

## 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 one 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.

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Keyword Search](#)
[Add a New Value](#)

**Search Criteria**

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | 
 [Keyword Search](#) | 
 [Add a New Value](#)

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

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Keyword Search](#)
[Add a New Value](#)

**Search Criteria**

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

**Search Results**

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
WACTC V000032569	Regular	2YC3 2YEAR-001	(blank)		2YC3 2YEAR COLLEGE CHEMISTRY
WACTC V000035679	Regular	ACADEMY FO-001	(blank)		ACADEMY FOR COLLEGE EXCELLENCE
WACTC V000032506	Regular	AFT SEATTL-001	(blank)		AFT SEATTLE COMMUNITY COLLEGES
WACTC V000001165	Regular	AFTERCOLLE-001	(blank)		AFTERCOLLEGE INC.

- 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.
- Select **OK**.

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID WACTC  
 Supplier ID V000023140  
 Supplier Short Name AACC AACC-001  
 Supplier Name American Assn of Community Colleges

Order AACC-001  
 PO Box 75263  
 Baltimore, MD 21275

Remit To AACC-001  
 PO Box 75263  
 Baltimore, MD 21275

Status Approved  
 Persistence Regular  
 Classification Outside Party  
 HCM Class  
 Open for Ordering Yes  
 Withholding No  
 VAT No

Last Modified By CTC\_SOBIHARI  
 Last modified date 09/26/2018 4:28PM  
 Created By CTC\_CONVERSION  
 Created Date/time 08/22/2015 2:56PM  
 Last Activity Date 12/04/2018

Message

If any updates are made, the audit settings will be modified based on the current configuration. (7025,505)

The system configuration for supplier auditing conflict with the current parameters in the supplier master. If any updates are made to this supplier with the current audit parameters, the auditing options will also be modified at save time.

OK

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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.

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID WACTC  
 Supplier ID V000032569  
 Supplier Short Name 2YC3 2YEAR 2YC3 2YEAR-001  
 Supplier Name 2YC3 2YEAR COLLEGE CHEMISTRY

Order 2YC3 2YEAR-001  
 1200 W. ALGONQUIN RD  
 PALATINE, IL 60067

Remit To 2YC3 2YEAR-001  
 1200 W. ALGONQUIN RD  
 PALATINE, IL 60067

Status Approved  
 Persistence Regular  
 Classification Outside Party  
 HCM Class  
 Open for Ordering Yes  
 Yes  
 VAT No

Last Modified By CTC\_CONVERSION  
 Last modified date 08/22/2015 2:56PM  
 Created By CTC\_CONVERSION  
 Created Date/time 08/22/2015 2:56PM  
 Last Activity Date

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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.

The screenshot shows the 'Supplier Address' form in a web application. The form is titled 'Supplier Address' and is part of a larger system for managing suppliers. It includes tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. The Address tab is active. The form contains fields for Address ID (pre-filled with '1'), Description (Business Address), Effective Date (01/01/1901), Effective Status (Active), Country (USA), Address 1 (1200 W. ALGONQUIN RD), Address 2, Address 3, City (PALATINE), County, State (IL), Zip Code (60067), and Email ID. There are also sections for Payment/Withholding Alt Names and Phone Information. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A red arrow points to the 'Correct History' button, which is grayed out.

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**.

SetID: WACTC Supplier Address Search  
Supplier ID: V000032569 Short Supplier Name: ZYC3 2YEAR-001 Supplier: ZYC3 2YEAR COLLEGE CHEMISTRY

**Supplier Address** Find | View All First 2 of 4 Last

Address ID: 4  
Description: Shipping Address

**Details** Find | View All First 1 of 1 Last

Effective Date: 05/13/2019 Effective Status: Active

Country: USA United States  
Address 1: 1100 West Algonquin Road  
Address 2:   
Address 3:   
City: Palatine  
County: Cook Zip Code: 60067-9048  
State: IL  
Email ID:   
Clear

Payment/Withholding Alt Names

**Phone Information** Personalize | Find | View All | First 1 of 1 Last

Type	Location	Prefix	Telephone	Extension
Business Phone				

Save Return to Search Previous in List Next in List Notify

Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

### 💡 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/mailling 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.**

Supplier Address

Address ID: 1

Description: Business Address

Preview Audit, Enter Reason Codes/Comments and Finalize

Action	Field Label	Original Value	Changed Value	Reason Code	Comments
ADDR	CORRECTION	Address 1	PO Box 787		

