Guide to Vendors

June 2013, Milestone Release 0.8

User Documentation for Vendor Activities during Selection and Acquisition processes

(KFS documentation found at: https://wiki.kuali.org/display/KULDOC/Home)

Contents

Vendor

OLE 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 e-docs 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.

In order to work efficiently in the system's Vendor screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the OLE and Rice-KFS wiki pages.

This and other OLE user guides are available for download from the OLE 0.8 Milestone User Documentation.

For demo purposes, we suggest you use the following library vendors that we specifically created for OLE. The other existing vendors may be experimented upon to test editing, creating new, or adding Divisions to existing vendors.

Vendor name	Vendor search alias	Foreign/domestic
Aleph-Bet Books	ABB	Domestic
D. K. Agencies (P) Ltd.	DKA	Foreign
Otto Harrassowitz	HARRAS	Foreign
YBP Library Services	YBP	Domestic

Accessing Vendor Functions

Users maintain OLE Vendor table and vendor attributes via e-docs. Some of these e-docs are accessible from the Main Menu while others are accessible from the Maintenance Menu.

- The Vendor e-doc and the Vendor Contracts lookup (both of which are typically used by departmental staff) are accessed via the **Lookup and Maintenance** submenu on the **Main Menu** tab.

  For more information about these e-docs, see Standard Vendor E-Docs.

- Attribute maintenance e-docs (for address types, commodity codes, phone types, etc.) are typically used by central Accounting staff. These e-docs are accessed via the **Vendor** submenu on the **Maintenance** menu tab.

  For more information about these e-docs, see Vendor Attribute Maintenance E-Docs.

Vendor (PVEN)

The Vendor (PVEN) document is used to establish or maintain information about vendors in OLE. 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.

The Vendor document is available from the **Inquiry and Maintenance** menu group on the **Main Menu** tab.

There are three situations where you may choose to use this menu:

- 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

Wildcards are particularly helpful for searching vendors: *ybp*, harr*.

To learn more about searching, see the section [Searching OLE](#) on the *OLE E-Doc Fundamentals* wiki page.

To create and modify vendors, please sign into OLE as:

Acquisitions-AQ3, AQ4	ole-cstan
Acquisitions-AQ5	ole-ejacob
OLE ACQ-mgr	ole-hachris
Super user	ole-khuntley

Note: When creating a NEW vendor, if logged in as member of OLE_Acquisitions-AQ3 or AQ4, the new vendor e-doc will be processed, *but* stops at approval. Ole-khuntley or ole-hachris (OLE ACQ-mgr) may create and blanket approve a new vendor.

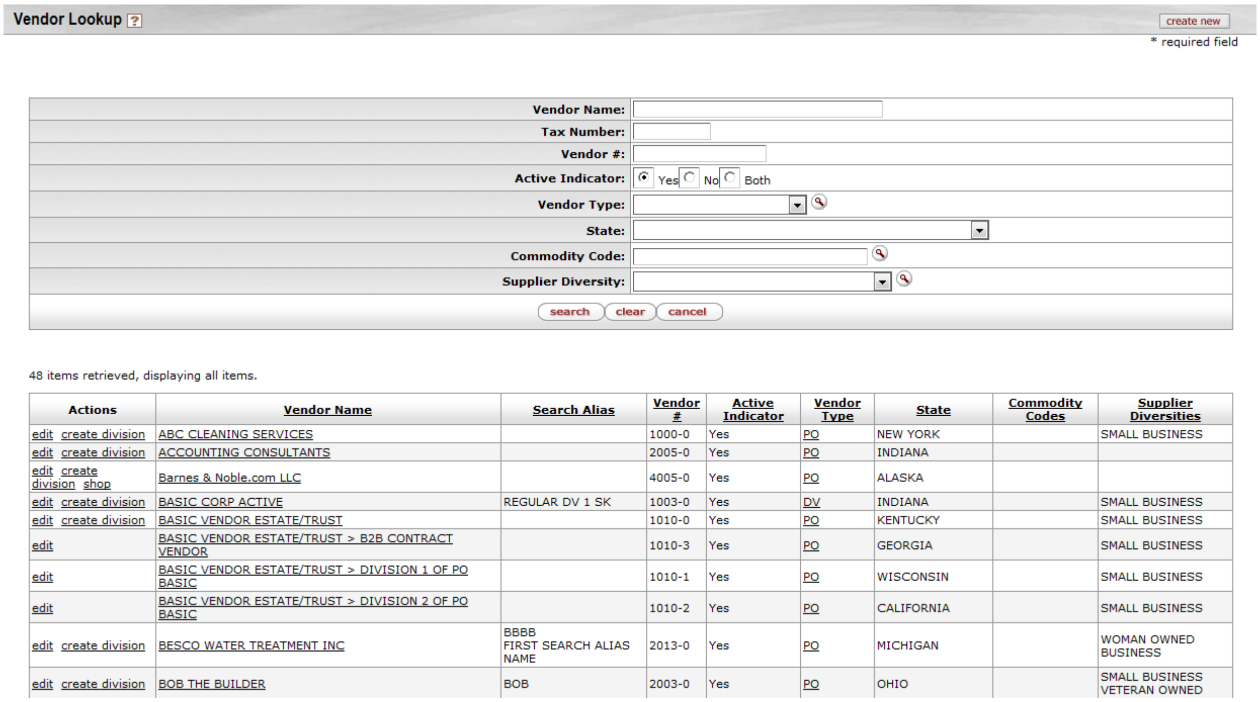
Foreign Vendor

If the Vendor is Foreign, then additional fields are required, such as **Currency Type** shown in the tab below, and **Is this a foreign vendor** in the **Vendor** main tab. These data values will tie into workflows and currency conversion on requisitions, purchase orders and payment requests, as well as financial accounting with university systems.

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.



Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Supplier Diversities
edit create division	ABC CLEANING SERVICES		1000-0	Yes	PO	NEW YORK		SMALL BUSINESS
edit create division	ACCOUNTING CONSULTANTS		2005-0	Yes	PO	INDIANA		
edit create division shop	Barnes & Noble.com LLC		4005-0	Yes	PO	ALASKA		
edit create division	BASIC CORP ACTIVE	REGULAR DV 1 SK	1003-0	Yes	DV	INDIANA		SMALL BUSINESS
edit create division	BASIC VENDOR ESTATE/TRUST		1010-0	Yes	PO	KENTUCKY		SMALL BUSINESS
edit	BASIC VENDOR ESTATE/TRUST > B2B CONTRACT VENDOR		1010-3	Yes	PO	GEORGIA		SMALL BUSINESS
edit	BASIC VENDOR ESTATE/TRUST > DIVISION 1 OF PO BASIC		1010-1	Yes	PO	WISCONSIN		SMALL BUSINESS
edit	BASIC VENDOR ESTATE/TRUST > DIVISION 2 OF PO BASIC		1010-2	Yes	PO	CALIFORNIA		SMALL BUSINESS
edit create division	BESCO WATER TREATMENT INC	BBBB FIRST SEARCH ALIAS NAME	2013-0	Yes	PO	MICHIGAN		WOMAN OWNED BUSINESS
edit create division	BOB THE BUILDER	BOB	2003-0	Yes	PO	OHIO		SMALL BUSINESS VETERAN OWNED

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.

This is an inherited function from KFS. Divisions must be used for full Customer Relationship Management (CRM) type functions. However, if you want to account for a library organization's specific Vendor account number without creating a division, you may enter the **customer number** and the **Organization Code** for the **Account Number Owner** on the **Acquisition Unit Vendor Accounts** tab. You may also add specific vendor discounts associated with the library organization's customer number, as well as **Standard Delivery Carrier** and carrier's standard interval of service (expressed as days/hours).

'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 add.

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

'Collections' collapsed

'Collections' expanded

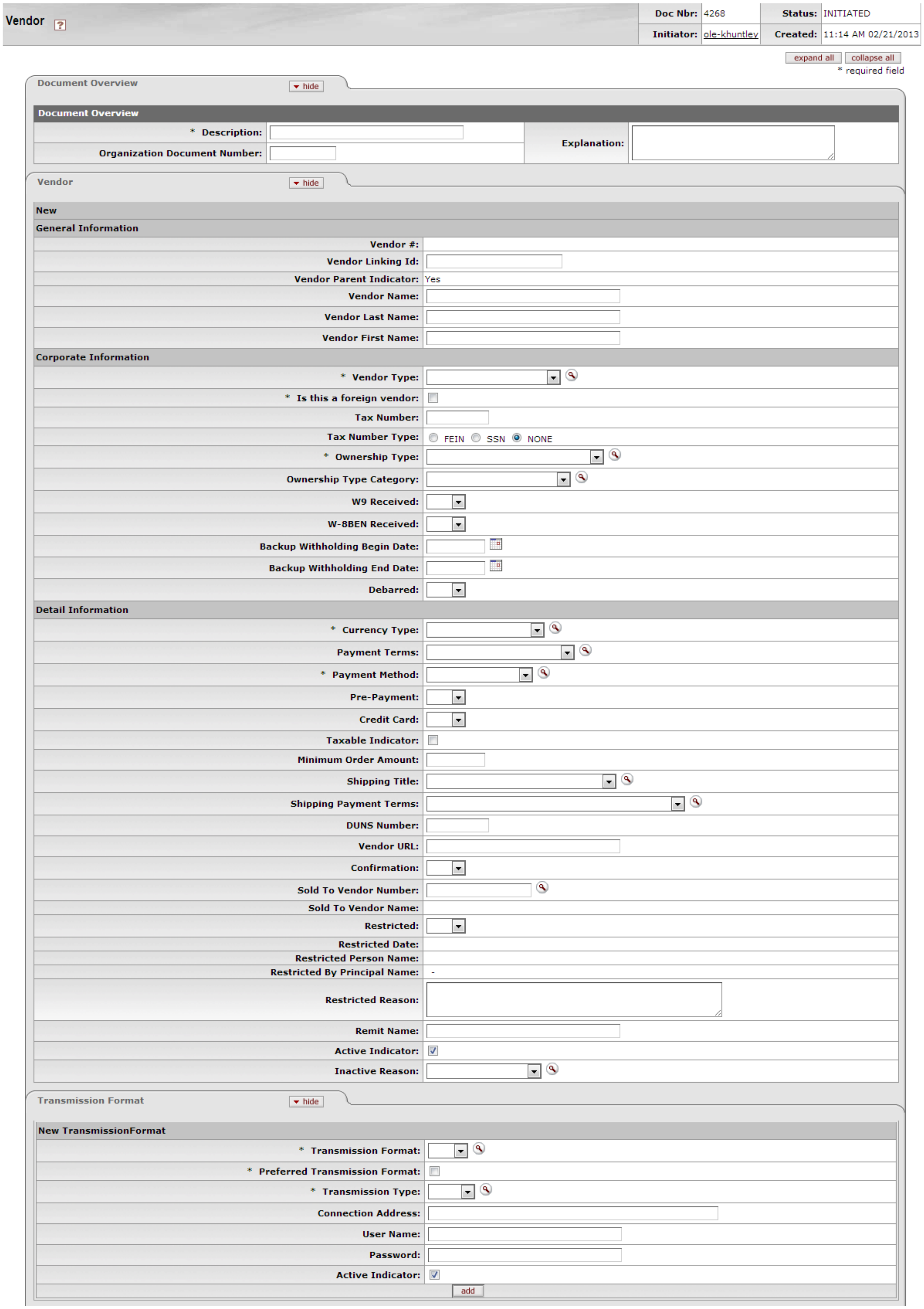
Required Fields

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.

Document Layout (for Create New Vendor & Create Division)

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

The Vendor document is broken into two images below:



Vendor

Doc Nbr:	4268	Status:	INITIATED
Initiator:	ole-khuntley	Created:	11:14 AM 02/21/2013

expand all collapse all

* required field

Document Overview

Document Overview

* Description:		Explanation:	
Organization Document Number:			

Vendor

New

General Information

Vendor #:	
Vendor Linking Id:	
Vendor Parent Indicator:	Yes
Vendor Name:	
Vendor Last Name:	
Vendor First Name:	

Corporate Information

* Vendor Type:	
* Is this a foreign vendor:	
Tax Number:	
Tax Number Type:	FEIN SSN NONE
* Ownership Type:	
Ownership Type Category:	
W9 Received:	
W-8BEN Received:	
Backup Withholding Begin Date:	
Backup Withholding End Date:	
Debarred:	

Detail Information

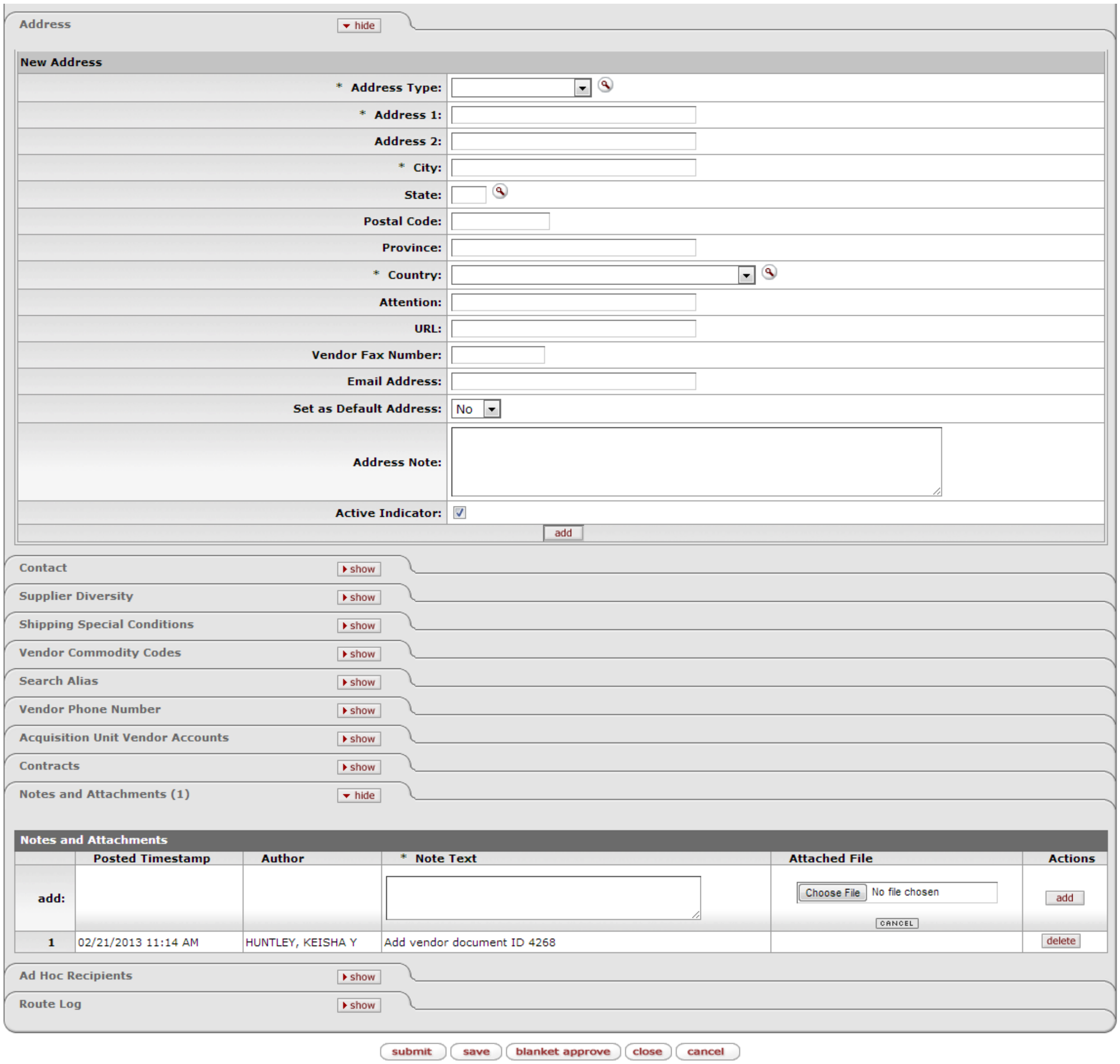
* Currency Type:	
Payment Terms:	
* Payment Method:	
Pre-Payment:	
Credit Card:	
Taxable Indicator:	
Minimum Order Amount:	
Shipping Title:	
Shipping Payment Terms:	
DUNS Number:	
Vendor URL:	
Confirmation:	
Sold To Vendor Number:	
Sold To Vendor Name:	
Restricted:	
Restricted Date:	
Restricted Person Name:	
Restricted By Principal Name:	-
Restricted Reason:	
Remit Name:	
Active Indicator:	☑
Inactive Reason:	

