



Financial Transaction SOP: Purchasing, Vendor (Purchase Order)

SOP Owner: Procurement Services

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Date Implemented:

Approval(s):

Date	Section	Change
06/11/21		General update

Standard Operating Procedure

1. Purpose

Vendor e-doc (PVEN) is used to search for vendors, create new vendors, or maintain existing vendors. Vendors have many different attributes that may in some cases determine how and when they may be used. Cornell uses five types of vendors: Purchase Order (PO), Disbursement Voucher (DV), Refund & Reimbursement (RV), Petty Cash (RF), and Special Payments (SP).

Vendors created using this PVEN e-doc are available for use on three other e-docs that allow you to select a vendor: I Want Document (IWNT), Requisition (REQS) and Disbursement Voucher (DV). Vendor information also appears on other e-docs, i.e., Purchase Order (PO), Payment Request (PREQ), and on the AP feed for Pre-Disbursement Processor (PDP) customers. (**Note:** in order for the AP feed to work, the vendors must exist in the KFS vendor database.)

Payments to students, faculty, and staff will, for the most part, be made without setting them up as vendors, unless they are receiving taxable payments. The Quali Identity Management (KIM) system will provide address data for employees and students. (For employees, the system is configured to provide the home address.)

2. Scope

Vendor e-doc will be open to a defined group of people within the services centers and Procurement Services.

3. Prerequisites (Forms / Tools)

- KFS access
- KFS “Basics” training
- KFS Purchasing, Process Overview SOP
- KFS Purchasing, Process Overview tutorial
- Purchase Order (PO) e-doc training



4. University Policy

- 3.25, [Procurement of Goods and Services and Buying Manual](#)
- 4.7, [Retention of University Records](#)
- 5.10, [Information Security](#)

5. Responsibilities

Personnel in the following roles / positions:

- Requestor*
This is not a system role. Requestor is an optional, additional step whereby a request for an item(s) to be ordered is sent to a Requisition Initiator (*see below*), via the I Want document, an e-SHOP assigned cart, or some other method, who has the authority / ability to initiate the REQS. Requestor is not a KFS-user role, it is locally delegated authority.
- Requisition (REQS) Initiator*
The Requisition Initiator will fill in the appropriate information in a REQS, to include: the name of the vendor, mailing address, contact name with phone number, fax number, and e-mail address. Upon submission, this will route to Procurement Services, who will complete the vendor setup process. **Note:** Requisition Initiator is responsible for ensuring that a Requestor's submission (*see above*) is valid per Cornell's policy and business rules.
- Vendor Initiator
The majority of Cornell's vendors are registered electronically using our PaymentWorks registration tool. Vendor Initiators have a PaymentWorks role to issue registration invitations and may also have a KFS role to manually create (and edit) vendor records. Manual creation of new vendor records should be limited, e.g., Cornell's external organizations in Student and Campus Life, etc.

Once the Vendor Initiator fills in the Vendor e-doc, then Vendor Information Form, IRS Form W-9 and any applicable documentation must be attached. Additionally, Visual Compliance screening is required for all new vendors. **Note:** It will be required that staff in all workflow roles—either inside or outside of the system (i.e., the Requestor)—associated with requesting, initiating, editing, or approving the Vendor e-doc be familiar with CIT security policies regarding sensitive data.
- Vendor Reviewer
A Payment Services internal role that will review and approve all new and updated vendors, regardless of type.

* For additional information on the role of the Requestor and Requisition Initiator, see the "Requisition to PO Process" SOP.



