



# **Guide to the Vendor Module**

**Kuali**

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# Introduction

The Quali Financials Vendor module allows users to create and maintain a Vendor table to track businesses or other entities your institution has done or plans to do business with. Each record in this table maintains all information pertinent to a vendor, including tax ID, addresses, contacts and other details required for the management of your institution's procurement process.

The Vendor module also provides a lookup function that allows the Purchasing/Accounts Payable user to quickly identify vendor contracts by description, by vendor, and even by payment terms.

Finally, this module provides maintenance documents that allow users to update the Vendor attributes used in Vendor records.

This section presents information and instructions for accessing and performing all of these functions.



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# Vendor Documents

## Vendor documents

Document Type	Description
<a href="#">Vendor</a>	Allows you to establish or maintain information about vendors in Kualu Financials. Vendors created using this document are available for use on Requisition, Purchase Order, Disbursement Voucher, and other documents).
<a href="#">Vendor Contracts</a>	Allows you to quickly identify vendor contracts by description, vendor, and/or payment terms.

The Vendor (PVEN) document is used to establish or maintain information about vendors in Kualu Financials. Vendors created using this document are available for use on various purchasing documents (such as Requisition, Purchase Order, and Disbursement Voucher documents).

Vendors have many different attributes which may in some cases determine how and when they may be used.

Three options are presented when selecting the Vendor option:

- To add a new vendor (parent Vendor record)
- To create a new division to an existing vendor (child Vendor record)
- To edit information about an existing vendor or division



## Special Navigation Features

### Create Division

The Vendor document offers a unique option from the Vendor Detail Lookup screen, called **Create Division**. This option is available only for parent vendors (that is, 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 corporate office with the same Tax ID (parent vendor). You might use this feature to add information about the separate divisions or branches, without having to duplicate the corporate information. A division has a different name from the parent.

The **create division** link is available only for the parent vendors. When you click the **create division link**, a new Vendor document is initiated and the information from the **Corporate Information** section of the **Vendor** tab is copied from its Corporate Vendor and remains display-only.

### Collections

In the Vendor document, many tabs allow you to enter multiple sets of information (Collections) for the tab. For example, you may add multiple addresses, contacts, phone numbers, etc. for a single vendor.

To add additional sets of information, complete the tab again and click the ADD button..

When a set of information is added it is collapsed but may be viewed by clicking **Show** individually.

### Required Fields

In the Vendor document, not all the tabs are required for the creation of the Vendor record. For example, not all the vendors have supplier diversity requirement or multiple phone numbers. Nonetheless the required fields within these tabs are noted with an asterisk *in the event* that you decide to complete the information.



# Vendor (PVEN)

## Document Layout (for Create New Vendor and Create Division)

The Vendor document has various tabs including the **Vendor**, **Address**, **Contact**, **Supplier Diversity**, **Shipping Special Conditions**, **Vendor Commodity Codes**, **Search Alias**, **Vendor Phone Number**, **Customer Number**, and **Contracts** tabs.

### Vendor Tab

The **Vendor** tab collects fundamental information about a vendor such as the name, tax status and details. It is composed of three sections: **General Information**, **Corporate Information** and **Detail Information** sections.

#### General Information Section

General information includes the Vendor Name and a system-assigned Vendor Number. This number is assigned when the document is approved.

#### General Information section field definitions

Title	Description
Vendor First Name	Required if <b>Vendor Name</b> field is blank. Enter the vendor first name. If the vendor should be identified by a company name or title, leave this field blank and use the <b>Vendor Name</b> field.
Vendor Last Name	Required if <b>Vendor Name</b> field is blank. Enter the vendor last name. If the vendor should be identified by a company name or title, leave this field blank and use the <b>Vendor Name</b> field.
Vendor Name	Required if <b>Vendor Last Name</b> and <b>Vendor First Name</b> fields are blank. Enter the vendor name that is not a first and last name. If the vendor should be identified by a first and last name, leave this field blank.
Vendor Number	Display-only. A unique, system-generated number that identifies this vendor, assigned at the time the document is approved.



Either the vendor name or vendor first name and last name are required to identify the vendor.















## Corporate Information

The **Corporate Information** section includes the vendor tax information, such as tax number, ownership type, which tax forms are on file and any special withholdings or debarred information.

### Corporate Information section field definitions

Title	Description
Backup Withholding Begin Date	Optional. Enter the effective date for backup or select it from the calendar tool, if the vendor is subject to backup withholdings.
Backup Withholding End Date	Optional. Enter the date to discontinue backup withholding or select it from the calendar tool, if the vendor is subject to backup withholdings.
Chapter 3 Status Code	Optional. Select a value from the list or use the lookup icon to look up a value.
Chapter 4 Status Code	Optional. Select a value from the list or use the lookup icon to look up a value.
Country of Incorporation/Citizenship	Select the Country from the list or use the lookup icon to look up a value.  If parameter W8_DATA_REQUIRED_IND is set to Y, this field is required if W8 Received equals Yes.
Date of Birth	Optional. Enter the vendor's date of birth or select it from the calendar tool.  This field is masked to everyone except the Tax Identification Number User role.
Debarred	Optional. Select Yes or No from the list to indicate whether or not this vendor has been debarred. This designation indicates that an institution has been barred from doing business with this vendor by the state or federal government.
Foreign Tax ID	Optional. Enter the vendor's foreign tax id. Up to 25 alphanumeric characters.  This field is masked to everyone except the Tax Identification Number User role.
GIIN Code	Optional. Enter the GIIN code. Format is controlled by parameter GIIN_NUMBER_FORMAT.  This field is masked to everyone except the Tax Identification Number User role.
Is this a Foreign Vendor?	Required. Select Yes from the list if the vendor should be identified as foreign. Select No if the vendor is not identified as foreign.  If W-8 Received equals Yes, the vendor must be foreign.