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

Look Up Reason Code

SetID: WACFC

Reason Code: begins with

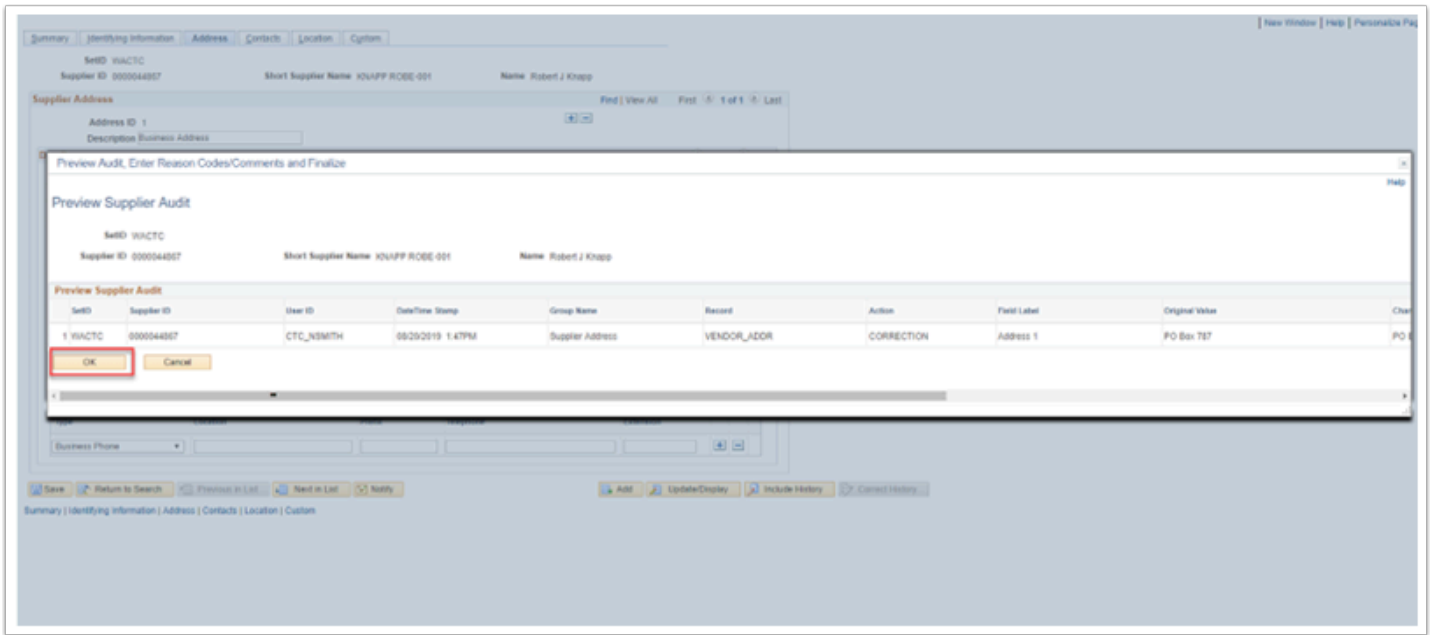
Link Up Clear Cancel Basic Lookup

Search Results

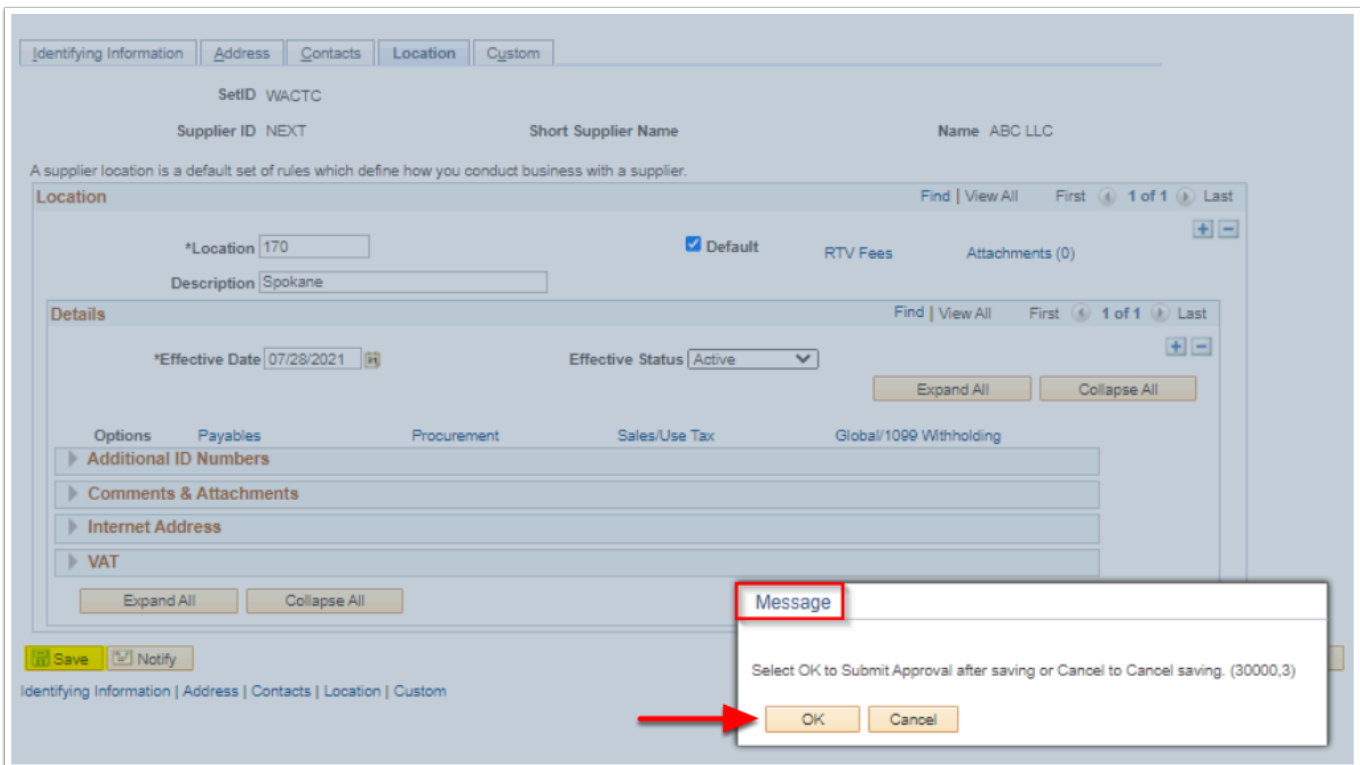
Reason Code	Reason Type Description
199RUPD	Supp Audit: 1999 Update
ADDRSUPD	Supp Audit: Address Update
CIUPD	Supp Audit: CI Update
CONCTUPD	Supp Audit: Contact Update
CONTHUPD	Supp Audit: Supplier Contact Phone Update
CORRECTION	Supp Audit: Correction
CRITICAL	Supp Audit: Critical and Sensitive Information
CUSTREQ	Supp Audit: Customer Request
DRAFT	Supp Audit: Draft
ERR	Supp Audit: System Error
EXTRUPD	Supp Audit: Updates from External Program
FUTUPD	Supp Audit: Future Use
GEN	Supp Audit: Generic
INTR	Supp Audit: Instructions from the Supplier or AP clerk
LOCUPD	Supp Audit: Location Update
MAINT	Supp Audit: Maintenance
MANERROR	Supp Audit: Manual Error
MSGUPD	Supp Audit: Update from App Messaging / Integration Broker
NEWVNDR	Supp Audit: New Supplier
ONE TIMEVNDR	Supp Audit: One Time Vendor
OTH	Supp Audit: Others
POUPD	Supp Audit: Update from PO Application
PROCPUPD	Supp Audit: Procurement Updates
PRMNTUPD	Supp Audit: Payment Update
ROUND	Supp Audit: Rounding
SALETXUPD	Supp Audit: Sales/Tax Update
SYSUPD	Supp Audit: System Update
TELEPHUPD	Supp Audit: Telephone Update
TRUNC	Supp Audit: Truncate
UATUPD	Supp Audit: VAT Update
VCHR	Supp Audit: Voucher Update
VNDAPPR	Supp Audit: Supplier Approval
VNDRBKUPD	Supp Audit: Supplier Bank Update
VNDRREQ	Supp Audit: Supplier Request
VNDRPAYUPD	Supp Audit: Supplier Payables Updates
VNDRUPD	Supp Audit: Supplier Update
WTHDCUPD	Supp Audit: Withholding Update

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**.

