This is a step-by-step guide to initiating a vendor edit for the University of Connecticut. The guide begins after signing into UConn’s Kuali Financial System (KFS).

1. **Under the Main Menu Tab in KFS:** select “Vendor” to initiate a vendor edit. (Under Lookup and Maintenance, Vendor, select Vendor)

2. **Search for the vendor.** Enter the search criteria using wildcards (*) to find the vendor you need to edit.
   
a. For the most accurate search, it is best to use the vendor’s US Tax Number.
i. Use the SSN for individuals and FEIN for companies.

3. To initiate the vendor edit:
   a. Select “Edit” for the correct vendor.
   b. The “Create Division” option is only used when one FEIN is used for multiple divisions of the same company.

4. Document Overview Tab:
   a. Description: Enter the vendor’s name and a need by date
   b. Explanation: Enter a short explanation about the purpose of the vendor edit.

5. Address tab:
   a. To change an existing address:
i. Type over the existing address on the right side of the E-doc.

ii. **Note:** Only change the existing address if the vendor no longer uses the old address. If you are unsure, create a new remit address.

![Address Form](image)

b. **To create an additional PO or Remit address:**
   
   i. Select the correct Address Type “RM-Remit” or “PO-Purchase Order”.
   
   ii. Enter the Address, City, State, and Country.
   
   iii. If the new address will be the vendor’s primary address, select “Yes” in the Set as Default Address field.

![New Address Form](image)

6. **Notes and Attachment Tab:**
a. Enter a note in the Note Text box explaining the reason for the edit.
b. Attach backup justification for the new/edit remit.
c. Add the note and attachments.

7. Submit the changes:
   a. Submit the E-doc.

   b. Once submitted, the page will reload. If the submission was successful, a note will appear at the top of the webpage stating “Document was successfully submitted”.

   c. The Vendor will not be updated until it has been approved by Accounts Payable and added to KFS. The initiator will get an FYI when the vendor Request has been approved.