Ownership Category	Optional. Select the appropriate category from the <b>Ownership Category</b> list, or search for it from the <b>Owner Category</b> lookup icon. The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples might include Health Care Services or Legal Services.
Ownership Type	Required. Select the appropriate type from the <b>Ownership Type</b> list, or search for it from the <b>Owner Type</b> lookup icon. Examples include Corporation, Non-Profit, and Individual/Sole Proprietor.  The W-8 Type Table identifies allowable ownership types for specific W8 Forms.
Tax Number	Required for non-foreign vendors if the vendor type requires a Tax Number. Enter the vendor's tax ID number or SSN.  This field is masked to everyone except the Tax Identification Number User role.
Tax Number Type	Required. Select the <b>Tax Number Type</b> option that describes the tax number entered in the Tax Number field. If no Tax Number was entered, select None.
Vendor Type	Required. Select the appropriate vendor type from the <b>Vendor Type</b> list or select if from the <b>Vendor Type</b> lookup icon. Examples include Disbursement Voucher and Purchase Order. A vendor's type determines on which Kual Financials documents it may be used. Different vendor types are used on different documents
W-8 Received	Optional. Select Yes or No from the list to indicate if a W-8 has been received for this vendor.
W-8 Signed Date	Enter the date the W-8 was signed or select it from the calendar tool.  If parameter W8_DATA_REQUIRED_IND is set to Y, this field is required if W8 Received equals Yes.
W-8 Type	Select the W-8 from the list or use the lookup icon to look up a value.  If parameter W8_DATA_REQUIRED_IND is set to Y, this field is required if W8 Received equals Yes.
W9 Received	Optional. Select Yes or No from the list to indicate if a W9 has been received for this vendor. Certain types of vendors may be required to have a W9 on file before they may be approved for use.
W-9 Signed Date	Enter the date the W-9 was signed or select it from the calendar tool  If parameter W9_SIGNED_DATE_REQUIRED_IND is set to Y, this field is required if W9 Received equals Yes.



## Detail Information Section

The **Detail Information** section contains additional data about the vendor including payment and shipping terms and whether or not they are restricted or inactive and why.

### Detail Information section field definitions

Title	Description
Active Indicator	Required. Select the check box if the vendor is active. Clear the check box if it is inactive.
Confirmation	Optional. Select Yes to indicate that this vendor needs a printed or faxed copy of a PO if the order has been phoned in. Select No if an additional confirmation copy of the PO is not required by the vendor.
Credit Card	Optional. Select Yes or No from the list to indicate whether or not this vendor accepts credit card payments.
DUNS Number	Optional. Enter the nine-digit vendor Data Universal Numbering System (DUNS) number if available. The DUNS number is a unique identifier for businesses that register with Dun and Bradstreet.
Inactive Reason	Optional. If inactivating a currently active vendor, select a reason from the <b>Inactive Reason</b> list or select it from the <b>Vendor Inactive Reason</b> lookup icon. Examples might include Sold or Out of Business.
Minimum Order Amount	Optional. Enter an amount if the vendor requires a minimum dollar amount for orders.
Payment Terms	Optional. Select from the <b>Payment Terms</b> list or select it from the <b>Payment Term Type</b> lookup icon. Payment terms include the number of days a payment is due and whether a discount is available for prompt payment.
Pre-Payment	Optional. Select Yes or No from the list to indicate whether or not this vendor accepts pre-payments.
Remit Name	Optional. This field is for information purposes only and does not carry forward to payments requests or disbursement vouchers.
Restricted	Optional. Select Yes or No from the list to indicate whether or not the use of this vendor is restricted. A restricted vendor is ineligible for APOs.
Restricted Date	Display-only. Automatically displayed by the system when Yes is selected in the <b>Restricted</b> field.
Restricted Person Name	Optional. The system automatically displays the name of the document initiator when Yes is selected for Restricted.
Restricted Reason	Required if Restricted is set to Yes. Enter a text description indicating why this vendor is restricted.



Shipping Payment Terms	Optional. Select the terms from the <b>Shipping Payment Terms</b> list or select it from the <b>Shipping Payment Terms</b> lookup icon. This determines whether the institution pays for shipping charges.
Shipping Title	Optional. Select a title from the <b>Shipping Title</b> list or select it from the <b>Shipping Title</b> lookup icon. 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.
Sold To Lookup	Optional. Search for the vendor that this vendor was sold to from the <b>Vendor Detail</b> lookup icon.
Sold To Name	Display-only. Automatically displayed when the <b>Sold To Vendor</b> is entered.
Sold To Vendor Number	Display-only. Automatically displayed when the <b>Sold To Vendor</b> is entered.
Taxable Indicator	Optional. Check this box when Use Tax should not be collected from a vendor when the Sales Tax Parameter is On (Y).  When the delivery and vendor address match, tax should default to sales tax, otherwise, it defaults to Use Tax. If the vendor is going to pay the tax and the school doesn't have to collect it, then the Taxable indicator is set to Y. Yes, the vendor will collect the tax. N, Vendor will not collect the tax and the school needs to.
Vendor URL	Optional. Enter the URL for the vendor's website.

