Vendor Number Lookup Using Option #2 PO Entry/Adj (V2)

VENDOR NUMBER LOOKUP

REGISTERED E-PROCUREMENT VENDOR NUMBERS

The SunPac financial software linked with the Statewide E-Procurement System software on Wednesday, April 21, 2004.   Modifications to our SunPac financial software were made to accommodate the Statewide E-Procurement System requirements. The following vendor number changes have occurred:

1. Any current vendor that is also a Registered E-Procurement Vendor has been given a new (six digit) vendor number. The six digit number will easily identify all E-Procurement Vendors.

2. The existing vendor number has automatically been put on E-Procurement Hold (EP Hold).

3. Vendor number updates will occur whenever an existing "SunPac" vendor becomes a Registered E-Procurement Vendor.

4. Registered E-Procurement Vendor Names and address information is maintained by the Statewide E-Procurement System for statewide use. We cannot make modifications to this information.

    Example: Where we previously added cities or states to the name of the company like "Staples/Charlotte" for easy address clarification when looking up a vendor number, we cannot do that to any Registered E-Procurement Vendors.

VENDOR NUMBER LOOKUP

5. There are two types of vendor holds: Hold and EP Hold.
    a. "Hold" is controlled by Onslow County Schools

    b. "EP Hold" is controlled by the Statewide E-Procurement System

6. When a vendor number has been put on "Hold" or "EP Hold" it will show an " * " before the vendor name.

7. **If a vendor is put on "Hold" or "EP Hold" <u>NO</u> new purchase orders can be created to that vendor number.**

    <u>**Example:**</u>   Bender Burkot V# 3006 is a Registered E-Procurement Vendor and has been assigned a new six digit vendor # 101496. The new vendor number will be used on all future purchase orders and the old number (3006) will no longer be assigned new purchase orders.

8. All invoice payments for purchase orders shall be paid to the vendor number listed on the printed PO. <u>**NOTE**</u>: Invoices can be paid to vendors that are on EP Hold.

VENDOR NUMBER LOOKUP – MASTER FILE

1. Type "2" and press "enter".

SunPac Financials   Purchasing Menu   Rev 6.03 FY:7 ADM:670
   2/21/07

       PO Processing   Inquiry/Lookup   Rprts/Oth Functions
   1 PO Entry/Adj (V1)   20 GL Account Inquiry   39 Change MBE Code
   2 PO Entry/Adj (V2)   21 Vendor PO Inquiry   40 Open POs by Account
   3 PO Edit Report   22 Vendor AP Inquiry   41 Open POs by Vendor
   4 Approve POs   42 Opn POs/Ship-To Code
   5 Print POs   43 Move POs To Hist
   6 Cancel/Uncancel PO   44 Purge PO History
   7 Purchasing Jrnl   File Sort/List   45 Commodity Codes Rpt
   8 Hold/Release POs   26 Vendor Sort/List   46 PO Status List
   9 Enter PO Receipts   27 System File List   47 Recycle Codes Report
                                                      48 MBE Codes Report
                                                      49 PO Hist By Account
       Inquiry/Update   NCEP Functions   50 Multi PO Cancel
   13 System File   32 Username X-Reference   51 YR End Roll
   14 Vendor File   33 Vendor Name Matching   52 POs Needing Approval
   15 PO History File   34 Participation Rpt   53 Vendor/Commodities
   16 PO Comments File   35 NIGP Commod. Import   54 Vendor/Commod. Rpt

       Select Function: __

   F3=Exit   F6=NCEP   F7=About   F8=Messages   F10=CmdEntry   F18=Printouts

2. Press the "F7 key" to look up vendor

3. Type the name of the vendor and "enter" (Type only first 3-4 letters of vendor name)
   NOTE: DO NOT change any default information at this time

VENDOR NUMBER LOOKUP – MASTER FILE

Press the following function keys to view additional vendor information on this screen:

"F6 Key" to view the address

"F7 Key" to view the phone number and Email address

"F8 Key" to view the Last PO, POs This Year, and YTD Paid

4 . Type the vendor sequence number and "enter"

VENDOR NUMBER LOOKUP - BY TAX ID

VENDOR TAX ID NUMBER LOOKUP

In the event you cannot find a vendor that you previously issued a PO in the last fiscal year, the company might have had a name change when they registered with the Statewide E-Procurement System and were given a new six digit vendor number.

