

## **Vendor Processing -- Vendor Management**

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# Training Guide

## Vendor Processing -- Vendor Management

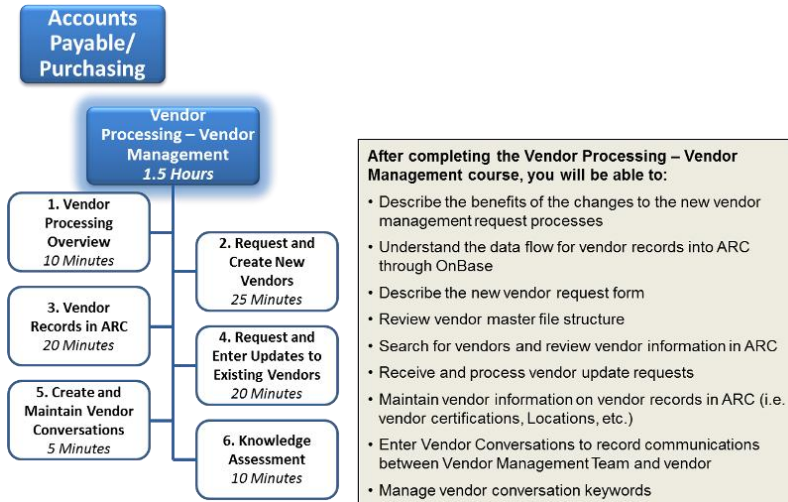


## **Vendor Processing -- Vendor Management**

## Vendor Processing -- Vendor Management

This is the *Vendor Processing -- Vendor Management* course within the *Vendor Processing* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Getting\\_Started\\_With\\_the\\_Web\\_Based\\_Tool.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf)) for a quick reference guide.





## Vendor Processing Overview

This is the *Vendor Processing Overview* lesson of the *Vendor Processing -- Vendor Management* course. Upon completion of this lesson, you will be able to:

- Describe the benefits of the changes to the new vendor management request process
- Describe the new vendor request form as well as the business reasons for the standardization
- Understand the data flow for vendor records into ARC through OnBase
- Review vendor information in ARC

**Estimated time needed to complete lesson:** 10 minutes



### Vendor Processing Roles and Responsibilities

Vendor processing involves both departmental users, vendors, and the Vendor Management Team. While the departmental users and vendors will be responsible for requesting new vendors and vendor modifications, the Vendor Management Team is responsible for validating all information and ensuring that all documentation/vendor records are compliant. The Vendor Management Team will adhere to the Vendor Validation Policy (click here [http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Vendor\\_Management\\_-\\_Vendor\\_Validation\\_Policy.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Vendor_Management_-_Vendor_Validation_Policy.pdf)) to see the policy) to ensure that all vendors are legitimate and are tax compliant by adhering to all documentation requirements. Throughout this course, the following characters with different security rights and roles will help demonstrate the vendor processing business flow:



This is Sean. He works in the Psychology Department. He works with vendors for his department.



This is Dan. He works in the Vendor Management group in Procurement. He is responsible for processing and approving vendors in ARC and OnBase.



This is the ARC system logo. Whenever this logo appears throughout this course, it indicates that a particular action is automatically performed by or within the ARC system.



This is the OnBase system logo. Whenever this logo appears throughout this course, it indicates that a particular action is automatically performed by or within OnBase.

# Training Guide

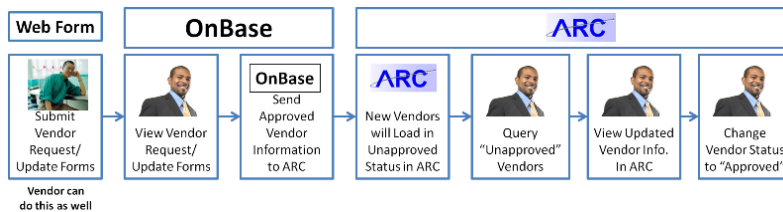
## Vendor Processing -- Vendor Management



### Vendor Management Process

The vendor management process involves an interface between ARC and OnBase. The process is as follows:

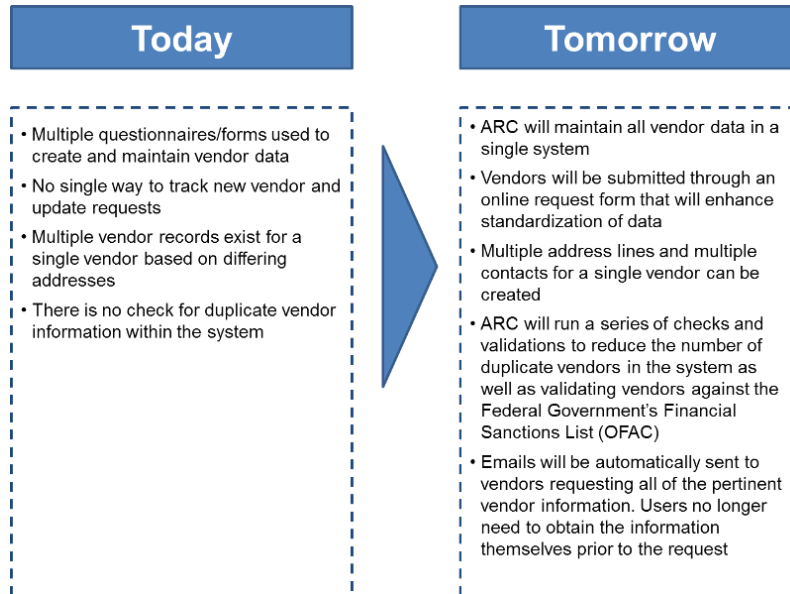
- School/Admin users and/or Vendors will initiate new vendor requests and modifications through submitting a vendor request form, which will be submitted into OnBase
- Vendor Management Team will validate the vendor information in OnBase
- Once vendor information is validated, OnBase will send the vendor information to ARC, and the vendor record will be created
- Vendor Management Team will identify unapproved vendors to review/update
- Vendor Management Team will make applicable updates to the vendor record, i.e. withholding information, Location, etc. while referencing the vendor information uploaded in OnBase
- Once completed, the Vendor Management Team will approve the vendor in ARC, and the vendor is available for processing on procurement transactions





## What's Changing?

ARC will maintain a single vendor master list. The new vendor request web form will help streamline and standardize vendor data. In addition, the new system will be able to capture multiple vendor addresses and contacts for a single vendor.



# Training Guide

## Vendor Processing -- Vendor Management



### Request and Create Vendors

This is the *Request and Create Vendors* lesson of the *Vendor Processing -- Vendor Management* course. Upon completion of this lesson, you will be able to:

- Describe the new vendor request form
- Review vendor master file structure
- Validate vendor information in OnBase

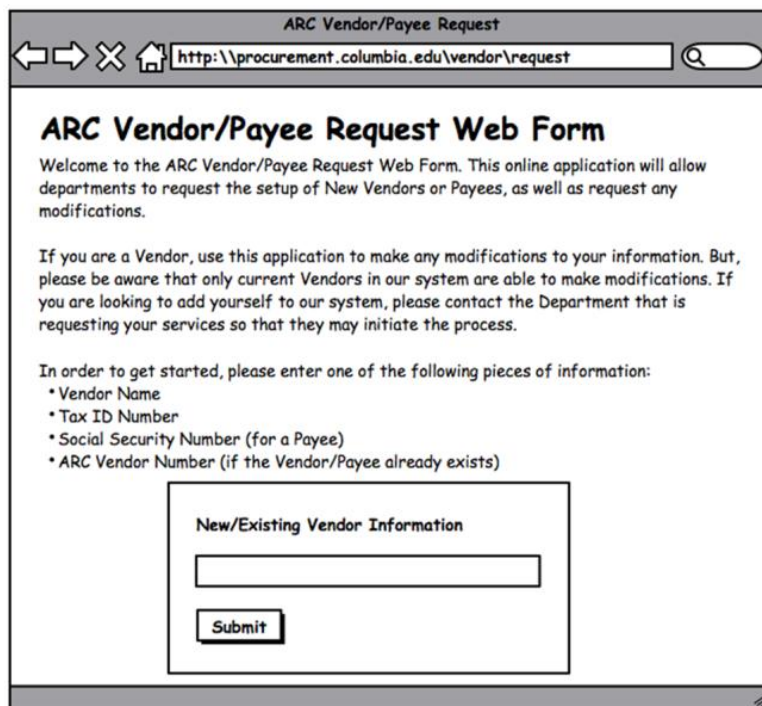
**Estimated time needed to complete lesson:** 25 minutes

### Vendor Creation Process

In order to initiate a request for a new vendor, a Requestor (Department user) should first verify that the vendor does not currently exist in ARC. If the vendor does not exist, a request form should be submitted to have the vendor created in ARC. The web form can be accessed on the Procurement web page. The vendor request form has different components depending on the nature of the transaction:

1. **The School/Admin User Portion** -- This part of the form will require Department users to complete basic vendor information and select the nature of the transaction. The nature of the transaction dictates the rest of the fields on the form and vary based on whether the user wants to add a supplier to the system or are trying to do an employee reimbursement.
2. **The Vendor Portion** -- Once the School/Admin user has initiated the vendor request, it will automatically be sent to the vendor for them to complete additional disbursement information and submit required documentation.