## 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. Vendors of a particular type may be required to have at least one address of a certain type (such as at least one remit to address). Every vendor must have one default address.

After entering an address, click the ADD button to add it to the document.



For more information about adding multiple addresses, see [Collections](#).

### Address tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the address is active. Clear the check box if it is inactive.
Address 1	Required. Enter the first line of the address information.



Address 2	Optional. If necessary, enter the second line of the address information.
Address Type	Required. Select an address type from the <b>Address Type</b> list or search for it from the <b>Address Type</b> lookup icon.
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
City	Required. Enter the city name for this address.
Country	Required. Select a country from the <b>Country</b> list or select it from the <b>Country</b> lookup icon.
Email Address	Optional. Enter the vendor email address you want to associate with this address.
Postal Code	Optional. Enter the postal code for this address. Postal code may be required under certain circumstances (such as when entering a US address).
Province	Optional. Enter the province for this address.
Set as Default Address	Required. 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.
State	Optional. Select the state from the <b>State</b> list or select it from the <b>State Code</b> lookup icon. State may be required under certain circumstances (such as when entering a US address).
URL	Optional. Enter a URL you want to associate with this vendor address.
Vendor Fax Number	Optional. Enter the vendor fax number you want to associate with this address.

## Default Address Tab

After an address is added, you have the option to set this address as the default for a specific campus.

### Default Address tab field definitions

Title	Description
Set as campus default for	Select the campus from the pull down for which this address will be the default.
Active Indicator	Required. Select the check box if the default address is active. Clear the check box if it is inactive.



## Contact Tab

The **Contact** tab collects contact information for a vendor. Different types of contacts may be entered, such as sales, technical and customer service representatives.

### Contact tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the contact is active. Clear the check box if it is inactive.
Address 1	Optional. Enter the first line of the address information for this contact.
Address 2	Optional. Enter the second line of the address information for this contact.
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
City	Optional. Enter the city name for this contact.
Comments	Optional. Enter any additional comments about this contact.
Contact Type	Required. Select contact type from the <b>Contact Type</b> list or select it from the <b>Contact Type</b> lookup icon.
Country	Optional. Select the country from the <b>Country</b> list or select it from the <b>Country</b> lookup icon.
Email Address	Optional. Enter the email address for this contact.
Name	Required. Enter the name of the contact.
Postal Code	Optional. Enter the postal code for this contact.
Province	Optional. Enter the province name for this contact.
State	Optional. Select the state from the <b>State</b> list or select it from the <b>State Code</b> lookup icon.



For more information about adding multiple contacts, see [Collections](#).



## Supplier Diversity Tab

The **Supplier Diversity** tab is used to indicate if any recognized supplier diversity categories apply to this vendor. The Small Business Administration has defined supplier diversity categories which may be based on size (small business), ownership (woman or minority owned), and/or geographical location (local).

### Supplier Diversity tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the supplier diversity type is active. Clear the check box if it is inactive.
Supplier Diversity	Required when the tab is used. Select the supplier diversity type from the Supplier Diversity list or select it from the <b>Supplier Diversity</b> lookup icon.



For more information about adding multiple supplier diversity types, see [Collections](#).

## Shipping Special Conditions Tab

The **Shipping Special Conditions** tab is used to indicate whether Accounts Payable is allowed to pay for additional freight charged when the vendor invoices for goods or services. Examples might include radioactive, hazardous materials or live animal.

### Shipping Special Conditions tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the shipping special conditions type is active. Clear the check box if it is inactive.
Shipping Special Conditions	Required. Select the type from the <b>Shipping Special Conditions Type</b> list or select it from the <b>Shipping Special Condition</b> lookup icon.



For more information about adding multiple shipping special condition types, see [Collections](#).



## Vendor Commodity Codes Tab

The **Vendor Commodity Codes** tab is used to assign commodity codes to this vendor. A commodity code may be added only by a Purchasing Department staff member.

The Purchasing Department assigns commodity codes to vendors in order to track spending by category. A vendor may be assigned multiple commodity codes. For example, a local company that both prints and designs documents might have two different commodity codes, one for printing and one for design.



Commodity Codes may be added to the vendor record automatically from Purchase Orders that contain commodity codes that do not yet exist on the vendor record. The first commodity code added, in this way, will be made the default for the vendor. This automatic addition can be disabled by setting the system parameter `AUTO_ADD_COMMODITY_CODES_TO_VENDOR_IND` is set to N.



For information about adding commodity codes, see [Commodity Code](#).

### Vendor Commodity Codes tab field definition

Title	Description
Active Indicator	Optional. Select the check box if this commodity code is active for this vendor. Clear the check box if it is inactive for this vendor.
Commodity Code	Optional. Enter the commodity code.
Commodity Default Indicator	Optional. Select the check box if this commodity code is to be used as the default for this vendor. This commodity code is used on APOs where an institution has indicated that the commodity code is required on POs but not on requisitions. Clear the check box if this commodity code is not to be used as the default.



For more information about adding multiple commodity codes, see [Collections](#).





## Search Alias Tab

The **Search Alias** tab is used to define other names that may be used when searching for this vendor.