6. Procedure

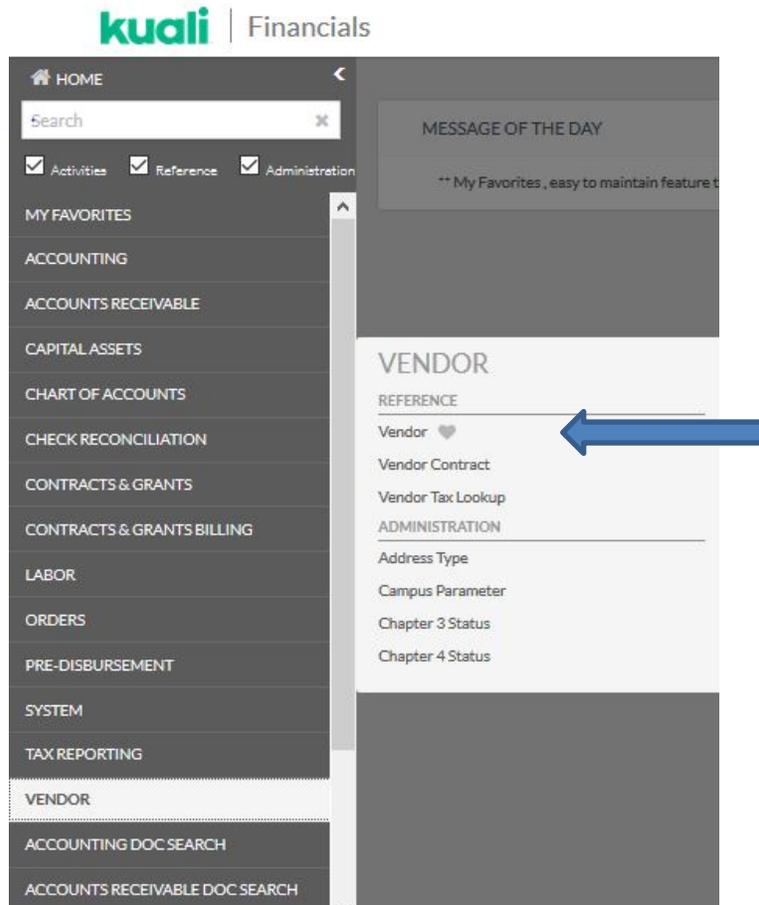


Figure 1 – Main Menu, Lookup and Maintenance

The first step is to determine whether the vendor exists in the KFS vendor database. When you select the Vendor from the main menu, it opens the Vendor Lookup screen. The Vendor Lookup screen enables users to search for existing vendors (both active and inactive) in the vendor database. The search may be based on several criteria, both individually or simultaneously.



Vendor Lookup ? Create New

Vendor Name: <input type="text"/>	US Tax Number: <input type="text"/>
Foreign Tax Id: <input type="text"/>	Vendor #: <input type="text"/>
Active Indicator: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	Vendor Type: <input type="text"/> ?
State: <input type="text"/> ?	Country of Incorporation/Citizenship: <input type="text"/> ?
Commodity Code: <input type="text"/> ?	Supplier Diversity: <input type="text"/> ?
Vendor Contract Number: <input type="text"/>	Debarred: <input type="text"/>
Default Payment Method: <input type="text"/>	

Search Clear Cancel

Figure 2 – Vendor Lookup

You may search for existing vendors using the following criteria:

- **Vendor Name:** This may be the vendor’s legal name or an alias if the vendor has one. *Best Practice recommendation:* the first search that should be conducted is by “vendor name contains.” **Wild card (*) feature** should be utilized when searching for a partial name. (More information on search functionality is included in the Basics series of tutorials.)
- **Vendor #:** This is the number that is assigned to a vendor when it is set up in the KFS vendor database. It is a unique identifier for the vendor.
- **Active Indicator:** You can use this field to limit your search to include only active vendors, only inactive vendors, or all vendors. *Best Practice recommendation:* Search for “Both” active and inactive vendors. Review the notes on inactive vendors for either the new vendor number or to determine what is necessary for reactivation.
- **Vendor Type:** This field enables you to limit your search to a specific vendor type, e.g., search for type: Purchase Order. *Best Practice recommendation:* Additional information can be requested from other vendor types to change them to PO vendors. Do not limit search by vendor type.
- **State:** This is the state in which the vendor is located.
- **Commodity Code:** These are the commodity codes that have been assigned to a vendor. The codes can be assigned at time of vendor setup, but generally they are assigned when a Requisition (REQS) is submitted.



- **Supplier Diversity:** These are the codes that designate a vendor as a small and / or diverse business.
- **Vendor Contract Number:** If the vendor has a system generated contract number associated with its vendor record, you may search by it using this field.
- **Default Payment Method:** This is method in which the vendor has indicated he would like to receive his payments.

Note: Staff will be able to look up vendors who exist in the database; however, access to certain information on the vendor record (i.e., taxpayer identification numbers, notes and attachments) will be limited based on the assigned KFS roles. This is due, per CU-security policy, to the sensitive data that is included.

Ordering from a vendor that is not currently in the system will be done on a Requisition (REQS). First step (*as outlined above*) is to search for the vendor in the Suggested Vendor field on the Vendor tab. If the vendor is not found and needs to be set up, then the procedure is to use the Requisition e-doc as follows:

- Use the Suggested Vendor field on the Vendor tab to enter the new vendor's name.
- Use the other available address fields to enter the vendor's complete mailing address.

The screenshot shows a web form titled "VENDOR" with a sub-section "VENDOR ADDRESS". The form contains several input fields:

- Suggested Vendor:** A text input field with a dropdown arrow and a "Clear Vendor" button below it.
- Vendor #:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- Attention:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Province:** A text input field.
- Postal Code:** A text input field.
- Country:** A dropdown menu.