Transmission Format

New TransmissionFormat

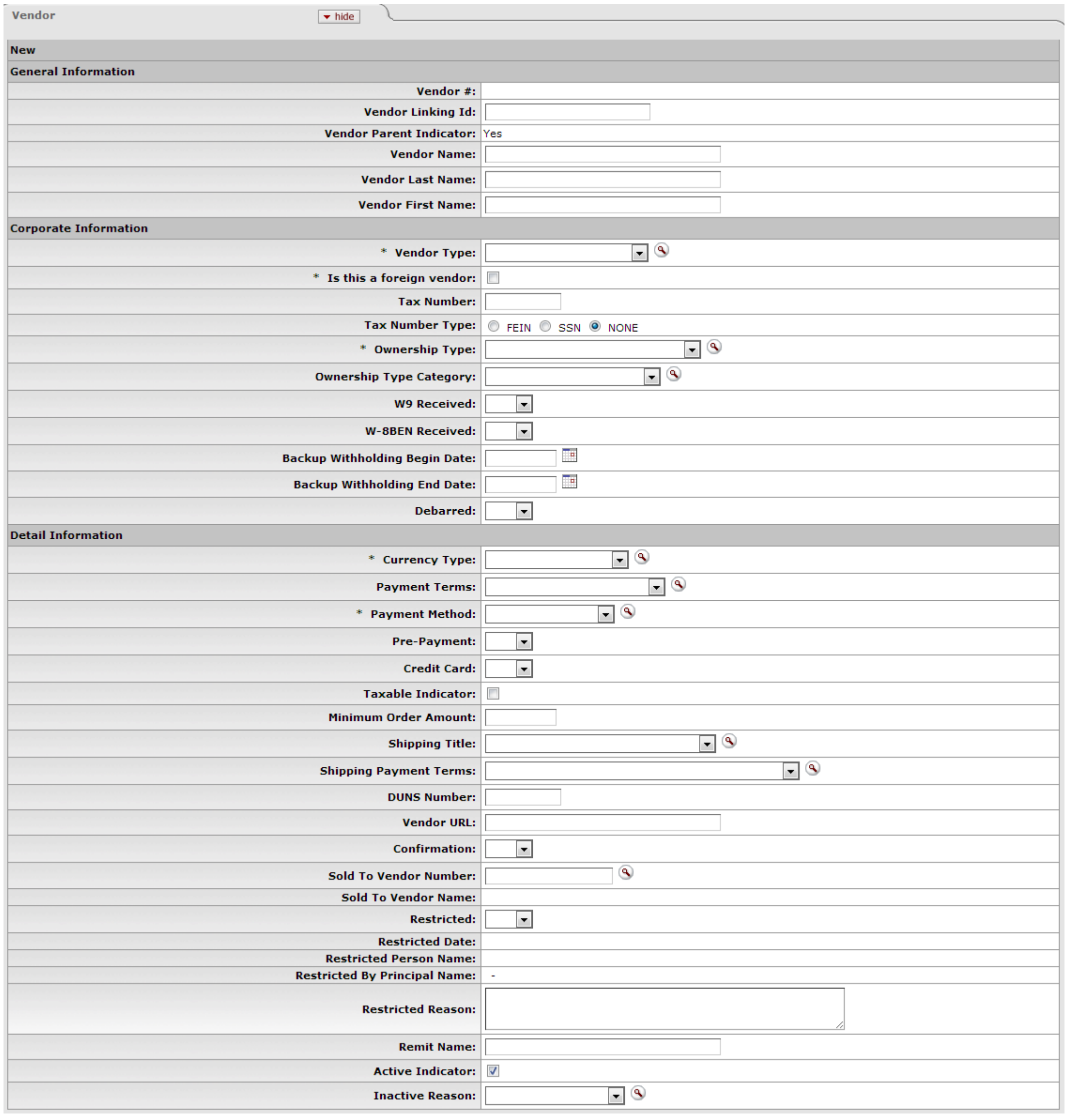
* Transmission Format:	
* Preferred Transmission Format:	
* Transmission Type:	
Connection Address:	
User Name:	
Password:	
Active Indicator:	☑

add



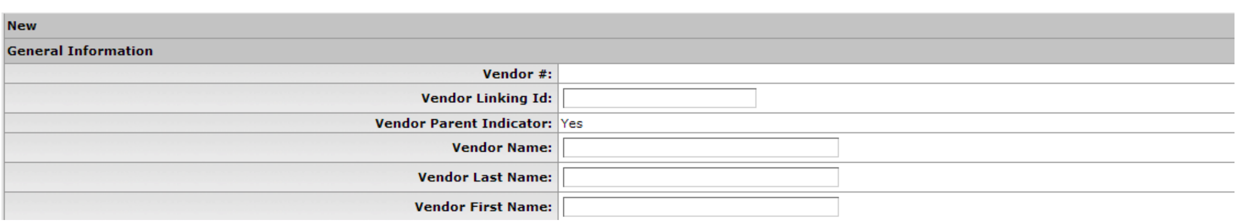
Vendor Tab

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 definition

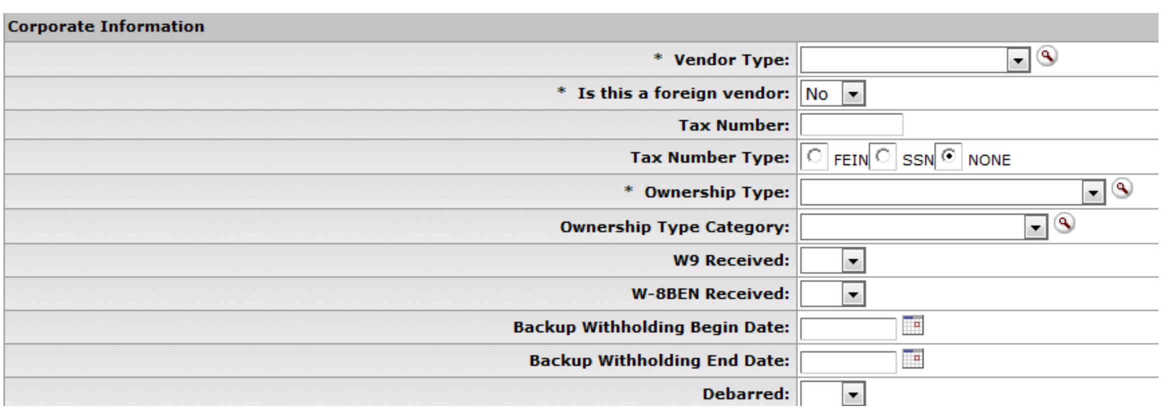
Title	Description

Vendor Number	Display-only. A unique, system-generated number that identifies this vendor, assigned at the time the document is approved.
Vendor Linking ID	Locally defined. An identification to link OLE to your university's accounts payable systems
Vendor Parent Indicator	Display only. Indicates whether the vendor is a parent or child record.
Vendor Name	Required if **Vendor Last Name** and **Vendor First Name** 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 Last Name	Required if **Vendor Name** 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 **Vendor Name** field.
Vendor First Name	Required if **Vendor Name** 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 **Vendor Name** field.

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.



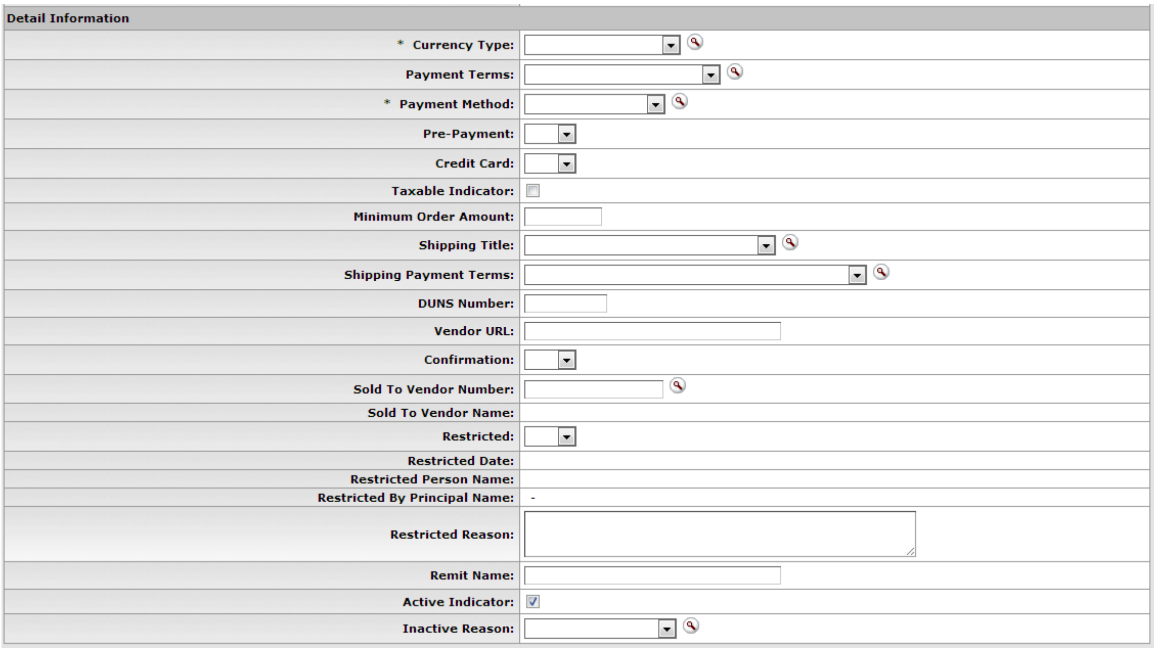
Corporate Information section definition

Title	Description
Vendor Type	Required. Select the appropriate vendor type from the **Vendor Type** list or select if from the **Vendor Type** lookup . Examples include 'Disbursement Voucher' and 'Purchase Order. A vendor's type determines on which

	OLE documents it may be used. Different vendor types are used on different documents
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.
Tax Number	Required for non-foreign vendors. Enter the vendor's tax ID number or SSN.
Tax Number Type	Required. Select the **Tax Number Type** option that describes the tax number entered in the Tax Number field. If no Tax Number was entered, select 'None.
Ownership Type	Required. Select the appropriate type from the **Ownership Type** list, or search for it from the **Owner Type** lookup . Examples include 'Corporation,' 'Non-Profit,' and 'Individual/Sole Proprietor. The ownership type is found on the tax document (W9, W8Ben for example) submitted by the vendor.
Ownership Category	Optional. Select the appropriate category from the **Ownership Category** list, or search for it from the **Owner Category** lookup . The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples might include Government or 'Corporation'.
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-8BEN Received?	Optional. 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.
Backup Withholding Begin Date	Optional. Enter the effective date for backup or select it from the calendar , 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 , if the vendor is subject to backup withholdings.
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.

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 definition

Title	Description
Currency Type	Required. Currency type of the vendor. Select the appropriate currency type from **Currency Type** list or select it the from the **Currency Type** lookup .
Payment Terms	Optional. Select from the **Payment Terms** list or select it from the **Payment Term Type** lookup . Payment terms include the number of days a payment is due and whether a discount is available for prompt payment.
Payment Method	Required. Payment method of the vendor. Select the appropriate method from **Payment Method** list or select it the from the **Payment Method** lookup .
Pre-Payment	Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts pre-payments.
Credit Card	Optional. Select 'Yes' or 'No' from the list to indicate whether or not this vendor accepts credit card payments.
Minimum Order Amount	Optional. Enter an amount if the vendor requires a minimum dollar amount for orders.
Shipping Title	Optional. Select a title from the **Shipping Title** list or select it from the **Shipping Title** lookup . The shipping title determines when ownership of the product takes effect. For example destination indicates that ownership

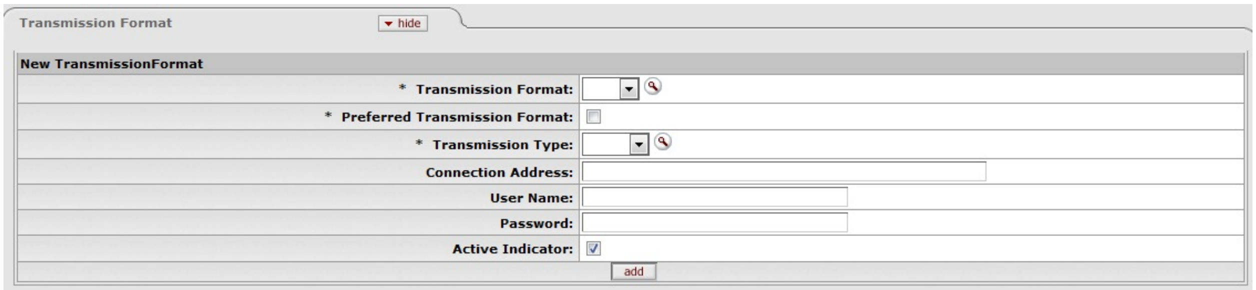
	takes effect when the product arrives at the delivery location.
Shipping Payment Terms	Optional. Select the terms from the **Shipping Payment Terms** list or select it from the **Shipping Payment Terms** lookup . This determines whether the institution pays for shipping charges.
DUNS Number	Optional. 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.
Vendor URL	Optional. Enter the URL for the vendor's website.
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.
Sold To Vendor Number	Enter the number of the vendor that this vendor was sold to or search for the buyer from the **Vendor Detail** lookup .
Sold To Name	Display-only. Automatically displayed when the **Sold To Vendor** is entered.
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 **Restricted** 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.
Remit Name	Optional. This field is for information purposes only and does not carry forward to payments requests or disbursement vouchers.
Inactive Reason	Optional. If inactivating a currently active vendor, select a reason from the **Inactive Reason** list or select it from the **Vendor Inactive Reason** lookup . Examples might include 'Sold' or 'Out of Business.
Active Indicator	Required. Select the check box if the vendor is active. Clear the check box if it is inactive.