### Search Alias tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the search alias name is active. Clear the check box if it is inactive.
Search Alias Name	Required. Enter the alternate name that may be use to search for this vendor.



For more information about adding multiple aliases, see [Collections](#).

## Vendor Phone Number Tab

The **Vendor Phone Number** tab collects phone numbers for this vendor. It may be used to define various types of phone numbers. Examples of different phone number types include Toll Free, Mobile and Purchase Order.

### Vendor Phone Number tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the vendor phone number is active. Clear the check box if it is inactive.
Extension	Optional. Enter the extension for the phone number.
Phone Type	Required. Select the phone type from the <b>Phone Type</b> list or select it from the <b>Phone Type</b> lookup icon.
Phone Number	Required. Enter the phone number.



For more information about adding multiple phone numbers, see [Collections](#).



## Customer Number Tab

The **Customer Number** tab collects information about numbers the vendor uses to identify your institution. Multiple customer numbers may exist for the same vendor and they are specific to a chart and organization.

### Customer Number tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the customer number is active. Clear the check box if it is inactive.
Chart Code	Required. Select the chart this customer number should be associated with from the <b>Chart Code</b> list or select it from the <b>Chart</b> lookup icon.
Customer Number	Required. Enter the number this vendor uses to identify your institution or organization as a customer.
Organization Code	Optional. Enter an organization code to associate with this customer number or select it from the <b>Organization Code</b> lookup icon.



For more information about adding multiple contracts, see [Collections](#).

## Contracts Tab

The **Contracts** tab collects information about contracts your institution has with this vendor. It includes information such as who manages the contract for your institution, when it begins and ends, any special payment or shipping terms that may specifically apply to the vendor. The **Contracts** tab is editable only by the authorized users.

### Contracts tab field definitions

Title	Description
Active Indicator	Required. Select the check box if the contract is active. Clear the check box if it is inactive.
Begin Date	Required. Enter the effective date of the contract or select it from the calendar tool.
Campus	Required. Select what institution campus this contract is associated with from the <b>Campus</b> list or select it from the <b>Campus</b> lookup icon.
Contract Manager	Required. Select the name of the person at your institution who manages this contract from the <b>Contract Manager</b> list or search for it from the <b>Contract Manager</b> lookup icon.
Contract Name	Required. Enter the name used to identify this vendor contract.
Default APO Limit	Optional. Enter the upper dollar amount for which automatic purchase



	orders (APOs) under this contract may be created.
Description	Required. Enter a text description that describes the contract.
End Date	Required. Enter the expiration date of the contract or select it from the calendar tool.
Extension Option Date	Optional. Enter the date up until the contract may be extended or select it from the calendar tool.
Payment Terms	Required. Select the payment terms for this contract from the <b>Payment Terms</b> list or search for it from the <b>Payment Term Type</b> lookup icon.
PO Cost Source	Required. Select a cost source for this contract from the <b>PO Cost Source</b> list or search for it from the <b>Purchase Order Cost Source</b> lookup icon.
Shipping Terms	Optional. Select the shipping terms for this contract from the <b>Shipping Terms</b> list or search for it from the <b>Shipping Payment Terms</b> lookup icon.
Shipping Title	Optional. Select a shipping title for this contract from the <b>Shipping Title</b> list or search for it from the <b>Shipping Title</b> lookup icon.
Vendor Contract Number	Display only. Displays the Vendor Contract Number associated with the Contract.



For more information about adding multiple contracts, see [Collections](#).

## Process Overview

### Business Rules

- Either **Vendor Name** or **Vendor Last Name** and **Vendor First Name** fields must be filled.
- If **Vendor Name** field is entered, **Vendor First Name** and **Vendor Last Name** fields must be blank.
- If **Vendor First Name** and **Vendor Last Name** fields have been entered, the **Vendor Name** field must be blank.
- Tax number must be 9-digits and cannot be all zeros.
- The first three digits of an SSN cannot be 000 or 666.
- The middle two digits of an SSN cannot be 00.
- The last four digits of an SSN cannot be 0000.
- The first two digits of a FEIN cannot be 00.
- The vendor's Tax Number must be unique by Tax Number Type (no two SSNs may be the same, but one vendor's SSN may be the same as another's FEIN).
- Vendors of type Purchase Order must have an address of the type Purchase Order.
- Vendors of type Disbursement Voucher must have an address of the type Remit.



- A vendor must have one and only one address marked as a default address.
- If a country for an address is United States then state and zip code are required.
- If the **Category Allowed Indicator** for a specific ownership type is N (No) then vendor category must be left blank.
- If the **Ownership Type** is listed in parameter SSN\_OWNERSHIP\_TYPES then the tax number type must be SSN.
- If the **Ownership Type** is listed in parameter FEIN\_OWNERSHIP\_TYPES then the tax number type must be FEIN.
- If the **Vendor Type** Tax Number Required equals Yes and the vendor is not flagged as foreign, the Tax Number is required.
- Contract begin date must be earlier than contract end date.

## Routing

- The document routes to the Vendor Type route level based on the vendor type on the document when the following changes are made:
  - New Vendors
  - Changes to General Information, Corporate Information, Detail Information
  - Address adds and changes.
  - Supplier Diversity adds and changes.
  - Shipping Special Conditions adds and changes.
  - Contract adds and changes.
- The initiator receives an FYI notification when the Vendor is fully approved. The FYI includes the new vendor number.
- The Vendor document includes a separation of duties route node. If the initiator is also an approver, it will route to the other approvers for approval.