At the bottom of the form, there is a section labeled "VENDOR INFO".

- Use the Note Text field on the REQS Notes and Attachments tab (*per Figure 3, below*), to fill in the vendor's contact name, phone number, fax number, and **e-mail address**. A name and email address are required to send the PaymentWorks registration invitation.
- Complete the REQS and submit.



Figure 3 – Notes and Attachments tab on a REQS e-doc

The REQS e-doc that is submitted will route to the appropriate fiscal officer; however, there will be a system-generated message: “*Requisition did not become an APO because: Vendor was not selected from the vendor database.*”

Account Summary ▶ show						
View Related Documents ▶ show						
View Payment History ▶ show						
Notes and Attachments (1) ▼ hide						
Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	<input type="text"/> Browse... <input type="button" value="CANCEL"/>		<input type="button" value="add"/>
1	05/04/2011 04:20 PM	KFS	Requisition did not become an APO because: Vendor was not selected from the vendor database.		<input type="text"/>	<input type="button" value="send"/>
Ad Hoc Recipients ▶ show						
Route Log ▶ show						
<input type="button" value="send ad hoc request"/> <input type="button" value="close"/> <input type="button" value="copy"/>						

Figure 4 – System-generated message

This is what causes the e-doc to route to Procurement Services. (**Note:** if the amount is over the APO threshold, a different system-generated message will appear; but, the e-doc will still route to Procurement Services.)

Note: the following screen shots illustrate the different sections / features on a Vendor e-doc and are for informational purposes only.



Vendor ⊙ Doc Nbr: 24826316 Status: INITIATED
Initiator: mlc398 Created: 10:14 AM 09/28/2018

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW ⌵

OVERVIEW

* Description: Explanation:

Organization Document Number:

VENDOR ⌵

NEW

General Information

Vendor #:

Vendor Parent Indicator:

Vendor Name:

Vendor Last Name:

Vendor First Name:

Corporate Information

* Vendor Type:

* Is this a foreign vendor:

US Tax Number:

Tax Number Type: FEIN SSN NONE

* Ownership Type:

Figure 5 – Vendor, New, General Information tab

Table 1 Vendor, New, General Information tab: field definitions

Field Name	Description (* indicates a required field)
Vendor #	A unique, system-generated number that identifies this vendor, assigned at the time the e-doc is approved.
Vendor Parent Indicator	System generated (indicates that the particular vendor is the parent company for one or more subsidiaries).
Vendor Name	Used when Vendor Last Name and Vendor First Name fields are blank. Used for businesses (entities).
Vendor Last Name	Required if Vendor Name field is blank. Used for individuals.
Vendor First Name	Required if Vendor Name field is blank. Used for individuals.