Transmission Format Tab

The **Transmission Format** tab allows users to choose how purchase orders will be sent to vendors. Transmission formats could be EDI or PDF files while the transmission type could be set to FTP, Email, Mail, etc.

Be sure to select at least one **Preferred Transmission Format** on the **Transmission format** tab.

After entering the new transmission format information, click add to add it to the document.



Transmission Format tab definition

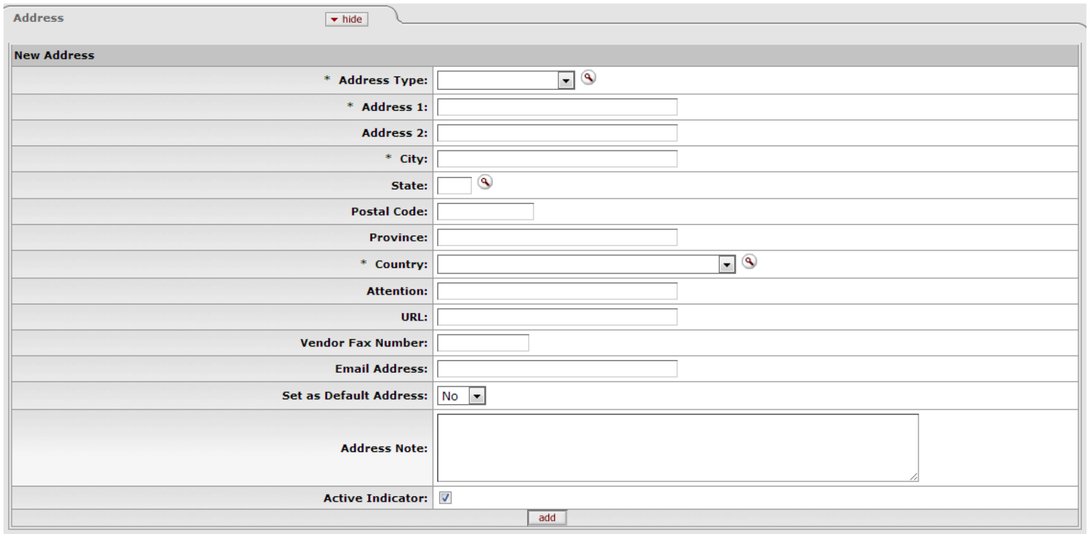
Title	Description
Transmission Format	Required. Transmission format of the vendor. Select the appropriate currency type from the **Transmission Format** list or select from the **Transmission Format** lookup
Preferred Transmission Format	Indicate whether or not the vendor transmission format/type is the preferred one or not. Required. Select the check box if the Transmission Format is the preferred format. Clear the check box if it is not the preferred format.
Transmission Type	Required. Transmission Type of the Transmission Format. Select the appropriate currency type from the **Transmission Type** list or select from the **Transmission Type** lookup
Connection Address	Optional. Address of the transmission type.
User Name	Optional. User Name of the transmission type.
Password	Optional. Transmission Type password.
Active Indicator	Required. Select the check box if the Transmission Format is active. Clear the check box if it is inactive.

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 add to add it to the document.

For more information about adding multiple addresses, see Collections'.



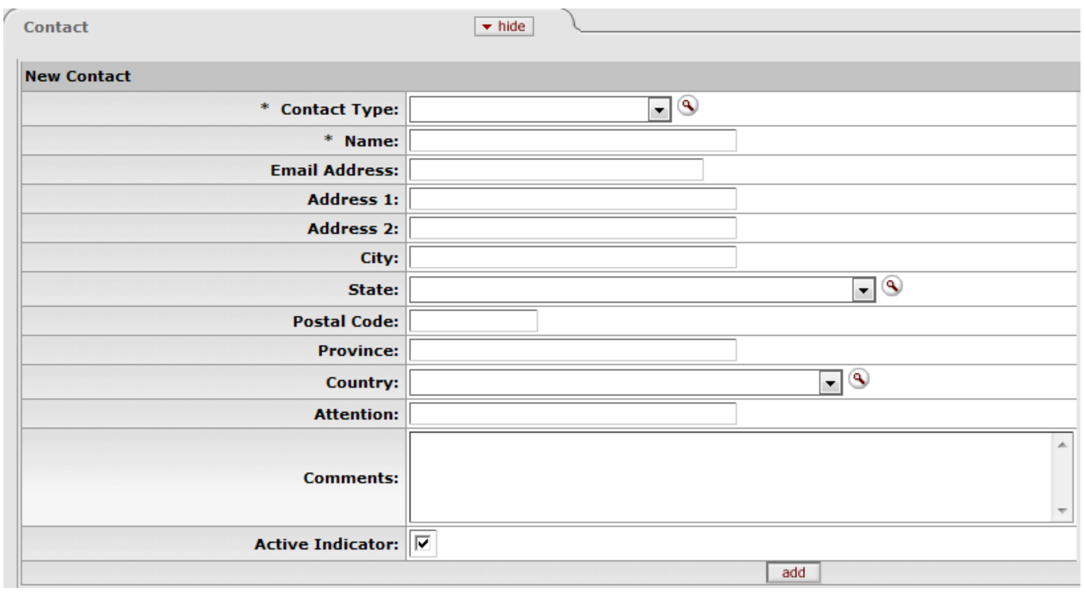
Address tab definition

Title	Description
Address Type	Required. Select an address type from the **Address Type** list or search for it from the **Address Type** lookup .
Address 1	Required. Enter the first line of the address information.
Address 2	Optional. If necessary, enter the second line of the address information.
City	Required. Enter the city name for this address.
State	Optional. Select the state from the **State** list or select it from the **State Code** lookup . State may be required under certain circumstances (such as when entering a US 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.
Country	Required. Select a country from the **Country** list or select it from the **Country** lookup .
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
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.
Email Address	Optional. Enter the vendor email address you want to associate with 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.
Address Note	Optional. Enter additional information for the vendor's address.
Active Indicator	Required. Select the check box if the 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 definition

Title	Description
Contact Type	Required. Select contact type from the **Contact Type** list or select it from the **Contact Type** lookup 🔍.
Name	Required. Enter the name of the contact.
Email Address	Optional. Enter the email address for this contact.
Address 1	Optional. Enter the first line of the address information for this contact.

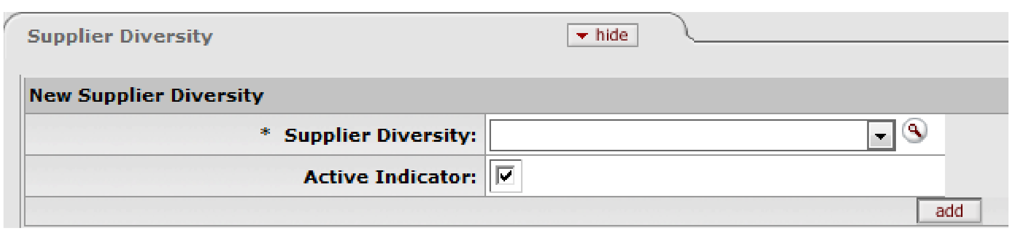
Address 2	Optional. Enter the second line of the address information for this contact.
City	Optional. Enter the city name for this contact.
State	Optional. Select the state from the **State** list or select it from the **State Code** lookup.
Postal Code	Optional. Enter the postal code for this contact.
Province	Optional. Enter the province name for this contact.
Country	Optional. Select the country from the **Country** list or select it from the **Country** lookup.
Attention	Optional. Enter to whose attention it should be directed to, if you want this address to have an attention line.
Comments	Optional. Enter any additional comments about this contact.
Active Indicator	Required. Select the check box if the contact is active. Clear the check box if it is inactive.

After entering a contact, click add to add it to the document.

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 definition

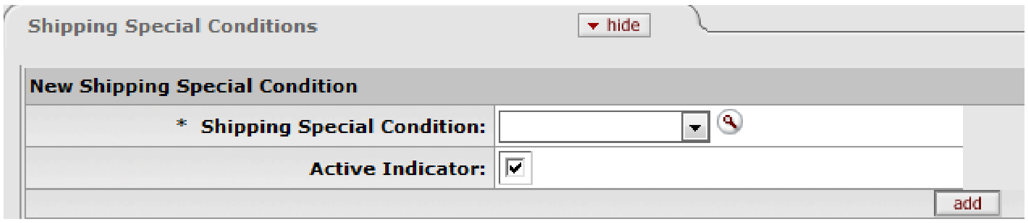
Title	Description
Supplier Diversity	Required when the tab is used. Select the supplier diversity type from the Supplier Diversity list or select it from the **Supplier Diversity** lookup.
Active Indicator	Required. Select the check box if the supplier diversity type is active. Clear the check box if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

After selecting a supplier diversity type, click add to add it to the document.

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 'Express,' or 'Insured.'



Shipping Special Conditions tab definition

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

After selecting a shipping special condition, click add to add it to the document.

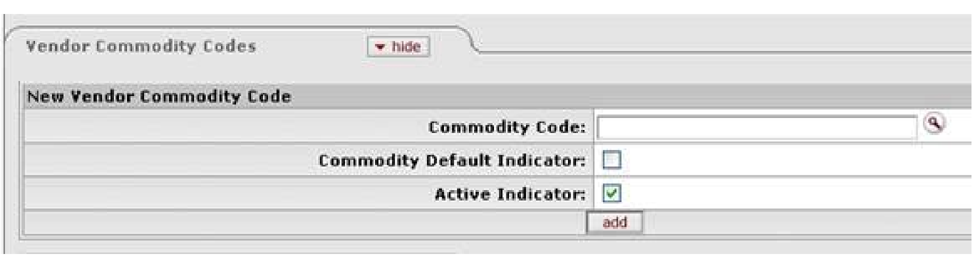
For more information about adding multiple shipping special condition types, see 'Collections'.

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.

For information about adding commodity codes, see Commodity Code.



Vendor Commodity Codes tab definition

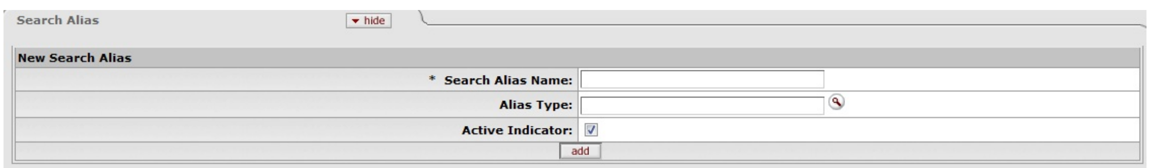
Title	Description
Commodity Code	Optional. Enter the commodity code.
Commodity Default Indicator	Optional. Select the check box if this commodity code is to be used as the default for this vendor. This commodity code is used on APOs where an institution has indicated that the commodity code is required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

After entering a commodity code, click add to add it to the document.

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 aliases can be used in future lookups as abbreviated forms of long vendor names, or to denote external vendor codes or standard address numbers (SAN). Alias types include Abbreviation, Vendor Code, etc.



Search Alias tab definition

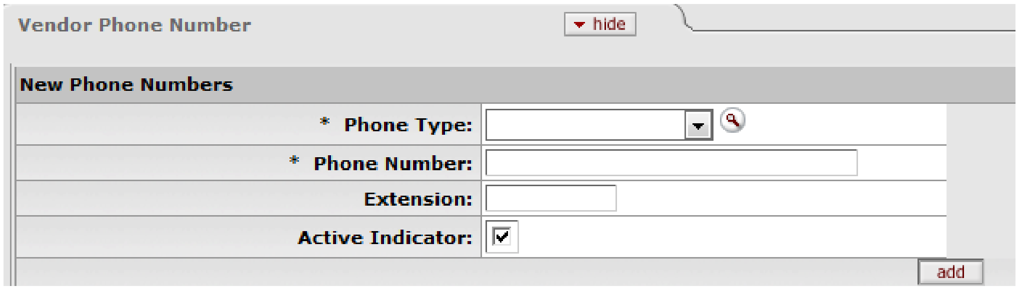
Title	Description
Search Alias Name	Required. Enter the alternate name that may be used to search for this vendor.
Alias Type	Optional. Identify the search alias type or select the type from the **Alias Type** lookup.
Active Indicator	Required. Select the check box if the search alias name is active. Clear the check box if it is inactive.

After entering a search alias, click add to add it to the document.

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 definition

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

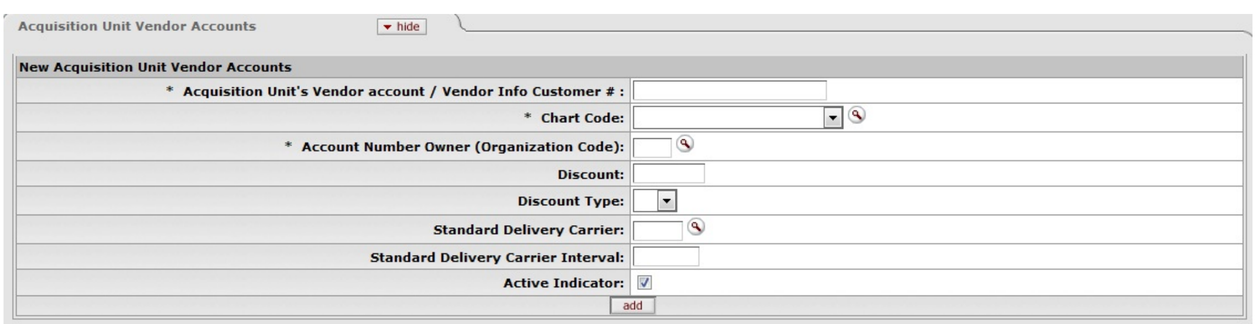
After entering a phone number, click add to add it to the document.

For more information about adding multiple phone numbers, see 'Collections'.

Acquisition Unit Vendor Accounts Tab

The **Acquisition Unit Vendor Account** 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.

This is where libraries can record local account information for different departments purchasing authority within the same vendor e-doc.



