9.2 Creating or Maintaining a Supplier

Purpose: Use this document as a reference for how to create or maintain a supplier in ctcLink

Audience: Accounts Payable Staff

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

- ZC Supplier Entry
- ZD Accounts Payable Inquiry
- ZD Purchasing Inquiry
- ZZ Supplier Entry

    You must also set these User Preference Definitions:

- User Preferences: Supplier Entry

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

⚠️   Since Suppliers are "Global", only <u>one</u> W-9 form is required per Supplier. Please note, if a W-9 is already attached, you can make updates as needed. However, if a W-9 is not attached, please contact your vendor to attain a current W-9 and upload to the Supplier.

Edit Information for a Supplier

Navigation: NavBar > Navigator > Suppliers > Supplier Information > Add/Update > Supplier

1. On the **Supplier Information** search page, select the **Find an Existing Value** tab.
2. Enter or select "WACTC**"** in **SetID.**
3. Enter or search for **Supplier Name.** In this example, search for a name that contains "college".
4. Select **Search**. The **Supplier Information** search page will redisplay with the search results.

5. In the **Search Results** section, select the **Supplier**. The **Supplier Information** page will display.

6. **Summary** tab of the selected Supplier will open with a message box. The message indicates the audit for the supplier fields are enabled and any updates to supplier will be recorded.
7. Select **OK**.

8. On the **Supplier Information** page, select **Correct History** to allow modification of this record.
9. Select the **Address** tab.

> ⊗ In order to use the **Correct History** button, you must have the security role of **ZC Supplier Entry**. Contact your local IT or Supervisor to request access.

10. On the **Address** tab, in the **Supplier Address** section, select the "**+**" to add a new address. The **Supplier Address** page will redisplay with an empty address.

> ❗ Make sure the **Correct History** button is grayed out. Once selected, you are able to make modifications or corrections to pages.

11. In the **Supplier Address** section, the **Address ID** will pre-fill with the next sequential number. In this example, "4".
12. Enter **Description**.
13. Enter **Address 1.** Enter **Address 2** and **Address 3** if appropriate.
14. Enter **Zip Code**. The **City**, **State** and **County** will be filled based on the **Zip Code**. The Address will also be verified as a valid address.
15. Enter **Email ID** if appropriate.
16. Select **Save**.

> 💡 **To modify an existing Address**:
>
> 1. Under the **Supplier Address** details section, do not change the old address to the new address as this will delete historical information.
> 2. Select the "**+**" to get a new **Address Detail** section.
> 3. Enter the new **Effective Date**.
> 4. The **Status** of this address should be **Active**.
> 5. Enter the new street/mailing address information.

17. Once you select save, another window for "Preview Audit, Enter Reason Codes/Comments" will open to enter the reason code and comment for the update done in each field.

Note: You have to give the reason code & comment for each field you modified.