# Vendor Contracts

The **Vendor Contracts** option directs the user to the **Vendor Contract Lookup**. The purpose of this lookup is to allow the users to quickly identify vendor contracts by description, by vendor, and even by payment terms.

## Vendor Contract Lookup field definitions

Title	Description
Active Indicator	Select Active contracts (Yes), inactive contracts (No), or both.
B2B Contract	Select the business-to-business contract(Yes or No) from the list.
Campus	Select the campus from the Campus list or search for it from the <b>Campus</b> lookup.
Contract Manager	Select the contract manager from the list or search for it from the <b>Contract Manager</b> lookup.
Contract Name	Enter the name assigned to a particular contract.
Description	Enter all or part of the description of the vendor contract.
Payment Terms	Select the payment terms from the list or search for terms from the <b>Payment Terms Type</b> lookup.
PO Cost Source	Select the PO cost source from the list or search for it from the <b>Cost Source</b> lookup.
Shipping Terms	Select the shipping terms from the list or search for terms from the <b>Shipping Payment Terms</b> lookup.
Vendor number	Enter the vendor's identification number.
Vendor Contract Number	Enter the Vendor Contract Number.
Vendor Name	Enter the name of the vendor or search for it from the <b>Vendor</b> lookup.



# Vendor Attribute Maintenance Documents

There are many vendor-related documents that allow you to update vendor attributes used by the Vendor document.

## Vendor Attribute Maintenance documents

Document	Description
<a href="#">Address Type</a>	Defines the code used for categorizing various types of vendor addresses.
<a href="#">Campus Parameter</a>	Defines basic identifying attributes of a campus-level purchasing unit at your institution.
<a href="#">Chapter 3 Status</a>	Defines Chapter 3 Statuses that can be selected on the vendor document.
<a href="#">Chapter 4 Status</a>	Defines Chapter 4 Statuses that can be selected on the vendor document.
<a href="#">Commodity Code</a>	Defines categories of purchased items from a vendor by assigning a set of attributes to a code.
<a href="#">Contact Type</a>	Defines the role of the vendor contact, which can assist in determining how inquiries should be directed to the vendor.
<a href="#">Contract Manager</a>	Defines the individuals at the institution responsible for managing contracts, which can then be associated with specific vendors.
<a href="#">Cost Source</a>	Defines the codes that identify how the cost on the PO was determined.
<a href="#">Ownership Type</a>	Defines the vendor for tax and reporting purposes.
<a href="#">Ownership Type Category</a>	Further defines a vendor's ownership within ownership type.
<a href="#">Payment Terms Type</a>	Defines the codes used to indicate a vendor's payment terms
<a href="#">Phone Type</a>	Defines the codes used to identify various categories of vendor phone or fax numbers.
<a href="#">Shipping Payment Terms</a>	Defines the codes used to identify the terms that can be used for the payment of shipping charges for purchases from a vendor.
<a href="#">Shipping Special Conditions</a>	Defines various categories of commodities that require special shipping considerations.
<a href="#">Shipping Title</a>	Defines the codes to specify when title for goods purchased is transferred from the vendor to the institution.
<a href="#">Supplier Diversity</a>	Defines codes used to identify suppliers that may merit special consideration due to their size, ownership, geographical location, or other criteria stipulated by the Small Business Administration (SBA).



<a href="#">Vendor Inactive Reason</a>	Defines codes that indicate the reason a vendor has been inactivated in the system.
<a href="#">Vendor Type</a>	Defines the different types of vendors that can be established in Kual Financials.
<a href="#">Vendor Exclusion</a>	The Vendor Exclusion lookup and inquiry are used to analyze potential matches identified by the VendorExcludeJob. From this lookup, the user can inquire on a record, edit the vendor record, confirm or deny the match.
Vendor Exclusion Debarred Unmatched	This lookup displays vendor type specified in parameter EXCLUSION_AND_DEBARRED_VENDOR_TYPES that are marked as debarred that have not been matched with an SAM.GOV vendor.
<a href="#">W-8 Type</a>	Defines the different types of W-8 forms and allowable Ownership Types for each.



# Address Type

The Address Type document is used to establish codes used to categorize various types of vendor addresses. These types can be used to identify different addresses for different purposes, such as defining one address to which purchase orders should be sent and another address to which tax documents should be addressed.

## Document Layout

### Address Type field definitions

Title	Description
Active Indicator	Indicates whether this vendor address is active or inactive. Remove the check mark to deactivate.
Vendor Address Type Code	The code to identify a type of vendor address.
Vendor Address Type Description	Required. The familiar title of the vendor addresses type.
Vendor Default Indicator	Optional. Select the checkbox if an address of this type can be marked as the default address for a vendor. Clear the checkbox if it should not be used as a default.





# Campus Parameter

The Campus Parameter document defines basic identifying attributes of a campus-level purchasing unit at your institution.