Please click here ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Initiating\\_Vendor\\_Requests.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Initiating_Vendor_Requests.pdf)) to access the new vendor request step-by-step guide to see step-by-step instructions on how to complete the vendor request form. Then, you can access the vendor step-by-step guide here ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Components\\_of\\_Vendor\\_Form.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Components_of_Vendor_Form.pdf)) to help provide guidance should vendors have questions. Please note that the look and feel of the form will vary from the step-by-step guides, but the general process/fields will remain the same. The vendor request form looks like this:



The screenshot shows a web browser window titled "ARC Vendor/Payee Request". The address bar contains "http://procurement.columbia.edu/vendor/request". The main content area has the heading "ARC Vendor/Payee Request Web Form" and a welcome message: "Welcome to the ARC Vendor/Payee Request Web Form. This online application will allow departments to request the setup of New Vendors or Payees, as well as request any modifications." Below this, there is a paragraph for vendors: "If you are a Vendor, use this application to make any modifications to your information. But, please be aware that only current Vendors in our system are able to make modifications. If you are looking to add yourself to our system, please contact the Department that is requesting your services so that they may initiate the process." A list of required information follows: "In order to get started, please enter one of the following pieces of information:"

- Vendor Name
- Tax ID Number
- Social Security Number (for a Payee)
- ARC Vendor Number (if the Vendor/Payee already exists)

At the bottom, there is a form box titled "New/Existing Vendor Information" containing a single text input field and a "Submit" button.





### Nature of Transaction

The term vendor is an umbrella term for anyone that Columbia University pays. Vendor refers to both suppliers (good and services, etc), employees, and all other payees to which Columbia disburses payments. The vendor creation process will vary based on the type of vendor being requested. The vendor type is indicated by the Nature of the Transaction. The Nature of Transaction' is the first field selected on the online vendor request form. The Nature of the Transaction determines requirements such as necessary tax forms and what transaction types a vendor can be associated with. Guidance on what to select is seen below. If you would like to print this table, you can access this job aid ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Nature\\_of\\_Transactions.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Nature_of_Transactions.pdf)). For each new vendor request, you will need to validate that the Nature of Transaction is appropriate given the vendor.

Please note that there is only one Nature of Transaction (transaction type) allowed per vendor profile. If the same vendor experiences multiple transaction types, department users will need to request multiple vendor profiles for this vendor.

Nature of Transaction	Select This If...
Employee Reimbursements	You are reimbursing expenses to individuals for business related travel or other expenses. If you are reimbursing expenses but also providing honoraria, do not select this option - select "Honoraria". This only applies to reimbursing CU employees. For non-employees, please use the "Refunds" nature of transaction.
Goods and/or Services	You are paying an individual or entity for the purchase of goods or services.
Petty Cash	You are establishing or modifying the custodian of a petty cash fund (to be used only by the Controller's Office)
Honoraria	You are providing payments to a lecturer or a professional person from outside the University community (not a University faculty or staff member). Select this even if you are also reimbursing that individual for related travel & business expenses.
Refunds	You are refunding money to an individual, doctor or insurance company, or reimbursing non-employees only for travel and business expenses.
Human Subject Study	You are paying an individual for participation in a study.
Royalties	You are paying an individual or entity for royalty, license or copyright payments.
Prize or Award	You are paying an individual or entity as the recipient of a prize or award.
Charitable Contribution	The University is making a charitable contribution.
Scholarship or Fellowship – aka Stipend	You are paying a student a scholarship or fellowship.
Sponsor	You are refunding a sponsor entity ( to be used only by SPA or SPF)
Libraries	You are paying a vendor in relation to University Libraries (to be used only by Libraries and corresponding departments)

# Training Guide

## Vendor Processing -- Vendor Management



### Documentation Requirements for Vendors

A vendor record is not considered complete until all required documentation is submitted. Required documentation will vary based on the Nature of the Transaction. The following table provides guidance on what documentation must be submitted for each type of transaction. A print friendly version of this table can be found in this job aid ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Documentation\\_Requirements.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Documentation_Requirements.pdf)). For additional questions on documentation requirements, you can access the documentation policy here ([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/W9\\_policy\\_030209\\_1236890612902.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/W9_policy_030209_1236890612902.pdf)). In addition, the foreign vendor policy ([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Foreign\\_Payment\\_Policy\\_foreign\\_nationals.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Foreign_Payment_Policy_foreign_nationals.pdf)) can help dictate actions regarding foreign vendors. You will be responsible for validating that all required documentation is complete and submitted given the Nature of the Transaction.

Payment Type	Documentation Required						Payment or Other Validations Required										
	Domestic and Foreign / Sub-Totals	W9	W8 or 8233	Invoice	Perly Cash Controls Office Approval and Stamp	10103 copy of exception letter or equivalent	Employee Student Validation	04 / Visa / Passport Validation	Services Performed Product Used Review or Outside US Validation	Medical Services Validation Form (0301 code)	Legal Fees to Lawyer or General Counsel	Pass-Through Payment (Section, Bar/Board)	Legal Fees Validation for Egg Donor	Participation Fee or Expense Reimbursement Validation	Reimbursing Vendor on behalf of CU employee / student / ongoing CU sponsored housing validation	Individual / Sole Proprietor Validation	Immigration Status Validation (see Payment Chart)
Nature of Transaction																	
Domestic TSEB							X										
Foreign TSEB																	X
Goods / Services																	
Domestic Vendor																	
Foreign Goods Supplier		X															
Foreign Services Provider			X - W8 Only & W9 for firms, 8233 for individuals							X	X	X	X				
Perly Cash						X											
Domestic Only																	
Honoraria																	
Domestic Honoraria		X															
Foreign Honoraria			X - W8 Only														
Refunds																	
Domestic Refund																	
Foreign Refund																	
Human Subject Study														X	X		
Domestic Subject Study		X															
Foreign Subject Study			X - W8 Only							X	X						X For Reimbursement
Royalties																	
Domestic Royalties		X	X - W8 Only														
Foreign Royalties			X														
Domestic Prize or Award																	
Foreign Prize or Award			X														
Charitable Contribution																	
Foreign Charitable Contribution			X														
Scholarship																	
Domestic Housing		X													X		
Foreign Housing			X							X						X	
Membership / Registration																	
Domestic Membership		X															
Foreign Membership			X - W8 Only														

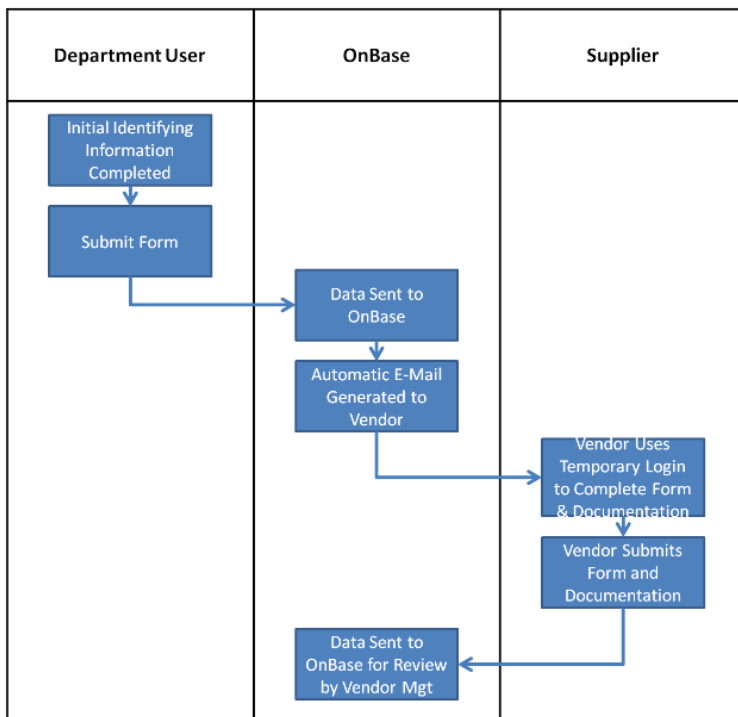




### Requesting a New Supplier

Vendors should be created in ARC prior to requesting goods and/or services from the vendor. Before deciding to transact with a new vendor, verify that there is not a vendor with a University Wide Purchasing Agreement (UwPA) that will meet your need. When a new vendor request is necessary, School/Admin Users will access the online vendor request form and select the appropriate 'Nature of Transaction'. Two of the most common transaction types are with suppliers and payees. The vendor request process will vary based on whether you are processing a request for a new supplier or a new payee. When requesting that a new supplier be added to ARC, the process is as follows:

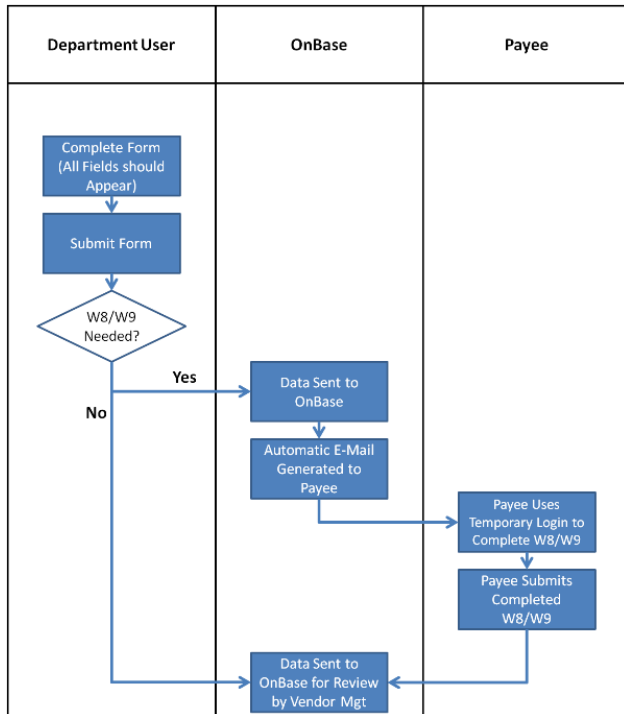
- School/Admin User will access the web form and complete basic identifying information for the supplier and submit this information
- The information will then be sent to OnBase, which will trigger OnBase to automatically generate an e-mail to the supplier providing them with temporary login information. (As the temporary login information expires after a week, the vendor must create a permanent user ID and password soon after receiving the initial e-mail)
- The vendor will login to the online web form using their temporary ID and complete the rest of the required vendor information
- After the vendor submits the completed form, the information will be sent to OnBase for review by the Vendor Management team before the vendor record can be created in ARC





**Requesting a New Payee**

Another common transaction is an employee reimbursement which requires a new employee payee be created. In this case, the Department user will be able to complete the entire form with the exception of the W8/W9 information (if applicable). If a W8/W9 is necessary, an e-mail will be automatically generated and sent to the payee, indicating that they need to submit the required information (similar to the supplier process). The payee process is as follows:





### Vendor Request Status

Once department users have submitted a vendor request form, there are multiple ways in which they can find out the status of the request. They can check the status of a vendor request online via the Procurement web Website. They will also receive emails at certain parts of the vendor creation lifecycle, which will provide notification when certain actions take place.

Emails will be sent to department users at the following stages in the request process:

- Once a request has been submitted, department users will receive a confirmation e-mail with the Request ID (which can be used to track the status of the request online)
- When a request has been approved
- When a request has been denied
- When a request has been on hold
- When a request that was previously on hold has been approved

Please note that vendors will not be able to view status on the Procurement website. If a vendor would like to know the status of a request, they will need to inquire with the Service Desk.

# Training Guide

## Vendor Processing -- Vendor Management



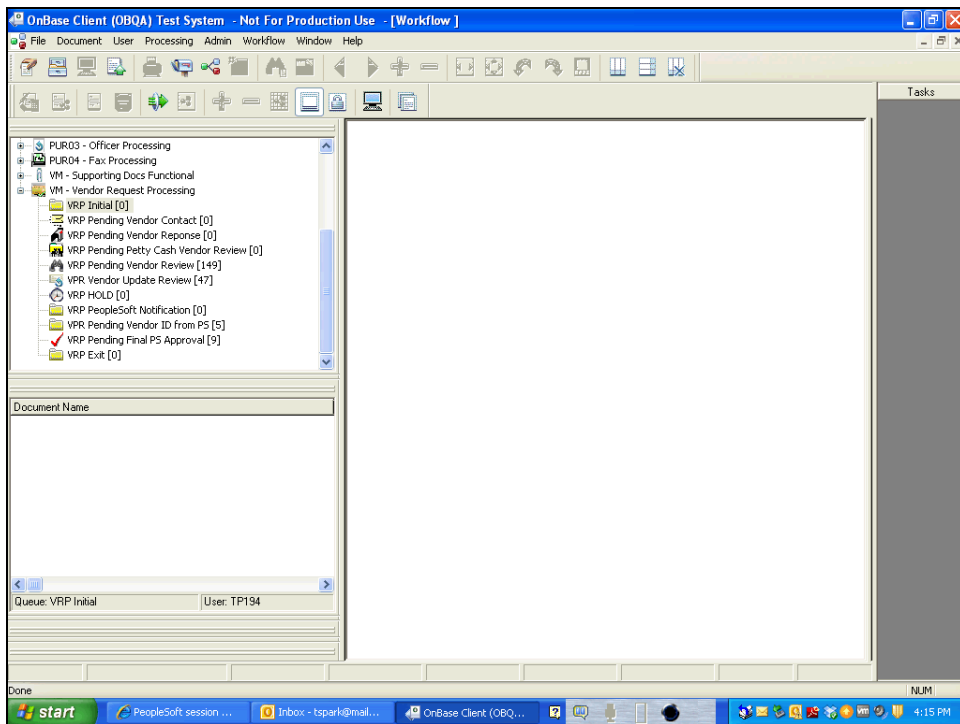
### Validating Vendor Information in OnBase

Once a vendor request has been submitted by a School/Admin User, the information will be uploaded to OnBase for your review. You will need to review and validate the information in OnBase to ensure the information is complete and accurate. Once you have reviewed this information, you will validate, deny, or put a hold on the request. If you validate the request, the vendor information will be uploaded to ARC. Please note that all validated requests in OnBase will be sent to ARC with an Unapproved Status. Vendor Management will then need to approve the request in ARC. If you deny or put the request on hold, a notification will be sent to the Requestor with the status of their request as well as your comments indicating the reason behind the decision.

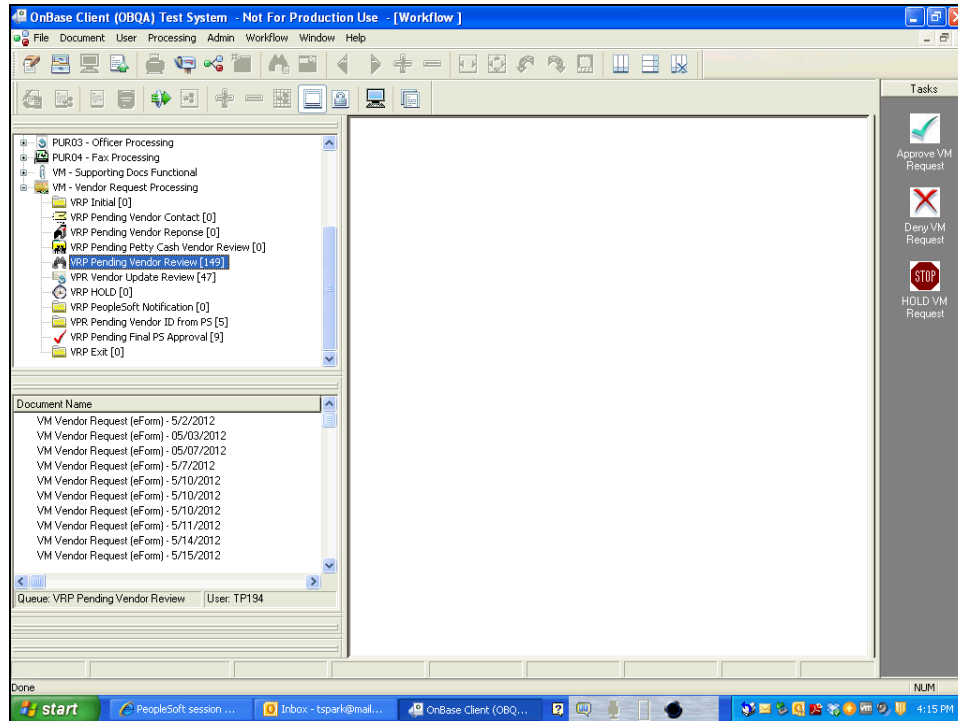
Throughout the following topic, imagine a time you've faced a similar scenario: Sean, a Department User, has submitted a request for a new vendor. You need to validate the information and decide whether or not to validate, deny, or hold the request.