18. Select a **Reason Code** using the magnifying glass.

19. Enter a **Comment** describing the reason for the change.
20. Select **OK**.
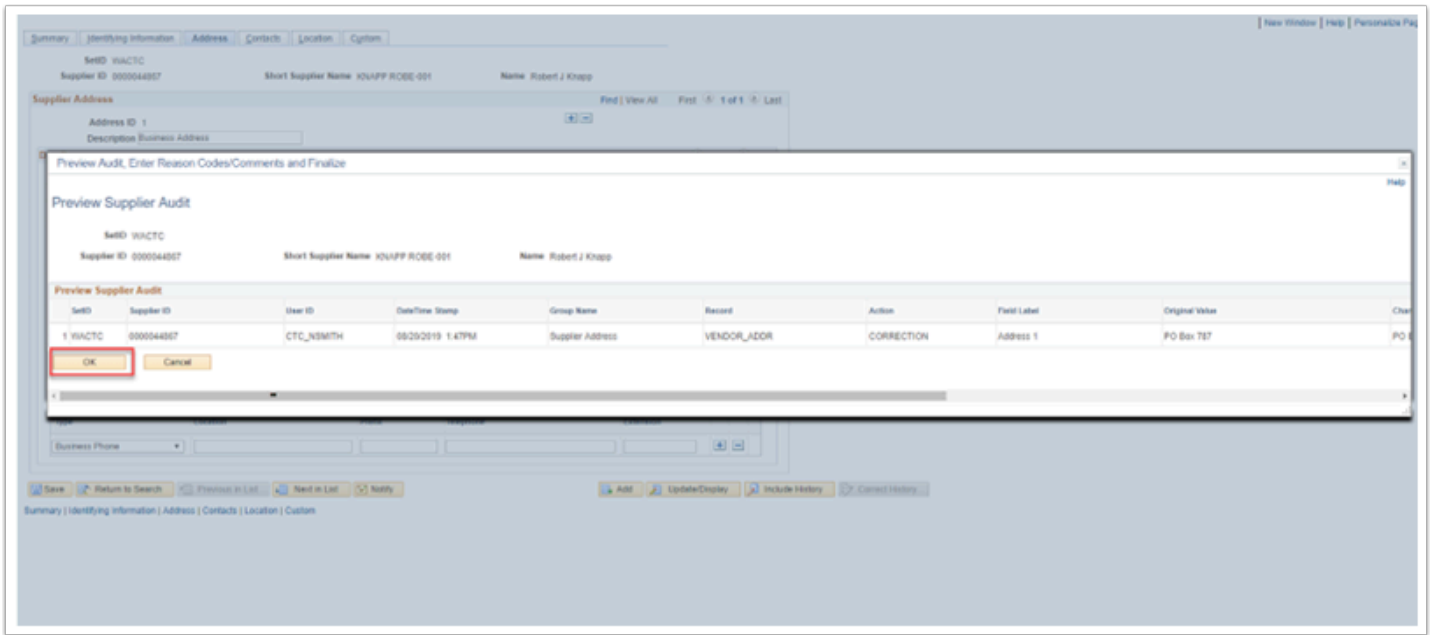
21. A **Message** box will appear to submit the Vendor for Approval.
22. Select **OK** to submit approval or **Cancel** to discard changes.
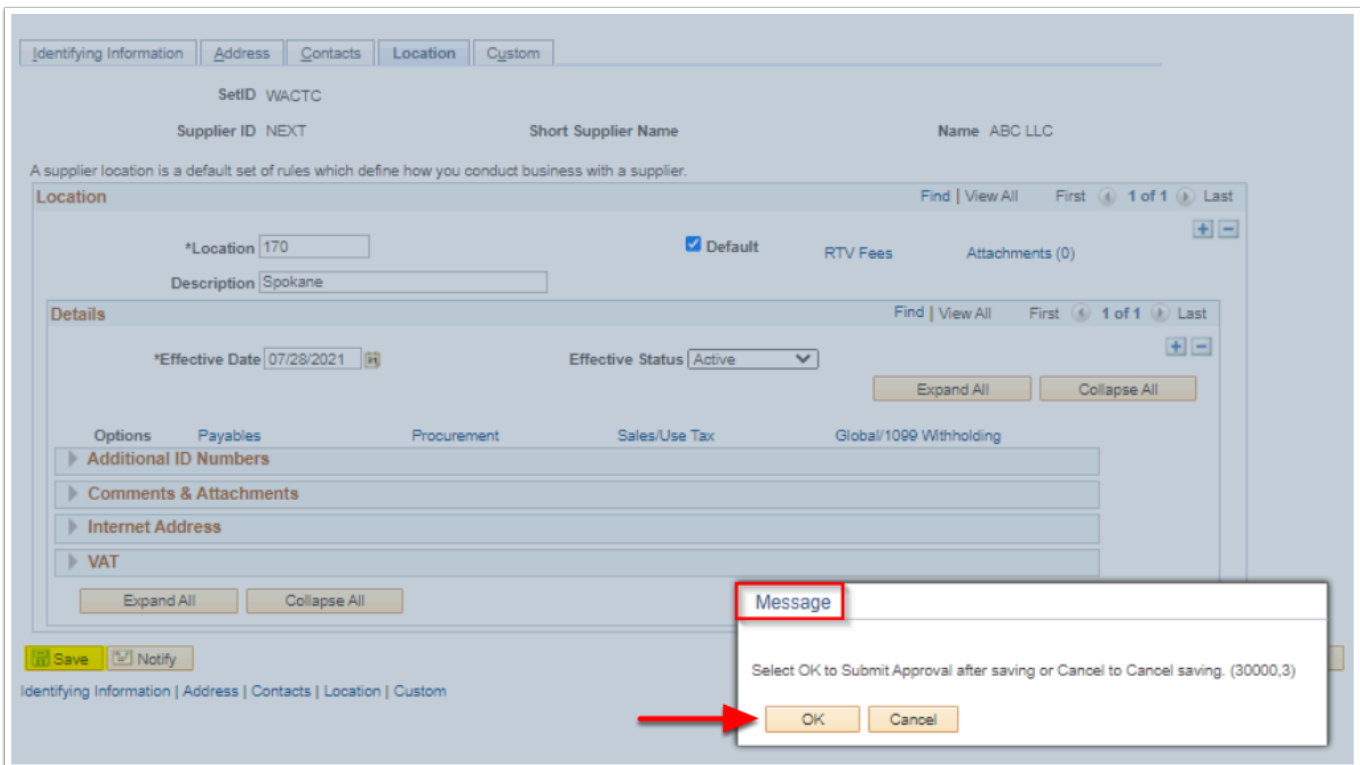
23. If you select **OK** to submit Approval, the **Approval Comments** Box will appear to add **Additional Details**.
24. Select **OK.**