The screenshot shows the 'Location' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (NEXT), Short Supplier Name, and Name (ABC LLC). Below these are tabs for Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is active, showing a table with columns for \*Location, Description, Effective Date, Effective Status, and Attachments. A pop-up window titled 'Approval Comments' is open on the right, showing the SetID (WACTC), Supplier ID (NEXT), and a text area for comments with 'Test new Vendor' entered. The pop-up also has 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Identifying Information' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (0000049649), \*Supplier Short Name (ABC), \*Classification (Outside Party), HCM Class, \*Persistence (Regular), and Supplier Status (Unapproved). A pop-up window titled 'Supplier Approval History' is open on the right, showing the SetID (WACTC), Supplier ID (0000049649), and Approval Status (Unapproved). The pop-up also has a 'Help' button. Below the header, there is a section for 'Approve Suppliers' with a table showing the approval path. The table has columns for Status, User, and Comments. The first row shows 'Pending' status for 'Malika Feroz Ali' with the comment 'User list for Vendor Approval'. The second row shows 'Comments' for 'Sonali Bihari' at '07/28/21 - 8:04 AM' with the comment 'Test new Vendor'.

## 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  

Supplier ID

Persistence

**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.

The screenshot shows the 'Address' tab of the Oracle Supplier form. The 'Identifying Information' section includes fields for Supplier Name, Additional Name, Supplier Short Name, Classification, HCM Class, Persistence, and Supplier Status. The 'Supplier Relationships' section includes fields for Corporate Supplier and InterUnit Supplier. The 'Additional ID Numbers' section includes a table with columns for Type, SetID, ID Number, and DUNS Number. The 'ID Numbers' table has one row with Type 'TIN', SetID 'WACTC', and ID Number '123-45-6789'. The 'Supplier Rating' and 'Supplier Logo' sections are also visible.

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.

The screenshot shows the 'Supplier Address' form with the 'Contacts' tab selected. The form is divided into several sections: 'Supplier Address', 'Details', 'Payment/Withholding Alt Names', and 'Phone Information'. The 'Supplier Address' section shows 'Address ID 1' and 'Description Remit Address'. The 'Details' section shows 'Effective Date 05/13/2019' and 'Effective Status Active'. The 'Payment/Withholding Alt Names' section is highlighted with a red box and contains 'Payment Alternate name' (Name 1, Name 2) and 'Withholding Alternate name' (Withholding Name 1, Withholding Name 2). The 'Phone Information' section is at the bottom. The form also includes a 'Country' dropdown set to 'USA' and a 'State' dropdown set to 'IL'. The 'City' field is 'Palatine' and the 'Zip Code' is '60067-7373'. The 'Email ID' is 'Support@ContentSuppliers.com'.

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

26. Select the **Location** tab.

Identifying Information | Address | **Contacts** | **Location** | Custom

SetID WACTC  
Supplier ID NEXT Short Supplier Name Supplier QRG Content Suppliers

**Supplier Contact** Find | View All First 1 of 1 Last

Contact ID 1  
Description

**Details** Find | View All First 1 of 1 Last

Effective Date 05/13/2019  
Effective Status Active  
Type  
Name  
Title  
Address  
Internet http:// View Internet Address  
Email ID

**Phone Information** Personalize | Find | First 1 of 1 Last

*Type	Prefix	Telephone	Extension
Business Phone			

Save Notify Add Update/Display Include History

Identifying Information | Address | Contacts | Location | Custom

**i** 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.

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: WACTC  
 Supplier ID: 0000046098      Short Supplier Name: TRAINING-001      Supplier: QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Location Description

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 05/13/2019 Effective Status: Active

Expand All Collapse All

Options: **Payables** Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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.

**Supplier**

**Payables Options**

SetID: WACTC Location: 170  
 Supplier ID: 000046098 Description: Location Description  
 Short Supplier Name: TRAINING-001  
 Supplier Name: QRG Content Suppliers

[Expand All](#) [Collapse All](#)

**Invoicing**

Supplier: 000046098 QRG Content Suppliers  
 Address: 1 Address Description  
 1200 West Algonquin Road  
 Palatine, IL 60067-7373  
 Location: 170 Location Description

**Remitting**

\*Supplier: 000046098 QRG Content Suppliers  
 \*Address: 1 Address Description  
 1200 West Algonquin Road  
 Palatine, IL 60067-7373  
 \*Location: 170 Location Description

**Additional Payables Options**

[Matching/Approval Options](#)  
[Electronic File Options](#)  
[Self-Billed Invoice Options](#)  
[Supplier Bank Account Options](#)  
[Supplier Type Options](#)  
[HIPAA Information](#)  
[Debit Memo Options](#)  
[Payment Notification](#)

[Expand All](#) [Collapse All](#)  
[OK](#) [Cancel](#)

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

**Supplier**

**Procurement Options**

SetID: WACTC  
 Supplier ID: 000046098 Short Supplier Name: TRAINING-001 Supplier: QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Location Description

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 05/13/2019 Effective Status: Active

[Expand All](#) [Collapse All](#)

**Options** **Payables** **Procurement** **Sales/Use Tax** **Global/1099 Withholding**

[Additional ID Numbers](#)  
[Comments](#)  
[Internet Address](#)  
[VAT](#)

[Expand All](#) [Collapse All](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

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.

Procurement Options

SetID: WACTC Location: 170  
Supplier ID: 0000046098 Description: Location Description  
Short Supplier Name: TRAINING-001  
Supplier Name: QRG Content Suppliers

Expand All Collapse All

**Ordering**

Supplier: 0000046098 QRG Content Suppliers  
\*Address: 1 Remit Address  
Search 1200 West Algonquin Road  
Palatine, IL 60067-7373  
Location: 170 Location Description

**Pricing**

Supplier: 0000046098 QRG Content Suppliers  
\*Location: 170 Location Description

**Returning**

\*Supplier: 0000046098 QRG Content Suppliers  
\*Address: 1 Remit Address  
Search 1200 West Algonquin Road  
Palatine, IL 60067-7373  
Location: 170 Location Description

**Ship From**

Supplier: 0000046098 QRG Content Suppliers  
Address: 1 Remit Address  
Search 1200 West Algonquin Road  
Palatine, IL 60067-7373  
Location: 170 Location Description

Additional Procurement Options  
Dispatch Methods  
POA Settings  
RTV Options  
Procurement Card Information

Expand All Collapse All

OK Cancel

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

Summary Identifying Information Address Contacts **Location** Custom

SetID: WACTC  
Supplier ID: 0000046098 Short Supplier Name: TRAINING-001 Supplier: QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Location Description

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 05/13/2019 Effective Status: Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax **Global/1099 Withholding**

Additional ID Numbers  
Comments  
Internet Address  
VAT

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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**.

