

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” NO new purchase orders can be created to that vendor number.**

Example: 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. **NOTE:** Invoices can be paid to vendors that are on EP Hold.

VENDOR NUMBER LOOKUP – MASTER FILE

1. Type “2” and press “enter”.

The screenshot shows a DOS-style menu interface for 'SunPac Financials'. The window title is 'DHORNAGES2'. The menu is organized into three columns:

- SunPac Financials**
2/21/07
PO Processing
1 PO Entry/Adj (V1)
2 PO Entry/Adj (V2) [highlighted with a red arrow]
3 PO Edit Report
4 Approve POs
5 Print POs
6 Cancel/Uncancel PO
7 Purchasing Jrnl
8 Hold/Release POs
9 Enter PO Receipts

Inquiry/Update
13 System File
14 Vendor File
15 PO History File
16 PO Comments File
- Purchasing Menu**

Inquiry/Lookup
20 GL Account Inquiry
21 Vendor PO Inquiry
22 Vendor AP Inquiry

File Sort/List
26 Vendor Sort/List
27 System File List

NCEP Functions
32 Username X-Reference
33 Vendor Name Matching
34 Participation Rpt
35 NIGP Commod. Import
- Rev 6.03 FY:7 ADM:670**

Rprts/Oth Functions
39 Change MBE Code
40 Open POs by Account
41 Open POs by Vendor
42 Opn POs/Ship-To Code
43 Move POs To Hist
44 Purge PO History
45 Commodity Codes Rpt
46 PO Status List
47 Recycle Codes Report
48 MBE Codes Report
49 PO Hist By Account
50 Multi PO Cancel
51 YR End Roll
52 POs Needing Approval
53 Vendor/Commodities
54 Vendor/Commod. Rpt

At the bottom, there is a prompt: **Select Function: _** [highlighted with a red arrow]. Below the prompt are function key assignments: **F3=Exit F6=NCEP F7=About F8=Messages F10=CmdEntry F18=Printouts**.

The status bar at the bottom left shows 'MA a' and '128 [902 - Session successfully started]'. The bottom right shows '22/021' and 'Xerox Doc Centre 220/230 P52 on 10.1.7.18'.

VENDOR NUMBER LOOKUP – MASTER FILE

2. Press the “F7 key” to look up vendor

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials P0 Entry/Adjust (V2) Rev 6.03 FY:7 ADM:670

Admin: 670 PO#: _____ Vendor No: _____ Batch ID: _____

=====

F3=Exit F6=P0# Lookup F7=Vendor Lookup

MA a 03/022

128 [902 - Session successfully started Xerox Doc Centre 220/230 P52 on 10.1.7.18

VENDOR NUMBER LOOKUP – MASTER FILE

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

DHORNAGES2

Edit View Communication Actions Window Help

VENDOR NUMBER LOOKUP

Enter --> Vendor Short-Name: or

MBE Code: ___ or Tax ID: _____ or

NCEP ID# _____ / _____

Show --> On Hold? N Registered? Y Unregistered? N

Visit Vendor (M)aster File or Vendor (S)taging File? M

F12=Cancel

09/041

11:14 AM Thursday 4/5/2007

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 MASTER FILE LOOKUP ---

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	BENDER-BURKOT SCHOOL SUPPLIES	561258323	720	101496	561258323

Enter Seq No:

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

20/036

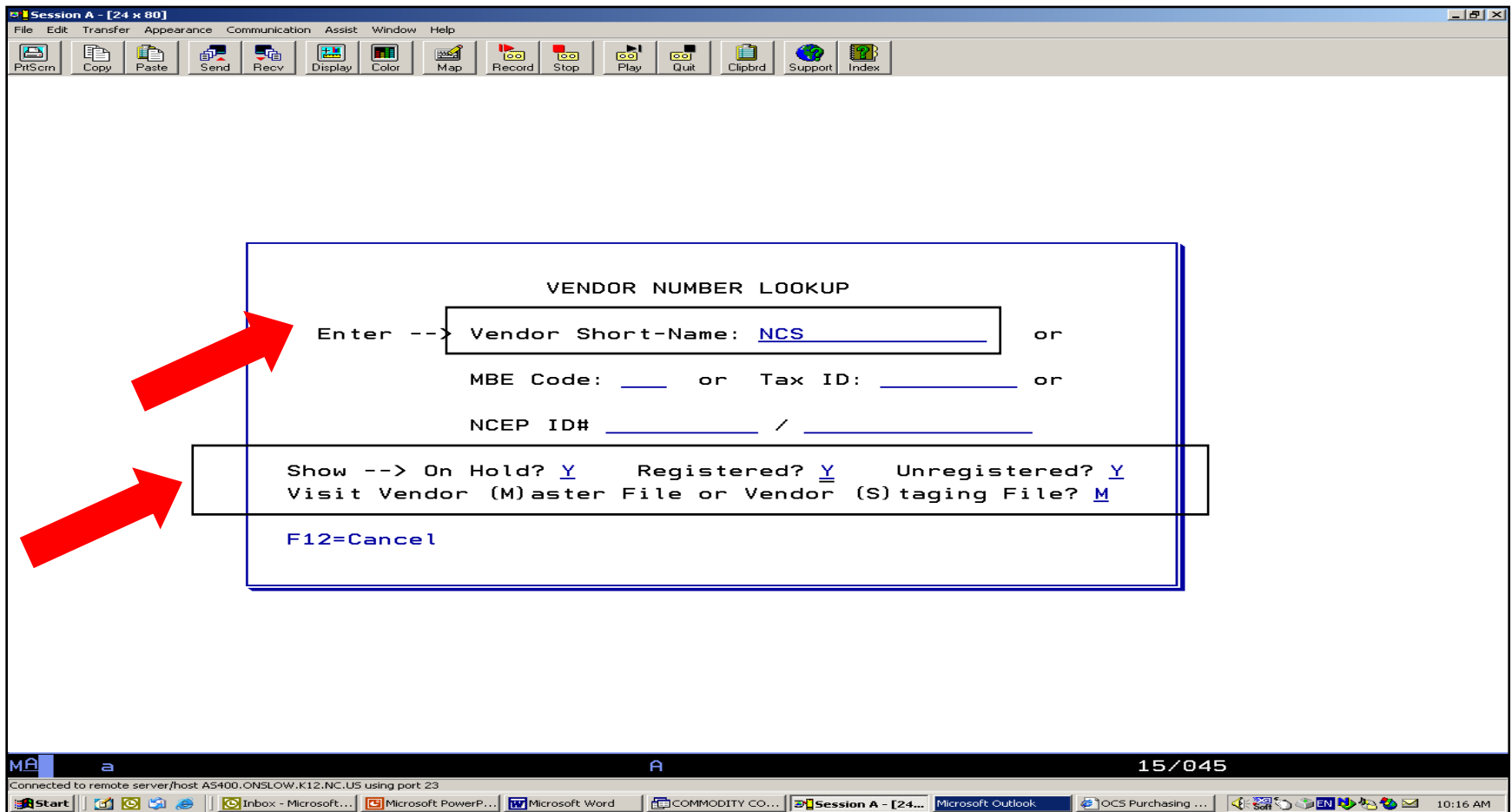
11:19 AM Thursday 4/5/2007

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

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste clipboard contents starting at cursor position Map Record Stop Play Quit Clipboard Support Index

--- VENDOR MASTER FILE LOOKUP ---

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	NCS - NCS PEARSON - EDUCATION	410850527	790	100780	410850527
2	NCS - NCS PEARSON -STD DOCUMEN	410850527	790	100781	410850527
3	NCS - NCS PEARSON, INC - SUPOR	410850527	790	100782	410850527
4	NCS - NCS PEARSON - STATE GOVT	410850527	790	100783	410850527
5	NCS - NCS PEARSON - STATE ASSE	410850527	790	100784	410850527
6	NCS - PEARSON ASSESSMENTS	410850527	790	100785	410850527
7	NCS - NCS PEARSON - CUSTOM DOC	410850527	790	100786	410850527
8	*NCS PEARSON INC/AZ	410850527	999	4872	
9	*NCS PEARSON INC./AR	410850527	999	4888	
10	NCS PEARSON/ ORDERS/ IN.	002356141	999	1404	
11	*NCS SUPPLIES INC/MN - NCS PEA	410850527	790	2238	
12	NCSBA - NC SCHOOL BOARDS ASSOC	566012527	790	34084	
13	NCSCA	237109093	790	4653	
14	NCSEAA	000034080	888	34080	

Enter Seq No:

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

MA a MW 20/036

Connected to remote server/host AS400.ONSLOW.K12.NC.US using port 23

Start InBox - Microsoft Outlook Session A - [24 x 80] Microsoft PowerPoint - [T... 7:38 AM

VENDOR NUMBER LOOKUP - BY TAX ID

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

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

VENDOR NUMBER LOOKUP

Enter --> Vendor Short-Name: _____ or
MBE Code: ___ or Tax ID: 410850527 or
NCEP ID# _____ / _____