### Procedure

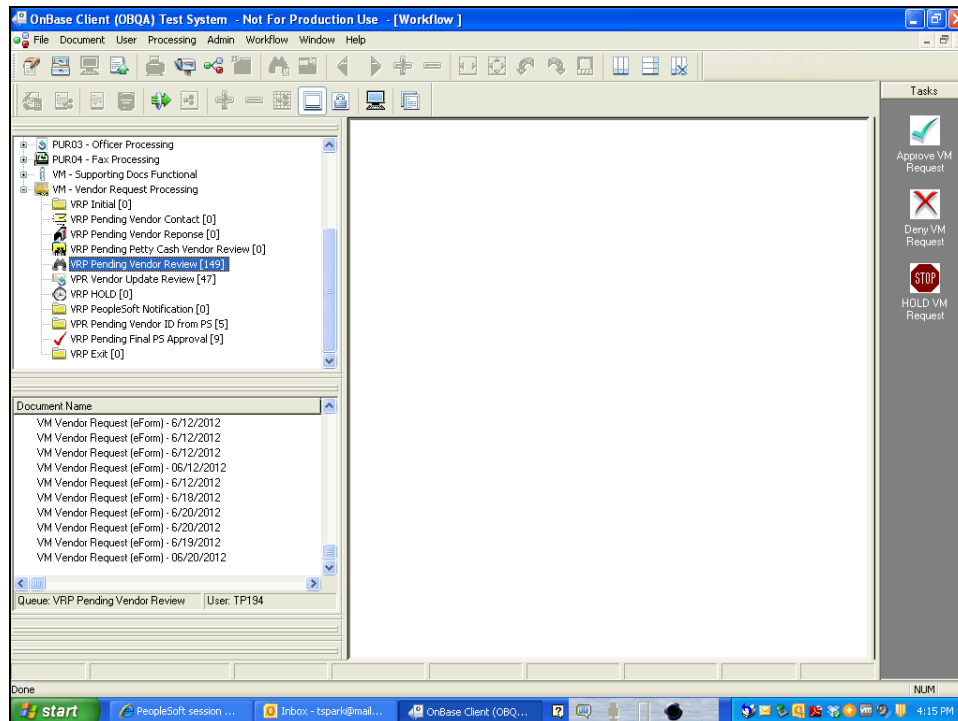
Welcome to the Validating Vendor Information in OnBase topic where you will learn how to validate vendor requests once they are sent to OnBase.



Step	Action
1.	Once you have logged into OnBase, you will select the file containing the pending vendor requests for review. Click the <b>VRP Pending Vendor Review [149]</b> tree item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">VRP Pending Vendor Review [149]</div>



Step	Action
2.	Click the button of the scrollbar.

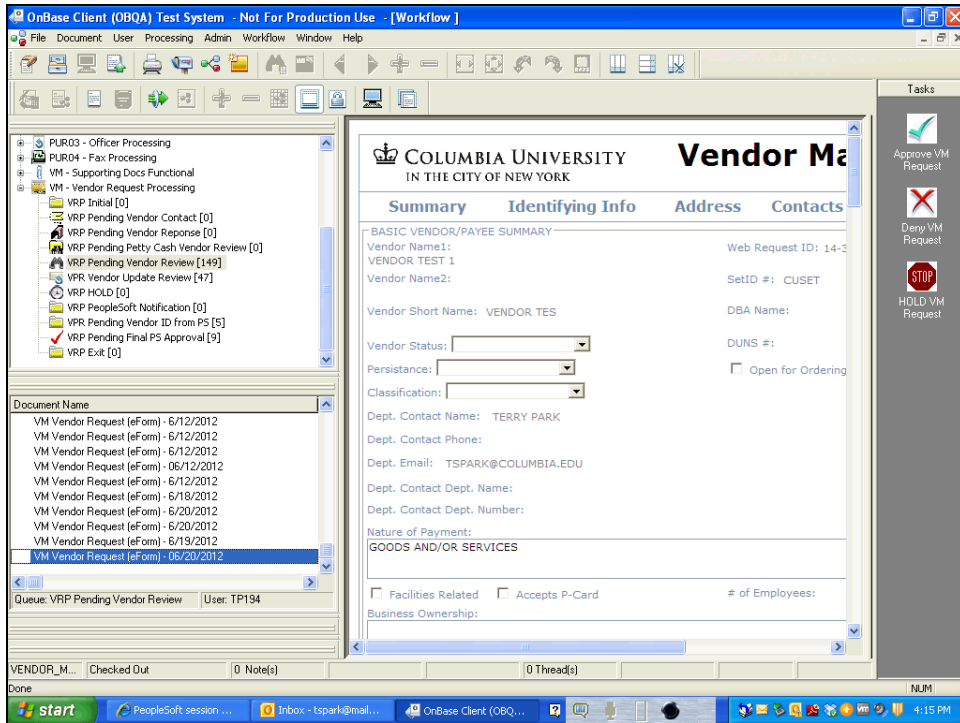


# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
3.	Click the date for which you want to view the requests. <div style="border: 1px solid black; padding: 2px; display: inline-block;">VM Vendor Request (eForm) - 06/20/2012</div>

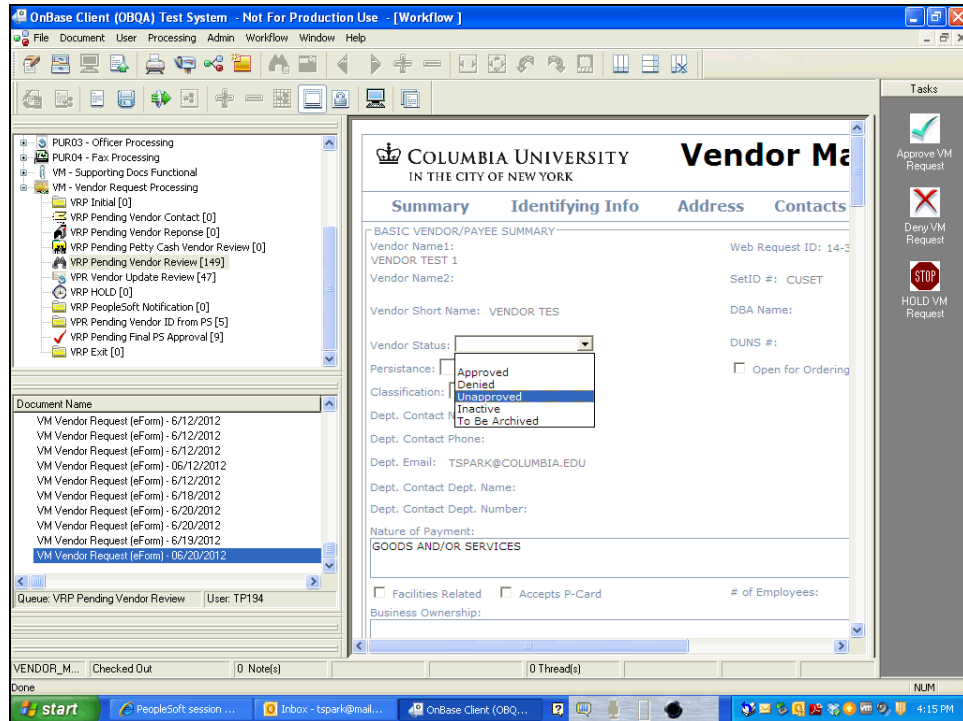


Step	Action
4.	Click the <b>Vendor Status</b> list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text"/> </div>

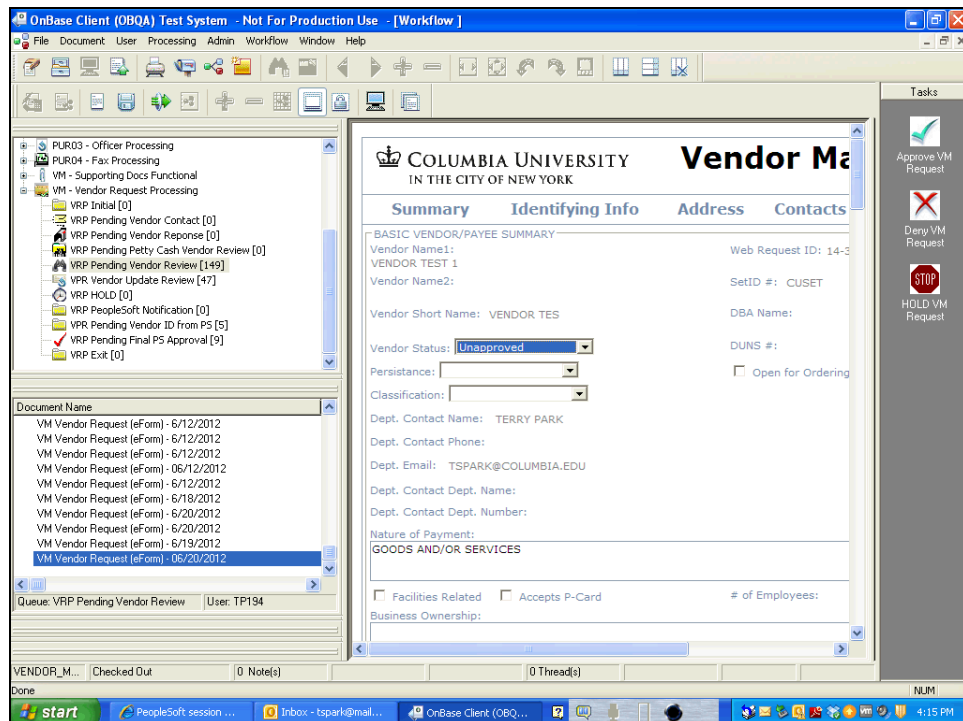


# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
5.	Click the <b>Unapproved</b> list item. <b>Unapproved</b>