## Document Layout

### Campus Parameter field definitions

Title	Description
Active Indicator	Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate.
Address 1	The first line of the address for this campus office.
Address 2	The second line of the address for this campus office.
Campus Accounts Payable Email Address	The accounts payable email address for this campus.
Campus Code	Required. Enter the campus code for which the parameters are to be used.
Campus Purchasing Director Name	The name of the purchasing director associated with this campus.
Campus Purchasing Director Title	The title of the purchasing director for this campus.
City	The city for this campus office.
Country	The country for this campus office. Existing restricted status codes may be retrieved from the list or from the lookup icon.
Purchasing Department Name	The Purchasing Department name for this campus.
Purchasing Institution Name	The institution's name that is associated with this campus code.
Postal Code	The postal code for this campus office.
State	The state for this campus office. State codes may be selected from the list or from the lookup icon.



## Chapter 3 Status

Defines the Chapter 3 Statuses that can be used when creating/editing a vendor.

### *Document Layout*

#### **Chapter 3 Status field definitions**

Title	Description
Active Indicator	Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate.
Chapter 3 Status Code	Required. The unique code to identify this Chapter 3 Status.
Chapter 3 Status Description	Required. The long description of the Chapter 3 Status code. This will display on the Vendor document.



# Chapter 4 Status

Defines Chapter 4 Statuses that can be selected on the vendor document.

## *Document Layout*

### **Chapter 4 Status field definitions**

Title	Description
Active Indicator	Indicates whether this campus parameter is active or inactive. Remove the check mark to deactivate.
Chapter 4 Status Code	Required. The unique code to identify this Chapter 4 Status.
Chapter 4 Status Description	Required. The long description of the Chapter 4 Status code. This will display on the Vendor document.



# Commodity Code

The Commodity Code document defines categories of items purchased from a vendor by assigning a set of attributes to a code.

## Document Layout

### Commodity Code Tab

#### Commodity Code field definitions

Title	Description
Active Indicator	Indicates whether this commodity code is active or inactive. Remove the check mark to deactivate.
Commodity Code	Required. The commodity code. Commodity codes can be used to categorize purchases. Quali Financials is not delivered with a commodity code structure, but the system is designed so that industry standards can be loaded into the table or your organization can adopt its own coding structure.
Commodity Code Description	Required. A description of the commodity code.
Restricted Items Indicator	Indicates if this is a commodity code of restricted items. Remove the check mark if there are no restrictions on items associated with this commodity code.
Sales Tax Indicator	Indicates if sales tax applies to this commodity code. Remove the check mark if sales tax does not apply.
Sensitive Data	Optional. The type of sensitive data for the commodity code. Existing sensitive data descriptions may be retrieved from the list or from the lookup icon.



## Contract Managers Tab

Note that multiple **Campus Code/Contract Manager** combinations may be assigned to the commodity code by clicking **add** after entering data for each combination.



For more information about assigning multiple Campus Code/Contract Manager combinations, see [Collections](#).

### Contract Managers field definitions

Title	Description
Active Indicator	Indicates whether this commodity code is active or inactive. Remove the check mark to deactivate.
Campus Code	Required. The campus for the commodity code. Existing campus codes may be retrieved from the list or from the lookup icon.
Contract Manager	Required. The contract manager for the commodity code. Existing contract managers may be retrieved from the list or from the lookup icon.



# Contact Type

The Contact Type document is used to establish various roles of the vendor contact, which may assist in determining how inquiries should be directed to the vendor. Examples of contact types include Accounts Receivable, Sales Rep, and Customer Service.

## Document Layout

### Contact Type field definitions

Title	Description
Active Indicator	Indicates whether this contact type is active or inactive. Remove the check mark to deactivate.
Vendor Contact Type Code	Required. Enter the code used to identify a type of vendor contact.
Vendor Contact Type Description	Required. Enter the title of the contact type.



# Contract Manager

The Contract Manager document is used to establish the list of individuals at the institution who are responsible for managing contracts for specific vendors. When associating a contract with a vendor in the Vendor document, a Contract Manager must be selected.

## Document Layout

### Contract Manager field definitions

Title	Description
Active Indicator	Indicates whether this contract manager is active or inactive. Remove the check mark to deactivate.
Contract Manager Code	Required. Enter the code used to identify this contract manager.
Contract Manager Delegation Dollar Limit	Required. The upper dollar amount for which this contract manager is allowed to delegate approval authority.
Contract Manager Name	Required. Enter the contract manager's name.
Published Fax Number	Required. The published fax number of the contract manager, including area code.
Published Phone Number	Required. Enter the published phone number of the contract manager, including area code.



# Cost Source

The Cost Source document is used to establish codes that identify the method used to determine the pricing for a purchase order. Examples might include Quote, Estimate, Pricing Agreement, or the name of an affiliation that has negotiated a contract with one or more vendors.

## Document Layout

### Cost Source field definitions

Title	Description
Active Indicator	Indicates whether this cost source code is active or inactive. Remove the check mark to deactivate.
Cost Source Code	Required. The code used to identify this purchase order cost source.
Cost Source Description	Required. The familiar title of the purchase order cost source.
Item Unit Price Lower Variance Percent	Required. Payment will not be made if the price variance is lower by this percentage.
Item Unit Price Upper Variance Percent	Required. Payment will not be made if the price variance is higher by this percentage.





# Ownership Type

The Ownership Type document is used to define the vendor for tax and reporting purposes, indicating for example, that the vendor is an individual, corporation, or non-profit entity. It also indicates if vendors of this type can be further defined using an Ownership Category.

