

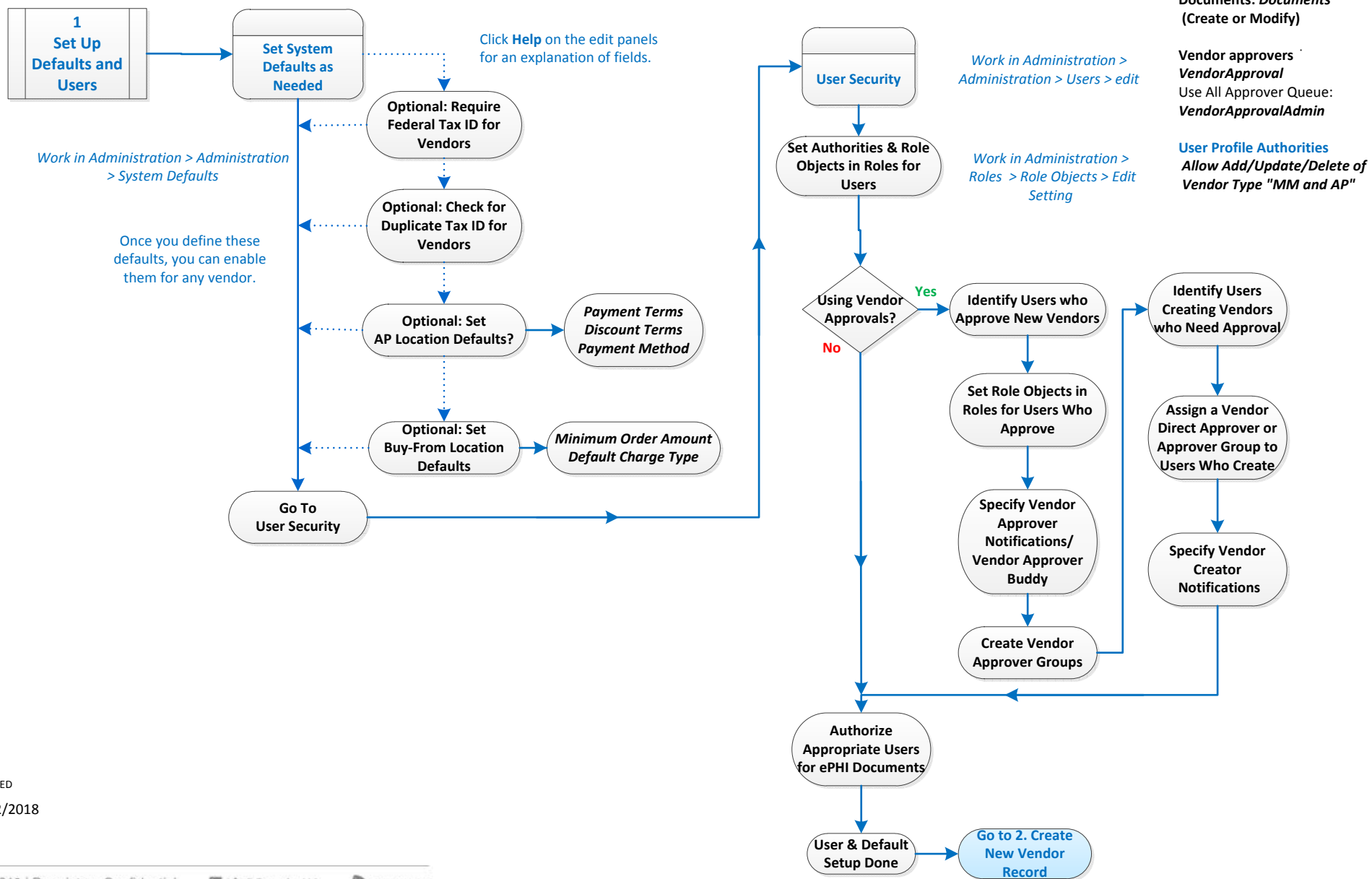
Work with Vendors – Add, Edit, and Approve Vendors Manually Overview



Note: You can work with vendor records in the application manually, or via imports. However, you cannot do both simultaneously. This flow describes manual processes. To use imports only, set the flag in the System Values panels under Administration. Details on vendor imports are in the online documentation topic "Import Vendor Data."