Acquisition Unit Vendor Accounts tab definition

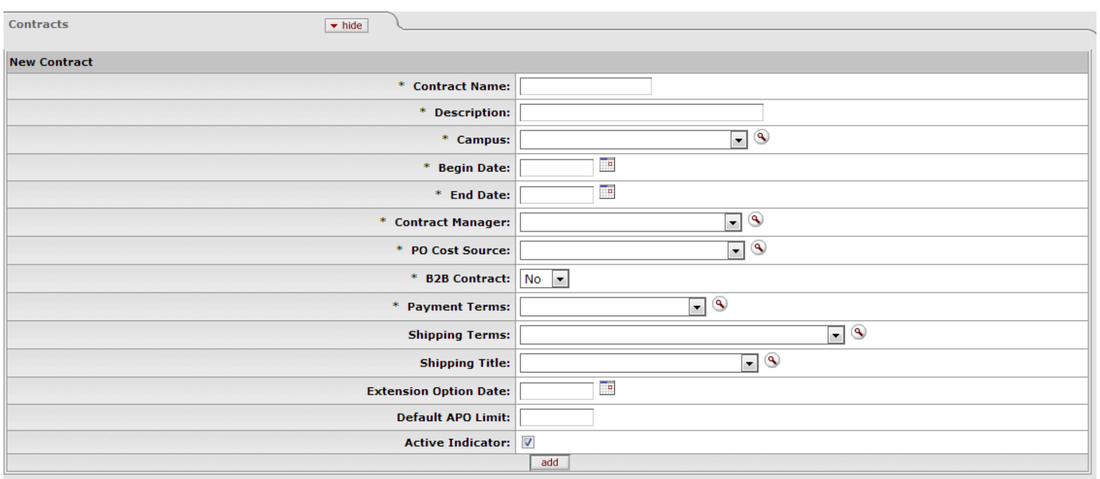
Title	Description
Acquisition Unit's Vendor account /	Required. Enter the number this vendor uses to identify

Vendor Info Customer #	your institution or organization as a customer.
Chart Code	Required. Select the chart this customer number should be associated with from the **Chart Code** list or select it from the **Chart** lookup .
Account Number Owner (Organization Code)	Optional. Enter an organization code to associate with this customer number or select it from the **Organization Code** lookup .
Discount	Optional. Enter the value of the discount.
Discount Type	Optional. Select the type of discount.
Standard Delivery Carrier	Optional. Enter the Delivery Carrier or select it from the **Carrier** lookup .
Standard Delivery Carrier Interval	Optional. Enter the days from order date to delivery; used as default claim interval in POs
Active Indicator	Required. Select the check box if the customer number is active. Clear the check box if it is inactive.

After entering a phone number, click add to add it to the document.

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 viewable only by the members of the OLE-PURAP Purchasing Processor role.



Contracts tab definition

Title	Description
Contract Name	Required. Enter the name used to identify this vendor contract.

Description	Required. Enter a text description that describes the contract.
Campus	Required. Select what institution campus this contract is associated with from the **Campus** list or select it from the **Campus** lookup .
Begin Date	Required. Enter the effective date of the contract or select it from the calendar .
End Date	Required. Enter the expiration date of the contract or select it from the calendar .
Contract Manager	Required. Select the name of the person at your institution who manages this contract from the **Contract Manager** list or search for it from the **Contract Manager** lookup .
PO Cost Source	Required. Select a cost source for this contract from the **PO Cost Source** list or search for it from the **Purchase Order Cost Source** lookup .
B2B Contract	Select the business-to-business contract (yes, no) from the list
Payment Terms	Required. Select the payment terms for this contract from the **Payment Terms** list or search for it from the **Payment Term Type** lookup .
Shipping Terms	Optional. Select the shipping terms for this contract from the **Shipping Terms** list or search for it from the **Shipping Payment Terms** lookup .
Shipping Title	Optional. Select a shipping title for this contract from the **Shipping Title** list or search for it from the **Shipping Title** lookup .
Extension Option Date	Optional. Enter the date up until the contract may be extended or select it from the calendar .
Default APO Limit	Optional. Enter the upper dollar amount for which automatic purchase orders (APOs) under this contract may be created.
Active Indicator	Required. Select the check box if the contract is active. Clear the check box if it is inactive.

After entering a contract, click add to add it to the document.

For more information about adding multiple contracts, see 'Collections'.

Process Overview

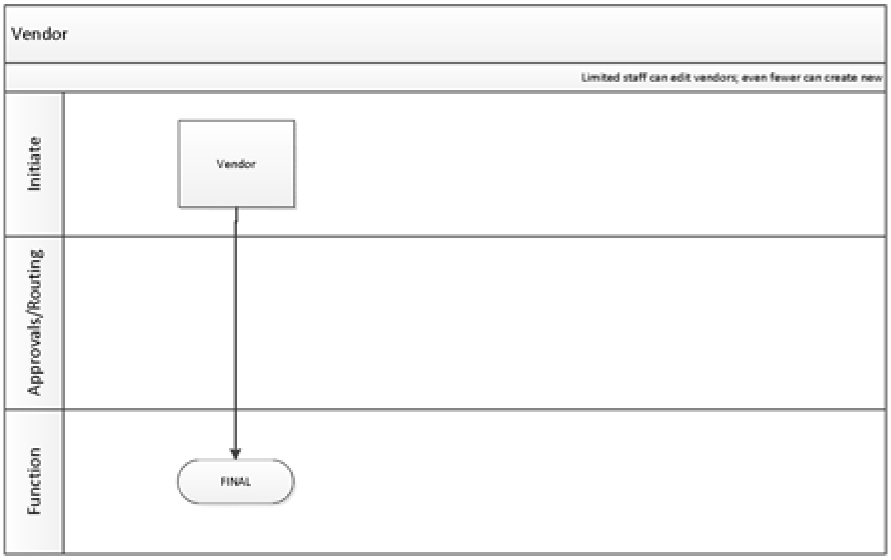
Business Rules

- Staff with appropriate levels of security can add, modify or delete data in the vendor record.
- 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 unless it is a division of a parent vendor.
- 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.
- Phone and fax numbers must be formatted as ###-###-####.
- If the **Category Allowed Indicator** for a specific ownership type is 'N' (No) then vendor category must be left blank.
- If the **SSN Allowed Indicator** for this ownership type is 'N' (No) then the tax number type must not be SSN.
- If the **FEIN Allowed Indicator** for this ownership type is 'N' (No) then the tax number type must not be FEIN.
- Contract begin date must be earlier than contract end date.

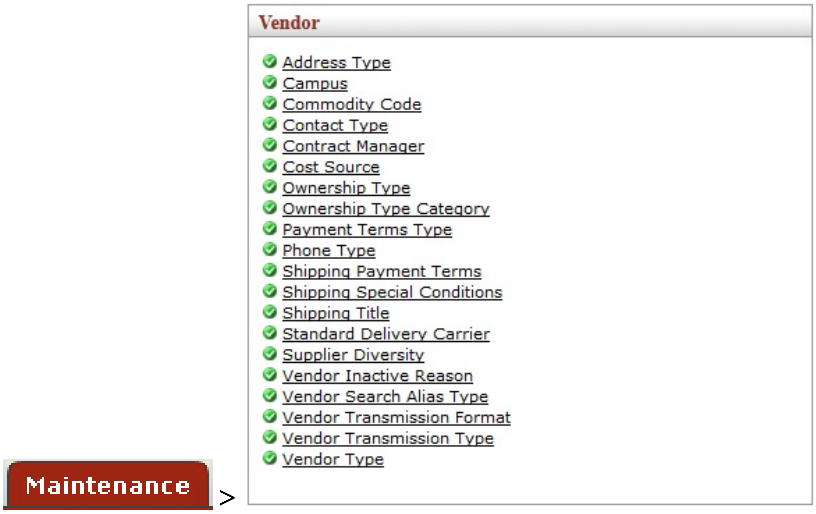
⚠ Note: In many of the tabs, at least one address or contact etc. must have **Active Indicator** checked. Otherwise when the user tries to submit the Vendor e-doc, the system will display an error message. If you input any information on the other tabs, then their local tab requirements are noted with asterisks as well.

Routing

- The document does not formally route.


Vendor
Limited staff can edit vendors; even fewer can create new
Initiate
Vendor
Approvals/Routing
Function
FINAL

Vendor Attribute Maintenance E-Docs



The Maintenance Menu provides access to many vendor-related e-docs that allow you to update vendor attributes used by the Vendor document.

Vendor e-docs available from the Maintenance Menu

Document	Description
Address Type	Defines the code used for categorizing various types of vendor addresses.
Campus	Defines basic identifying attributes of a campus-level purchasing unit at your institution.
Commodity Code	Defines categories of purchased items from a vendor by assigning a set of attributes to a code.
Contact Type	Defines the role of the vendor contact, which can assist in determining how inquiries should be directed to the vendor.
Contract Manager	Defines the individuals at the institution responsible for managing contracts, which can then be associated with specific vendors.
Cost Source	Defines the codes that identify how the cost on the PO was determined.
Ownership Type	Defines the vendor for tax and reporting purposes.
Ownership Type Category	Further defines a vendor's ownership within ownership type.
Payment Terms Type	Defines the codes used to indicate a vendor's payment terms
Phone Type	Defines the codes used to identify various categories of

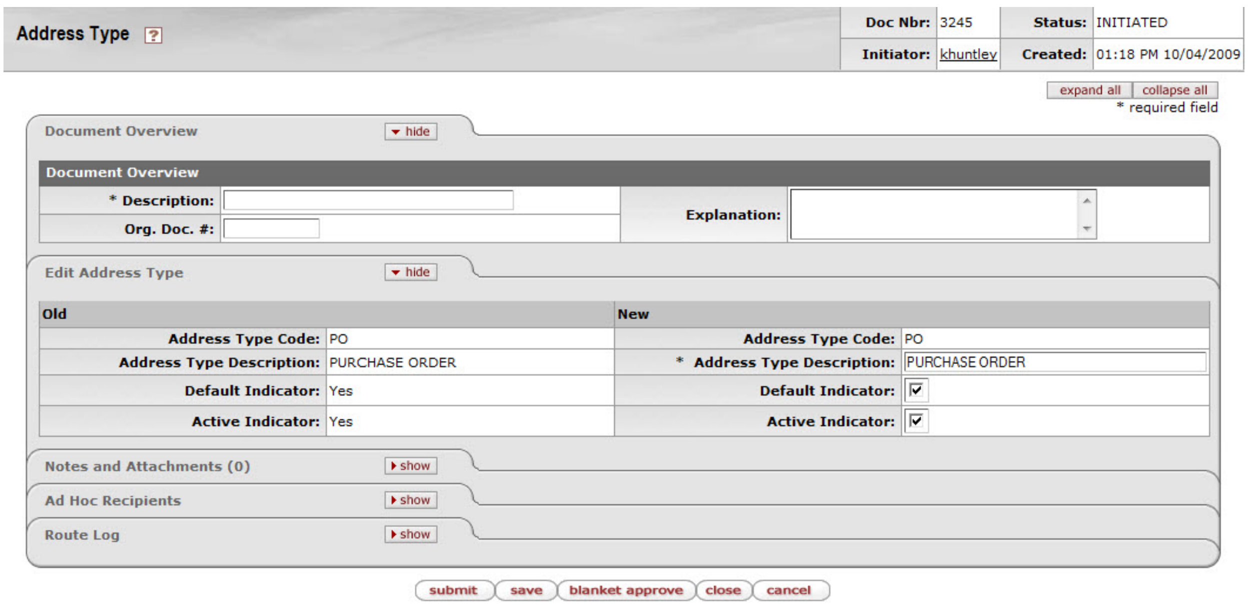
	vendor phone or fax numbers.
Shipping Payment Terms	Defines the codes used to identify the terms that can be used for the payment of shipping charges for purchases from a vendor.
Shipping Special Conditions	Defines various categories of commodities that require special shipping considerations.
Shipping Title	Defines the codes to specify when title for goods purchased is transferred from the vendor to the institution.
Supplier Diversity	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).
Vendor Inactive Reason	Defines codes that indicate the reason a vendor has been inactivated in the system.
Vendor Search Alias Type	Defines codes that indicate what type of vendor alias is used on the Vendor document
Vendor Transmission Format	Defines the file formats that a vendor will receive purchase orders.
Vendor Transmission Type	Defines how a purchase order will be sent to the vendor
Vendor Type	Defines the different types of vendors that can be established in the OLE system.

Address Type

Maintenance > Vendor > • Address Type > Address Type Lookup > 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



The Address Type document includes the **Edit Address Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Address Type tab definition

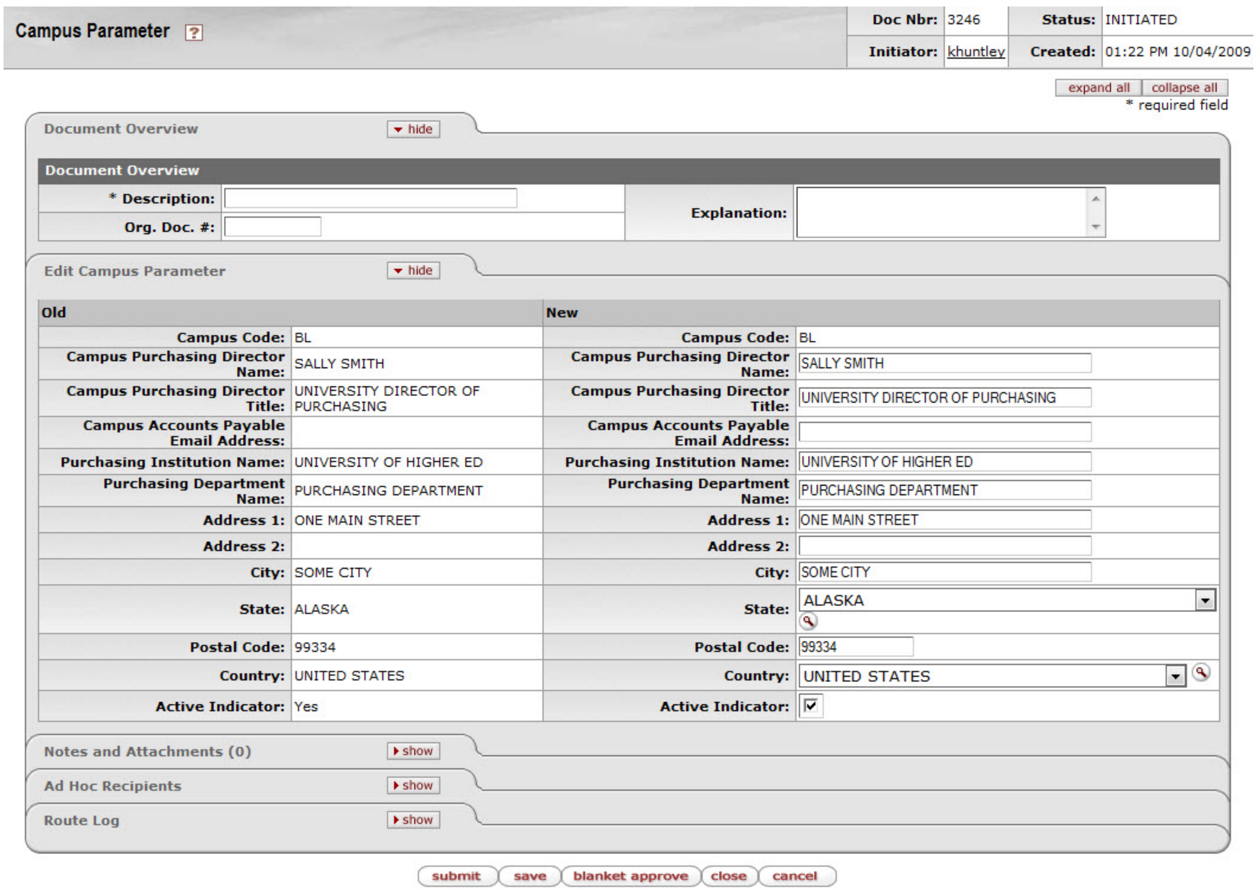
Title	Description
Address Type Code	The code to identify a type of vendor address.
Address Type Description	Required. The familiar title of the vendor addresses type.
Default Indicator	Optional. Select the checkbox if an address of this type can be marked as the default address for a vendor. Clear the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

Campus

Maintenance > Vendor > Campus > Campus Parameter Lookup > Campus Parameter

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

Document Layout



The Campus Parameter document includes the **Edit Campus Parameter** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Campus Parameter tab definition

Title	Description
Campus Code	The campus code for which the parameters are used.
Campus Purchasing Director Name	The name of the purchasing director associated with this campus.