Vendor, New, Corporate Information tab



NEW

General Information

Vendor #: _____

Vendor Parent Indicator: Yes

Vendor Name: _____

Vendor Last Name: _____

Vendor First Name: _____

Corporate Information

* Vendor Type: _____

* Is this a foreign vendor: No

US Tax Number: _____

Tax Number Type: FEIN SSN NONE

* Ownership Type: _____

Ownership Type Category: _____

W-9 Received: _____

W-9 Signed Date: _____

W-8 Received: _____

W-8 Signed Date: _____

W-8 Type: _____

Country of Incorporation/Citizenship: _____

GLIN Code: _____

Foreign Tax Id: _____

Date of Birth: _____

Chapter 3 Status Code: _____

Chapter 4 Status Code: _____

Backup Withholding Begin Date: _____

Backup Withholding End Date: _____

Debarred: _____

Figure 6 – Vendor, New, Corporate Information tab



Table 2 Vendor, New, Corporate Information tab: field definitions

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Vendor Type	* The appropriate vendor type, chosen from the Vendor Type list.
Is this a foreign vendor	* Yes indicates that this vendor is identified as foreign. No indicates that the vendor is not identified as foreign.
Tax Number	This information is required for non-foreign vendors (conditional requirement). Note: this field contains sensitive data, and this information will be masked for staff outside of specified roles.
Tax Number Type	Tax Number Type describes the tax number entered in Tax Number field.
Ownership Type	* Examples: Corporation, Non-Profit, and Individual/Sole Proprietor. The ownership type is found on the tax document (i.e., W-9) submitted by the vendor.
Ownership Type Category	The ownership category more specifically identifies the vendor, often indicating the type of services this vendor provides. Examples: Health Care Services or Legal Services.
W-9 Received	Most types of vendors will be required to have a W-9 on file before they are approved for use.
W-9 Received Date	Conditionally required if W-9 received is Yes . Note: Received date cannot be a date in the future.
W-8BEN Received	Certain types of foreign vendors may be required to have a W-8BEN on file before they are approved for use.
W-8BEN Receive Date	Conditionally required if W-8BEN received is Yes . Note: Received date cannot be a date in the future.
Chapter 3 Status Code	This is a required field on the IRS Form W-8BEN-E for businesses only.
Chapter 4 Status Code	This is an optional field on the IRS Form W-8BEN-E for businesses only.
Foreign Tax Number	This information is required for foreign vendors (conditional requirement). Note: this field contains sensitive data, and this information will be masked for staff
Global Intermediary Identification Number - GIIN	This is an optional field on the IRS Form W-8BEN-E for businesses only.
Foreign National Recipient Date of	Not being used at this time. We anticipate that this field will be ready for use in the near future. Instructions will be sent out when it is ready for use.
Backup Withholding Begin Date	This field is informational only.
Backup Withholding End Date	This field is informational only.
Debarred	This designation indicates that Cornell has been barred from doing business with this vendor by the state or federal government. Yes in this field will prevent a requisition to the vendor from being processed. Note: information in the Notes and Attachments field will indicate why the vendor was debarred and / or the source of the information.



Vendor, New, Detail Information tab

Detail Information	
Payment Terms:	<input type="text" value="v"/>
eInvoice Indicator:	<input type="text" value="v"/>
Allowed Procurement Methods:	<input type="text" value="Purchase Order"/> <input type="text" value="Pcard"/> <input type="text" value="e-SHOP"/> <input type="text" value="Disbursement Voucher"/> <input type="text" value="FTC/BSC Pcard"/>
Pre-Payment:	<input type="text" value="v"/>
Credit Card:	<input type="text" value="v"/>
Taxable Indicator:	<input type="checkbox"/>
Minimum Order Amount:	<input type="text"/>
Shipping Title:	<input type="text" value="v"/>
Shipping Payment Terms:	<input type="text" value="v"/>
DUNS Number:	<input type="text"/>
Vendor URL:	<input type="text"/>
Confirmation:	<input type="text" value="v"/>
Sold To Vendor Number:	<input type="text" value="v"/> <input type="button" value="Q"/>
Sold To Vendor Name:	
Restricted:	<input type="text" value="v"/>
Restricted Date:	
Restricted Person Name:	
Restricted By Principal Name:	-
Restricted Reason:	<input type="text"/>
Remit Name:	<input type="text"/>
Active Indicator:	<input checked="" type="checkbox"/>
Inactive Reason:	<input type="text" value="v"/>
* Default Payment Method:	<input type="text" value="v"/>

Figure 7 – Vendor, New, Detail Information tab

Table 3 Vendor, New, Detail Information tab: field definitions

Field Name	Description (* indicates a required field)
Payment Terms	Payment terms include the number of days a payment is due and whether a discount is available for prompt payment. Cornell standard payment terms: net 60 days.



eInvoice Indicator	Indicates the type of eInvoicing with Cornell the vendor is utilizing: secure FTP transmission in cXML format, Web eInvoicing, or None.
Pre-Payment	<i>Currently, CU is not utilizing this functionality.</i>
Credit Card	Indicates whether or not this vendor accepts credit card payments.
Taxable Indicator	<i>CU will not utilize this functionality.</i>
Minimum Order Amount	<i>This field is for informational purposes.</i>
Shipping Title	The shipping title determines when ownership of the product takes effect. For example, Destination indicates that ownership takes effect when the product arrives at the delivery location.
Shipping Payment Terms	Determines whether Cornell pays for shipping charges.
DUNS Number	DUNS number is a unique identifier for businesses that register with Dun & Bradstreet. This field is required for eInvoice vendors .
Vendor URL	Vendor's website, if available.
Confirmation	<i>Currently, CU is not utilizing this functionality.</i>
Sold To Vendor Number	Used when one vendor is sold to another vendor. May also be in Notes text.