25. The Vendor is submitted for Approval.
26. The User will be notified via **Email** and/or **Worklist** when the action will be taken by the Approver.

💡 Optional to select the **Approval History** hyperlink to view the Supplier Approval History.

27. Section complete.

Add Information for a New Supplier

> 💡 **Follow the [Supplier Data Entry Convention Style Guide](#) when adding a new vendor/supplier.**

> ⚠ **Note**: Supplier TIN's are required in 2 places for all suppliers; in the Additional ID Numbers section on the Identifying Information tab and on the Location tab. If the Supplier is also a 1099 vendor, then the TIN will be added while filling out the Global/ 1099 Withholding information on the Location tab.

Navigation: NavBar > Navigator > Suppliers > Supplier Information > Add/Update > Supplier

1. On the **Supplier Information** page, select the **Add a New Value** tab.
2. Enter or search for "WACTC" in **SetID.**
3. Leave "Next" in **Supplier ID** for the system to assign the next sequential **Supplier ID**.
4. Select **Persistence** from the following choices:
    1. One Time Use this selection for a supplier that will only be used one time. After the one time use, the supplier will be inactivated automatically. However, it will still be available for re-activation if needed. Note: A one-time supplier is different from a single payment supplier in that a one-time supplier adds rows to the supplier tables. A single payment supplier does not affect supplier tables and is used as the default master supplier for single payment vouchers.
    2. Permanent: Select for suppliers you know your organization will always use, even if not on a frequent basis. The supplier is not purged from the system unless you specifically request that they be archived in a supplier archive request. Only a select number of suppliers will be given this Persistence.
    3. Regular: This selection will be most of your suppliers. It is for a regularly used supplier that needs to be maintained for some time. Suppliers with this Persistence can be inactivated if not used. However, it will still be available for re-activation if needed.
    4. Single Payment Supplier: There is one Supplier that is already setup as a Single Payment Supplier. This option will not be available to any other suppliers.

5. Select **Add**. The **Supplier** page will display.

Supplier Information

Find an Existing Value | Keyword Search | **Add a New Value**

SetID WACTC 🔍
Supplier ID NEXT
Persistence Regular ⌄

[Add]

Find an Existing Value | Keyword Search | Add a New Value

6. On the **Supplier** page, use the **Identifying Information** tab to enter the required (*) supplier information.
7. Enter **Supplier Name.**
8. Enter **Additional Name.**
9. Enter **Supplier Short Name.**
10. Select **Classification** from the following choices:
    1. Attorney: This classification is not being used.
    2. Employee: This classification is only used when you don't have HCM module, therefore we will not be using it.
    3. HCM: This is the designation for a Payroll supplier. The HCM Class is required if you choose this classification.
    4. Outside Party: This will be most of your suppliers.