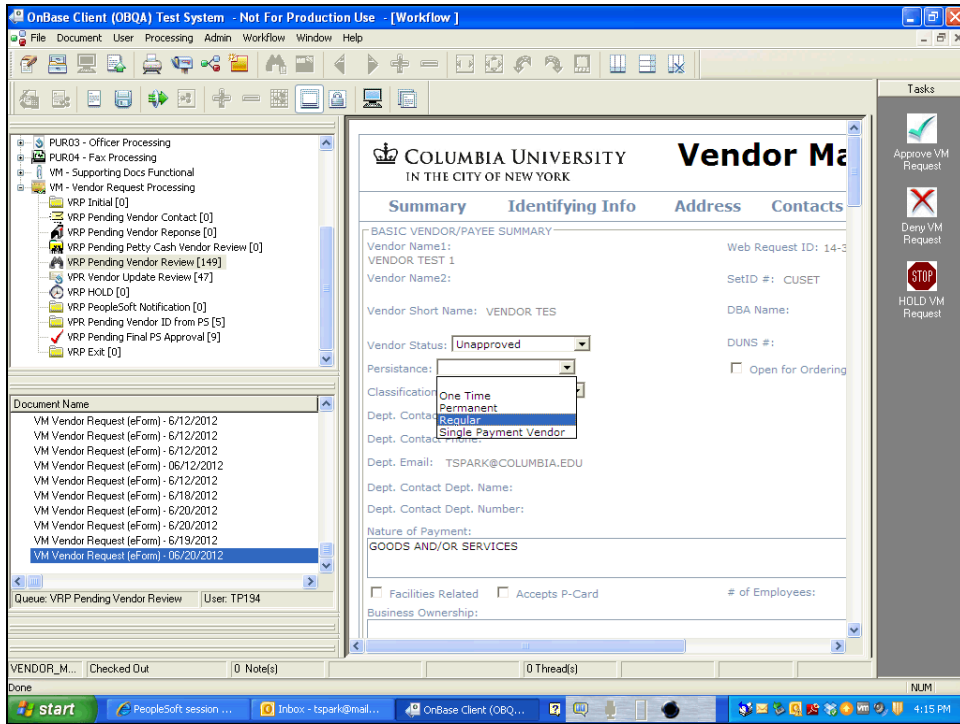


# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
6.	Click the <b>Persistence</b> list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>



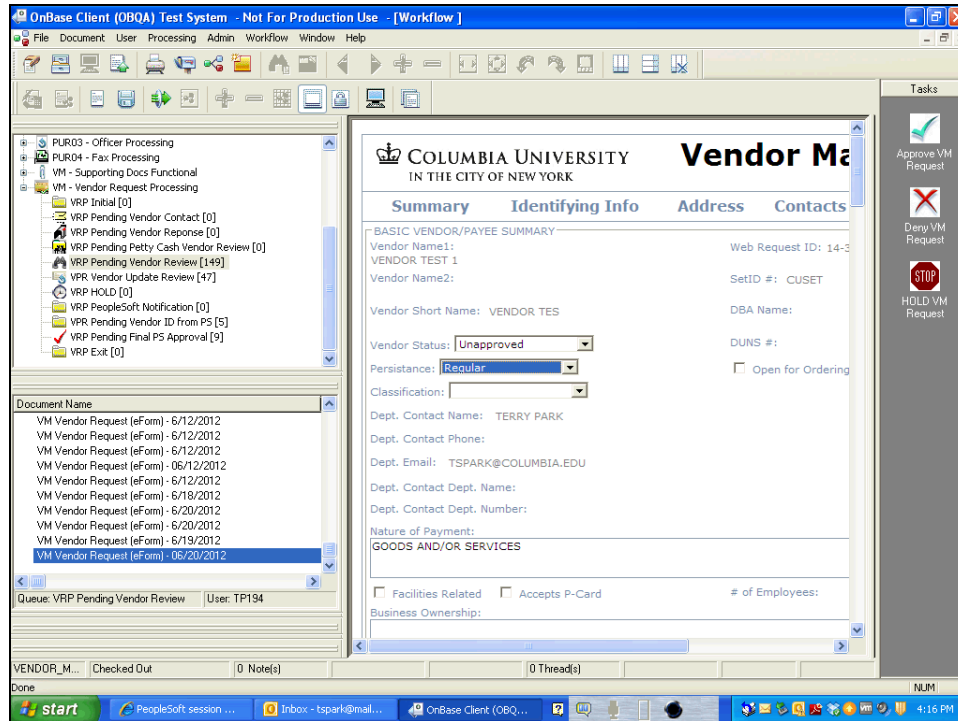
Step	Action
7.	Click the <b>Regular</b> list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; background-color: #4F81BD; color: white; text-align: center;">Regular</div>




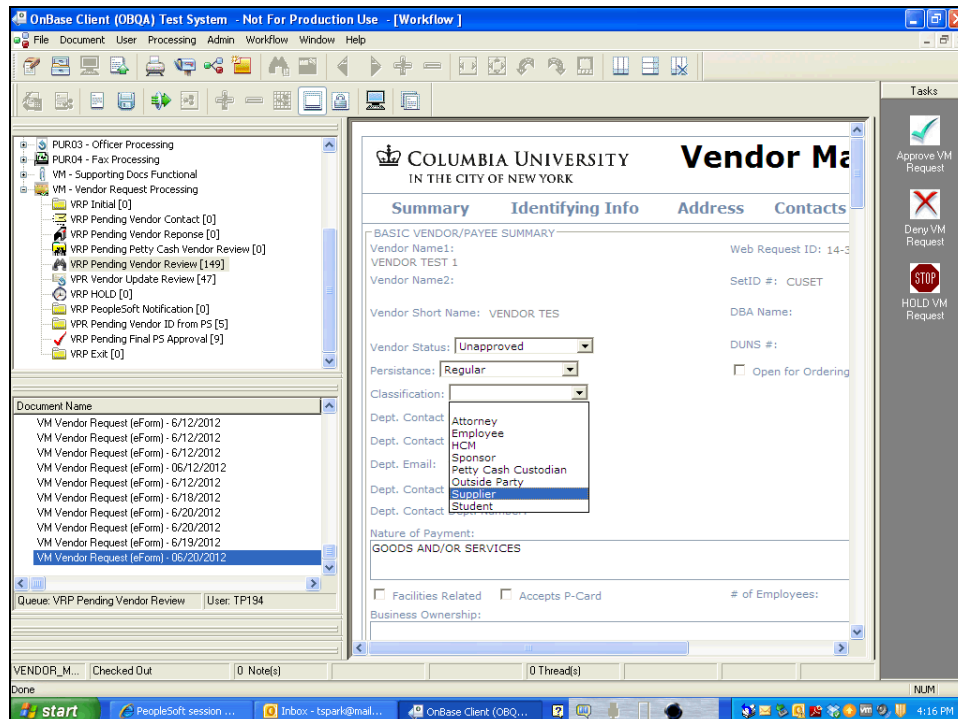


# Training Guide

## Vendor Processing -- Vendor Management




Step	Action
8.	Click the <b>Classification</b> list. 