Sold to Vendor Name	Automatically displayed (system generated).
Restricted	A restricted vendor is ineligible for APOs; thus, all requisitions to a restricted vendor will route to a contract manager.
Restricted Date	Automatically displayed by the system when Yes is selected in the Restricted field. System generated.
Restricted Person Name	The system automatically displays name of e-doc initiator when Yes is selected for Restricted.
Restricted By Principal Name	Principal name is NetID and person's name.
Restricted Reason	A text description indicating why this vendor is restricted.
Remit Name	<i>This field is for information purposes only and does not carry forward to payments requests or disbursement vouchers.</i>
Active Indicator	Box is checked if vendor is active.
Inactive Reason	Examples include: Sold or Out of Business or Duplicate Vendor.
Default Payment Method	This is the method in which the vendor has indicated he wishes to receive his payment(s), i.e., Check/ACH or Wire

Address tab

The Address tab collects address information for a vendor. There could be different types of addresses, such as one for mailing purchase orders and another for remittance of payments. Vendors of a particular type may be required to have at least one address of a certain type, and every vendor must have one default address. Purchase Order vendors require a purchase order address. Disbursement Voucher vendors require a remittance address. If the tax address differs from the required address, then it must be entered.



ADDRESS

NEW ADDRESS

* Address Type:	<input type="text" value=""/>
* Address 1:	<input type="text" value=""/>
Address 2:	<input type="text" value=""/>
* City:	<input type="text" value=""/>
State:	<input type="text" value=""/>
Postal Code:	<input type="text" value=""/>
Province:	<input type="text" value=""/>
* Country:	<input type="text" value=""/>
Attention:	<input type="text" value=""/>
URL:	<input type="text" value=""/>
Vendor Fax Number:	<input type="text" value=""/>
Email Address:	<input type="text" value=""/>
Set as Default Address:	<input type="text" value="No"/>
Active Indicator:	<input checked="" type="checkbox"/>
Method of PO Transmission:	<input type="text" value=""/>

Figure 8 – Address tab

Table 4 Address tab: field definitions

Field Name	Description (* indicates a required field)
Address Type	* An address type (example: purchase order, remit, tax, quote)
Address 1	* The first line of the address information.
Address 2	The second line of the address information.
City	* City name
State	The state where the vendor is located: applies to U.S. addresses only.
Postal Code	Postal code for this address.
Province	Province name for this address (example: a Canadian or Australian address).
Country	* Country where the vendor is located.
Attention	If applicable, this indicates to whose attention relevant materials should be directed.
URL	The URL associated with a vendor address.
Vendor Fax Number	The vendor fax number.
E-mail Address	Appropriate e-mail address.
Set as Default Address	Every PO vendor may have one default PO address and one default Remit address. Note: you may not set a default Tax address.



Active Indicator	If box is checked, address is active and may be selected in the requisition or payment request.
Method of PO Transmission	This field determines how a PO will be transmitted to a vendor. Note: this only applies to PO vendors.

Contact tab

The Contact tab collects contact information for a vendor. There are different types of contacts, such as vendor information, sales, technical support, accounts receivable, insurance, eInvoice, and customer service representatives. Vendor information contact is required for all new vendors.

Figure 9 – Contact tab

Table 5 Contact tab: field definitions

Field Name	Description (* indicates a required field)
Contact Type	* Contact type (i.e., Accounts Receivable, Customer Service, Sales, etc.)
Name	* Name of the contact.
E-mail Address	The e-mail address for this contact. Preferred form of contact.
Address 1	First line of the address information for this contact.
Address 2	Second line of the address information for this contact.
City	City name for this contact.
State	State for this contact.
Postal Code	Postal code for this contact.
Province	Province name for this contact’s address (example: a Canadian or Australian address). (This field’s functionality is being modified.)



Country	Country for this contact.
Attention	If “Attention” information is necessary / available.
Comments	Additional comments about this contact.
Active Indicator	If active, box is checked.

Supplier Diversity tab

The Supplier Diversity tab is used to indicate if any recognized supplier diversity categories apply to this vendor. The Small Business Administration has defined supplier diversity categories that may be based on size (small business), ownership (woman or minority owned), and / or geographical location (local).

Figure 10 – Supplier Diversity tab

Table 6 Supplier Diversity, New tab: field definitions

Field Name	Description (* indicates a required field)
Supplier Diversity	* If Supplier Diversity tab is used, indicates the category of supplier diversity.
Supplier Diversity Certification Expiration Date	* Indicates the date that the certification expires; this date can only be a date in the future. Note: Cornell is required to recertify small and diverse businesses on an annual basis.
Active Indicator	If active, box is checked.

Shipping Special Conditions tab

Shipping Special Conditions tab is used to indicate whether Accounts Payable is allowed to pay for additional freight charged when the vendor invoices for goods or services. Examples: Radioactive, Hazmat, or Live Animal.

