9.2 Adding Providers/Vendors

Purpose: Use this document to add providers and/or vendors in the Vendor Information page in ctcLink.

Audience: Benefits Administrator.

A benefit provider is a vendor. A benefit provider is the entity that sponsors the benefit plan that your company offers your employees. You use the Provider/Vendor Table to set up an ID for each vendor.

⚠ You must have at least one of these local college managed security roles:

- ZD_BN_VIEW_PLANS_PROVIDERS

    If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Add Providers/Vendors

Navigation: NavBar > Navigator > Set Up HCM > Product Related > Base Benefits > Plans and Providers > Provider/Vendor Table

1. The Provider/Vendor Table search page displays.
2. Select the **Add a New Value** tab.
3. Enter valid info into the **Set ID** field.
4. Enter valid info into the **Vendor ID** field.
5. Select **Add**.

Provider/Vendor Table

Find an Existing Value	Add a New Value

Set ID WA000

Vendor ID 123456789 ×

Add

6. The Provider/Vendor Table page displays.
7. The Vendor Information tab is used to create the vendor code and identify the name and type of the vendor you are entering.
8. In the Vendor Name section, enter valid info into the **Name 1** field.
9. Enter valid info into the **ShortName** field.
10. In the Vendor Classification section, The **HCM Class** field identifies the HRMS classification used to create views so you see the appropriate vendors on the appropriate tables.
    a. For **General Providers** the class is **P**.
    b. For **HCM** vendors, **Approved** is the default selection in the **Status** field. Accept this default.
    c. **Regular** is the default selection in the **Persistence** field. Accept this default.

Vendor Information	Addresses	Locations	Contacts	Policy Information

Set ID WA000   Vendor 123456789

Vendor Name

*Name 1 ACME Insurance

Name 2

*ShortName ACME

Vendor Classification

*HCM Class P   General Provider

*Status Approved

*Persistence Regular

11. Select the **Addresses** tab. Use the Addresses page to enter a vendor's address information.
12. The Addresses tab displays.

13. Enter valid information into the **Description** field.
14. Use the **Address Type** field to select the type of business address you are entering.
15. Enter valid value into the **Effective Date** field.
16. Select the **Edit Address** button (Use the Edit Address page to add or edit vendor address details).

17. The Edit Address pagelet displays.
18. Enter valid value into the **Address 1** field.
19. Enter valid value into the **City** field.
20. Enter valid value into the **State** field.
21. Enter valid value into the **Postal** field.
22. Select the **OK** button.

23. The Address tab displays with updated information.

24. Select the **Locations** tab.
25. Use the Locations page to enter locations for the vendor. Each vendor must have one default location, but can also have multiple locations, including an:
    - **Invoicing From**,
    - **Remit To**
    - and **Return To Location**.

26. Enter the desired information into the **Description** field.
27. Enter valid value into the **Effective Date** field. (Use the Effective Date field to enter the date on which the location for this vendor becomes active).
28. Note that the **Vendor** field displays the name of the vendor receiving the payments.
29. Select **Save**.

30. The process for adding a provider/vendor is now completed.
31. End of procedure.