1. Press the "F12 Key" to go back to vendor number look up
2. Type the name of the vendor
3. Change the "N" to "Y"for the "On Hold?" and press "enter"
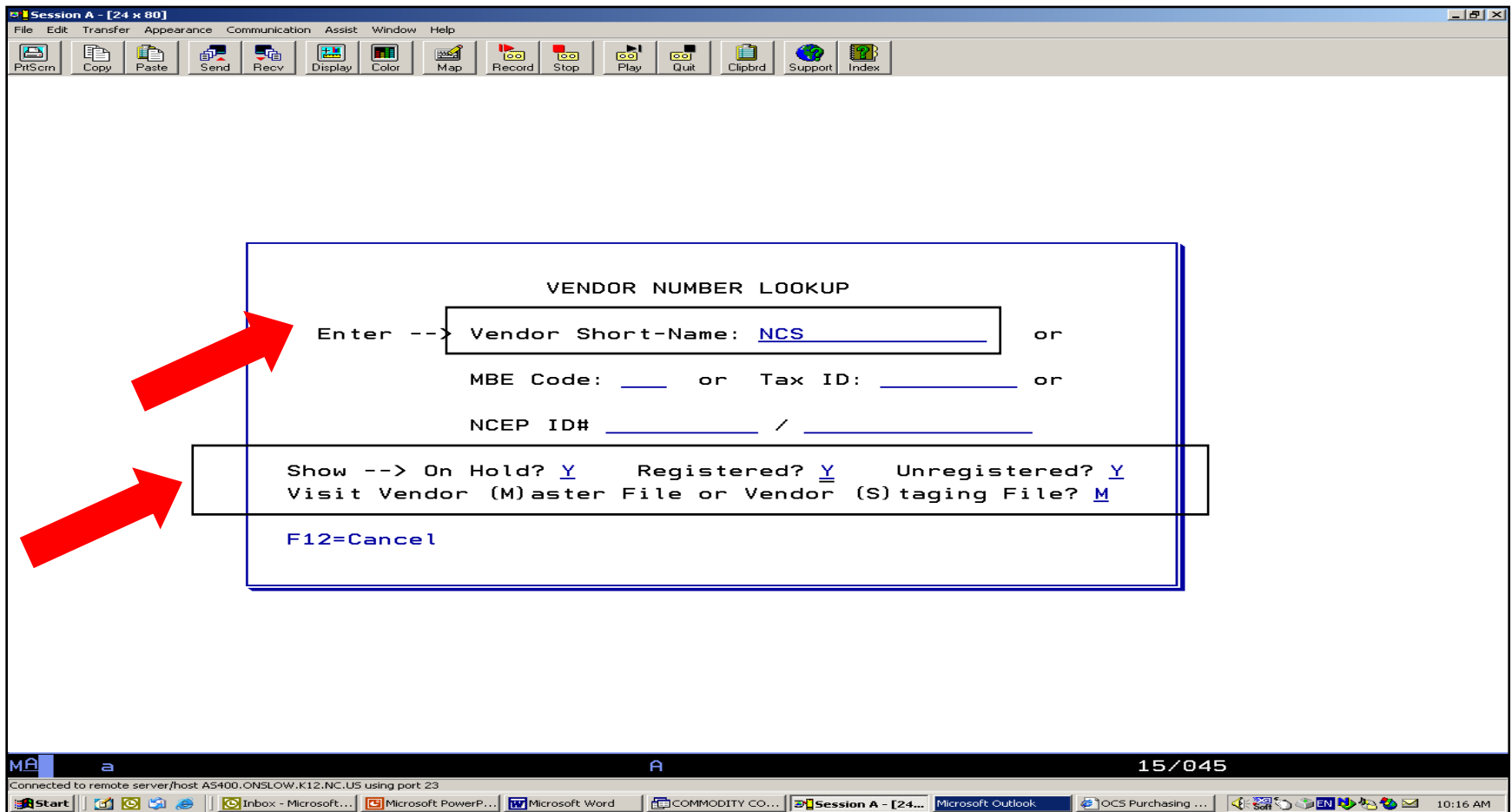
VENDOR NUMBER LOOKUP - BY TAX ID