11. Select **HCM Class.** The following classifications are for payroll suppliers:
    1. **Garn Payee:** This is for a garnishment supplier.
    2. **General Deduction**: This is for a general deduction supplier.
    3. **General Provider**: This is for payroll benefit suppliers.
    4. **Imp Partner Provider**: This HCM Class is not being used.
    5. **Industrial Ins Board Provider**: This HCM Class is not being used.
    6. **National Health Serv Provider**: This HCM Class is not being used.
    7. **Tax Collector**: This HCM Class is not being used.

12. Select the **Withholding** checkbox to set Supplier up for 1099 withholding/reporting. See Withholding Supplier Update QRG for details.
13. In the **Supplier Relationships** section, select the **InterUnit** checkbox and enter the **InterUnit Supplier ID** if this is an InterUnit supplier.
14. In the **Additional ID Numbers** section, enter or search for "TIN**"** or" SSN**"** in **Type.** (Enter other identifiers such as UBI, DB, etc. if appropriate.)

15. Enter **ID Number**.
16. Select the **Address** tab.

17. On the **Address** tab, in the **Supplier Address** section**,** the **Address ID** number will be automatically filled with the next sequential number.
18. Enter **Description.** This is a free text field to describe the address.
19. In the **Details** section, enter **Country.**
20. Enter **Address 1.** Enter **Address 2** and **Address 3** if appropriate.
21. Enter **Zip Code**. The **City**, **State** and **County** will be filled based on the **Zip Code**. The Address will also be verified as a valid address.

> 💡 **Note: If you are adding more than one current address for this supplier (for example, the supplier has multiple sites), click the add button (+) in the Supplier Address group box to add a new row. To update address information for the supplier, click the add button (+) in the Details group box to add a new row. Because supplier information is effective-dated, you can insert new rows to reflect changes in address before the change goes into effect, so that you don't forget to update this information later. To correct an erroneous address, enter the correct address in place of the incorrect one, and save your changes.**

22. Enter **Email ID.** Enter the supplier's email address. This is the address that the Email application engine process uses when you select the dispatch method of email in PeopleSoft Purchasing.
23. In the **Payments/Withholding Alt Names** section, enter Alternate Names.

> 💡 Use the **Payment/Withholding Alt Names** section (payment and withholding alternate names) section to specify alternate names for the supplier that can be used for payment and withholding purposes. When the system generates payments for the location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.

24. Select the **Contacts** tab.

25. On the **Contacts** tab enter contact information if available.
26. Select the **Location** tab.

ℹ️ Each school has been setup with a **Location** number and **Description** (refer to school listing). In order to utilize this supplier, a school must setup their location here and associate payment and address detail.

💡 Note: Supplier "locations" in PeopleSoft are not addresses but "Business Units". Within the Business Unit you can specify which addresses will be associated with the business unit.

27. On the **Location** tab, enter **Location**.
28. Enter **Description**.
29. Select the **Payables** link. The **Payables Options** page will display.

30. On the **Payables Options** page, enter the location in the **Invoicing** and **Remitting** addresses.
31. For suppliers that have remittance addresses to a different supplier, select the supplier here (factoring).
32. The following are additional options sections. Select the arrows to expand the sections.
    1. **Additional Payables Options** section: You can set definitions for the fields and controls that handle how the payment is done. Such as, Payment Control, Bank, Draft Processing Control, Additional Payment Information, Holiday Processing Options, Document Sequencing Type, and Late Charges.
    2. **Matching/Approval Options** section: You can set definitions that handle the Workflow Approval, Matching Options and ERS Invoice Date.
    3. **Electronic File Options** section: You can set definitions that handle Pre-Notification, Fund Transfer Details, Bank Charge Options, and Treasury Payment.
    4. **Self-Billed Invoice Options** section: You can set definitions that handle SBI Numbering.
    5. **Supplier Bank Account Options** section: You can enter the Bank information for the supplier.
    6. **Supplier Type Options** section: You can set the Preferred language along with the Primary Type and Service Type for the supplier.
    7. **Debit Memo Options** section: You can set the option to Allow Debit Memos along with Defaults, Dispatch Options and Address Options.
    8. **Payment Notification** section: You sent an e-mail address to receive a payment advisory.

33. Select **OK**. The **Payables Options** page will close.

34. On the **Supplier** page, select the **Procurement** link. The **Procurement Options** page will display.

35. Use the **Procurement Options** page to enter the location to the **Ordering**, **Pricing**, **Returning** and **Ship From** addresses.
36. Select **OK**. The **Procurement Options** page will close.

