



UConn

UNIVERSITY OF CONNECTICUT



New Vendor Set Up

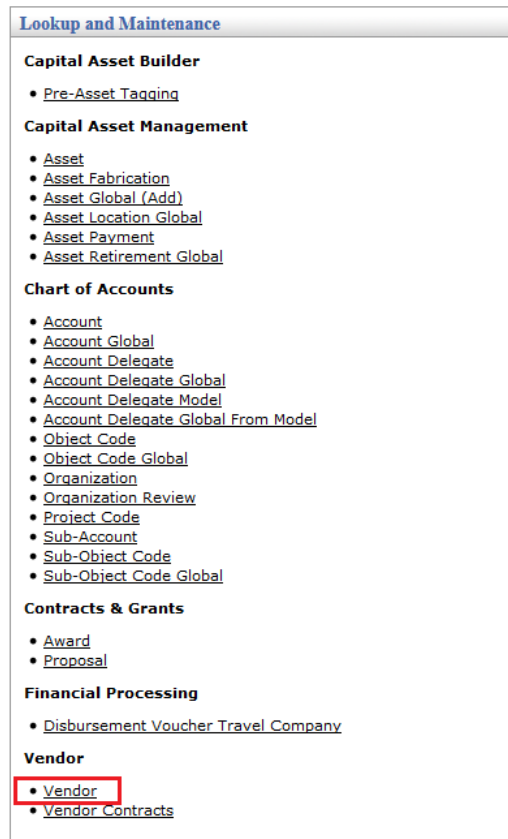
Accounts Payable

2017

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

- New Vendor Set Up for Domestic Vendors – [Video Tutorial](#)
- Foreign Vendors, please contact [Tax and Compliance](#) for guidance.
- New Vendors must complete a [Vendor Packet: Vendor Application, W9, & ACH Application](#).
 - ACH Application is optional.
- If the vendor prefers ACH/Direct Deposit rather than a check, a completed [ACH Application](#), and voided check/bank validation must be faxed to AP at 860-486-5846.

1. **Under the Main Menu tab in KFS: Select “Vendor” to initiate a new vendor set up.** (Under Lookup and Maintenance, Vendor, select Vendor)



2. **Search for the vendor before creating a new vendor.**
- a. Use an asterisk (*) as a wildcard. (ex. *Vendor ABC*).

- b. Search for the vendor via US Tax Number (i.e. SSN or EIN).
 - i. Do not include dashes in the US Tax Number field; include numbers only.

Vendor Name:	*Vendor ABC*
US Tax Number:	123456789
Foreign Tax Id:	
Vendor #:	
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input type="text"/> <input type="button" value="v"/>
State:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/> <input type="button" value="v"/>
Commodity Code:	<input type="text"/> <input type="button" value="v"/>
Supplier Diversity:	<input type="text"/> <input type="button" value="v"/>
Vendor Contract Number:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

3. Run the search for the vendor/person.

- a. If the vendor is not found, send the vendor a [Vendor Application Form](#) and request a W9 form (or W8, if the vendor is foreign).
- b. Fax the vendor packet to Accounts Payable at 860-486-5846.
- c. The vendor packet is not required for reimbursements only or for current UConn students with PeopleSoft numbers. Be sure to reference the PeopleSoft number in the explanation box on the vendor eDoc.
- d. If the vendor/person is foreign, contact the [Tax and Compliance](#) office for guidance.

Vendor Lookup

Vendor Name:	*Vendor ABC*
US Tax Number:	123456789
Foreign Tax Id:	
Vendor #:	
Active Indicator:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Vendor Type:	<input type="text"/> <input type="button" value="v"/>
State:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/> <input type="button" value="v"/>
Commodity Code:	<input type="text"/> <input type="button" value="v"/>
Supplier Diversity:	<input type="text"/> <input type="button" value="v"/>
Vendor Contract Number:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

No values match this search.

4. Select the "Create New" button. This will bring up an eDoc to create a vendor request.

My KFS **Main Menu** Maintenance Administration

UConn KFS - PRD4
KFS 5.3 02/28/2017 05:34 PM

Logged in User: akb12008

Welcome, Amanda!

Vendor Lookup

5. Document Overview Tab:

- a. **Description:** Enter “New Vendor - *Vendor’s Name*”, including DBA if applicable, and a need by date.
- b. **Explanation:** Enter a short explanation explaining the reason for the vendor set up and why the vendor is being paid.
 - i. Specify if it is a refund, reimbursement, or service.
 - ii. Specify if it is going to be a DV or PO payment

Document Overview	
* Description: New Vendor - Vendor ABC	Explanation: Vendor Set Up - Test Purposes - preformed service - PO
Organization Document Number:	

6. Vendor Tab:

- a. **General Information:**
 - i. Companies: enter the vendor name
 - ii. Individuals: enter the last name and first name.

Vendor	
New	
General Information	
Vendor #:	
Vendor Parent Indicator:	Yes
Vendor Name:	Vendor ABC
Vendor Last Name:	
Vendor First Name:	

- b. **Corporate Information:**
 - i. Vendor Type: Select “PO – Disbursement Voucher/ Purchase Order”
 - ii. Is this a foreign vendor: Select “No”. This field is required for tax purposes.
 - iii. US Tax Number:
 - 1. Companies: Enter FEIN.
 - 2. Individuals: Enter SSN
 - 3. Reimbursement Only: This information is not required.
 - iv. Tax Number Type: Select FEIN or SSN.
 - 1. Reimbursement Only: This information is not required.
 - v. Ownership Type: Select Ownership type found on the vendor’s W9 form.
 - 1. Reimbursement Only: Select “Individual/ Sole Proprietor”.