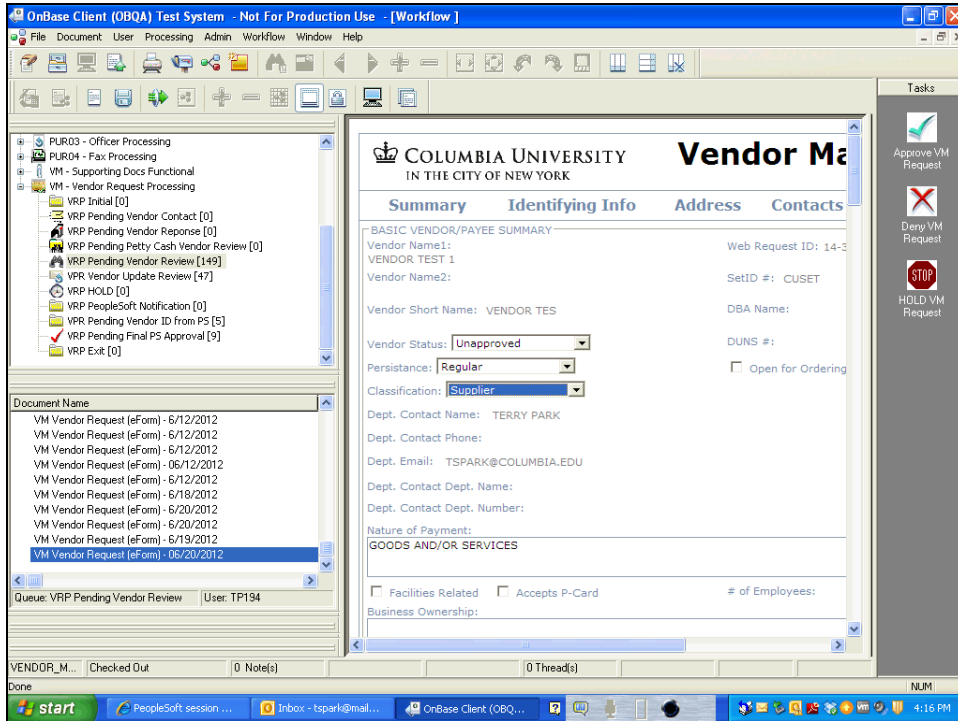



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## Vendor Processing -- Vendor Management



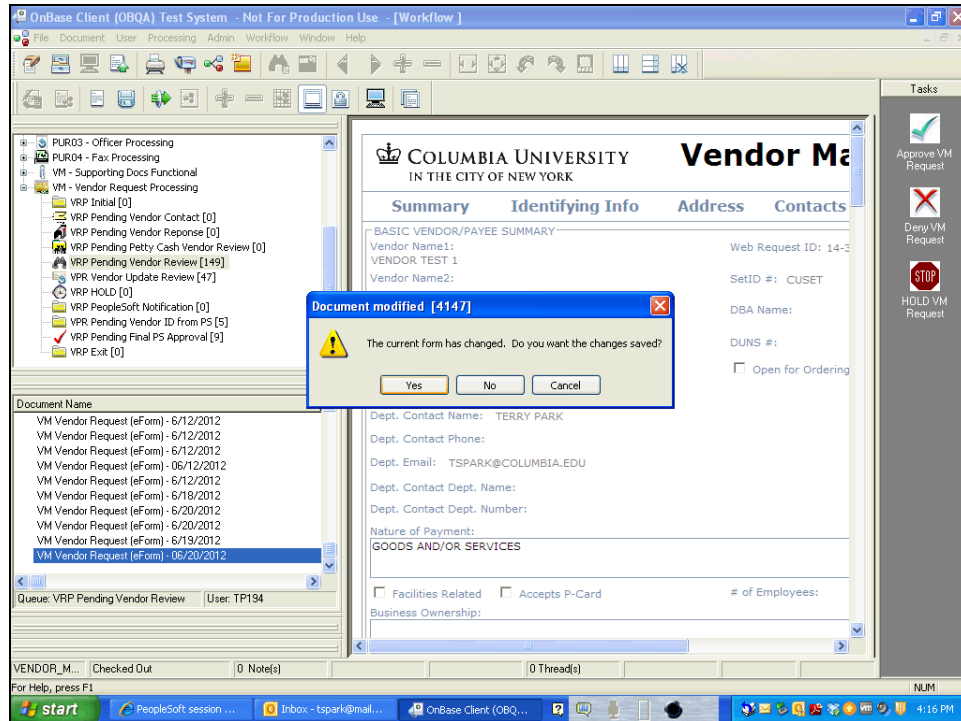
Step	Action
9.	Click the <b>Supplier</b> list item. 

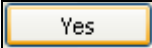


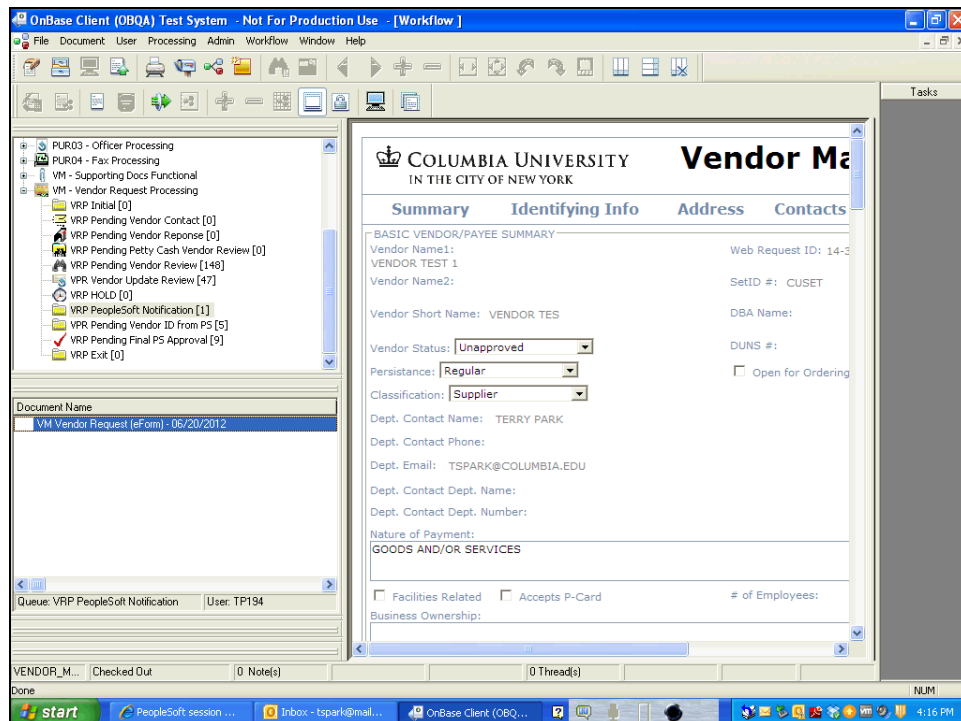
Step	Action
10.	If you want to validate the request, double-click the Approve VM Request button. 



# Training Guide Vendor Processing -- Vendor Management



Step	Action
11.	Click the <b>Yes</b> button. 