37. On the **Supplier Page**, select the **Global/1099 Withholding** link. The **Withholding Supplier Information** page will display.

38. Under the **Details** section, expand the **Additional ID Numbers** section.
39. Select or enter the Type = **'TIN'.**
40. Enter the **Taxpayer ID Number.**

41. Select **Save**.

42. To add the TIN for a non-1099 vendor, select the **Identifying Information** tab.
43. Expand the **Additional ID Numbers** section.
44. Input the type **'TIN'.**
45. Enter the **Taxpayer Identification Number.**
46. Select **Save.**

47. Use the **Withholding Supplier Information** page to specify withholding options for the supplier location.

48. Select **OK.** The **Withholding Supplier Information** page will close.

49. On the **Supplier** page, select **Save**.

50. A **Message** box will appear to submit the Vendor for Approval.
51. Select **OK** to submit approval or **Cancel** to discard changes.

52. If you select OK to submit Approval, the **Approval Comments** box will appear to add **Additional Details.**
53. Select **OK**.

54. The Vendor is submitted for Approval.
55. The User will be notified via **Email** and/or **Worklist** when the action will be taken by the Approver.

💡 Optional to select the **Approval History** hyperlink to view the **Supplier Approval History**.

56. Section complete.

Setup Withholding Suppliers

1. On the **Supplier** page, select the **Identifying Information** tab.
2. Select the **Withholding** checkbox to enable withholding for this supplier.
3. Select the **Location** tab.

4. On the **Location** tab, select the **Global/1099 Withholding** link. The **Withholding Supplier Information** page will display.

> ⊘ **NOTE:** If Withholding is checked, _all_ locations must have the Global/1099 Withholding grid completed.

5. On the **Withholding Supplier Information** page, select the **Main Information** tab in the **Withholding Information** section.
6. Enter or select the **Withholding Entity** to which the withholding amounts are reported. The withholding entity is the tax authority. You can define more than one entity for a single supplier location.
7. Enter or select the **Withholding Type**. For each withholding type, there may be classes and categories associated with that type.
8. Enter or select the **Withholding Jurisdiction** for this type of withholding. The Jurisdiction field enables you to define where the supplier is located or where the transaction took place.
9. Indicate which jurisdiction is the default by selecting the **Default Jurisdiction** check box in that jurisdiction's row. You can select more than one row as the default jurisdiction. However, you must select at least one row as the default jurisdiction or the withholding defaults are not copied to the invoice.
10. Enter or select the **Default Withholding Class** for this type of withholding.
11. Enter or select the **Withholding Status** for this withholding class combination or supplier location.
12. Select the **Overrides** tab.

13. On the **Overrides** tab, for **Hold Pay Indicator,** accept the default from the control hierarchy, or select "Specify" to override the default and activate the **Hold Payment** field.
14. Select **Hold Payment** from the following options:
    1. **Hold All**: Hold both the payment and the withholding amount for this supplier.
    2. **No Hold**: Do not hold payments for this supplier.
    3. **Wthd Only** (withhold only): Hold only the withholding amount.

15. For **Withholding Rule Indicator,** accept the default from the control hierarchy, or select "Specify" to override the default and activate the Rule field.
16. Select **Withholding Rule**. The withholding rule describes the actions to be taken during withholding.
17. Select the **Withholding Condition** for this withholding class combination and supplier location. Some suppliers enjoy special withholding privileges. This privilege is termed exoneration and enables the supplier to be withheld less than other suppliers. For instance, a supplier may have a condition that stipulates that only half of the regular amount be withheld during the first six months of the year. These three fields provide a way to specify an exoneration percentage and expiration date for the exoneration at the supplier level:
    1. **Exempt**: The supplier is completely exempt from withholding. The **Condition Percent** field should be 100.00. Enter the date until which this supplier is exempt, in the **Valid Until** field.
    2. **Exonerate**: The supplier is withheld less than other suppliers. Enter the exoneration percentage in the **Condition Percent** field. Enter the date until which this supplier is exonerated, in the **Valid Until** field.
    3. **None**: The supplier is neither exempt nor exonerated from withholding. The Percent and Valid Until fields should be blank.