Corporate Information	
* Vendor Type:	PO - Disbursement Voucher/Purchase Order
* Is this a foreign vendor:	No
US Tax Number:	123456789
Tax Number Type:	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN <input type="radio"/> NONE
* Ownership Type:	Individual/Sole Proprietor

- vi. Ownership Type Category: Optional. Select a category that is appropriate to the vendor, or leave blank.

Ownership Type Category:	<input type="text"/>
W-9 Received:	Yes <input type="button" value="v"/>
W-9 Signed Date:	03/02/2017 <input type="button" value="c"/>
W-8 Received:	<input type="button" value="v"/>
W-8 Signed Date:	<input type="text"/> <input type="button" value="c"/>
W-8 Type:	<input type="text"/> <input type="button" value="m"/>

- vii. W-9 Received: Select "Yes" or "No"
- viii. W-9 Signed Date: Select a Date

Ownership Type Category:	<input type="text"/>
W-9 Received:	Yes <input type="button" value="v"/>
W-9 Signed Date:	03/02/2017 <input type="button" value="c"/>
W-8 Received:	<input type="button" value="v"/>
W-8 Signed Date:	<input type="text"/> <input type="button" value="c"/>
W-8 Type:	<input type="text"/> <input type="button" value="m"/>

- ix. W-8 Received: (Foreign Only) Select "Yes" or "No"
- x. W-8 Signed Date: (Foreign Only)
- xi. W-8 Type: (Foreign Only)

W-9 Received:	Yes <input type="button" value="v"/>
W-9 Signed Date:	03/02/2017 <input type="button" value="c"/>
W-8 Received:	<input type="button" value="v"/>
W-8 Signed Date:	<input type="text"/> <input type="button" value="c"/>
W-8 Type:	<input type="text"/> <input type="button" value="m"/>

- xii. Country of Incorporation/Citizenship: Select Country

Country of Incorporation/Citizenship:	United States
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7. Detailed Information:

- a. Payment Terms: Per contracted agreement or UConn standard terms of Net 45.
- b. Shipping Title: If applicable
- c. Shipping Payment Terms: If applicable

Payment Terms:	Net 45 Days <input type="button" value="m"/>
Pre-Payment:	<input type="button" value="v"/>
Credit Card:	<input type="button" value="v"/>
Taxable Indicator:	<input type="checkbox"/>
Vendor Hold Code:	<input type="text"/>
Minimum Order Amount:	<input type="text"/>
Shipping Title:	<input type="text"/> <input type="button" value="m"/>
Shipping Payment Terms:	<input type="text"/> <input type="button" value="m"/>

8. Address Tab:

- a. Address Type: Select “PO – Purchase Order”
- b. Address 1: Enter the vendor address
 - i. If DBA, enter the DBA name and address on Address 2 field.
 - ii. Payments to individuals: Enter home address. Work addresses not allowed.
- c. City: Enter city
- d. State: Enter State
- e. Postal Code: Enter Postal Code
- f. Country: Enter Country
- g. E-mail Address: Enter the vendor’s e-mail address
- h. Set as Default Address: Change to “Yes”
- i. Select Add

Address hide

New Address

* Address Type: PO - Purchase Order

* Address 1: 3 Discovery Drive

Address 2:

* City: Storrs

State: CT

Postal Code: 06268

Province:

* Country: United States

Attention:

URL:

Vendor Fax Number:

Email Address: VendorABC@gmail.com

Set as Default Address: Yes

Active Indicator:

add

- j. Note: If the vendor’s remit address is different than the PO address, create a remit address using the same steps as above.

9. Contact Tab: This tab is optional. Use this tab if you want to add a contact name.

Contact hide

New Contact

* Contact Type: Customer Service

* Name: John Smith

Email Address: john.smith@vendorabc.com

10. Supplier Diversity Tab: Select the Supplier Diversity Classification if the vendor is CT DAS certified. Fax or E-mail the certificate. Fax Number: 860-486-5846. E-mail: AP_Vend_Coord@uconn.edu.

Supplier Diversity hide

New Supplier Diversity

* Supplier Diversity:

Active Indicator:

add

11. Vendor Phone Number Tab:

- a. Phone Type: Select the phone type
- b. Phone Number: Enter the Vendor’s Phone Number
- c. Select Add
- d. Enter multiple phone numbers if necessary.



12. Notes and Attachments Tab:

- a. **DO NOT attach W-9's, W-8's or Vendor Packets.** Fax them to 860-486-5846. Must be signed and dated.
- b. In order to create a vendor, the vendor coordinators in accounts payable need the vendor backup documentation to verify the information submitted. Fax the W9 and/or Vendor Application packet with the eDoc Number written on it. **Do not attach this backup information to the eDoc.** Fax Number: 860-486-5846.
- c. If there is other documentation to attach, select "Browse", select documentation, attach, and select "Add"
 - i. A note is required when attaching documentation in the Notes and Attachment Tab.



13. Submit the e-doc.

- a. "Document was successfully submitted" will appear in the upper left hand corner.
 - i. If the FEIN is already being used, a division may need to be entered. Divisions are used when one FEIN is used for multiple divisions of the same company. Email AP_Vend_Coord@uconn.edu or call 486-4137 for assistance.

14. After Submitting the E-doc:

- a. Allow 5 to 7 business days for approval.
- b. The initiator of the vendor request will see an FYI in their Action list once the vendor has been set up in Quali by the Vendor Coordinator in Accounts Payable.
- c. Once the FYI appears, proceed with initiating the Requisition or Disbursement Voucher. To remove the FYI from the Action List, change the NONE to FYI then select the Take Actions Button.