4. Write down the Tax ID number listed for the vendor (example: 410850527)
5. Press the "F12 Key" to go back to vendor number look up

VENDOR NUMBER LOOKUP - BY TAX ID

6. Delete the name of the vendor
7. Type the "Tax ID number" and press "enter"

VENDOR NUMBER LOOKUP - BY TAX ID

8. This vendor had a name change for some divisions.
9. Press "F1 Key" to see additional vendors with this Tax ID.

10. Type the "sequence number" of the vendor and press "enter"

VENDOR NUMBER LOOKUP – BY TAX ID

ADDITIONAL INFORMATION:

When a company has multiple locations that use the same corporate Tax ID number and one of the locations registered with the Statewide E-Procurement System, all the other locations listed in our "Master File" that have not registered are automatically put on "EP Hold".

Example:

Multiple Food Lion grocery stores were registered vendors. The Food Lion # 775 at Plum Point Plaza in Jacksonville was not registered. The Purchasing Department contacted the store manager and informed him that we could no longer issue PO's to this store since they were not a registered vendor and explained how the Statewide E-Procurement System works. That store registered and we were able to issue PO's to that store again.

Currently, Food Lion has DEREGISTERED from the E-Procurement System and all the E-Procurement vendor numbers have been placed on E-Procurement hold, and all the old vendor numbers have become active again.

In the event you have a vendor that falls in this category, please call the Purchasing Department so the vendor can be contacted.

VENDOR NUMBER REQUEST FORM

If The Vendor Is Not Listed In The Vendor (M)aster File or The (S)taging File

1. Complete the Request for Vendor Number online form and click E-Mail Form to send it to Accounts Payable in the Finance Office. Note: You will need to contact the vendor to get a copy of their W-9 Form and send it to Accounts Payable before the vendor number can be assigned.

Vendor Number Assigned:

REQUEST FOR VENDOR NUMBER

Clear Form   E-Mail Form

Vendor number request forms must be completed online and e-mailed to the Accounts Payable department.

- Required fields are highlighted.
  Your request cannot be processed until all required fields have been completed.

- Purpose for payment: (check one)
  - ☐ Contracted Service
  - ☐ OCS Employee Reimbursement
  - ☐ Purchase

- Vendor is needed for: (check one)
  - ☐ OCS Accounting System
  - ☐ School Fund Accounting
  - ☐ Both

A W-9 form MUST accompany all contracted services and business vendor number requests.

This information is necessary for any person or company doing business with Onslow County Schools. It is used for 1099 Federal Tax reporting, NC Sales & Use Tax reporting and Minority Vendor reporting.

Vendor Name: _____ (full legal name)   INC: _____ (Yes/No)

DBA (doing business as): _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____

County: _____ Zip Code: _____

Remit To Vendor (if different): _____

Remit To Address (if different): _____

Telephone No: _____ Fax No: _____

e-Mail Address: _____

Federal Tax ID# or SSN: _____ (mandatory)   Employee?: _____ (Yes/No)

NC Minority Status:
- ☐ Black
- ☐ Hispanic
- ☐ Asian American
- ☐ American Indian
- ☐ Female-Owned
- ☐ Disabled-Owned
- ☐ Disabled-Owned Business Enterprise
- ☐ Socially & Economically Disadvantaged
- ☐ Not Applicable
- ☐ Non-Profit Work Center for Blind / Severely Disabled

Submitted By: _____   E-Mail Form

School / Dept: _____

   2010/06/22 A