18. Enter **Condition %** if appropriate**.** For a location with a withholding condition of Exonerate, enter the percentage of withholding from which the supplier is exonerated. For a location with a withholding condition of Exempt, enter the 100.00.
19. Enter **Condition Valid Until** if appropriate. For a location with a withholding condition of Exempt or Exonerate, enter the date until which the supplier is exonerated or exempt.
20. Select the **Withhold if missing** checkbox to activate withholding for this withholding class combination for supplier location.
21. Select the **Remit** tab.

22. On the **Remit** tab, enter or select **Withholding Entity** or Supplier to indicate to whom you remit withholding payments for this supplier location.
23. Enter or select **Remit Supplier.** Select the supplier to whom you want to remit withholding information.
24. Enter or select **Remit to Location.** Select the supplier's remit to location.
25. Enter or select **Remitting Address.** Select the supplier's remitting address.
26. In the **Withholding Reporting Information** section, select the **Main Information** tab.

27. On the **Main Information** tab, enter or select the **Withholding Entity** to which the withholding information is reported. You can define more than one entity for a supplier location.
28. Enter or select **Address Seq.** Select the supplier's address from the addresses defined on the Supplier Information Address page. The entity needs the supplier's address.
29. Enter or select **TIN Type.** Select the Taxpayer Identification Number (TIN) type for the supplier from these options:
    1. F: Federal Employer ID Number.
    2. S: Social Security Number.

30. Enter or select the supplier's **Taxpayer Identification Number** (TIN) for the withholding entity.
31. Select the **Additional Info** tab.

32. On the **Additional Info** tab, select the **Direct Sales of $5000 or More** checkbox if you had more than $5,000.00 USD worth of direct sales with this supplier.
33. Select the **IRS Notified Twice of Invalid** checkbox if the IRS has informed you twice that the TIN number that your supplier gave you is not valid.
34. Enter the amount of **State Income tax Withheld** for this supplier.
35. Enter the **Withholding Control Name** as defined by the IRS. It is usually the first four characters of the surname of the payee. The control name is included in the file provided to the IRS.
36. Select the **Trade or Business Income Ind** checkbox to indicate whether the withholding involves trade or business income for IRS 1099-G (Government Payments) reporting.
37. Enter the amount of **Foreign Tax Paid** for IRS 1099-INT (Interest Income) reporting.
38. Enter **Country Paid.** This is the country to which the foreign tax was paid for IRS 1099-INT (interest Income) reporting.
39. Select the **TIN Match** tab.

40. On the **TIN Match** tab, select the **Match TIN** checkbox if you have used the IRS online matching process. If the checkbox is selected, then the **TIN Match Code** is set to "0" and the **TIN Match Status** set to "Matched".
41. **TIN Match Status** displays the various options which include New, Pending, Matched or Error. **TIN Match Status** is set using the results of the batch verification or is set to Matched if the online verification is used.
42. **TIN Match Code** displays the match code returned by the IRS. The valid **TIN Match Code**s are as follows:
    1. 0: TIN and Name match
    2. 1: TIN missing or entered incorrectly
    3. 2: TIN entered is not currently issued
    4. 3: TIN and Name do not match
    5. 4: Invalid TIN matching request
    6. 5: Duplicate TIN matching request
    7. 6: TIN Match found only on SSN (Social Security Number)
    8. 7: TIN Match found only on EIN (Employer Identification Number)
    9. 8: TIN Match found on both the SSN and EIN

43. The IRS assigns an **IRS Tracking Code** to every file you download. If you enter the tracking code when the file is loaded into PeopleSoft, the supplier/location can be tracked enabling you to tie the TIN to a bulk file.
44. **Match Date** is the date you enter when the file is uploaded. If the TIN was manually matched, you can enter the match date from the Interactive TIN matching process. The **Match Date** can be entered only if the **Match TIN** check box is selected.
45. The **Manually Matched** checkbox is selected by the system if the match was done through the online matching process.
46. Select **OK**. The **Withholding Supplier Information** page will close.

47. On the **Supplier** page, select **Save**.

> **ⓘ   Note: If you are adding Withholding to an existing Supplier, then it will be followed by the next steps:**

48. Another window for "Preview Audit, Enter Reason Codes/Comments" will open to enter the reason code and comment for the update done in each field.