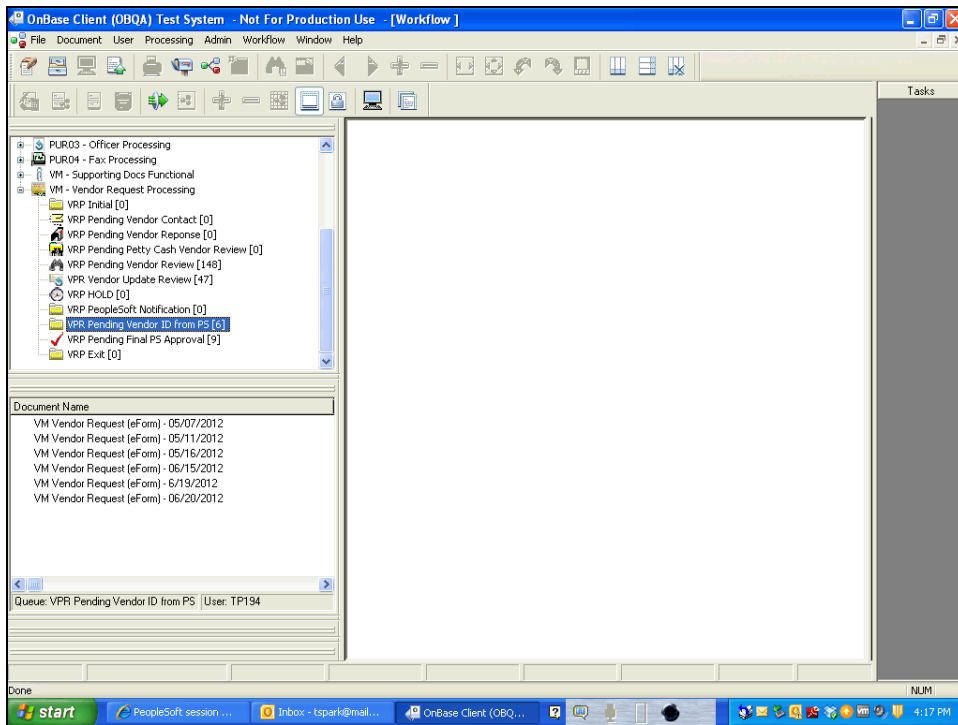


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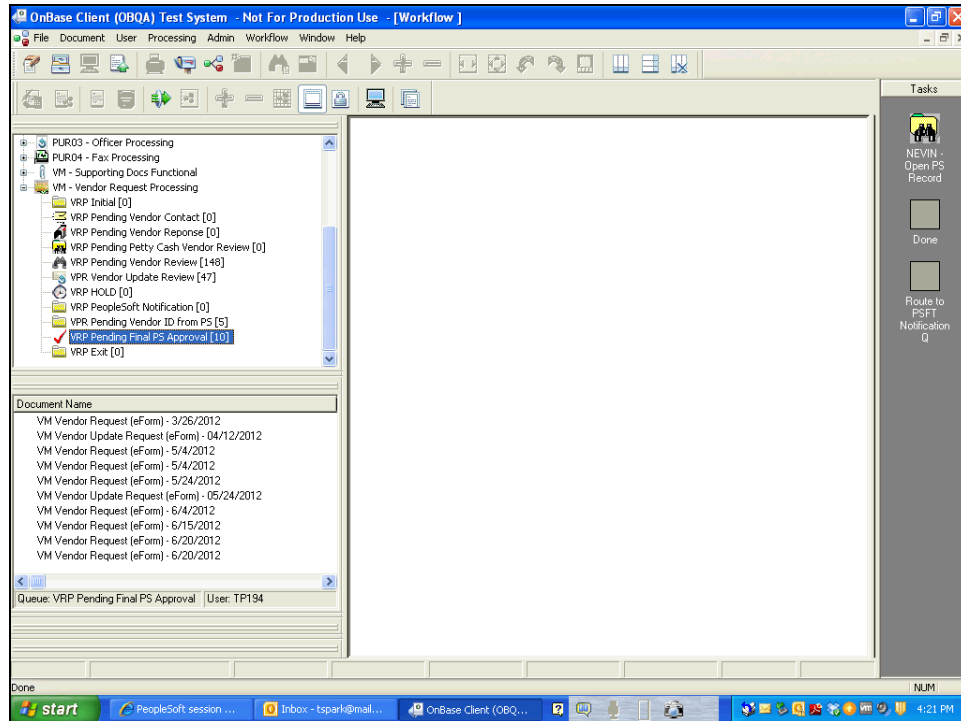
## Vendor Processing -- Vendor Management



Step	Action
12.	Click the <b>VRP PeopleSoft Notification [1]</b> tree item to see when the file has been received by ARC. <div style="border: 1px solid black; padding: 2px; display: inline-block;">VRP PeopleSoft Notification [1]</div>



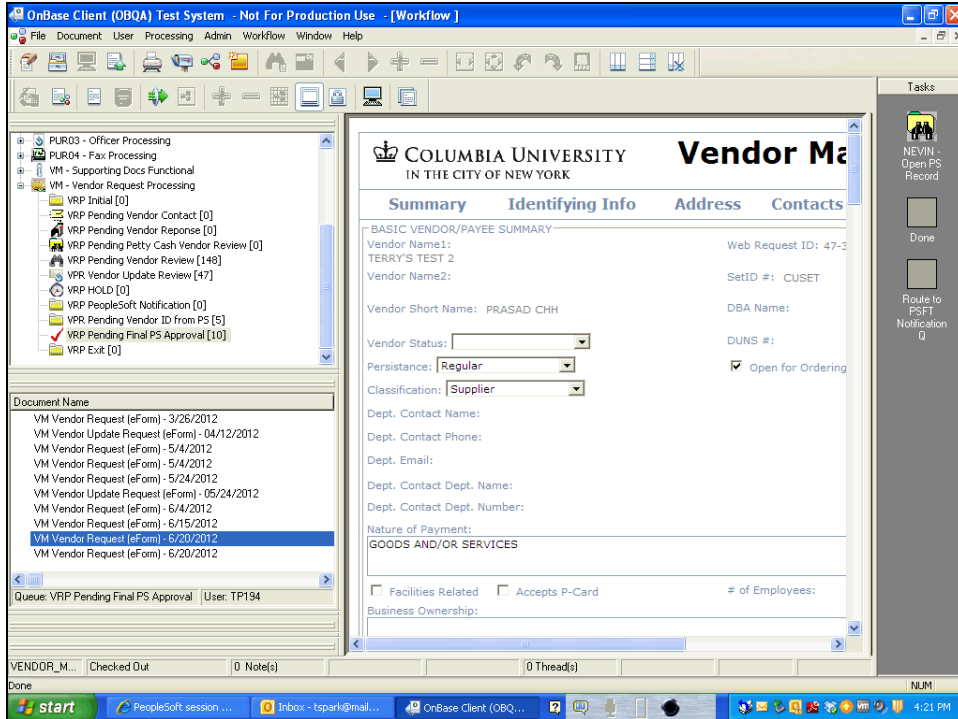
Step	Action
13.	When the vendor has been sent to ARC successfully and is pending a Vendor ID, the number next to the VPR Pending Vendor ID from PS will increase by 1 (notice the number went from 5 to 6). When the Click the <b>VPR Pending Vendor ID from PS [6]</b> tree item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">VPR Pending Vendor ID from PS [6]</div>



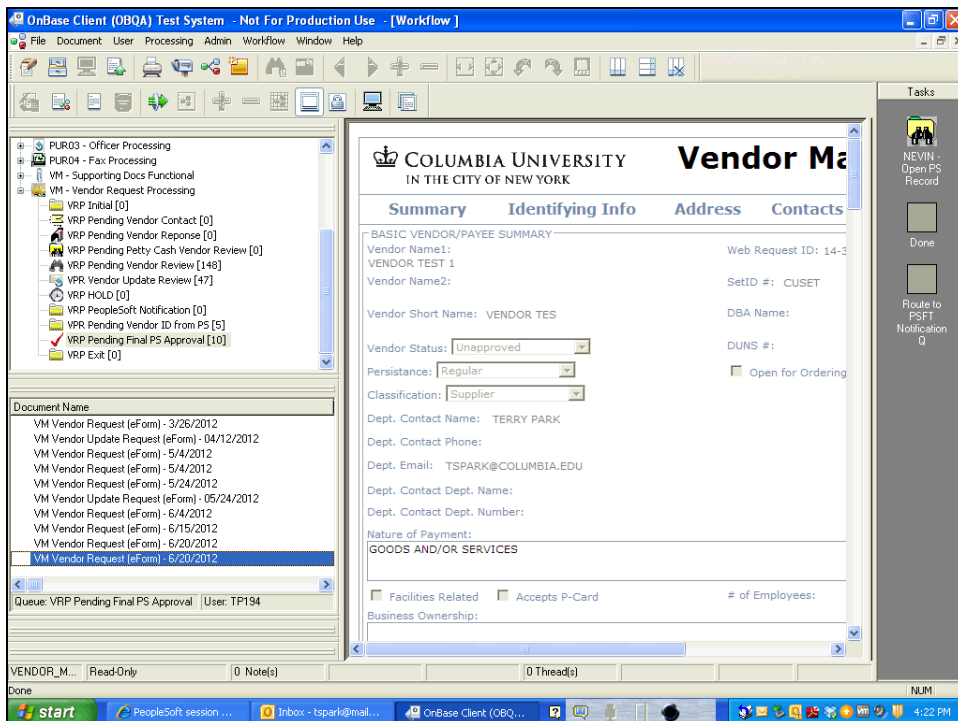
Step	Action
14.	<p>When the vendor request is ready for final approval, the number next to "VRP Pending Final PS Approval" will increase. When this occurs, click the <b>VRP Pending Final PS Approval [10]</b> tree item.</p> <p><b>VRP Pending Final PS Approval [10]</b></p>


# Training Guide

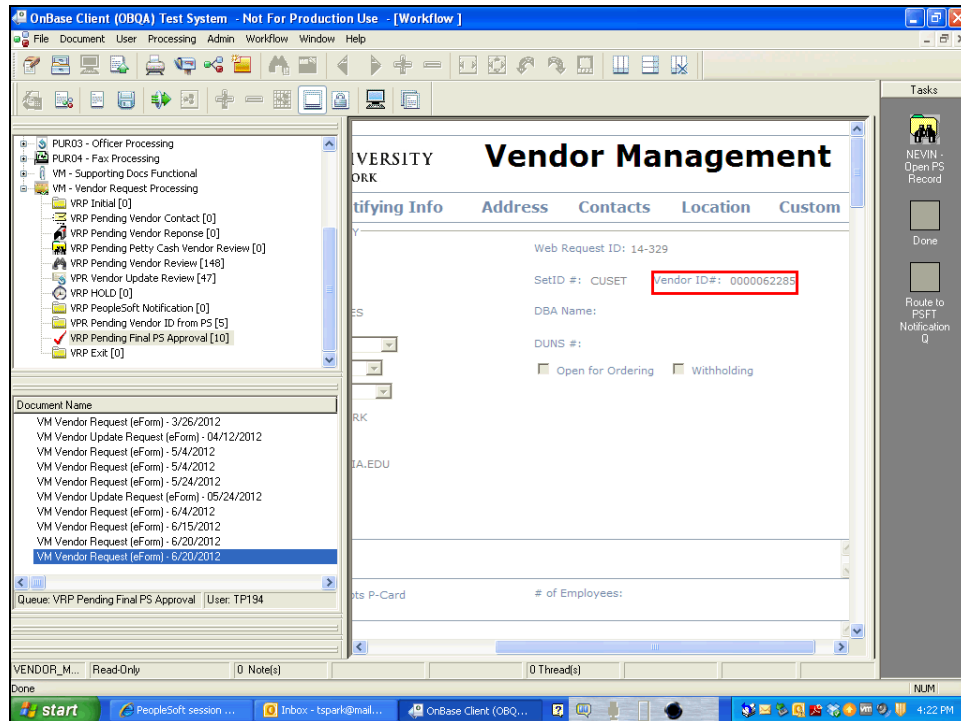
## Vendor Processing -- Vendor Management