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID WACTC  
Supplier ID 0000046743 Short Supplier Name STEELTECHN-001 Name Steel Technology LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 3 Last

\*Location 100 ☐ Default RTV Fees Attachments (0)

Description Green River College

**Details** Find | View All First 1 of 1 Last

\*Effective Date 10/07/2021 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

**Additional ID Numbers**

**ID Numbers** Personalize | Find | View All | First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
TIN		264187597	

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**.

Summary | **Identifying Information** | Address | Contacts | Location | Custom

SetID WACTC  
Supplier ID 0000046743  
\*Supplier Short Name STEELTECHN STEELTECHN-001  
\*Classification Outside Party HCM Class Persistence Regular \*Supplier Status Approved

\*Supplier Name Steel Technology LLC  
Additional Name dba Hydro Flask  
☐ Withholding ☒ Open For Ordering ☐ VAT Registration  
\*Supplier Audit Default Supplier Audit Template ID SUP\_AUD\_TEMP

Expand All Collapse All Approval History Attachments (1) Profile Questions

**Supplier Relationships**

☐ Corporate Supplier Corporate SetID WACTC Corporate Supplier ID 0000046743 Steel Technology LLC  
☐ InterUnit Supplier InterUnit Supplier ID Supplier Hierarchy Supplier 360

**Create Bill-To Customer**

☐ Create Bill To Customer

Supplier Rating  
Supplier Logo

**Additional ID Numbers**

Customer SetID WACTC Customer ID Our Customer Number

**ID Numbers** Personalize | Find | View All | First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
TIN		264187597	

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.

Supplier

Withholding Supplier Information

SetID WACTC Location 170

Supplier ID 0000046098 Description Location Description

Short Supplier Name TRAINING TRAINING-001

Supplier Name QRG Content Suppliers

**Withholding Options**

**Withholding Information** Personalize | Find | View All | First 1 of 1 Last

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
			<input type="checkbox"/>			

**Withholding Reporting Information** Personalize | Find | View All | First 1 of 1 Last

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth

OK Cancel

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

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID WACTC

Supplier ID 0000046098 Short Supplier Name TRAINING-001 Supplier QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All | First 1 of 1 Last

*Location	Description	Effective Date	Effective Status
170	Community Colleges of Spokane	05/13/2019	Active

**Details** Find | View All | First 1 of 1 Last

Options	Payables	Procurement	Sales/Use Tax	Global/1099 Withholding
Additional ID Numbers				
Comments				
Internet Address				
VAT				

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

50. A **Message** box will appear to submit the Vendor for Approval.

51. Select **OK** to submit approval or **Cancel** to discard changes.

The screenshot shows the 'Supplier Location' form for SetID WACTC, Supplier ID NEXT, and Name ABC LLC. The form includes fields for Location (170), Description (Spokane), Effective Date (07/28/2021), and Effective Status (Active). A confirmation message dialog box is displayed over the form, asking the user to select OK to submit approval or Cancel to cancel saving. A red arrow points to the OK button in the dialog box.

Identifying Information | Address | Contacts | Location | Custom

SetID WACTC  
Supplier ID NEXT Short Supplier Name Name ABC LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location 170 ☒ Default RTV Fees Attachments (0)

Description Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date 07/28/2021 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Notify

Identifying Information | Address | Contacts | Location | Custom

**Message**

Select OK to Submit Approval after saving or Cancel to Cancel saving. (30000,3)

OK Cancel

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

53. Select **OK**.

The screenshot shows the 'Supplier Location' form with the 'Approval Comments' dialog box open. The dialog box contains fields for SetID (WACTC), Supplier ID (NEXT), and a text area for 'Additional Details' with the text 'Test new Vendor'. The 'OK' button is highlighted with a red box. The background form shows the same data as the previous screenshot.

Identifying Information | Address | Contacts | Location | Custom

SetID WACTC  
Supplier ID NEXT Short Supplier Name Name ABC LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location 170 ☒ Default RTV Fees Attachments (0)

Description Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date 07/28/2021 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Notify

Identifying Information | Address | Contacts | Location | Custom

**Approval Comments**

SetID WACTC  
Supplier ID NEXT

**Additional Details** Test new Vendor

239 characters remaining

OK Cancel

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**.

The screenshot shows the 'Identifying Information' tab of a supplier record. The 'Approval History' link is highlighted with a red box. A red arrow points from this link to a pop-up window titled 'Supplier Approval History'.

**Supplier Identification Information**

SetID: WACTC  
Supplier ID: 0000049649  
\*Supplier Short Name: ABC ABC-001  
\*Classification: Outside Party  
HCM Class:   
\*Persistence: Regular  
Supplier Status: Unapproved

\*Supplier Name: ABC LLC  
Additional Name:   
☐ Withholding  
☒ Open For Ordering  
☐ VAT Registration  
\*Supplier Audit: Default  
☒ Supplier Audit  
Template ID: SUP\_AUD\_TEMP

**Supplier Relationships**  
☐ Corporate Supplier  
Corporate SetID: WACTC  
Corporate Supplier ID: 0000049649  
InterUnit Supplier ID:   
☐ Create Bill To Customer  
☐ Create Bill To Customer

**Supplier Rating**  
**Supplier Logo**  
**Additional ID Numbers**  
Customer SetID: WACTC  
Customer ID:   
**ID Numbers**  
Type: TIN  
SetID:   
ID Number: 123456789  
DUNS Number:   
First: 1 of 1 Last

**Supplier Approval History**

SetID: WACTC  
Supplier ID: 0000049649  
Approval Status: Unapproved

**Approve Suppliers**  
SETID=WACTC, VENDOR\_ID=0000049649:Pending View/Hide Comments  
Approve Suppliers Path 1  
Pending  
Matika Feroz Ali  
User list for Vendor Approval

**Comments**  
Sonali Bihari at 07/28/21 - 8:04 AM  
Test new Vendor

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.