Work with Vendors – Add and Approve Vendors Manually

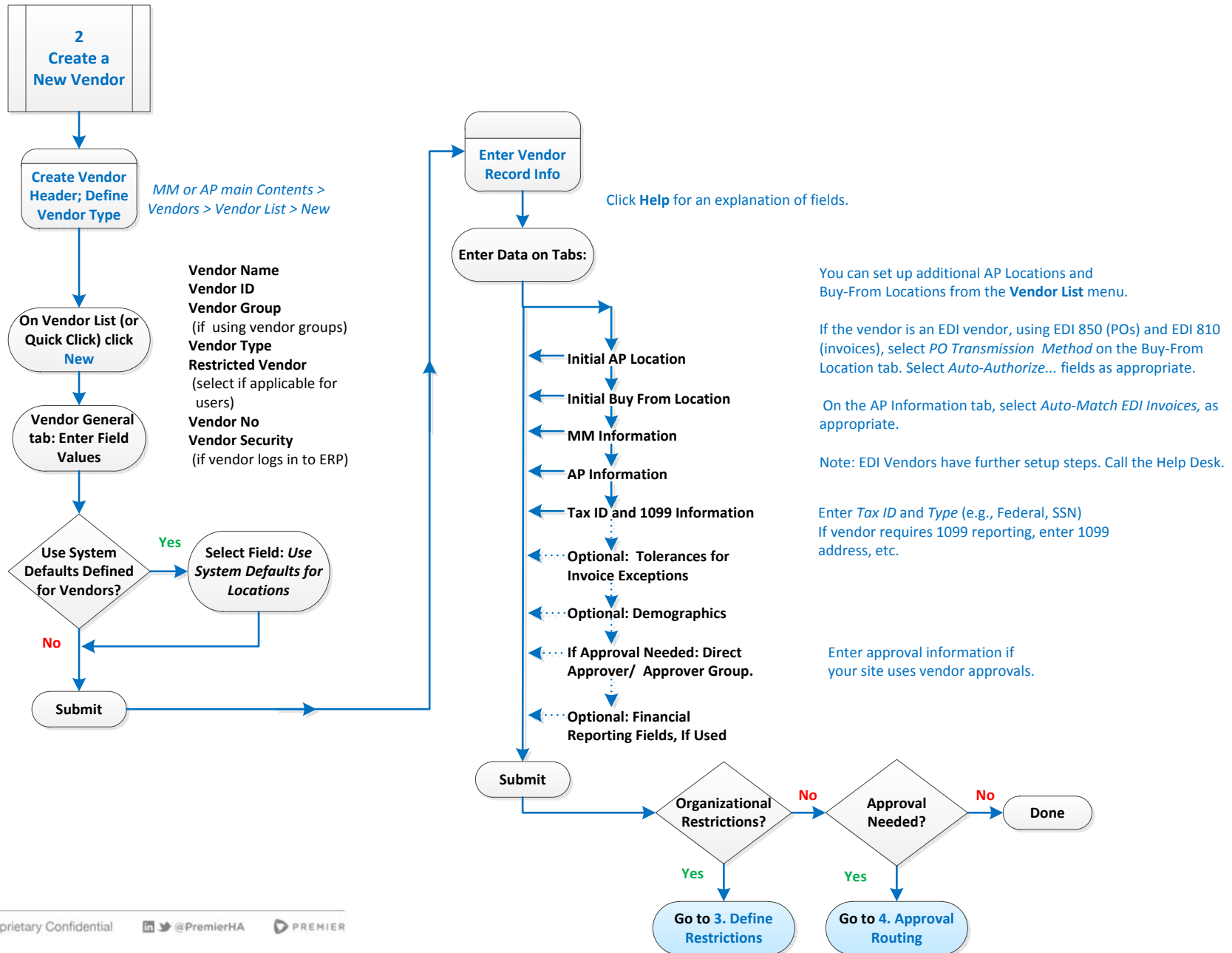
1. Set Up System Defaults and Users



REVISED
1/12/2018

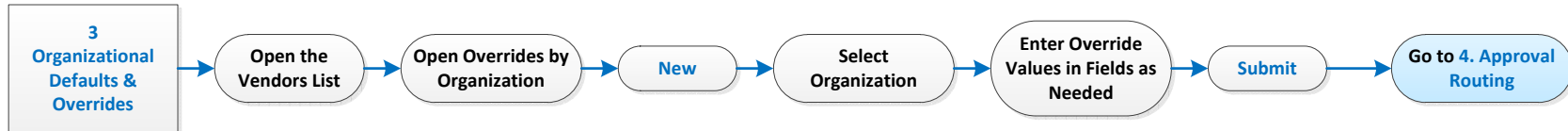
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2. Create a New Vendor Record