## Document Layout

### Ownership Type field definitions

Title	Description
Active Indicator	Indicates whether this ownership type code is active or inactive. Remove the check mark to deactivate.
Ownership Code	Required. The code used to identify this ownership type.
Ownership Description	Required. The familiar title of the ownership type.
Ownership Type Category Allowed Indicator	Indicates if a vendor with this ownership type is allowed to have an ownership category. Remove the check mark if ownership category is not allowed.



# Ownership Type Category

Certain ownership types allow the selection of further refining ownership type category. The Ownership Type Category document further defines a vendor's ownership within Ownership Type.

## Document Layout

### Ownership Category field definitions

Title	Description
Active Indicator	Indicates whether this ownership type category code is active or inactive. Remove the check mark to deactivate.
Ownership Type Category Code	Required. The code used to identify this ownership type category.
Ownership Type Category Description	Required. The familiar title of the ownership type category.



# Payment Terms Type

The Payment Terms Type document is used to establish codes that define a vendor's payment terms, including the number of days in which a payment is due and if a discount is available for prompt payment.

## Document Layout

### Payment Term Type field definitions

Title	Description
Active Indicator	Select the check box if the payment term type is active. Clear the check box to inactivate the existing payment terms code.
Discount Due Number	Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment must be made to qualify for the discount percentage.
Discount Due Type Description	Required. Select Days or Date to indicate whether the number entered in the <b>Vendor Discount Due Number</b> field is a number of days or a date (defined here as a specific day of the month).
Net Due Number	Required. Enter a number that reflects either the number of days or the date (day of the month) by which payment net is due.
Net Due Type Description	Required. Select Days or Date to indicate whether the number entered in the <b>Vendor Net Due Number</b> field is a number of days or a date (defined here as a specific day of the month).
Payment Terms Code	Required. Enter the code used to identify this payment terms type.
Payment Terms Description	Required. Enter the familiar title of the payment terms.
Payment Terms Percent	Required. Enter the percentage discount to be applied if the payment is made by the discount date.



# Phone Type

The Phone Type document is used to establish codes that identify various types of vendor phone or fax numbers. Sample phone types might be Phone, Fax, or Mobile.

## *Document Layout*

### Phone Type field definitions

Title	Description
Active Indicator	Indicates whether this phone type code is active or inactive. Remove the check mark to deactivate.
Phone Type Code	Required. The code used to identify this phone type.
Phone Type Description	Required. The familiar title of the phone type.



# Shipping Payment Terms

The Shipping Payment Terms document establishes codes that define the various terms that specify who is responsible for the payment of shipping charges for purchases from a vendor. Examples might include Institute Pays, Part of PO, Paid by 3<sup>rd</sup> Party or Vendor Pays.

## Document Layout

### Shipping Payment Terms field definitions

Title	Description
Active Indicator	Indicates whether this shipping payment terms code is active or inactive. Remove the check mark to deactivate.
Shipping Payment Terms Code	Required. The code used to identify the shipping payment terms.
Shipping Payment Terms Description	Required. The title of the shipping payment terms.
Shipping Payment Terms Pay Indicator	Indicates if it is permissible for the vendor to add shipping charges to an invoice. Remove check mark if shipping payment terms does not apply to payments.



# Shipping Special Conditions

The Shipping Special Conditions document establishes various categories of commodities that require special shipping considerations. Examples might include Radioactive, Hazmat or Live Animal.

## Document Layout

### Shipping Special Condition field definitions

Title	Description
Active Indicator	Indicates whether this shipping special condition code is active or inactive. Remove the check mark to deactivate.
Shipping Special Condition Code	Required. The code used to identify the shipping special condition.
Shipping Special Condition Description	Required. The familiar title of the shipping special condition.



# Shipping Title

The Shipping Title document establishes the codes that define the point at which shipping titles are transferred and the institution takes possession of a shipment. Examples might include Destination, Origin (Vendor Location), or Customs-US Port.

## Document Layout

### Shipping Title field definitions

Title	Description
Active Indicator	Indicates whether this shipping title code is active or inactive. Remove the check mark to deactivate.
Shipping Title Code	Required. The code used to identify this vendor shipping title.
Shipping Title Description	Required. The familiar title of the vendor shipping title.



# Supplier Diversity

Certain vendors may merit special consideration due to their size (small business), ownership (woman or minority owned), geographical location (local), or other factors. The Supplier Diversity document establishes the codes to identify the categories defined by the Small Business Administration.

## Document Layout

### Supplier Diversity field definitions

Title	Description
Active Indicator	Indicates whether this supplier diversity code is active or inactive. Remove the check mark to deactivate.
Supplier Diversity Code	Required. The code used to identify this supplier diversity type.
Supplier Diversity Description	Required. The title of the supplier diversity code.





# Vendor Exclusion

The Vendor Exclusion lookup and inquiry are used to analyze potential matches identified by the VendorExcludeJob. From this lookup, the user can inquire on a record, edit the vendor record, confirm or deny the match.

## Vendor Exclusion Filters and Actions

### Vendor Exclusion Lookup filters

Filter	Description
Vendor Type	Optional. Vendor types included in parameter EXCLUSION_AND_DEBARRED_VENDOR_TYPES that will be evaluated during the matching process.
Confirm Match Status	Optional. Unprocessed, confirmed or denied. Records are added to this table as unprocessed.
Vendor Exclusion Status	Required. Values include:  <b>Excluded vendors matched with SAM.GOV vendors:</b> Lists debarred vendors that have been matched with vendors in the SAM file.  <b>Non-excluded vendors matched with SAM.GOV vendors:</b> Lists vendors that have not been marked as debarred that are found in the SAM file.