Summary **Identifying Information** Address Contacts **Location** Custom

SetID WACTC  
 Supplier ID 0000046098  
 \*Supplier Short Name TRAINING TRAINING-001  
 \*Classification Outside Party  
 HCM Class  
 \*Persistence Regular  
 \*Supplier Status Approved

\*Supplier Name QRG Content Suppliers  
 Additional Name Training Content Suppliers  
☒ Withholding  
☒ Open For Ordering  
☐ VAT Registration  
 \*Supplier Audit Default  
☐ Supplier Audit

Expand All Collapse All Attachments (0) Profile Questions

**Supplier Relationships**

☐ Corporate Supplier  
 Corporate SetID WACTC  
 Corporate Supplier ID 0000046098  
 QRG Content Suppliers

☐ InterUnit Supplier  
 InterUnit Supplier ID  
[Supplier Hierarchy](#) [Supplier 360](#)

**Create Bill-To Customer**

☐ Create Bill To Customer

Supplier Rating  
 Supplier Logo  
 Additional ID Numbers  
 Duplicate Invoice Settings  
 Government Classifications  
 Standard Industry Codes  
 Additional Reporting Elements  
 Comments

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

- 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.

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID WACTC  
Supplier ID 0000046098      Short Supplier Name TRAINING-001      Supplier QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location 170 ☒ Default RTV Fees Attachments (0)

Description Community Colleges of Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date 05/13/2019 Effective Status Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax **Global/1099 Withholding**

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History **Correct History**

Summary | Identifying Information | Address | Contacts | Location | Custom

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.

**Supplier**

Withholding Supplier Information

SetID: WACTC Location: 170  
 Supplier ID: 0000046098 Description: Community Colleges of Spokane  
 Short Supplier Name: TRAINING TRAINING-001  
 Supplier Name: QRG Content Suppliers

**Withholding Options**

Withholding Information Personalize Find View All First 1 of 1 Last

Main Information Overrides Remit

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

**Withholding Reporting Information** Personalize Find View All First 1 of 1 Last

Main Information Additional Info Verification Info TIN Match

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth

OK Cancel

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.

The screenshot shows a software interface for managing supplier withholding information. The main header is 'Supplier'. Below it, there's a 'Withholding Supplier Information' section with fields for SetID (WACTC), Location (170), Supplier ID (000048098), Short Supplier Name (TRAINING), and Supplier Name (QRG Content Suppliers). The 'Withholding Options' section is active, showing a table of withholding information. The table has columns for Withholding Entity, Withholding Type, Withholding Jurisdiction, Hold Pay Indicator, Hold Payment, Withhold Rule Indicator, Withholding Rule, Withholding Condition, Condition %, Condition Valid Until, and Withhold if missing. The first row shows 'IRS' as the entity, '1099' as the type, 'FED' as the jurisdiction, and 'Do Not Hold' as the payment indicator. The 'Withhold if missing' checkbox is checked. Below this is the 'Withholding Reporting Information' section with tabs for 'Main Information', 'Additional Info', 'Verification Info', and 'TIN Match'. The 'Main Information' tab is selected, showing fields for Withholding Entity, Address Seq, TIN Type, Taxpayer Identification Number, PAN No., PAN Ward, and Date of Birth.

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.

**Supplier**

---

**Withholding Supplier Information**

SetID: WACTC      Location: 170  
 Supplier ID: 0000046098      Description: Community Colleges of Spokane  
 Short Supplier Name: TRAINING      TRAINING-001  
 Supplier Name: QRG Content Suppliers

**Withholding Options**

**Withholding Information**      Personalize | Find | View All | First 1 of 1 Last

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	*Remit Withhold to Flag	Remit Supplier	Remit to Location	Remitting Address
IRS	1099	FED	Entity	0000046098	170	1

**Withholding Reporting Information**      Personalize | Find | View All | First 1 of 1 Last

**Main Information**      Additional Info      Verification Info      TIN Match

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth

OK      Cancel

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.

**Supplier**

---

**Withholding Supplier Information**

SetID: WACTC      Location: 170  
 Supplier ID: 0000046098      Description: Community Colleges of Spokane  
 Short Supplier Name: TRAINING      TRAINING-001  
 Supplier Name: QRG Content Suppliers

**Withholding Options**

**Withholding Information**      Personalize | Find | View All | 1 of 1 | First | Last

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

**Withholding Reporting Information**      Personalize | Find | View All | 1 of 1 | First | Last

**Main Information**      **Additional Info**      TIN Match

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number
IRS	1	F	123-45-6789

OK      Cancel

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.

Supplier

Withholding Supplier Information

SetID WACTC Location 170  
Supplier ID 0000046098 Description Community Colleges of Spokane  
Short Supplier Name TRAINING TRAINING-001  
Supplier Name QRG Content Suppliers

Withholding Options

Withholding Information Personalize Find View All 1 of 1 Last

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

Withholding Reporting Information Personalize Find View All 1 of 1 Last

*Withholding Entity	Direct Sales of \$5000 or More	IRS Notified Twice of Invalid	State Income Tax Withheld	Withholding Control Name	Trade or Business Income Ind	Foreign Tax Paid	Country Paid	Bond Premium - Tax Exempt Bond	FATCA Filing Requirement	Bond Premium on Treasury Obligations
IRS	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	

OK Cancel

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 Codes** 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.

Location

Supplier

Withholding Supplier Information

Help

SetID WACTC

Location 170

Supplier ID 0000046098

Description Community Colleges of Spokane

Short Supplier Name TRAINING TRAINING-001

Supplier Name QRG Content Suppliers

Withholding Options

Withholding Information

Personalize Find View All First 1 of 1 Last

Main Information Overrides Remit

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

Withholding Reporting Information

Personalize Find View All First 1 of 1 Last

Main Information Additional Info TIN Match

*Withholding Entity	Match TIN	TIN Match Status	TIN Match Code	Description	IRS Tracking Code	Match Date	Manually Matched
IRS	<input type="checkbox"/>	New					<input type="checkbox"/>

OK

Cancel

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

Summary

Identifying Information

Address

Contacts

Location

Custom

SetID WACTC

Supplier ID 0000046098

Short Supplier Name TRAINING-001

Supplier QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location

Find View All First 1 of 1 Last

\*Location 170

☒ Default

RTV Fees

Attachments (0)