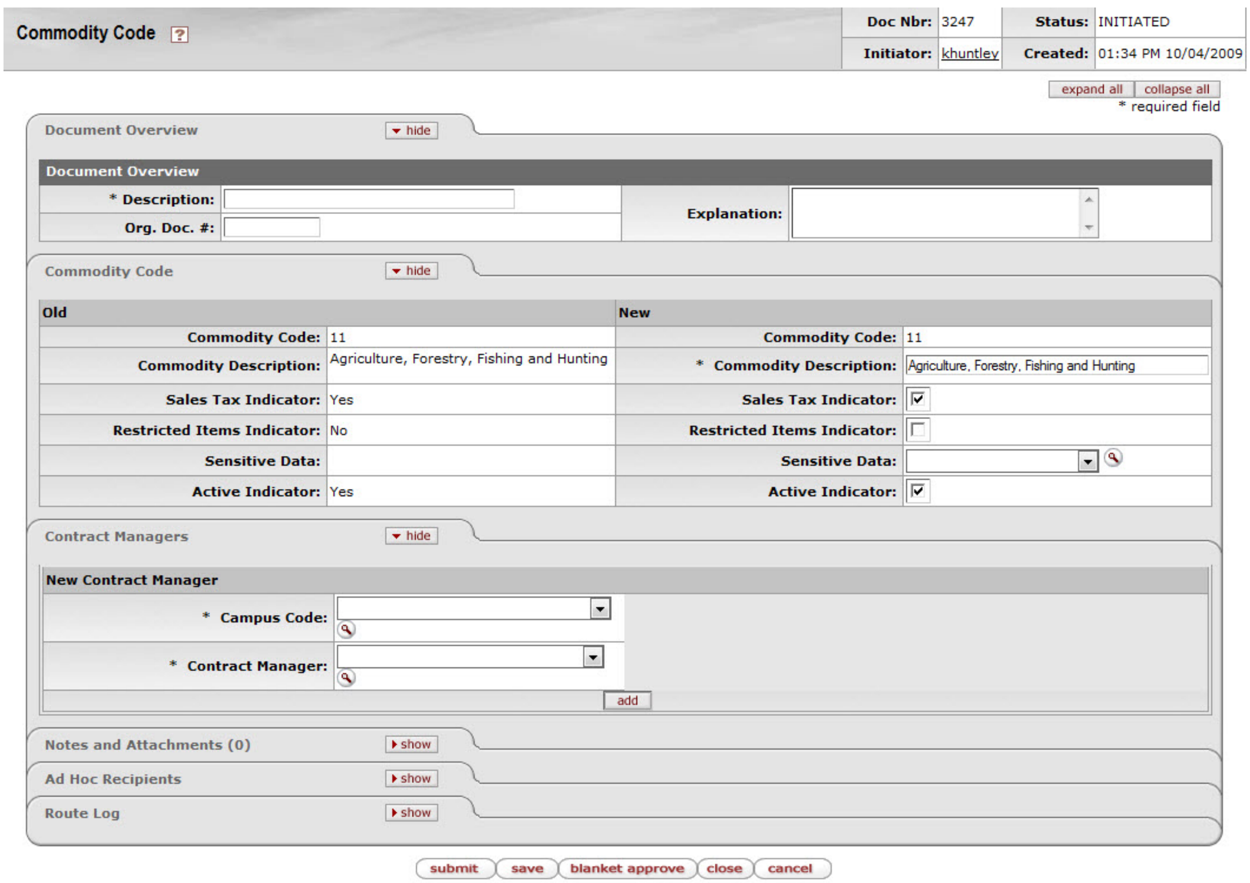
Campus Purchasing Director Title	The title of the purchasing director for this campus.
Campus Accounts Payable Email Address	The accounts payable email address for this campus.
Purchasing Institution Name	The institution's name that is associated with this campus code.
Purchasing Department Name	The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

Commodity Code

Maintenance > Vendor > • Commodity Code > Commodity Code Lookup > 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



The Commodity Code document includes the **Commodity Code** tab and the **Contract Managers** tab.

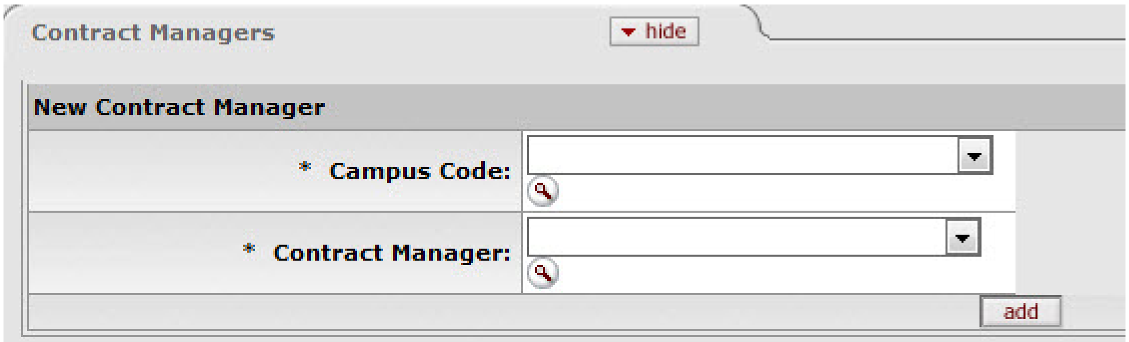
Commodity Code Tab

The system automatically enters data into both the **Old** and **New** sections of this tab. Selected data fields are available for editing.

Commodity Code tab definition

Title	Description
Commodity Code	The commodity code. Commodity codes can be used to categorize purchases. OLE 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.
Sales Tax Indicator	Indicates if sales tax applies to this commodity code. Remove the check mark if sales tax does not apply.
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.
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 .
Active Indicator	Indicates whether this commodity code is active or inactive. Remove the check mark to deactivate.

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 tab definition

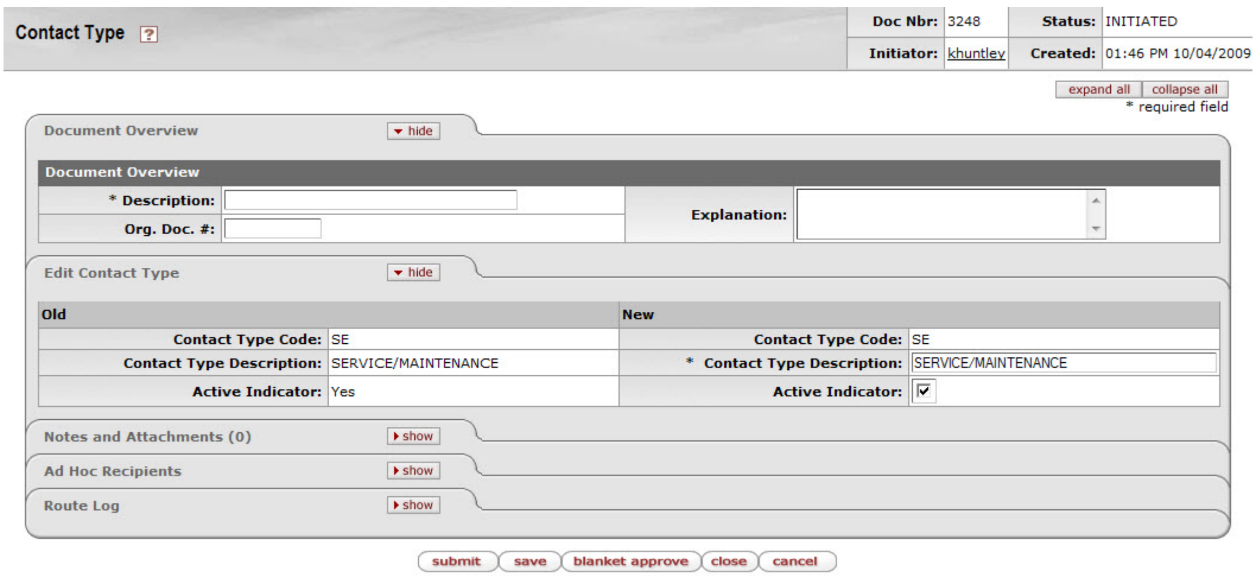
Title	Description
Campus Code	Required. The campus for the commodity code. Existing campus codes may be retrieved from the list or from the lookup.
Contract Manager	Required. The contract manager for the commodity code. Existing contract managers may be retrieved from the list or from the lookup.

Contact Type

Maintenance > Vendor > • Contact Type > Contact Type Lookup > 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



The Contact Type document includes the **Edit Contact Type** tab. The system automatically enters data into both the **Old** and **New** sections of this tab. Selected data fields are available for editing.

Edit Contact Type tab definition

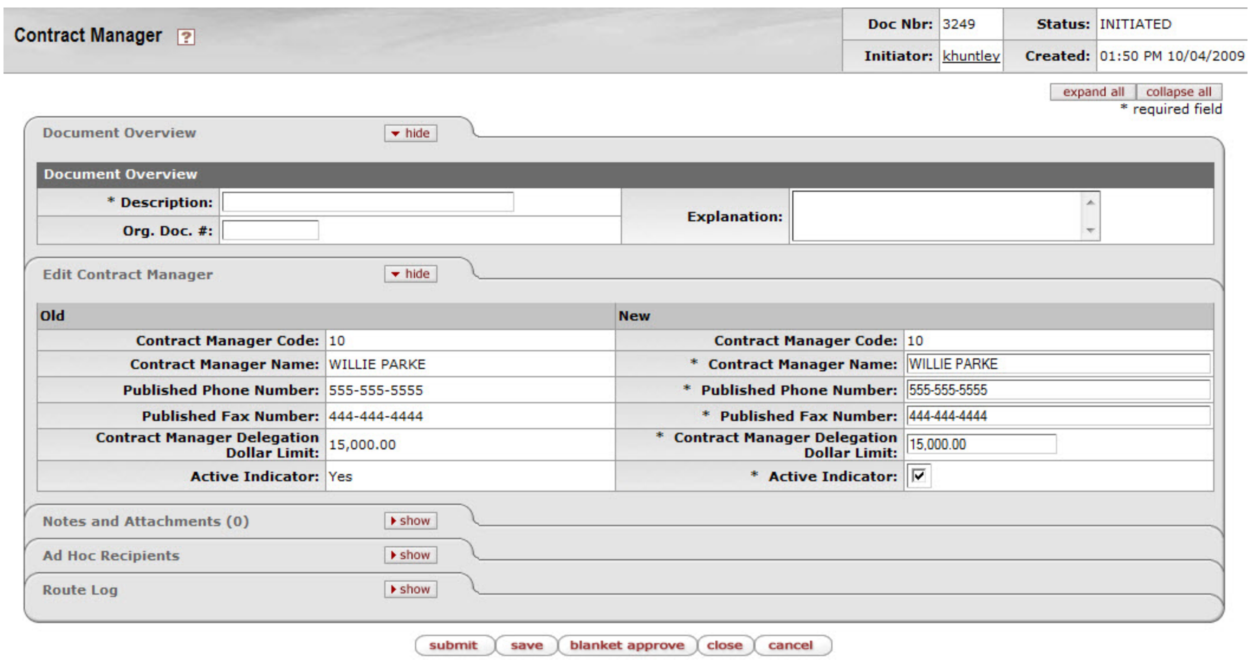
Title	Description
Vendor Contact Type Code	The code used to identify a type of vendor contact.
Vendor Contact Type Description	Required. The title of the contact type.
Active Indicator	Indicates whether this contact type is active or inactive. Remove the check mark to deactivate.

Contract Manager

Maintenance > Vendor > • Contract Manager > Contract Manager Lookup > 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



The Contract Manager document includes the **Edit Contract Manager** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Contract Manager tab definition

Title	Description
Contract Manager Code	The code used to identify this contract manager.
Contract Manager Name	Required. The contract manager's name.
Published Phone Number	The published phone number of the contract manager, including area code.
Published Fax Number	Required. The published fax number of the contract manager, including area code.

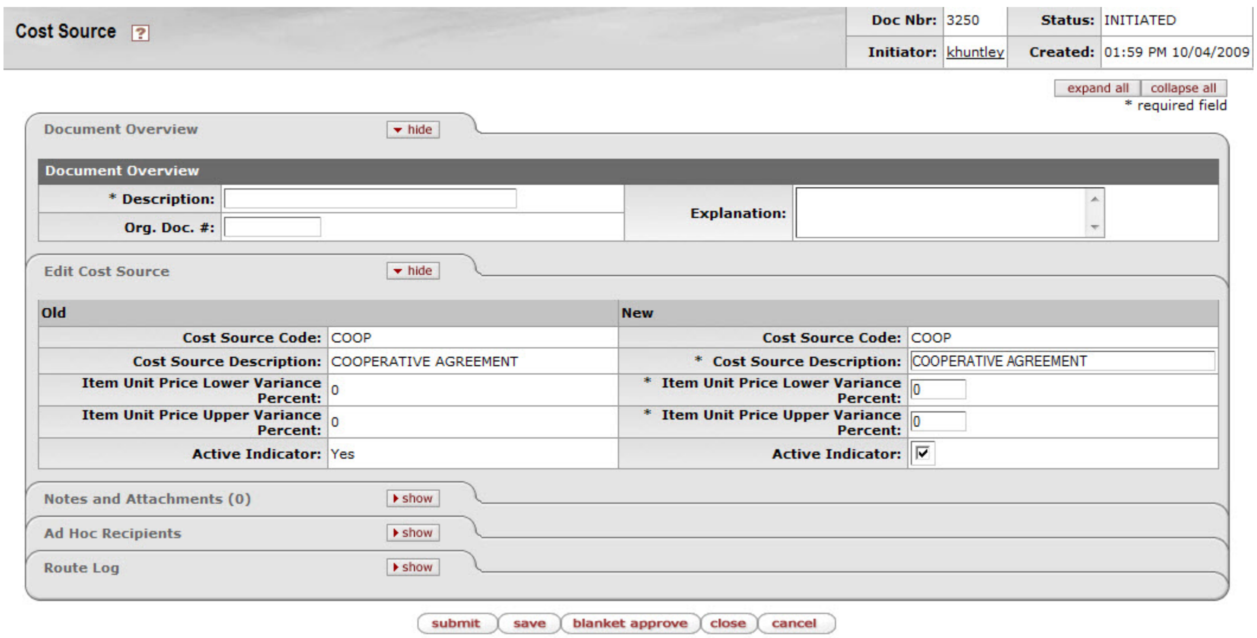
Contract Manager Delegation Dollar Limit	Required. The upper dollar amount for which this contract manager is allowed to delegate approval authority.
Active Indicator	Indicates whether this contract manager is active or inactive. Remove the check mark to deactivate.

