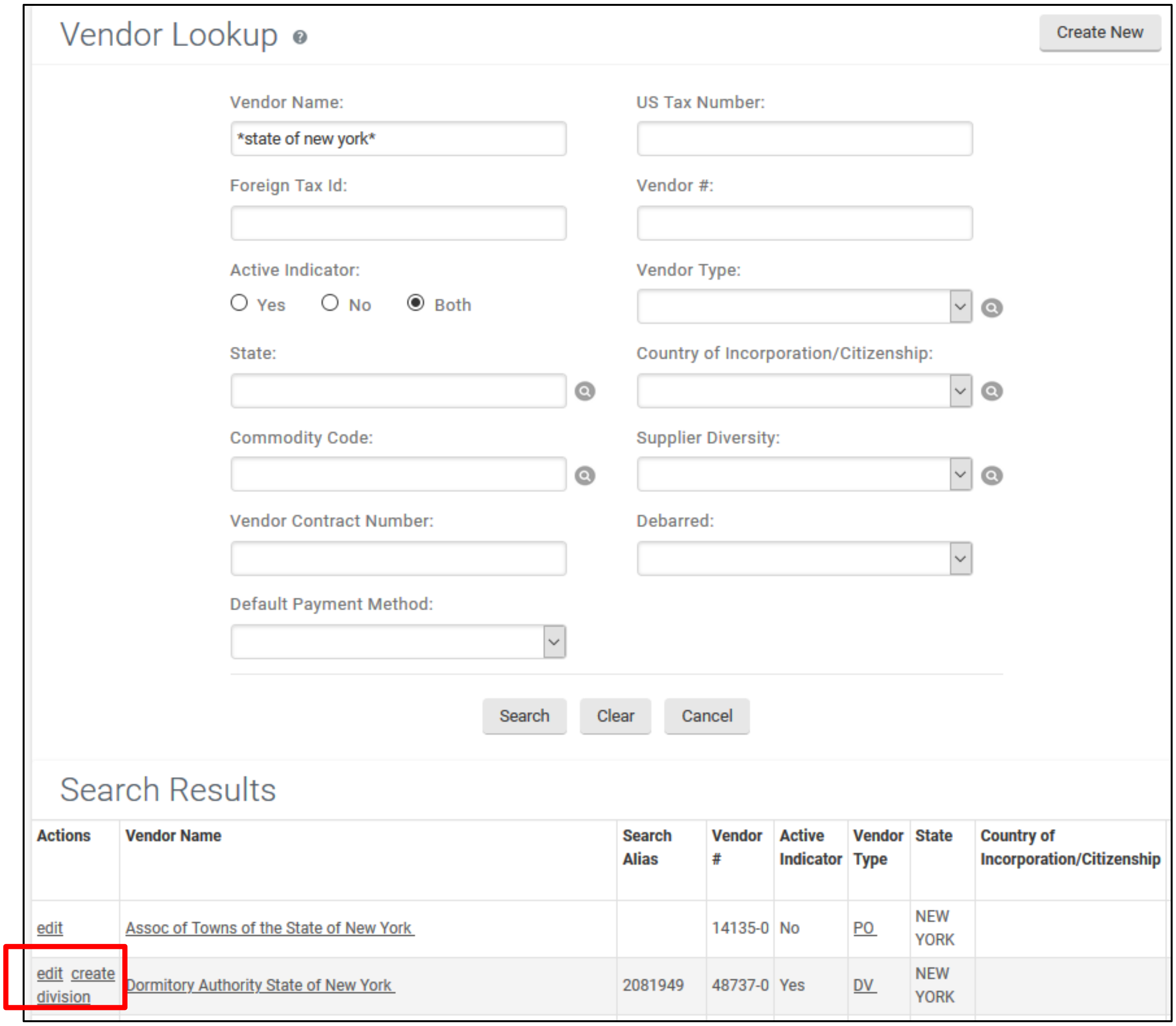

Figure 21 *– Search results returned, with "edit" option*

Edit Requirements:

- Unlike other e-docs, the PVEN cannot be copied. In the case where the e-doc is disapproved, all information will need to be re-input.
- User must understand when it is appropriate to edit an existing vendor.
- Some fields require that dates be entered. The system will not allow entering an expiration date in the past; however, a date that indicates something has been received (i.e., **W-9 Received Date** field), could have a date of today or in the past.

- If not already in the system, vendors should be set up when a payment cannot be made with a pcard.