Description Community Colleges of Spokane

Details

Find View All First 1 of 1 Last

\*Effective Date 05/13/2019

Effective Status Active

Expand All

Collapse All

Options

Payables

Procurement

Sales/Use Tax

Global/1099 Withholding

Additional ID Numbers

Comments

Internet Address

VAT

Expand All

Collapse All

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Summary

Identifying Information

Address

Contacts

Location

Custom

**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.**

Preview Audit, Enter Reason Codes/Comments and Finalize

FWP

	Action	Field Label	Original Value	Changed Value	Reason Code	Comments
	CORRECTION	Withholding	N	Y		
WTHD_JUR	CORRECTION	Default Withholding Class		07		
WTHD_JUR	CORRECTION	Withholding Entity		IRS		
WTHD_JUR	CORRECTION	Withholding Jurisdiction		FED		
WTHD_JUR	CORRECTION	Withholding Type		1000		
WTHD_JUR	CORRECTION	Withhold Status		RPT		
WTHD	CORRECTION	Address Seq		1		
WTHD	CORRECTION	Taxpayer Identification Number		123-45-6789		
WTHD	CORRECTION	TIN Type		S		
WTHD	CORRECTION	Withholding Entity		IRS		

Personalize | Find | View All | First | 5 of 10 | Last

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

The screenshot shows the 'Look Up Reason Code' window. It has a search bar at the top with 'SetID' and 'Reason Code Begins with' fields. Below the search bar are buttons for 'Look Up', 'Clear', and 'Cancel'. The main area displays a list of reason codes and their descriptions. The list is organized into two columns: 'Reason Code' and 'Reason Type Description'. The codes include 1099UPO, ADDRESSUPO, CIUPO, CNCTUPO, CNTHPUPO, CORRECTION, CRITICAL, CUSTREQ, DRAFT, ERR, EXTRUPO, FUTUPO, GEN, INTR, LOCUP, MAINT, MANERROR, MISQUPO, NEWVNDR, ONE TMVNR, OTH, POUPO, PROCUP, PYMTUPO, ROUND, SALETUPO, SYUPO, TELPHUPO, TRUNC, VATUPO, VCHR, VNDAPR, VNDRBUPO, VNDRREQ, VNDRPAYUPO, VNDRUPD, and WTHUPO. The descriptions range from '1099 Update' to 'Withholding Update'.

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

Preview Supplier Audit

SetID: WACTC  
Supplier ID: 0000044867  
Short Supplier Name: KNAUFF ROBE-001  
Name: Robert J Knapp

SetID	Supplier ID	User ID	Date/Time Stamp	Group Name	Record	Action	Field Label	Original Value	Check
1	WACTC	0000044867	08/29/2019 1:54PM	Supplier Information	VENDOR	CORRECTION	Withholding	N	Y
2	WACTC	0000044867	08/29/2019 1:54PM	Withholding Options	VENDOR_WTHD_AIR	CORRECTION	Default Withholding Class		07
3	WACTC	0000044867	08/29/2019 1:54PM	Withholding Options	VENDOR_WTHD_AIR	CORRECTION	Withholding Entity		08
4	WACTC	0000044867	08/29/2019 1:54PM	Withholding Options	VENDOR_WTHD_AIR	CORRECTION	Withholding Jurisdiction		FED
5	WACTC	0000044867	08/29/2019 1:54PM	Withholding Options	VENDOR_WTHD_AIR	CORRECTION	Withholding Type		1000
6	WACTC	0000044867	08/29/2019 1:54PM	Withholding Options	VENDOR_WTHD_AIR	CORRECTION	Withhold Status		0PT
7	WACTC	0000044867	08/29/2019 1:54PM	Withhold Reporting Information	VENDOR_WTHD	CORRECTION	Address Seq		1
8	WACTC	0000044867	08/29/2019 1:54PM	Withhold Reporting Information	VENDOR_WTHD	CORRECTION	Taxpayer Identification Number		123
9	WACTC	0000044867	08/29/2019 1:54PM	Withhold Reporting Information	VENDOR_WTHD	CORRECTION	TIN Type		5
10	WACTC	0000044867	08/29/2019 1:54PM	Withhold Reporting Information	VENDOR_WTHD	CORRECTION	Withholding Entity		08

OK Cancel

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

Identifying Information | Address | Contacts | Location | Custom

SetID: WACTC  
Supplier ID: NEXT  
Short Supplier Name: ABC LLC  
Name: ABC LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location

\*Location: 170  
Description: Spokane  
RTV Fees: RTV Fees  
Attachments (0)

Details

\*Effective Date: 07/28/2021  
Effective Status: Active

Options | Payables | Procurement | Sales/Use Tax | Global/1099 Withholding

Additional ID Numbers  
Comments & Attachments  
Internet Address  
VAT

Expand All Collapse All

Save Notify

Identifying Information | Address | Contacts | Location | Custom

Message

Select OK to Submit Approval after saving or Cancel to Cancel saving. (30000,3)

OK Cancel

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

The screenshot shows the 'Location' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (NEXT), Short Supplier Name, and Name (ABC LLC). Below these are tabs for Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is active, showing a table with columns for \*Location, Description, RTV Fees, and Attachments (0). The table has one row with \*Location 170 and Description Spokane. Below the table are sections for Details, Options, Payables, Procurement, Sales/Use Tax, and Global/1009 Withholding. A pop-up window titled 'Approval Comments' is open on the right, showing SetID (WACTC), Supplier ID (NEXT), and a text area with 'Test new Vendor'. The pop-up also has 'OK' and 'Cancel' buttons and a character count (239 characters remaining).

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**.

The screenshot shows the 'Identifying Information' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (0000049649), \*Supplier Short Name (ABC), ABC-001, \*Classification (Outside Party), HCM Class, \*Persistence (Regular), and Supplier Status (Unapproved). Below these are sections for Supplier Relationships, Create Bill-To Customer, Supplier Rating, Supplier Logo, and Additional ID Numbers. A pop-up window titled 'Supplier Approval History' is open on the right, showing SetID (WACTC), Supplier ID (0000049649), and Approval Status (Unapproved). The pop-up also has a 'Help' button and a 'View/Hide Comments' link. The main form has a red box around the 'Approval History' hyperlink.

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.

SummaryIdentifying InformationAddressContactsLocationCustom

SetID WACTC

Supplier ID 0000046098Short Supplier Name TRAINING-001Supplier QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

LocationFind | View AllFirst1 of 1Last

\*Location 170☒ DefaultRTV FeesAttachments (0)

Description Community Colleges of Spokane

DetailsFind | View AllFirst1 of 1Last

\*Effective Date 05/13/2019Effective Status Active

Expand AllCollapse All

OptionsPayablesProcurementSales/Use TaxGlobal/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand AllCollapse All

SaveReturn to SearchNotifyAddUpdate/DisplayInclude HistoryCorrect History

Summary | Identifying Information | Address | Contacts | Location | Custom

- 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.