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3. Define Restrictions and Organizational Overrides



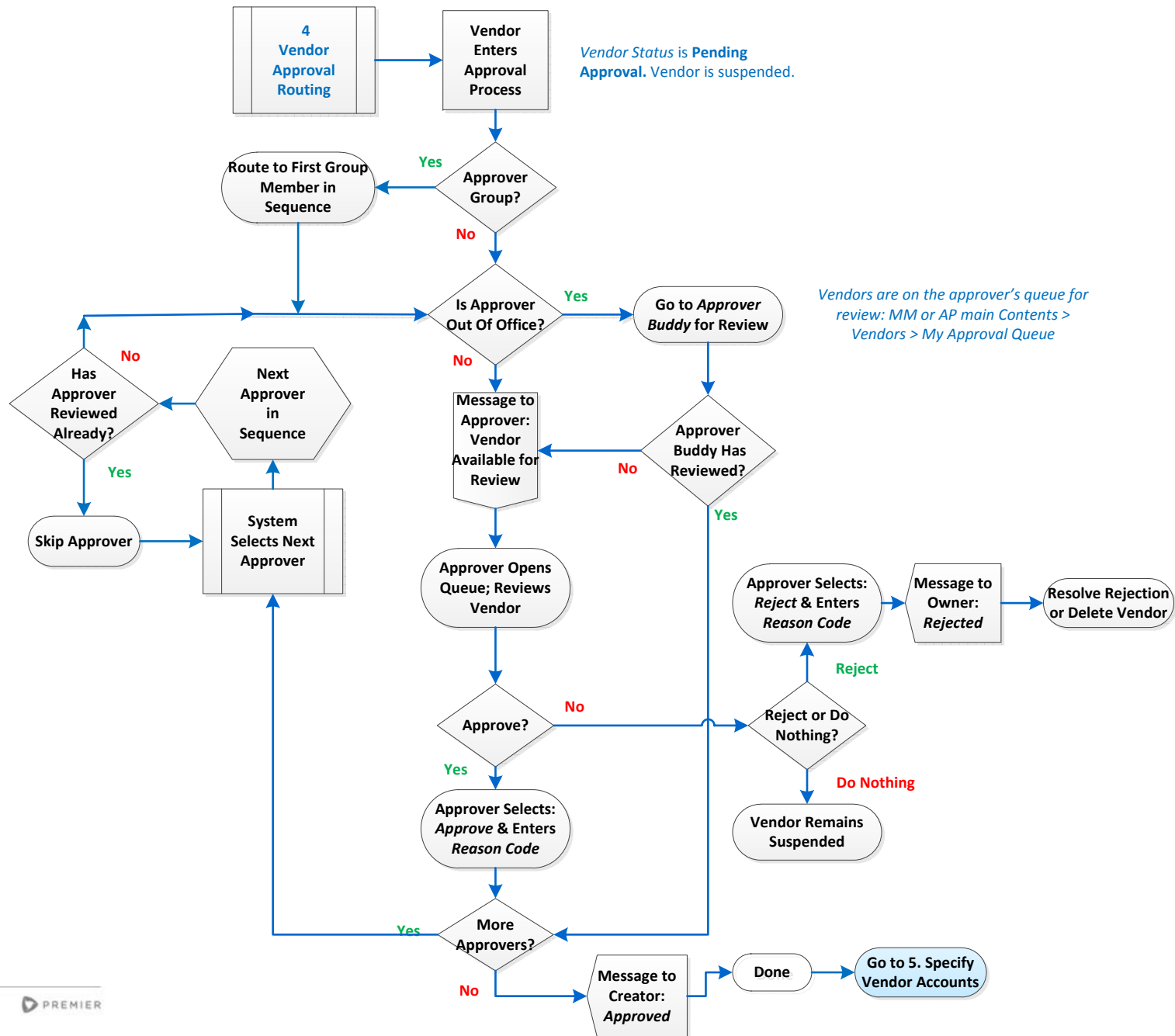
*MM or AP main Contents >
Vendors
> Vendors > Menu >
Overrides by Organization*

Organizational overrides:

- Payment Priority*
- Default Distribution Profile*
- Default Distribution GL Account*
- Default Project Code*
- Default Fund Code*
- Separate Payments per Invoice*
- Hold Future Payments*
- Auto Match EDI Invoices*
- No Match -- Credit Account*
- 1099 Code*