Figure 11 – Shipping Special Conditions tab

Table 7 Shipping Special Conditions tab: field definitions



Field Name	Description (* indicates a required field)
Shipping Special Condition	CU will not utilize this functionality at this time.
Active Indicator	

Vendor Commodity Codes tab

The Vendor Commodity Codes tab assigns commodity codes to a vendor. The Purchasing Department assigns commodity codes to vendors in order to track spending by category. A vendor may be assigned multiple commodity codes. For example, a local company that both prints and designs documents might have two different commodity codes, one for printing and one for design. This is a required field for e-SHOP vendors and is assigned by Procurement Services.

Figure 12 – Vendor Commodity Codes tab

Table 8 Vendor Commodity Codes tab: field definitions

Field Name	Description (* indicates a required field)
Commodity Code	Commodity code will be system generated based on the commodity code used on a REQS. (A Contract Manager may also add a commodity code to the vendor e-doc.) Note: all e-SHOP vendors will have a default commodity code set on their vendor records.
Commodity Default Indicator	
Active Indicator	

Search Alias tab

Search Alias tab is used to define other names that may be used when searching for this vendor.

Figure 13 – Search Alias tab



Table 9 Search Alias tab: field definitions

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Search Alias Name	* An alternate name that may be use to search for a vendor. Note: This field was used during the transition from APPS and included APPS vendor numbers.
Active Indicator	If active, box is checked.

Vendor Phone Number tab

Collects phone numbers for this vendor. It may be used to define various types of phone numbers and typically corresponds to the Contact tab (see above).

Figure 14 – Vendor Phone Number tab

Table 10 Vendor Phone Number tab: field definitions

<i>Field Name</i>	<i>Description (* indicates a required field)</i>
Phone Type	* The phone type; e.g., Vendor Information, Sales, Accounts Receivable.
Phone Number	* The phone number.
Extension	The extension for the phone number.
Active Indicator	If active, box is checked.

Customer Number tab

The Customer Number tab collects information about numbers the vendor uses to identify Cornell as a customer.

Note: CU will not be utilizing the Customer Number tab functionality at this time.



CUSTOMER NUMBER

NEW CUSTOMER NUMBERS

* Customer #:	<input type="text"/>
* Chart Code:	<input type="text" value="v"/> <input type="button" value="c"/>
Organization Code:	<input type="text" value="c"/>
Active Indicator:	<input checked="" type="checkbox"/>
<input type="button" value="ADD"/>	

Figure 15 – Customer Number tab

Insurance Tracking tab

Enter insurance tracking information, if applicable.

INSURANCE TRACKING

NEW

Insurance Required:	<input type="checkbox"/>
Insurance Requirements Complete:	<input type="text" value="v"/>
Cornell Additional Insured:	<input type="text" value="v"/>
General Liability Coverage Amount:	<input type="text"/>
General Liability Expiration:	<input type="text"/> <input type="button" value="c"/>
Automobile Liability Coverage Amount:	<input type="text"/>
Automobile Liability Expiration:	<input type="text"/> <input type="button" value="c"/>
Workman's Comp Coverage Amount:	<input type="text"/>
Workman's Comp Expiration:	<input type="text"/> <input type="button" value="c"/>
Excess Liability Umbrella Policy Amount:	<input type="text"/>
Excess Liability Umbrella Policy Expiration:	<input type="text"/> <input type="button" value="c"/>
Health Department Off-Site Catering License Required:	<input type="text" value="v"/>
Health Department License Expiration:	<input type="text"/> <input type="button" value="c"/>
Notes:	<p><small>**Alcohol permits are issued on an event-by-event basis; units are responsible for ensuring the chosen caterer/bartending service has the appropriate permit for the event.</small></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

Figure 16 – Insurance Tracking tab

Table 11 Insurance Tracking tab: field definitions

Field Name	Description (* indicates a required field)
Insurance Required	Will depend on the goods / services the vendor is providing or if the vendor will be “on campus” to provide the services. Note: this box should only be checked by Procurement Services staff.
Insurance Requirements Complete	Indicates that all insurance requirements have been met. Note: this field should only be set by Procurement Services staff.
Cornell Additional	CU must be named as the additional insured on the certificate of insurance.



Insured	
General Liability Coverage Amount	The amount of general liability coverage the vendor carries.
General Liability Expiration	Expiration date (must be a date in the future).
Workers' Compensation Coverage Amount	The amount of workers' compensation coverage the vendor carries.
Workers' Compensation Expiration	Expiration date (must be a date in the future).
Excess Liability Umbrella Policy Amount	The amount of excess liability umbrella policy coverage the vendor carries.
Excess Liability Umbrella Policy Expiration	Expiration date (must be a date in the future).
Health Department Off-Site Catering License Required	License is required for catering vendors.
Health Department License Expiration	Expiration date (must be a date in the future).
Notes	Text box