9.2 Creating or Maintaining a Supplier

Page 32



Summary | Identifying Information | Address | Contacts | Location | Custom

SetID: WACTC  
 Supplier ID: 000046098      Short Supplier Name: TRAINING-001      Supplier: QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Community Colleges of Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 05/13/2019 Effective Status: Active

Options: Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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

Identifying Information | Address | Contacts | Location | Custom

SetID: WACTC  
 Supplier ID: NEXT      Short Supplier Name:      Name: ABC LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 07/28/2021 Effective Status: Active

Options: Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Notify

Identifying Information | Address | Contacts | Location | Custom

**Message**

Select OK to Submit Approval after saving or Cancel to Cancel saving. (30000,3)

OK Cancel

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

The screenshot shows the 'Location' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (NEXT), Short Supplier Name, and Name (ABC LLC). Below these are tabs for Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is active, showing a list of locations with columns for \*Location, Description, Effective Date, Effective Status, and Attachments. A pop-up window titled 'Approval Comments' is open on the right, showing the SetID (WACTC), Supplier ID (NEXT), and a text area for comments with the text 'Test new Vendor'. The pop-up also has 'OK' and 'Cancel' buttons.

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**.

The screenshot shows the 'Identifying Information' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (0000049649), Supplier Short Name (ABC), and Supplier Status (Unapproved). A pop-up window titled 'Supplier Approval History' is open on the right, showing the SetID (WACTC), Supplier ID (0000049649), and Approval Status (Unapproved). The pop-up also has a 'Help' button. The main form has a red box around the 'Approval History' hyperlink.

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.

The screenshot shows a web application interface for managing a supplier. At the top, there are tabs: Summary, Identifying Information, Address, Contacts, **Location** (highlighted with a red box), and Custom. Below the tabs, the supplier information is displayed: SetID WACTC, Supplier ID 0000046098, Short Supplier Name TRAINING-001, and Supplier QRG Content Suppliers. A note states: "A supplier location is a default set of rules which define how you conduct business with a supplier." The main section is titled "Location" and contains a search bar with "Find | View All" and pagination "First 1 of 1 Last". Below this, there is a form with fields for \*Location (170), Description (Community Colleges of Spokane), and a checkbox for Default. There are also links for RTV Fees and Attachments (0). The "Details" section has a search bar with "Find | View All" and pagination "First 1 of 1 Last". It includes fields for \*Effective Date (05/13/2019) and Effective Status (Active). There are buttons for "Expand All" and "Collapse All". Below the details, there are tabs for Options: **Payables** (highlighted with a red box), Procurement, Sales/Use Tax, and Global/1099 Withholding. Under the Payables tab, there are expandable sections for Additional ID Numbers, Comments, Internet Address, and VAT. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail at the very bottom reads: Summary | Identifying Information | Address | Contacts | Location | Custom.

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.

**Supplier**

**Payables Options**

SetID WACTC  
Supplier ID 000046098  
Short Supplier TRAINING TRAINING-001  
Name  
Supplier Name QRG Content Suppliers

Location 170  
Description Community Colleges of Spokane

[Help](#)

**Invoicing**

Supplier 000046098 QRG Content Suppliers  
Address 1 Address Description  
[Search](#) 1200 West Algonquin Road  
Palatine, IL 60067-7373  
Location 170 Community Colleges of Spokane

**Remitting**

\*Supplier 000046098  QRG Content Suppliers  
\*Address 1 Address Description  
[Search](#) 1200 West Algonquin Road  
Palatine, IL 60067-7373  
\*Location 170  Community Colleges of Spokane

▶ **Additional Payables Options**

▶ **Matching/Approval Options**

▶ **Electronic File Options**

▶ **Self-Billed Invoice Options**


▶ **Supplier Bank Account Options**

▶ **Supplier Type Options**

▶ **HIPAA Information**

▶ **Debit Memo Options**

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.

**Supplier**

Payables Options

**Additional Payables Options**

<b>Payment Control</b> Pay Group <input type="text"/> *Delay Days <input type="text"/> Discount <input type="text"/> Net <input type="text"/> <input type="checkbox"/> Hold Payment <input type="checkbox"/> Always take discount <input type="checkbox"/> Factoring <input type="checkbox"/> Complex Routing <input type="checkbox"/> Separate Payment <input type="checkbox"/> Apply Netting	<b>Bank</b> *Bank Options <input type="text"/> Bank <input type="text"/> Account <input type="text"/> Currency <input type="text"/> Rate Type <input type="text"/>
<b>Draft Processing Control</b> *Draft Sight Options <input type="text"/> Draft Sight Code <input type="text"/> *Draft Rounding <input type="text"/> Rounding Position <input type="text"/> *Remaining Amount Action <input type="text"/> *Payment Method <input type="text"/> *Draft Optimize <input type="text"/> Max Number of Drafts <input type="text"/>	<b>Additional Payment Information</b> *Pay Method Options <input type="text"/> Payment Method <input type="text"/> *Layout Option <input type="text"/> Layout <input type="text"/> *Handling Options <input type="text"/> Handling <input type="text"/> Reschedule ID <input type="text"/>
<b>Holiday Processing Options</b> *Holiday Processing <input type="text"/> Holiday Options <input type="text"/> Days <input type="text"/> <input type="checkbox"/> Allow due date in next month	<b>Document Sequencing Type</b> *Sequencing Options <input type="text"/> Document Type <input type="text"/>
<b>Late Charges</b> *Late Charges <input type="text"/> *Late Charge Option <input type="text"/> Late Charge Code <input type="text"/>	

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

**Supplier**

Payables Options

**Additional Payables Options**

**Matching/Approval Options**

**Electronic File Options**

**Pre-Notification**

☐ Prenotification Required

Status  Date

**Fund Transfer Details**

Payment Format

Transaction Handling

Domestic Costs

Correspondent's Costs

Bank Check Drawn On

Check Forwarding

Payment Instruction Ref 1

Payment Instruction Ref 2

☐ Crossed Check

Payment Instruction 1

Payment Instruction 2

Payment Instruction 3

Payment Instruction 4

**Bank Charge Options**

\*Transfer Cost Code

Bank Charge source

Amount

Currency

**Self-Billed Invoice Options**

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

**Supplier**

Payables Options

\*Supplier 0000046098 QRG Content Suppliers  
 \*Address 1 Address Description  
 Search 1200 West Algonquin Road  
 Palatine, IL 60067-7373  
 \*Location 170 Community Colleges of Spokane

Additional Payables Options  
 Matching/Approval Options  
 Electronic File Options  
 Self-Billed Invoice Options  
**Supplier Bank Account Options**

Supplier Bank Accounts Find | View All First 1 of 1

☒ Default  
 Description Search  
 Country USA United States  
 Bank Name  
 Branch Name  
 Bank ID Qualifier Account Type  
 Bank ID  
 Branch ID  
 Bank Account Number Check Digit  
 DFI Qualifier DFI ID  
 IBAN

Supplier Type Options

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.