Note: You have to give the reason code & comment for each field you modified.

49. Select a **Reason Code** using the magnifying glass. Repeat as needed.

50. Enter a **Comment** describing the reason for the change. Repeat as needed.
51. Select OK.

52. A **Message** box will appear to submit the Vendor for Approval.
53. Select **OK** to submit approval or **Cancel** to discard changes.

54. If you select OK to submit Approval, the **Approval Comments** box will appear to add **Additional Details.**
55. Select **OK**.

56. The Vendor is submitted for Approval.
57. The User will be notified via **Email** and/or **Worklist** when the action will be taken by the Approver.

> 💡 Optional to select the **Approval History** hyperlink to view the **Supplier Approval History**.

58. Section complete.

Factoring Suppliers

1. On the **Supplier** page, select the **Location** tab.
2. Select the **Payables** link. The **Payables Option** page will display.

3. On the **Payables Options** page, enter or select **Supplier** in the **Remitting** section.
4. Expand the **Additional Payables Options** by selecting the arrow to the left. The **Supplier** page will redisplay with the **Additional Payables Options** section expanded.

5. In the **Additional Payables Options** section, select the **Factoring** checkbox in the **Payment Control** area.

6. Select **OK**. The **Additional Payables Options** page will close.

7. On the **Supplier** page, select **Save**.

8. A **Message** box will appear to submit the Vendor for Approval.
9. Select **OK** to submit approval or **Cancel** to discard changes.

10. If you select OK to submit Approval, the **Approval Comments** box will appear to add **Additional Details.**
11. Select **OK**.

12. The Vendor is submitted for Approval.
13. The User will be notified via **Email** and/or **Worklist** when the action will be taken by the Approver.

> 💡 Optional to select the **Approval History** hyperlink to view the **Supplier Approval History**.

14. Section complete.

Payment Setup

1. On the **Supplier** page, select the **Location** tab.
2. Select the **Payables** link**.** The **Payables Options** page will display.

3. On the **Payables Options** page, enter the **Address** in the **Invoicing** section.
4. In the **Remitting** section, enter **Supplier**.
5. Enter **Address**.
6. Enter **Location**.
7. For suppliers that have remittance addresses to a different supplier, select the supplier here.

8. Expand the **Additional Payables Options** section by selecting the arrow to the left.
9. Use the **Additional Payables Options** section to define payment and draft control options for the supplier location.

> 💡 NOTE: Please refer to [QRG 9.2 Setting Up Supplier ACH/EFT Payment](#) to setup the Supplier's Payment Method to either ACH or EFT.

10. Expand the **Electric File Options** section by selecting the arrow to the left.
11. Use the **Electric File Options** section to to specify the electronic file setup for this supplier location.

12. Expand the **Supplier Bank Account Options** section by selecting the arrow to the left.
13. Us the **Supplier Bank Accounts** section enter the Supplier's banking information.

14. Expand the **Payment Notification Options** section by selecting the arrow to the left.
15. Use the **Payment Notification Options** section set up the Supplier's Payment Notification options.
16. Select **OK**. The **Payables Options** page will close.

17. On the **Supplier** page, select **Save**.

18. A **Message** box will appear to submit the Vendor for Approval.
19. Select **OK** to submit approval or **Cancel** to discard changes.

20. If you select OK to submit Approval, the **Approval Comments** box will appear to add **Additional Details.**
21. Select **OK**.

22. The Vendor is submitted for Approval.
23. The User will be notified via **Email** and/or **Worklist** when the action will be taken by the Approver.

> 💡 Optional to select the **Approval History** hyperlink to view the **Supplier Approval History**.

24. Process complete.

Credit Card Purchase

1. On the **Supplier** page, select **Location** tab.
2. Select the **Procurement** link. The **Procurement Options** page will display.

3. On the **Procurement Options** page, at the bottom expand **Procurement Card Information** section.

4. In **Procurement Card Information** section, click the **Accepts Procurement Card as payment method** check box.
5. Then select **Contact Cardholder** from the **Procard Dispatch Option** dropdown.
6. In **Types of Procurement Card Accepted** section, select **Visa** as a Card Type.
7. Select **OK.**

8. Process complete.