Cost Source

Maintenance > Vendor > • Cost Source > Cost Source Lookup > 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

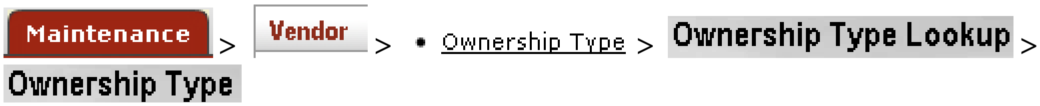


The Cost Source document includes the **Edit Cost Source** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Cost Source tab definition

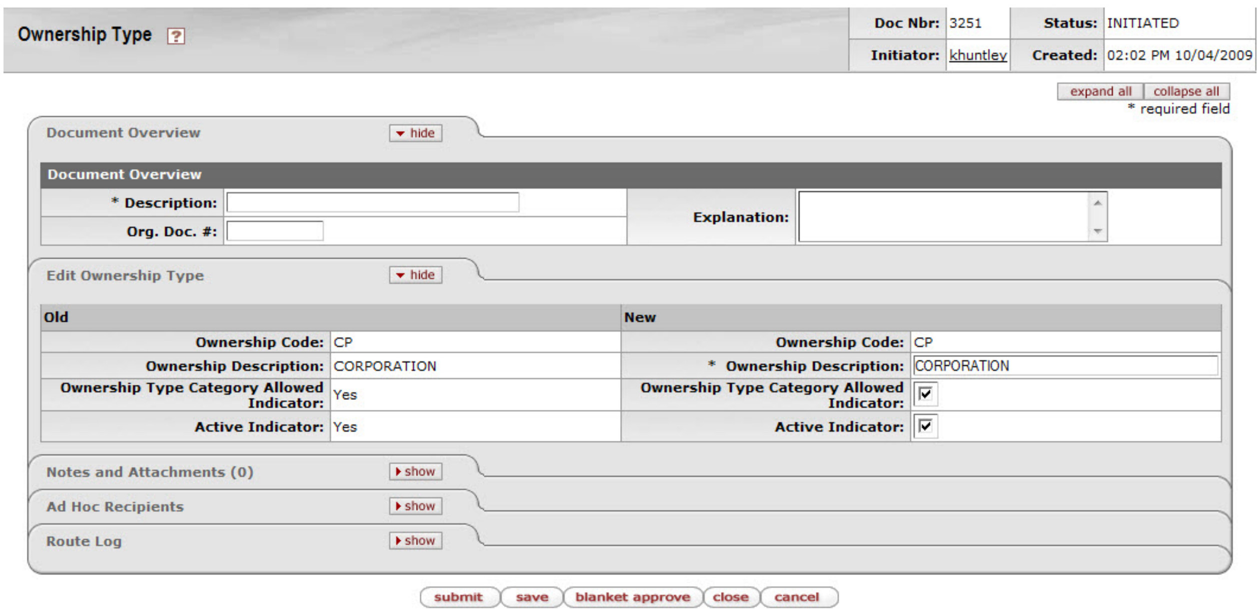
Title	Description
Cost Source Code	The code used to identify this purchase order cost source.
Cost Source Description	Required. The familiar title of the purchase order cost source.
Item Unit Price Lower Variance Percent	Required. Payment will not be made if the price variance is lower by this percentage.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

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



The Ownership Type document includes the **Edit Ownership Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Ownership Type tab definition

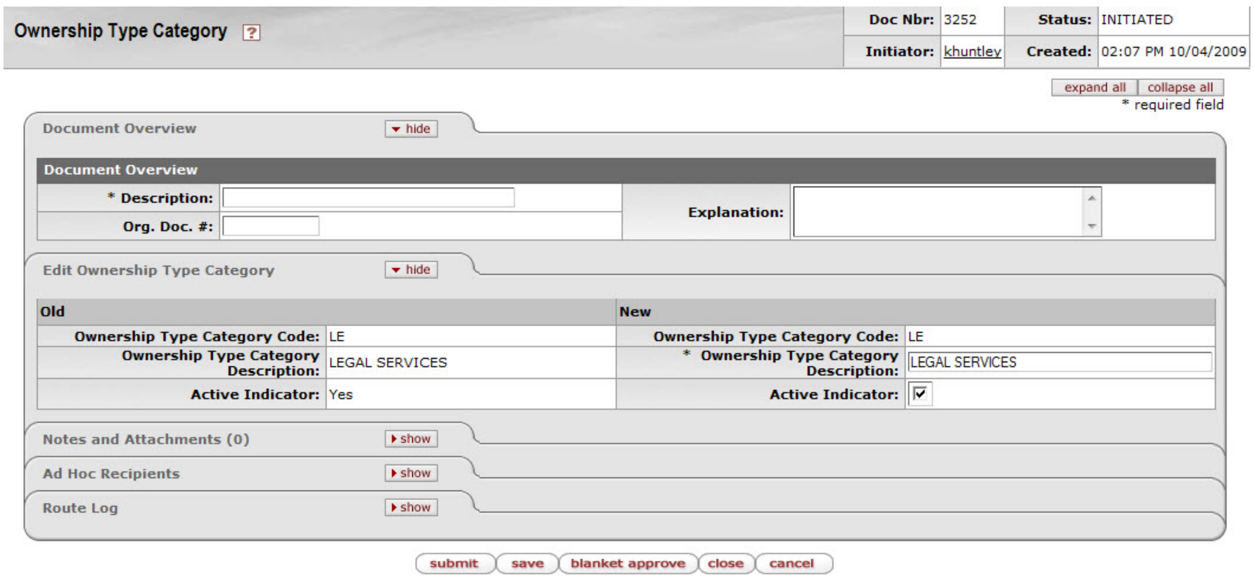
Title	Description
Ownership Code	The code used to identify this ownership type.
Ownership Description	Required. The familiar title of the ownership type.
Ownership Type Category Allowed Indicator	Indicates if a vendor with this ownership type is allowed to have an ownership category. Remove the check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

Ownership Type Category

Maintenance > Vendor > • Ownership Type Category >
Ownership Type Category Lookup > 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



The Ownership Category document includes the **Edit Ownership Category** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Ownership Category tab definition

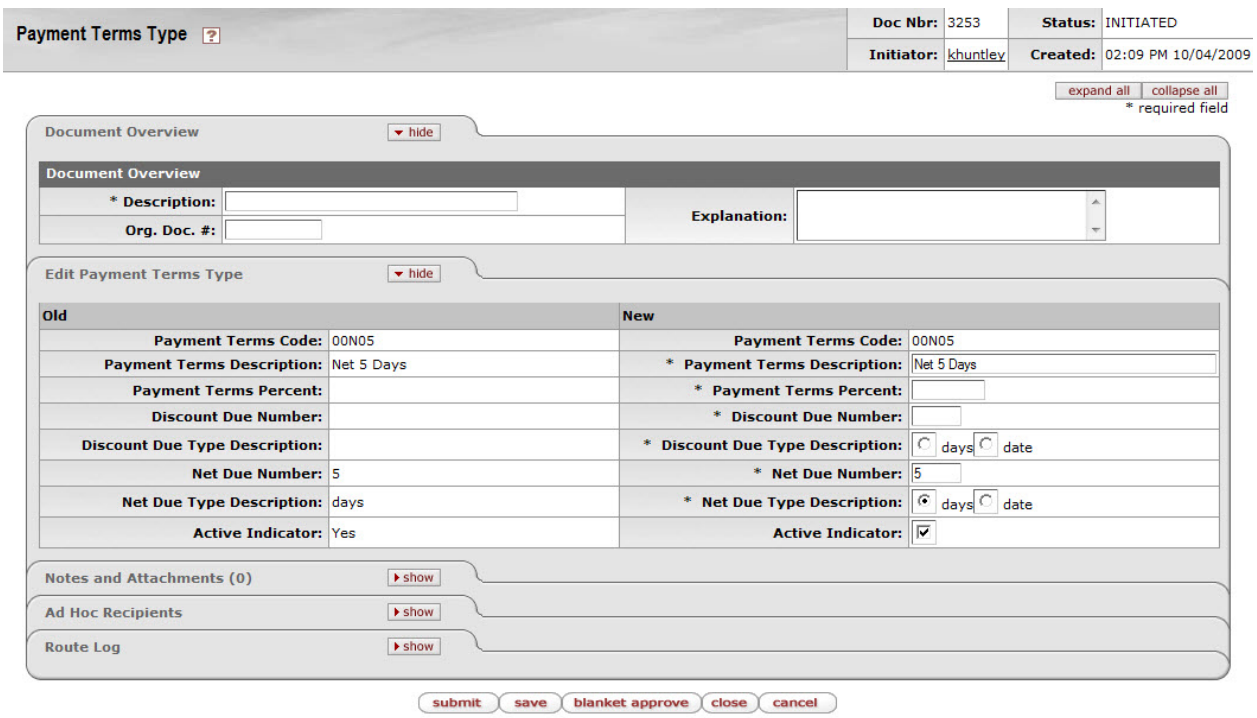
Title	Description
Ownership Type Category Code	The code used to identify this ownership type category.
Ownership Type Category Description	Required. The familiar title of the ownership type category.
Active Indicator	Indicates whether this ownership type category code is active or inactive. Remove the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

Payment Terms Type

Maintenance > Vendor > • Payment Terms Type > Payment Terms Type Lookup > 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 Terms Type

Doc Nbr: 3253 Status: INITIATED
Initiator: khuntley Created: 02:09 PM 10/04/2009

expand all collapse all
* required field

Document Overview hide

Document Overview			
* Description:		Explanation:	
Org. Doc. #:			

Edit Payment Terms Type hide

Old		New	
Payment Terms Code:	00N05	Payment Terms Code:	00N05
Payment Terms Description:	Net 5 Days	* Payment Terms Description:	Net 5 Days
Payment Terms Percent:		* Payment Terms Percent:	
Discount Due Number:		* Discount Due Number:	
Discount Due Type Description:		* Discount Due Type Description:	days date
Net Due Number:	5	* Net Due Number:	5
Net Due Type Description:	days	* Net Due Type Description:	days date
Active Indicator:	Yes	Active Indicator:	

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel

The Payment Terms Type document includes the **Edit Payment Term Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Payment Term Type tab definition

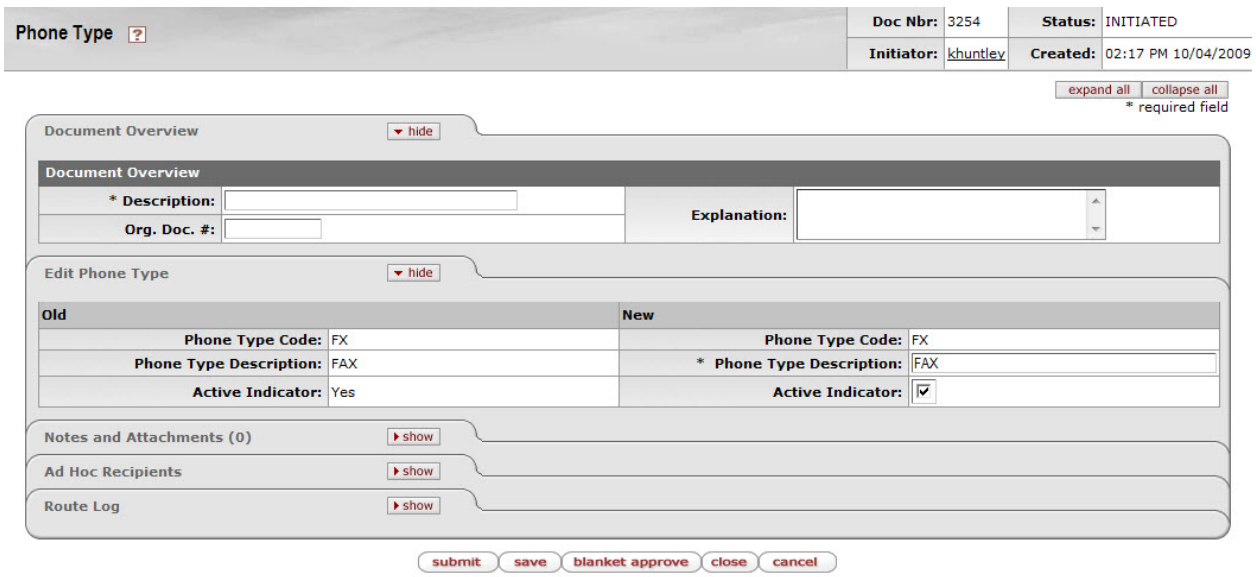
Title	Description
Payment Terms Code	Required. Enter the code used to identify this payment terms type.
Payment Terms Description	Required. Enter the familiar title of the payment terms.
Payment Terms Percent	Required. Enter the percentage discount to be applied if the payment is made by the discount date.
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 **Vendor Discount Due Number** 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 **Vendor Net Due Number** field is a number of days or a date (defined here as a specific day of the month).
Active Indicator	Optional. Select the check box if the payment term type is active. Clear the check box to inactivate the existing payment terms code.

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



The Phone Type document includes the **Edit Phone Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Phone Type tab definition

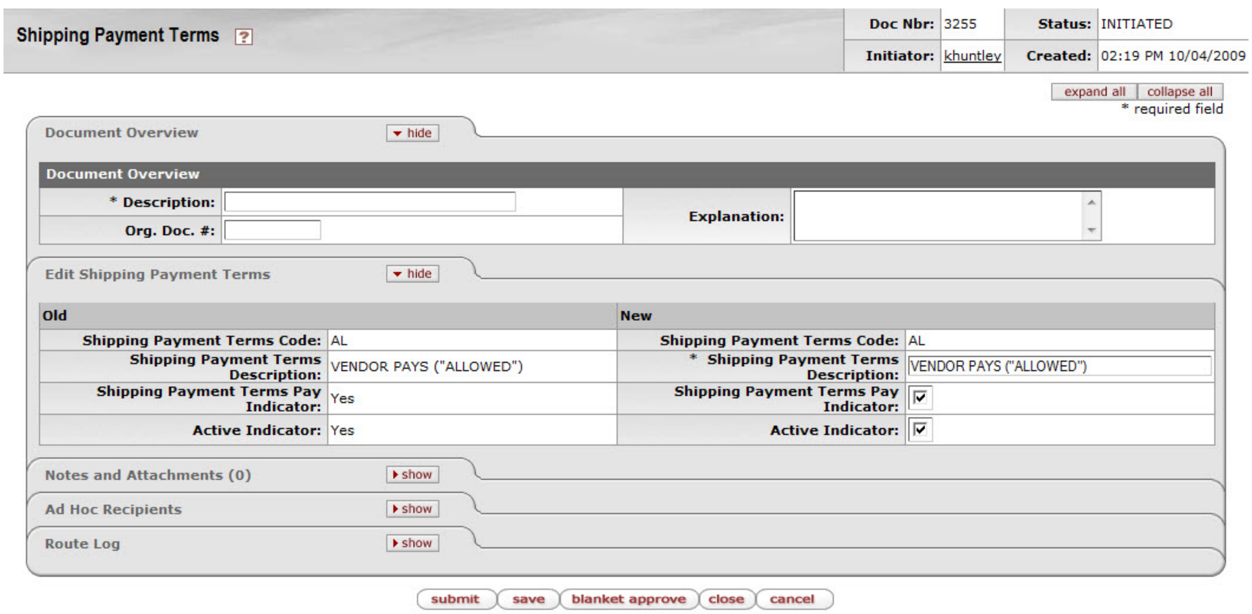
Title	Description
Phone Type Code	The code used to identify this phone type.
Phone Type Description	Required. The familiar title of the phone type.
Active Indicator	Indicates whether this phone type code is active or inactive. Remove the check mark to deactivate.