**Supplier**

Payables Options

Palatine, IL 60067-7373  
 Location 170 Community Colleges of Spokane

Remitting

\*Supplier 0000046098 QRG Content Suppliers  
 \*Address 1 Address Description  
 Search 1200 West Algonquin Road  
 Palatine, IL 60067-7373  
 \*Location 170 Community Colleges of Spokane

Additional Payables Options  
 Matching/Approval Options  
 Electronic File Options  
 Self-Billed Invoice Options  
 Supplier Bank Account Options  
 Supplier Type Options  
 HIPAA Information  
 Debit Memo Options  
**Payment Notification**

☐ Enable Email Payment Advice Email ID  
☐ Enable FG Remittance Advice

Payment Method Selection Personalize | Find | View All | 1 of 1 | Last

Payment Method
1

Expand All Collapse All  
**OK** Cancel

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

Summary | Identifying Information | Address | Contacts | **Location** | Custom

SetID: WACTC  
 Supplier ID: 0000046098      Short Supplier Name: TRAINING-001      Supplier: QRG Content Suppliers

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Community Colleges of Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 05/13/2019 Effective Status: Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Summary | Identifying Information | Address | Contacts | Location | Custom

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

Identifying Information | Address | Contacts | **Location** | Custom

SetID: WACTC  
 Supplier ID: NEXT      Short Supplier Name:      Name: ABC LLC

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location: 170 ☒ Default RTV Fees Attachments (0)

Description: Spokane

**Details** Find | View All First 1 of 1 Last

\*Effective Date: 07/28/2021 Effective Status: Active

Expand All Collapse All

Options Payables Procurement Sales/Use Tax Global/1099 Withholding

▶ Additional ID Numbers

▶ Comments & Attachments

▶ Internet Address

▶ VAT

Expand All Collapse All

Save Notify

Identifying Information | Address | Contacts | Location | Custom

**Message**

Select OK to Submit Approval after saving or Cancel to Cancel saving. (30000,3)

OK Cancel

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

The screenshot shows the 'Location' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (NEXT), Short Supplier Name, and Name (ABC LLC). Below these are tabs for Identifying Information, Address, Contacts, Location, and Custom. The 'Location' tab is active, showing a search bar for \*Location (170) and a description (Spokane). There are buttons for 'Expand All' and 'Collapse All'. A dialog box titled 'Approval Comments' is open on the right, showing the SetID (WACTC) and Supplier ID (NEXT). It has a text area for 'Additional Details' with the text 'Test new Vendor' and a character count of '239 characters remaining'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

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**.

The screenshot shows the 'Identifying Information' tab of a supplier form. The main form contains fields for SetID (WACTC), Supplier ID (0000049649), Supplier Short Name (ABC), and Supplier Status (Unapproved). There are buttons for 'Expand All' and 'Collapse All'. A dialog box titled 'Supplier Approval History' is open on the right, showing the SetID (WACTC) and Supplier ID (0000049649). It has a section for 'Approve Suppliers' with a 'Pending' status and a 'View/Hide Comments' link. Below this is a 'Comments' section with the text 'Sonali Bihari at 07/28/21 - 8:04 AM' and 'Test new Vendor'. There is a 'Help' button in the top right corner of the dialog.

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.

Employee Self Service

Supplier

Summary

Identifying Information

Address

Contacts

Location

Custom

SetID WACTC

Supplier ID 0000044867

Short Supplier Name KNAPP ROBE-001

Name Robert J Knapp

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location

Find | View All

First

1 of 1

Last

\*Location 220

RTV Fees

Attachments (0)

Description Tacoma Community College

Details

Find | View All

First

1 of 1

Last

\*Effective Date 09/09/2015

Effective Status Active

Expand All

Collapse All

Options

Payables

Procurement

Sales/Use Tax

Global/1099 Withholding

Additional ID Numbers

Comments

Internet Address

VAT

Expand All

Collapse All

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Include History

Correct History

Summary

Identifying Information

Address

Contacts

Location

Custom

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

**< Employee Self Service** **Supplier**

**Procurement Options**

SetID: WACTG Location: 220  
 Supplier ID: 0000044867 Description: Tacoma Community College  
 Short Supplier Name: KNAPP ROBE KNAPP ROBE-001  
 Supplier Name: Robert J Knapp [Expand All](#) [Collapse All](#)

**Ordering**

Supplier: 0000044867 Robert J Knapp  
 \*Address: 1 Business Address  
 Search PO Box 787  
 McKenna, WA 98558  
 Location: 220 Tacoma Community College

**Pricing**

Supplier: 0000044867 Robert J Knapp  
 \*Location: 220 Tacoma Community College

**Returning**

\*Supplier: 0000044867 Robert J Knapp  
 \*Address: 1 Business Address  
 Search PO Box 787  
 McKenna, WA 98558  
 Location: 220 Tacoma Community College

**Ship From**

Supplier: 0000044867 Robert J Knapp  
 Address: 1 Business Address  
 Search PO Box 787  
 McKenna, WA 98558  
 Location: 220 Tacoma Community College

[Additional Procurement Options](#)  
[Dispatch Methods](#)  
[POA Settings](#)  
[RTV Options](#)  
**[Procurement Card Information](#)**

☒ Accepts Procurement Card as payment method  
 \*ProCard Dispatch Option: [Contact Cardholder](#)

**Types of Procurement Card Accepted** [Personalize](#) [Find](#) [1 of 1](#) [Last](#)

Card Type  
 1 Visa [+](#) [-](#)

[Expand All](#) [Collapse All](#)

[OK](#) [Cancel](#)

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**.

**Procurement Card Information**

☒ Accepts Procurement Card as payment method  
 \*ProCard Dispatch Option: [Contact Cardholder](#)

**Types of Procurement Card Accepted** [Personalize](#) [Find](#) [1 of 1](#) [Last](#)

Card Type  
 1 Visa [+](#) [-](#)

[Expand All](#) [Collapse All](#)

[OK](#) [Cancel](#)

8. Process complete.