Work with Vendors – Add and Approve Vendors Manually

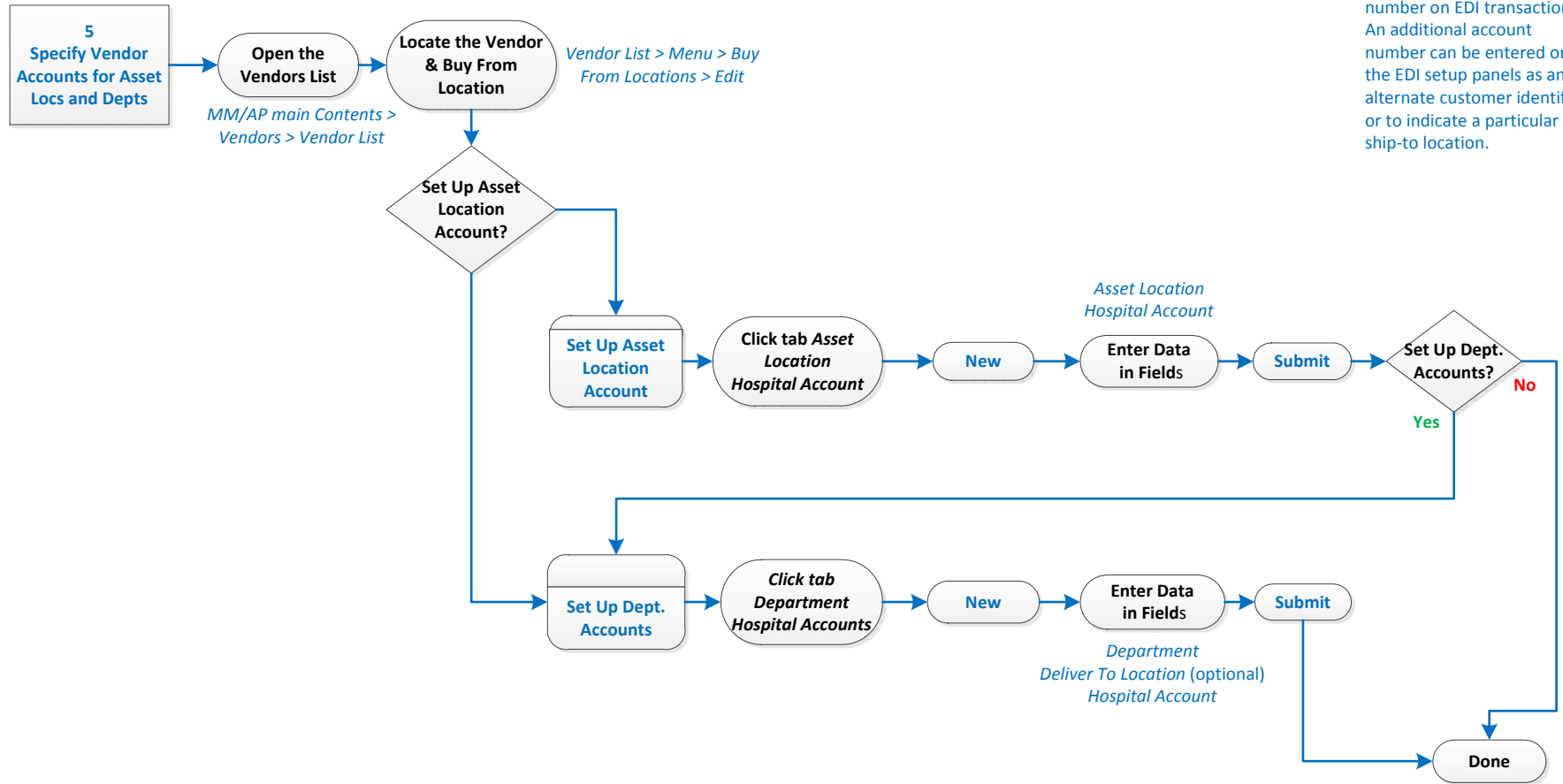
4. Approval Routing for New Vendors



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5. Specify Vendor Accounts for Asset Locations and Departments



Note: If an asset location or department has an account number specified for a vendor buy-from location, the system uses the account number on EDI transactions. An additional account number can be entered on the EDI setup panels as an alternate customer identifier or to indicate a particular ship-to location.