Credit Card Merchant Name tab

Figure 17 – Credit Card Merchant Name tab

Table 12 New Credit Card Merchant Name tab: field definitions

Field Name	Description (* indicates a required field)
Credit Card Merchant Name	* The credit card merchant name as it appears on their credit card statement.
Merchant Category Code 1	The merchant category code as assigned by vendor’s bank.
Merchant Category Code 2	The additional merchant category code as assigned by vendor’s bank, where applicable.
Merchant Category Code 3	The additional merchant category code as assigned by vendor’s bank, where applicable.
Merchant Category Code 4	The additional merchant category code as assigned by vendor’s bank, where applicable.
Active Indicator	If active, box is checked.
Notes	Text box

Contracts tab

The Contracts tab collects information about contracts with this vendor. It includes information such as who manages the contract, when it begins and ends, or any special payment or shipping terms that may specifically apply to the vendor. These contract terms override Cornell’s standard payment and shipping terms.



CONTRACTS

NEW CONTRACT

Vendor Contract Number: _____

* Contract Name:

* Description:

* Campus: ▼ ⓘ

* Begin Date: 📅

* End Date: 📅

* Contract Manager: ▼ ⓘ

* PO Cost Source: ▼ ⓘ

* B2B Contract: ▼

* Payment Terms: ▼ ⓘ

Shipping Terms: ▼ ⓘ

Shipping Title: ▼ ⓘ

Extension Option Date: 📅

Default APO Limit:

Active Indicator:

Figure 18 – Contracts tab

Table 13 Contracts tab: field definitions

Field Name	Description (* indicates a required field)
Vendor Contract Number	This is a unique system-generated number associated with each vendor contract.
Contract Name	* The name used to identify this vendor contract.
Description	* A text description that describes the contract
Campus	* Which campus this contract is associated with.
Begin Date	* The effective date of the contract.
End Date	* The expiration date of the contract.
Contract Manager	* The name of the person who manages this contract.
PO Cost Source	* The cost source for this contract. (Cost Source is where the pricing is coming from, i.e., preferred supplier agreement, contract, or pricing agreement.)
B2B Contract	* B2B contract indicates that this is an active e-SHOP supplier.



Payment Terms	* Payment terms include the number of days a payment is due and whether a discount is available for early payment. Note: standard Purchase Order payment terms will be set to net 60.
Shipping Terms	The shipping terms for this contract.
Shipping Title	The shipping title determines when ownership of the product takes effect. For example, 'Destination' indicates that ownership takes effect when the product arrives at the delivery location.
Extension Option Date	Date up until a contract may be extended.
Default APO Limit	Upper dollar amount for which automatic purchase orders (APOs) under this contract may be created. Note: standard amount will be \$25,000.00 but may be higher at strategic sourcing agent's discretion for preferred suppliers.
Active Indicator	If active, box is checked.

Create Division

Division refers to group entities under the same corporate office with the same Tax ID ('parent vendor'). This feature might be used to add information about separate divisions or branches without having to duplicate the corporate information. A division has a different name from the parent. **Note:** in order to be recognized as a division, the child must be using the same tax identification number as the parent.



Vendor Lookup ⊕ Create New

Vendor Name: US Tax Number:

Foreign Tax Id: Vendor #:

Active Indicator: Yes No Both Vendor Type:

State: Country of Incorporation/Citizenship:

Commodity Code: Supplier Diversity:

Vendor Contract Number: Default Payment Method:

Search Clear Cancel

Search Results 1-2 of 2

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Country of Incorporation/Citizenship	Commodity Codes	Vendor Supplier Diversity
edit create division	Baum Control Systems Inc	1015579 C204269	4346-0	Yes	PO	NEW YORK		Curry seeds or seedlings Computer Equipment and Accessories Computers --	NYS CERTIFIED WBE, SMALL BUSINESS
edit shop	Baum Control Systems Inc > The Computing Center		4346-1	Yes	PO	NEW YORK		Ginseng roots or seedlings Computer printout paper Printer or copier p...	NYS CERTIFIED WBE, SMALL BUSINESS

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Figure 19 – Create division

Collections

Allows multiple sets of information ('Collections').