Show --> On Hold? Y Registered? Y Unregistered? Y
Visit Vendor (M)aster File or Vendor (S)taging File? M

F12=Cancel

MA a MW 13/031

Connected to remote server/host A5400.ONSLOW.K12.NC.US using port 23

Start | Inbox - Microsoft Outlook | Session A - [24 x 80] | Microsoft PowerPoint - [T... | 7:42 AM

VENDOR NUMBER LOOKUP - BY TAX ID

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

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

--- VENDOR MASTER FILE LOOKUP ---

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	*PEARSON NCS/MN	410850527	790	77	
2	*NCS SUPPLIES INC/MN - NCS PEA	410850527	790	2238	
3	*PEARSON DIGITAL LRNG/ ORDERS	410850527	999	4246	
4	*NCS PEARSON INC/AZ	410850527	999	4872	
5	*NCS PEARSON INC./AR	410850527	999	4888	
6	*PEARSON NCS INC	410850527	790	33831	
7	*NCS PEARSON INC	410850527	790	33839	
8	*PEARSON NCS INC/ACCTS REC.	410850527	790	33876	
9	NCS - NCS PEARSON - EDUCATION	410850527	790	100780	410850527
10	NCS - NCS PEARSON -STD DOCUMEN	410850527	790	100781	410850527
11	NCS - NCS PEARSON, INC - SUPOR	410850527	790	100782	410850527
12	NCS - NCS PEARSON - STATE GOVT	410850527	790	100783	410850527
13	NCS - NCS PEARSON - STATE ASSE	410850527	790	100784	410850527
14	NCS - PEARSON ASSESSMENTS	410850527	790	100785	410850527

Enter Seq No:

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

MA a MW 20/036

Connected to remote server/host AS400.ONSLOW.K12.NC.US using port 23

Start | Inbox - Microsoft Outlook | Session A - [24 x 80] | Microsoft PowerPoint - [T... | 7:46 AM

VENDOR NUMBER LOOKUP – BY TAX ID

10. Type the “sequence number” of the vendor and press “enter”

--- VENDOR MASTER FILE LOOKUP ---

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	NCS - NCS PEARSON - CUSTOM DOC	410850527	790	100786	410850527
2	PEARSON DIGITAL LEARNING - CIN	410850527	790	102514	A410850527

Enter Seq No:

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

MA a MW 20/036

Connected to remote server/host AS400.ONSLOW.K12.NC.US using port 23

Start | Inboxes - Microsoft Outlook | Session A - [24 x 80] | Microsoft PowerPoint - [T... | 7:51 AM

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:		
Clear Form	REQUEST FOR VENDOR NUMBER	E-Mail Form
Vendor number request forms must be completed online and e-mailed to the Accounts Payable department.		
<ul style="list-style-type: none">• Required fields are highlighted. Your request cannot be processed until all required fields have been completed.• Purpose for payment: (check one)<ul style="list-style-type: none"><input type="checkbox"/> Contracted Service<input type="checkbox"/> OCS Employee Reimbursement<input type="checkbox"/> Purchase• Vendor is needed for: (check one)<ul style="list-style-type: none"><input type="checkbox"/> OCS Accounting System<input type="checkbox"/> School Fund Accounting<input type="checkbox"/> 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:	<input type="text"/>	INC: <input type="text"/>
	(full legal name)	(Yes/No)
DBA (doing business as):	<input type="text"/>	
Address Line 1:	<input type="text"/>	
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	State: <input type="text"/>
County:	<input type="text"/>	Zip Code: <input type="text"/>
Remit To Vendor (if different):	<input type="text"/>	
Remit To Address (if different):	<input type="text"/>	
Telephone No:	<input type="text"/>	Fax No: <input type="text"/>
e-Mail Address:	<input type="text"/>	
Federal Tax ID# or SSN:	<input type="text"/>	Employee?: <input type="text"/>
	(mandatory)	(Yes/No)
NC Minority Status:	<input type="checkbox"/> Black <input type="checkbox"/> Female-Owned <input type="checkbox"/> Hispanic <input type="checkbox"/> Disabled-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Disabled-Owned Business Enterprise <input type="checkbox"/> American Indian <input type="checkbox"/> Socially & Economically Disadvantaged <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Profit Work Center for Blind / Severely Disabled	
Submitted By:	<input type="text"/>	E-Mail Form
School / Dept:	<input type="text"/>	
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