Workflow

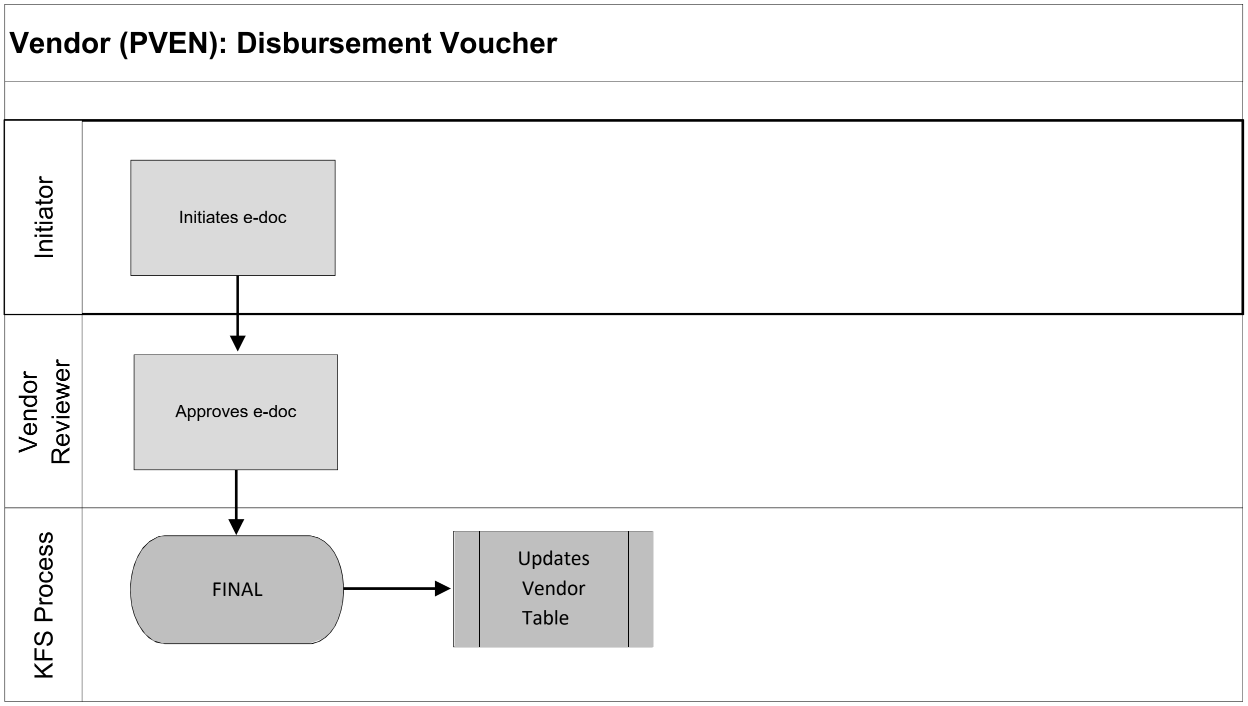

Figure 22 *– DV Vendor routing*

7. Definitions

[KFS at Cornell Glossary]
[KFS Acronym Glossary]

8. References

Basics Tutorials (CULearn)

Appendix 1

Vendor, New, Detail Information tab: field definitions

Field Name	*Description (* indicates a required field)*
Payment Terms	Payment terms include the number of days a payment is due and whether a discount is available for prompt payment for purchase order vendor types.
Pre-Payment	Indicates whether or not this vendor accepts pre-payments.
Credit Card	Indicates whether or not this vendor accepts credit card payments.
Taxable Indicator	*CU will not utilize this functionality.*
Minimum Order Amount	Indicates if vendor requires a minimum dollar amount for orders. (**Note**: entering information will not enforce any system controls.)
Shipping Title	The shipping title determines when ownership of the product takes effect. For example, destination indicates that ownership takes effect when the product arrives at the delivery location.
Shipping Payment Terms	Determines whether the institution pays for shipping charges.
DUNS Number	The 9-digit vendor Data Universal Numbering System (DUNS) number. DUNS number is a unique identifier for businesses that register with Dun and Bradstreet.
Vendor URL	URL for the vendor's website.
Confirmation	*Currently, CU does not plan to utilize this functionality.*
Sold To Vendor Number	If one vendor is sold to another vendor, this is the vendor number for the new vendor owner.
Sold To Vendor Name	Automatically displayed when Sold To Vendor is entered.
Restricted	Indicates whether or not the use of this vendor is restricted. A restricted vendor is ineligible for APOs; thus all requisitions to a vendor marked as restricted will route to the contract manager in Procurement.
Restricted Date	Automatically displayed by the system when Yes is selected in Restricted field.
Restricted Person Name	The system automatically displays the name of the e-doc initiator when Yes is selected for Restricted.
Restricted By Principal Name	Principal name is NetID and the person's name.
Restricted Reason	Required if Restricted is set to Yes. A text description indicating why this vendor is restricted.
Remit Name	This field is for informational purposes only and does not carry forward to Payments Requests or DVs.
Active Indicator	Check box defaults to active. Check box cleared indicates inactive.
Inactive Reason	If currently active vendor is inactivated, this list offers reasons, for example, Duplicate, Sold, or Out of Business.

Appendix 2

DV Vendor: Consistent Usage and Naming Convention

- Use upper and lower case when typing information in fields.
- Other than a hyphen in a vendor's name (when applicable), avoid punctuation.
- Avoid special characters.
- Vendor URL format: www.name.extension.
- Nine-digit zip codes should be entered in the format 12345-6789.
- Postal codes may contain blank spaces.
- Use the drop-down menu to select the country for foreign phone numbers.

Standard abbreviations:

Commonly Used Suffixes (*see* USPS Street Suffix Abbreviations)

Street Suffix Name	Postal Service Abbreviations
Avenue	Ave
Boulevard	Blvd
Circle	Cir
Court	Ct
Drive	Dr
Expressway	Expy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Route	Rte
Street	St
Summit	Smt
Terrace	Ter
Trail	Trl
Turnpike	Tpke
Way	Way

Secondary Building Units Abbreviations (*see* USPS Secondary Building Abbreviations)

Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Room	Rm
Suite	Ste