SUPPLIER DIVERSITY

Show Inactive

NEW SUPPLIER DIVERSITY

* Supplier Diversity:

* Supplier Diversity Certification Expiration Date:

Active Indicator:

ADD

SUPPLIER DIVERSITY (NYS CERTIFIED WBE - 08/02/2018) Hide

	PREVIOUS	PROPOSED
Supplier Diversity:	NYS CERTIFIED WBE	NYS CERTIFIED WBE
Supplier Diversity Certification Expiration Date:	08/02/2018	* Supplier Diversity Certification Expiration Date: 08/02/2018
Active Indicator:	Yes	<input checked="" type="checkbox"/>

SUPPLIER DIVERSITY (SMALL BUSINESS - 08/02/2018) Hide

	PREVIOUS	PROPOSED
Supplier Diversity:	SMALL BUSINESS	SMALL BUSINESS

Figure 20 – Example: Collections feature



Workflow

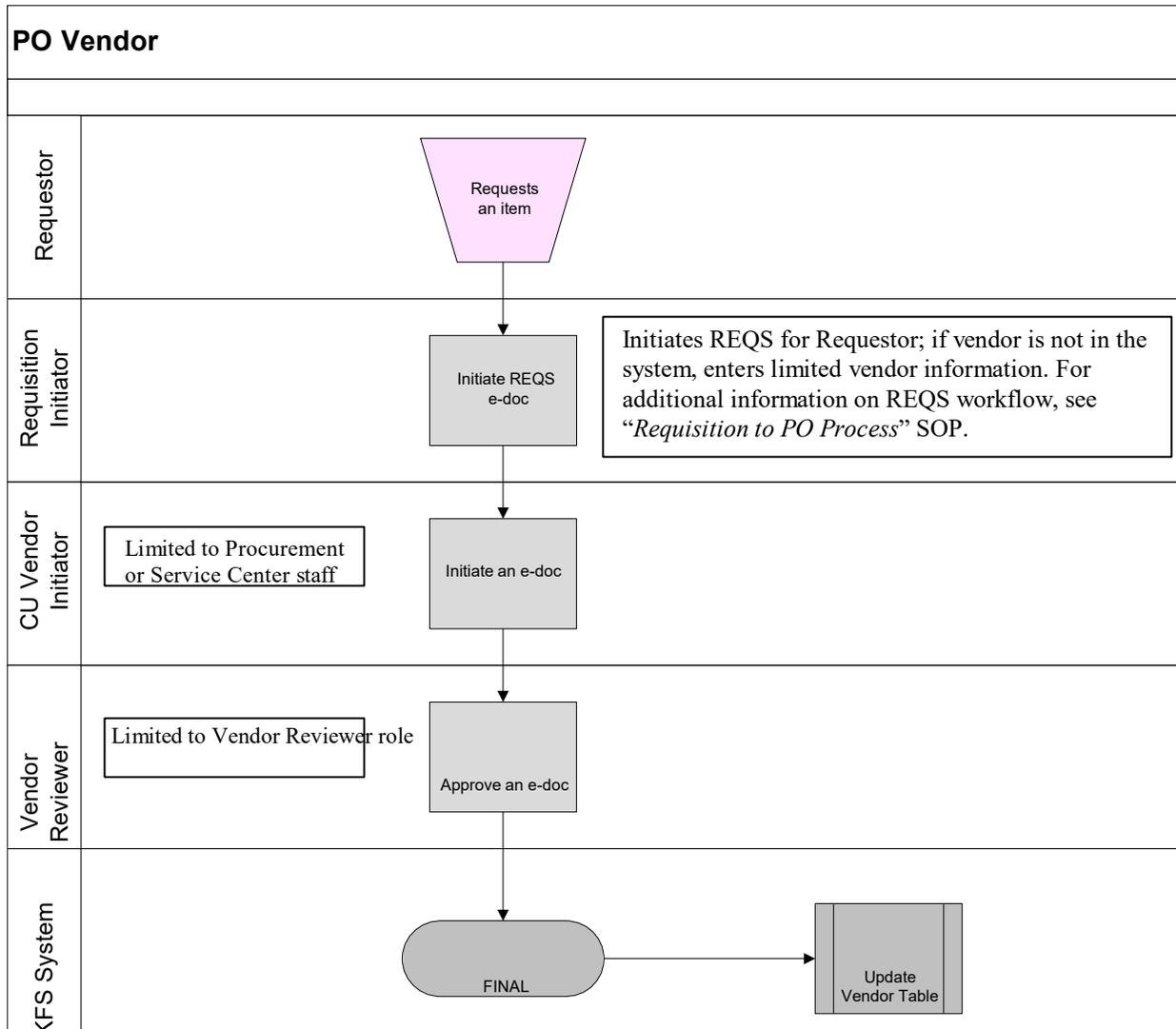


Figure 21 – PO Vendor workflow

Note: both **CU Vendor Initiator** and **Vendor Reviewer** roles are limited.

7. Definitions

- [KFS at Cornell Glossary](#)
- [KFS Acronym Glossary](#)

8. References

Basics Tutorials (CULearn)