Shipping Payment Terms

Maintenance > Vendor > • Shipping Payment Terms > Shipping Payment Terms Lookup > 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 3rd Party,' or 'Vendor Pays'.

Document Layout



The Shipping Payment Terms document includes the **Edit Shipping Payment Terms** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Payment Terms tab definition

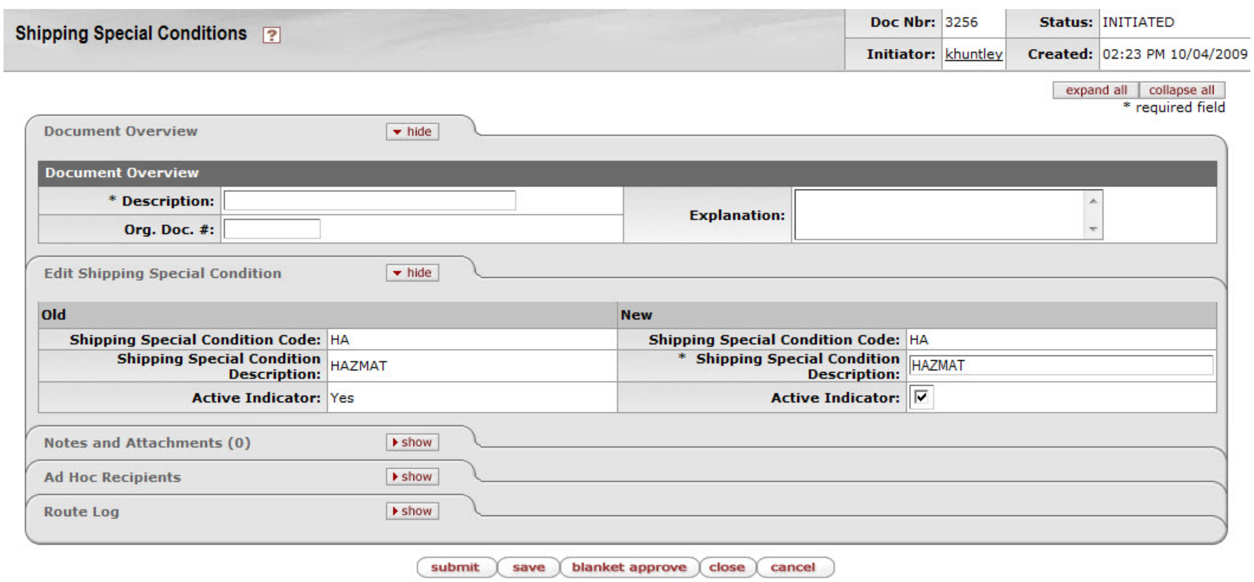
Title	Description
Shipping Payment Terms Code	The code used to identify the shipping payment terms.
Shipping Payment Terms Description	Required. The title of the shipping payment terms.
Shipping Payment Terms Pay Indicator	Indicates if it is permissible for the vendor to add shipping charges to an invoice.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

Shipping Special Conditions

Maintenance > Vendor > • Shipping Special Conditions >
Shipping Special Conditions Lookup > Shipping Special Conditions

The Shipping Special Conditions document establishes various categories of commodities that require special shipping considerations. Examples might include 'Express' or 'Insured'.

Document Layout



The Shipping Special Conditions document includes the **Edit Shipping Special Condition** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Special Condition tab definition

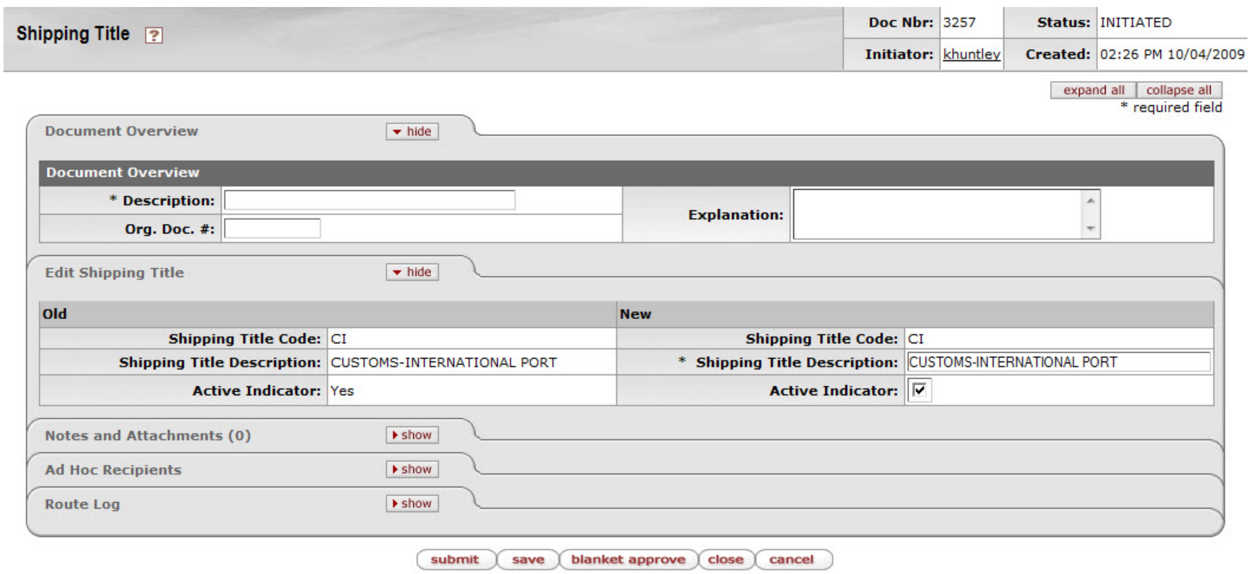
Title	Description
Shipping Special Condition Code	The code used to identify the shipping special condition.
Shipping Special Condition Description	Required. The familiar title of the shipping special condition.
Active Indicator	Indicates whether this shipping special condition code is active or inactive.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

Shipping Title

Maintenance > Vendor > • Shipping Title > Shipping Title Lookup > 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



The Shipping Title document includes the **Edit Shipping Title** Tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Shipping Title tab definition

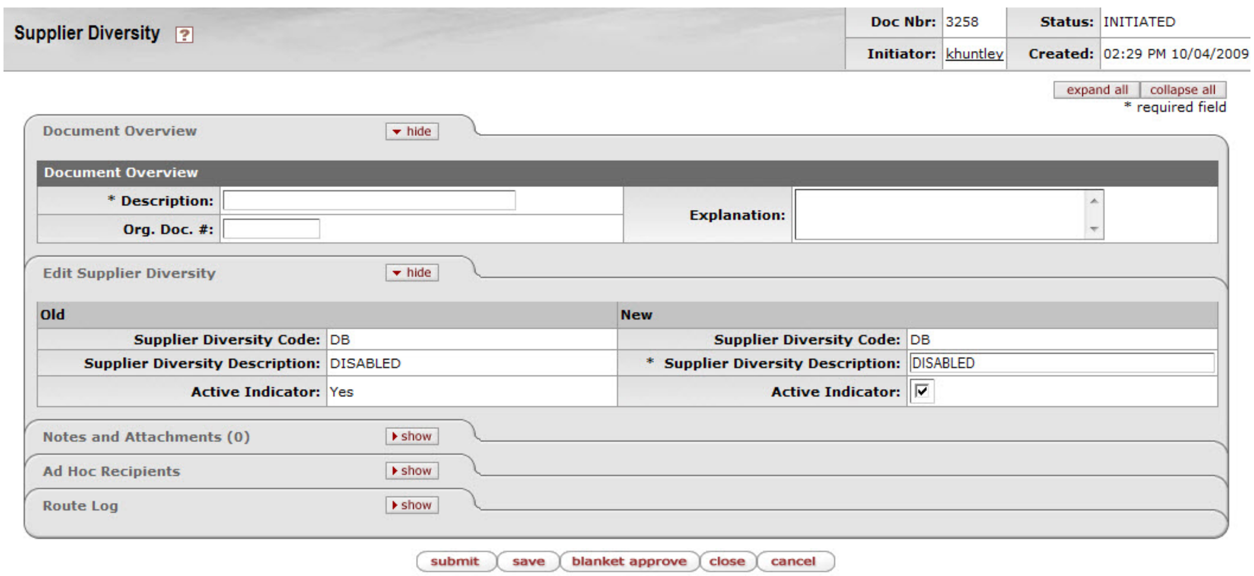
Title	Description
Shipping Title Code	The code used to identify this vendor shipping title.
Shipping Title Description	Required. The familiar title of the vendor shipping title.
Active Indicator	Indicates whether this shipping title code is active or inactive. Remove the check mark to deactivate.

Supplier Diversity

Maintenance > Vendor > • Supplier Diversity > Supplier Diversity Lookup > 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



The Supplier Diversity document includes the **Edit Supplier Diversity** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Supplier Diversity tab definition

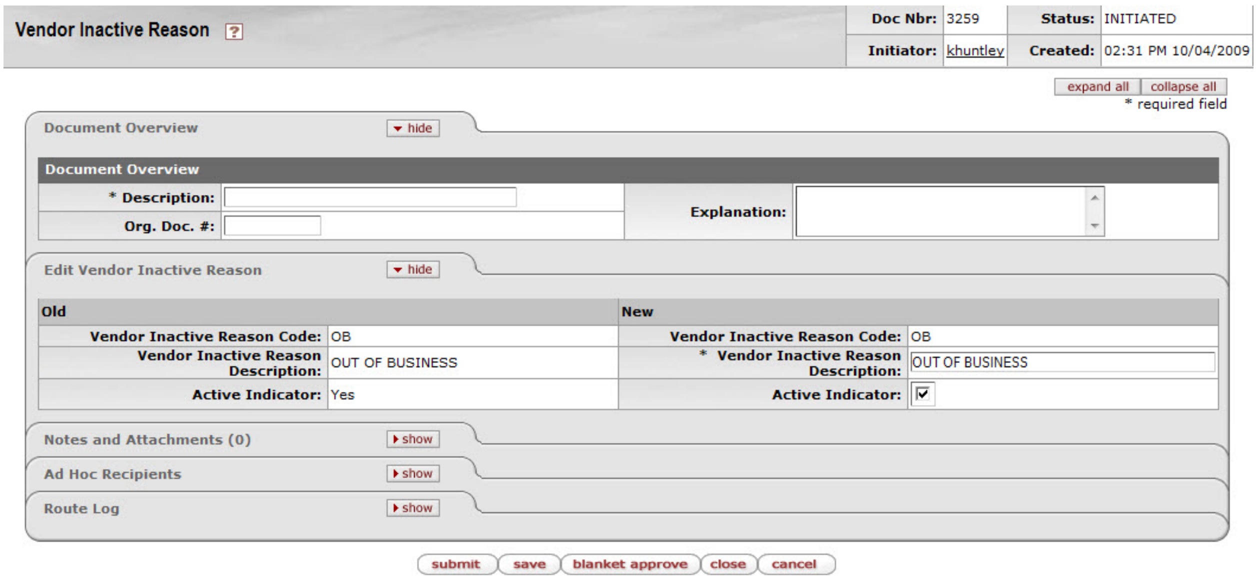
Title	Description
Supplier Diversity Code	The code used to identify this supplier diversity type.
Supplier Diversity Description	Required. The title of the supplier diversity code.
Active Indicator	Indicates whether this supplier diversity code is active or inactive. Remove the check mark to deactivate.

Vendor Inactive Reason

Maintenance > Vendor > • Vendor Inactive Reason > Vendor Inactive Reason Lookup > 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

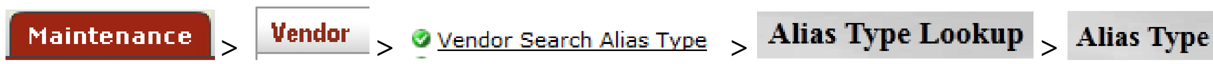


The Vendor Inactive Reason document includes the **Edit Vendor Inactive Reason** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Inactive Reason tab definition

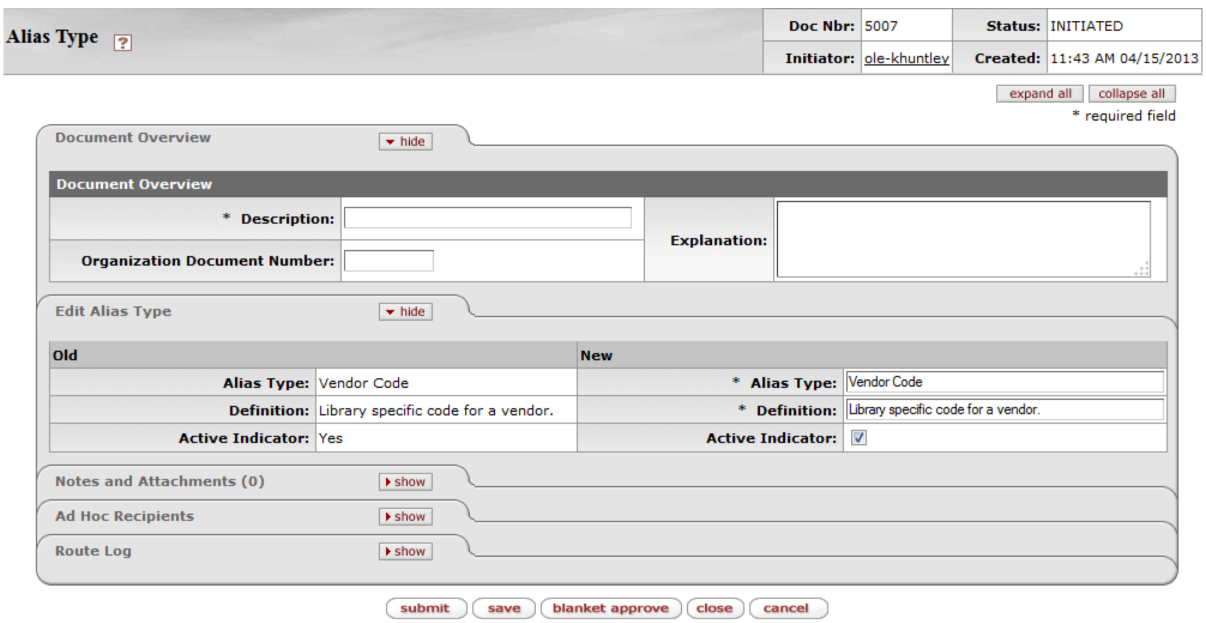
Title	Description
Vendor Inactive Reason Code	The code used to identify this vendor inactive reason.
Vendor Inactive Reason Description	Required. The familiar title of the vendor inactive reason code.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the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

Vendor Search Alias Type



The Vendor Search Alias Type document establishes codes that indicate what type of vendor alias is used on the Vendor document. Examples of codes might include 'Abbreviation' or 'External Vendor Code.'