### Vendor Exclusion Lookup Actions

Actions	Description
Inquiry	Clicking this link opens the Vendor Exclusion Inquiry which shows on which fields the vendor matched the SAM.GOV vendor.
Edit	Clicking this link opens the Vendor document in edit mode, so that you can edit the vendor.
Confirm	Clicking this link changes the Confirm Match Status to Confirmed.
Deny	Clicking this link changes the Confirm Match Status to Denied.

## Business Rules

- If more than one debarred entity is identified as a match with a KFS-VND record provide the error, There is already a debarred entity associated with this vendor. Please provide only one match per vendor record.
- Last Updated Date and Person are updated with the date and principal name of the person taking confirm or deny action.



# Vendor Inactive Reason

The Vendor Inactive Reason document establishes codes that indicate why a vendor is being inactivated in the system. Examples of codes might include Out of Business or Merged.

## Document Layout


### Vendor Inactive Reason field definitions

Title	Description
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.
Vendor Inactive Reason Code	Required. The code used to identify this vendor inactive reason.
Vendor Inactive Reason Description	Required. The familiar title of the vendor inactive reason code.



# Vendor Type

The Vendor Type document establishes codes to identify different types of vendors. Common types include Disbursement Voucher and Purchase Order vendors. The selection of vendors on specific documents can be restricted based on this type.

 If you create new Vendor Types to be used on the Disbursement Voucher to control allowable payees by payment reasons with parameter `VALID_PAYEE_TYPES_BY_PAYMENT_REASON`, coding is required.

## Document Layout

### Vendor Type field definitions

Title	Description
Address Type Required	Required. The Address type that is required for this vendor type code. Existing address types may be retrieved from the list or from the lookup icon.
Commodity Code Required	Indicates that a commodity code is required. Remove this check mark if a commodity code is optional.
Show Review Page	Indicates if the vendor review page text should be shown on the review page. Remove this check mark if not desired.
Type Change Allowed	Indicates if a vendor of this type can be changed to another vendor type after creation. Remove this mark if this tax type change is not allowed.
Tax Number Required	Indicates if a vendor of this type is required to have a tax number. Remove this check mark if this tax number is not required.
Vendor Contract Allowed	Indicates whether a vendor of a specific type will allow contracts to be created and maintained. (For example, a Disbursement Voucher type would not allow contracts.)
Vendor Review Page Text	Optional. In the last stage of adding a vendor, the system displays a review page where the user sees a snapshot of the information for the vendor. Text entered in this field will be displayed to the user on the review page and is for informational purposes only. For example, you might use it to explain what will happen to the Vendor document after it is submitted and what further actions need to be taken.
Vendor Type Code	Required. The code used to identify this vendor type.
Vendor Type Description	Required. The familiar title of this vendor type.
Active Indicator	Indicates whether this vendor type code is active or inactive. Remove the check mark to deactivate.



# W-8 Type

Defines the different types of W-8 forms and allowable Ownership Types for each.

## Document Layout

The Vendor Type document includes the **Edit W-8 Type and Ownership Types** tab.

## W-8 Type Tab

### W-8 Type tab field definitions

Title	Description
Active Indicator	Indicates whether this W-8 Type is active or inactive. Remove the check mark to deactivate.
W-8 Type Code	Required. Enter a unique code to identify the W-8.
W-8 Type Description	Required. The name of the W-8 Form. This will display on the Vendor document.

## W-8 Ownership Types Tab

Note that multiple **Ownership Codes** can be assigned to the same W-8 Type.



For more information about assigning multiple Ownership Types, see [Collections](#).

### W-8 Ownership Types tab field definitions

Title	Description
Active Indicator	Indicates whether this Ownership Type is active or inactive. Remove the check mark to deactivate.
Ownership Code	Required. The Ownership Code that identifies the Ownership Type that should be allowed for this W-8 Type. Enter a valid value or use the lookup icon to return a value.



---

# Vendor Batch Process


## Vendor Batch Process

Batch Job	Description
VendorExcludeJob	<p>This job compares the vendor database to the relational SAM file downloadable from the SAM.GOV website. Matching records are created and can be accessed and processed via the Vendor Exclusion lookup.</p> <p>The match logic is as follows:</p> <ul style="list-style-type: none"><li>• Vendor Name equals SAM Vendor Name <b>OR</b></li><li>• Vendor Alias equals SAM Vendor Name <b>OR</b></li><li>• Address<ul style="list-style-type: none"><li>• Vendor City equals SAM City <b>AND</b></li><li>• Vendor State equals SAM State <b>AND</b></li><li>• (Vendor Line 1 Address like SAM Line 1 Address) <b>OR</b> (Vendor Zip + 4 equals SAM Zip)</li></ul></li></ul>



---

# Vendor Batch Upload Functions

 For information about procedures that apply to all Kualo Financials batch uploads, see Batch Upload Basics in the *Overview and Introduction to the User Interface*.

## Vendor batch upload functions

Batch Upload	Description
Vendor Exclusion Upload	Facilitates uploading relational csv files downloaded from the SAM website.



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# Vendor Tax ID

The Vendor Tax ID lookup allows authorized users to access a list of vendor numbers and tax ids in order to support tax reporting. The Tax IDs are masked in non-production environments.



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