Document Layout



The Vendor Alias Type document includes the **Edit Alias Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Alias Type tab definition

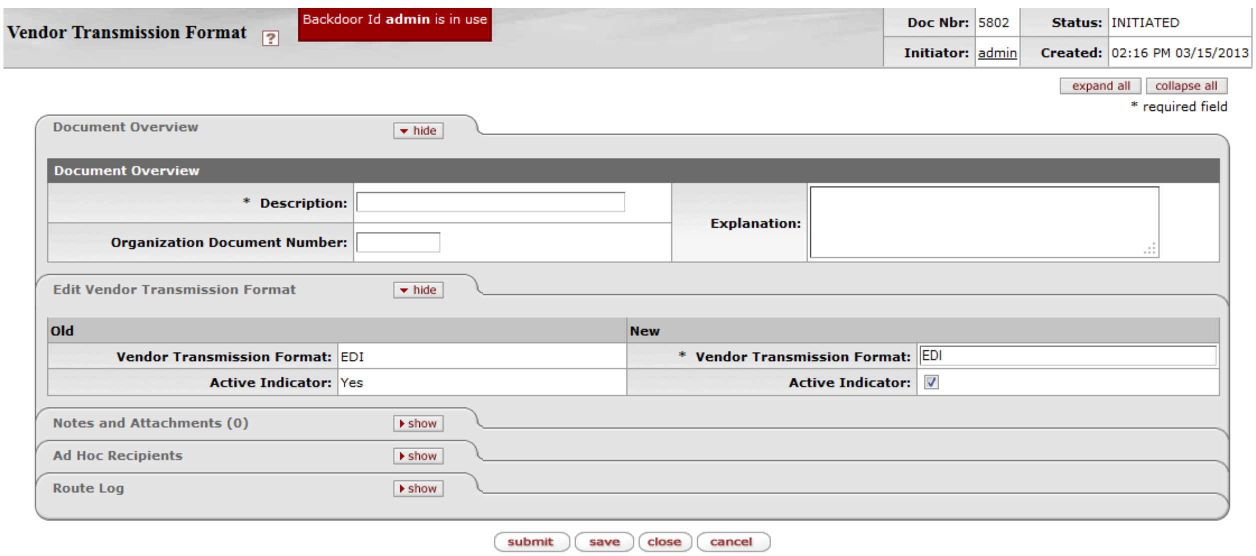
Title	Description
Alias Type	Required. The name of the alias type used to describe aliases.
Definition	Required. The description of the alias type.
Active Indicator	Indicates whether this alias type is active or inactive. Remove the check mark to deactivate.

Vendor Transmission Format

Maintenance > Vendor > Vendor Transmission Format > Transmission Format Lookup > Vendor Transmission Format

The Vendor Transmission Format document establishes the file formats that a vendor will use to receive purchase orders. Examples of formats might include 'EDI' or 'PDF'.

Document Layout



The Vendor Transmission Format document includes the **Edit Vendor Transmission Format** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Transmission Format tab definition

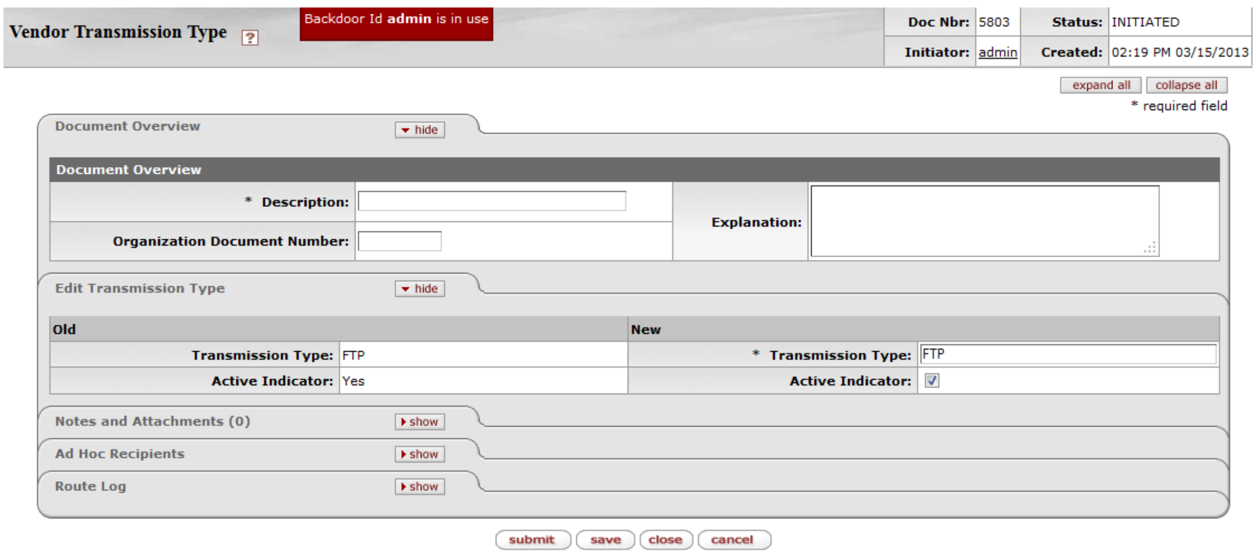
Title	Description
Vendor Transmission Format	Required. The name of the vendor transmission format.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.

Vendor Transmission Type

Maintenance > Vendor > Vendor Transmission Type > Transmission Type Lookup > Vendor Transmission Type

The Vendor Transmission Type document establishes how a purchase order will be sent to the vendor. Examples of transmission types might include 'FTP', “Email’, or 'Fax'.

Document Layout



The Vendor Transmission Type document includes the **Edit Vendor Transmission Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

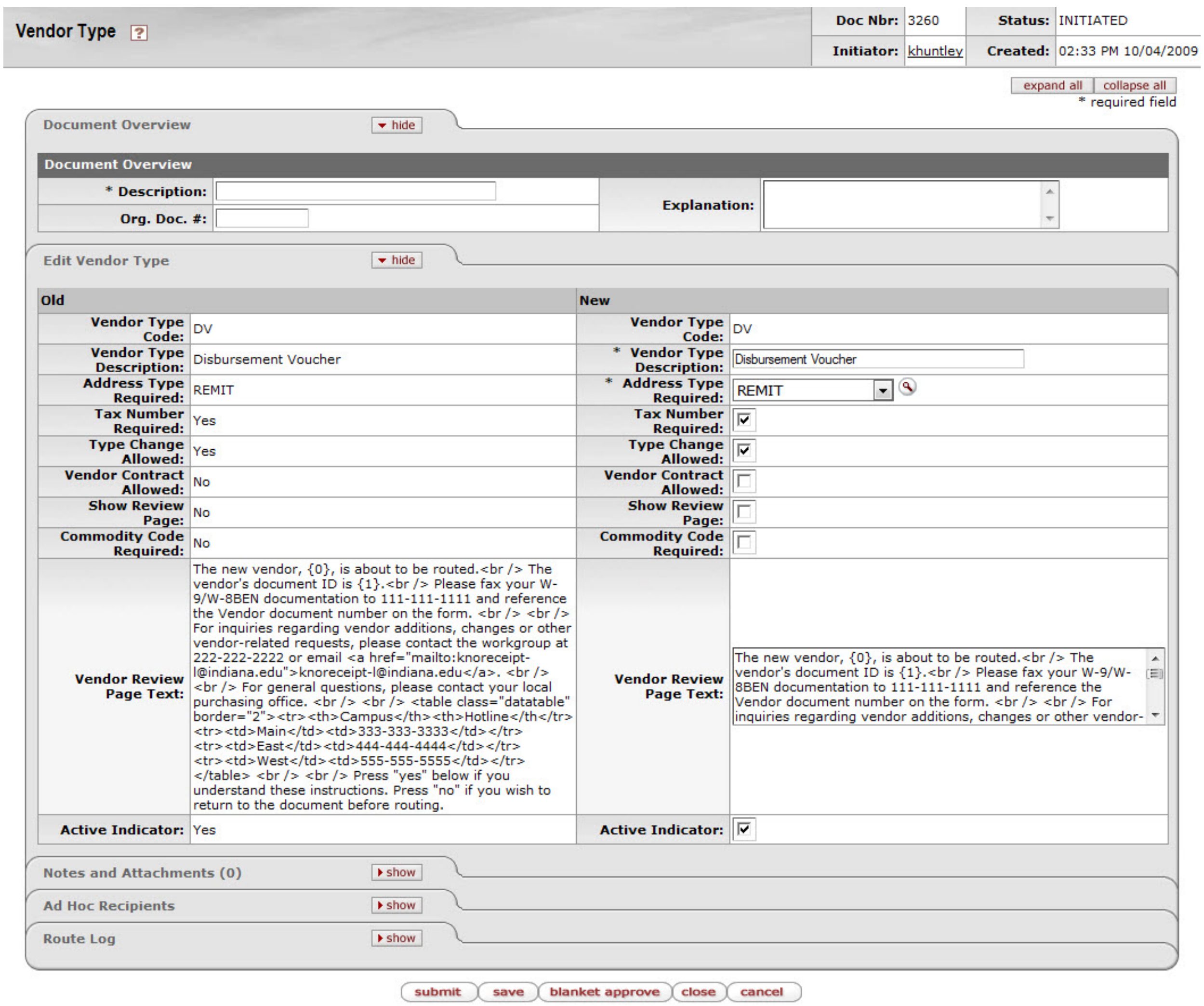
Edit Vendor Transmission Type tab definition

Title	Description
Transmission Type	Required. The familiar name of the transmission type.
Active Indicator	Indicates whether this vendor inactive reason code is active or inactive. Remove the check mark to deactivate.

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.

Document Layout



The Vendor Type document includes the **Edit Vendor Type** tab. The system automatically enters data into both the **Old** and **New** sections in this tab. Selected data fields are available for editing.

Edit Vendor Type tab definition

Title	Description

Vendor Type Code	The code used to identify this vendor type.
Vendor Type Description	Required. The familiar title of this vendor type.
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 .
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.
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.
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.)
Show Review Page	Indicates if the vendor review page text should be shown on the review page. Remove this check mark if not desired.
Commodity Code Required	Indicates that a commodity code is required. Remove this check mark if a commodity code is optional.
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. Note: Due to security changes made in KFS, and applied in OLE, you must replace regular html <> brackets with square brackets [] in order to make vendor review page text display properly. Also, you must not use [table] or [a href]. [br] can be used but not [br/].
Active Indicator	Indicates whether this vendor type code is active or inactive. Remove the check mark to deactivate.

APPENDIX

- Terms and Definitions
- Roles
- Maintenance Documents Permissions and Routing
- Linked Resources

Vendor Terms and Definitions

Term	Definition
Claim	The action (or a record thereof) of notifying a vendor that an ordered item has not been received for whatever reason. A claim can be made for a PO line item OR for a single issue of a serial title. Claims can be prompted by: non-receipt, receipt of the wrong version of an item, receipt of a damaged copy, etc.
EDI	Electronic Data Interchange; structured transmission of data between organizations by electronic means. Usually a sequence of formatted messages between two parties. EDI formatted data can be transmitted using any methodology agreed to by the sender and recipient: FTP, HTTP, VAN, etc.
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport, an EDI standard adopted by the United Nations.
EDIFACT Invoice Message	A file containing EDIFACT data for one or more vendor invoices.
Ingest	The act of importing and processing information from an external vendor; performing match-n-merge overlay; and creating appropriate documents inside OLE.
Line Item	an entity to be ordered, usually identified by title on a purchase order; any purchase order can have more than one line item, e.g., 10 books on a purchase order = 10 line items, one for each. Intended for ease of purchasing multiple items from one vendor.
Payment Method	The form of the desired or completed payment. Could be check (paper or ACH system), credit card/procard, wire transfer, cash, internal transfer/payment, foreign draft. Libraries will not process actual payments, but submit batch files to University for payment, and receive back confirming information.
Payment Request	Vendor Invoices are processed thru an OLE Payment Request, and represent money owed/due to a Vendor for products or services. Synonym: Invoice
Purchase Order	A document describing an entity to be bought or licensed along with vendor, fund, order type and other related data; OLE uses an adaptation of the Kuali Financial System's purchase order.
Requisition	A pre-order document for a title being considered for acquisition as submitted by a library user or library staff using various input methods (e.g., submitting a Web form, manual keying, etc.) Default workflow is for a requisition to be approved by a selector and, upon supply of information such as vendor, fund, etc., be transformed into a purchase order. Selectors may also decide against acquisition and cancel the requisition with notice to the original requestor.
Vendor	an organization or individual supplying materials for purchase, exchange or at no cost Synonym: Supplier

For additional OLE terms and definitions, see the [OLE glossary] wiki page.

Vendor Roles

Below are some of the roles that will be authorized to use the Vendor E-document and related maintenance documents. Please see individual e-docs for specific requirements in each workflow.

Sample users are provided for ease of testing and can be replaced with local library users. See also: OLE Role Summary wiki page.

Role Name	Sample User	Functions/ Permissions
OLE-VND Reviewer	ole-eurainer ole-jtlieb ole-cofye	This role receives workflow action requests for the Vendor document.
Acquisitions-AQ3	ole-cstan	This role is for staff performing vendor function. This role is able to create and edit vendors but will need to submit documents for approval
Acquisitions-AQ4	ole-cstan	This role is for when you want to restrict deletion to high-level staff. This role is able to create, edit or delete vendors.
Acquisitions-AQ5	ole-ejacob	This role can perform functions and assign appropriate security level to others. This role can create, edit or delete vendors.
OLE_ACQ-Mgr	ole-fermat ole-ejacob ole-hachris	This role, as an acquisitions manager, is able to create, edit or delete vendors as well as blanket approve and edit discounts
Super user	ole-khuntley	Can do all
<any user-Action List>	<any Kuali user>	Any person within OLE may access, initiate or edit vendor records. These records will be routed for approval.

Maintenance Documents Permissions and Routing

Maintenance Document Name	**Edit/save/submit or Blanket approve permissions:** ***blanket approve available if no approver listed in next column**	**Routes for Approval to (if approval required):**
Commodity Code	OLE-Acquisitions	OLE-PAYMENT
Contact Type	OLE User	OLE-ACQ-Mgr
Contract Manager	OLE-Acquisitions	ole-khuntley
Cost Source	OLE-Acquisitions	OLE-ACQ-Mgr
Ownership Type	OLE-PAYMENT	
Ownership Type Category	OLE-PAYMENT	
Payment Terms Type	OLE-PAYMENT	
Phone Type	OLE-Acquisitions	
Shipping Payment Terms	OLE-PAYMENT	
Shipping Special Conditions	OLE-Acquisitions	
Shipping Title	OLE-Acquisitions	
Vendor Search Alias Type	OLE-Acquisitions	

Role Name	**Users**
OLE_Acquisitions	ole-fermat, ole- khuntley
OLE_ACQ-Mgr	ole-hachris, ole- khuntley, ole-kgeorge
OLE_Payment	ole-abeal, ole-khuntley

Linked Resources

- OLE Basics: E-docs, action buttons- basic overview of elements
- OLE User Documentation on the wiki
- OLE Release Documentation on the wiki
- KFS Online Users Guide
- KFS Chart of Accounts
- OLE Roadmap