Step	Action
15.	Validate that the correct date is selected. <div style="border: 1px solid black; padding: 2px; display: inline-block;">VM Vendor Request (eForm) - 6/20/2012</div>



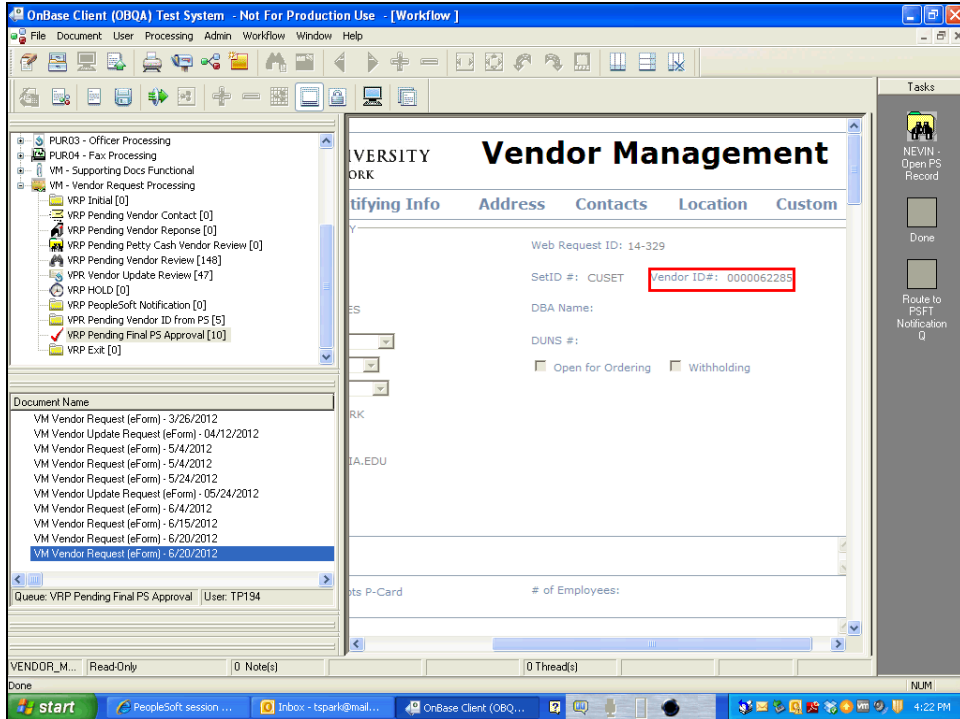
Step	Action
16.	Click the button of the scrollbar. 



Step	Action
17.	See that the Vendor ID has been created for the vendor. This will be the ID used in ARC to identify the vendor.

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
18.	<p>You have successfully validated vendor information in OnBase. You can now select the next lesson.</p> <p><b>End of Procedure.</b></p>

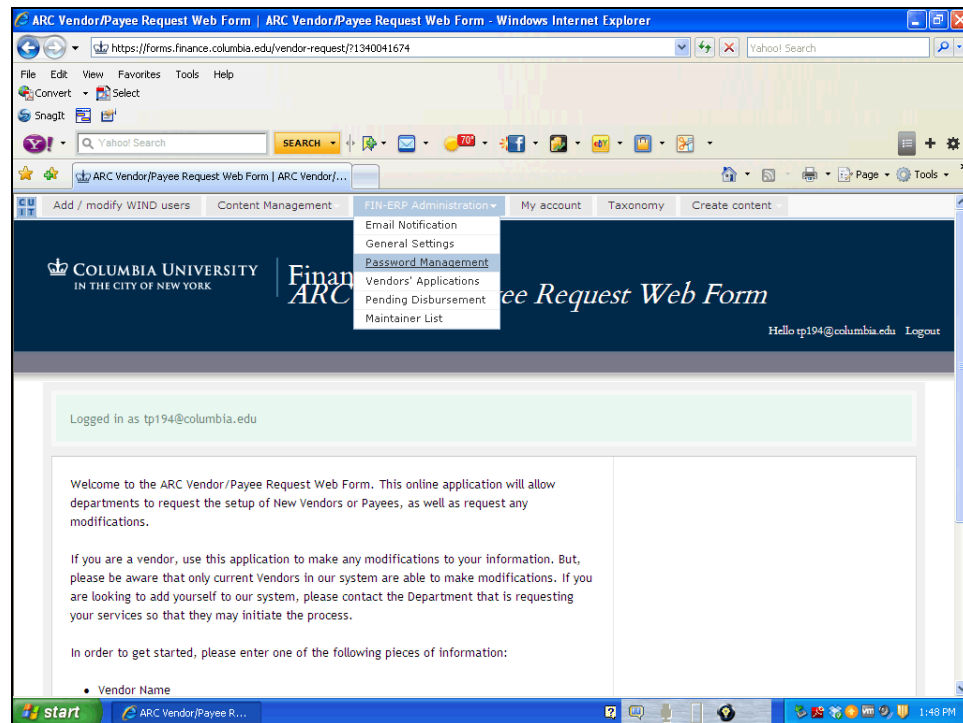


### Resetting Temporary Vendor Passwords

Each time a new vendor is requested, an email is sent to the vendor containing a temporary login ID and password. This temporary information will expire after a week. In the event the vendor hasn't updated their information in that time period, their login ID and password will need to be reset by the Vendor Management Team. This hands-on scenario will teach you how to reset temporary login information.

#### Procedure

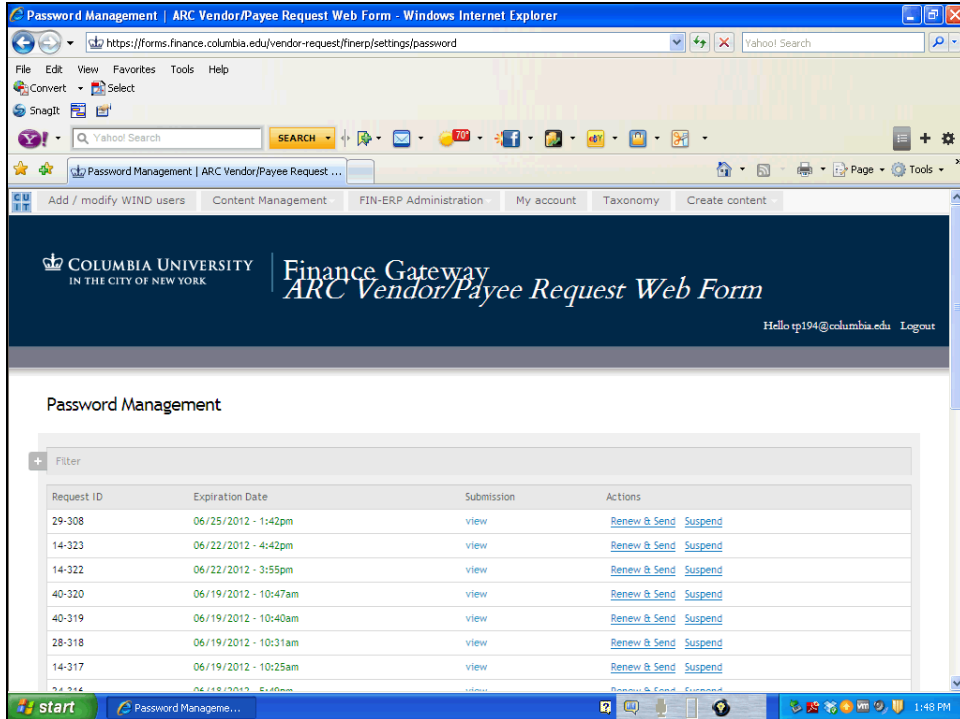
Welcome to the Resetting Temporary Vendor Passwords topic where you will learn how to reset vendor login information.



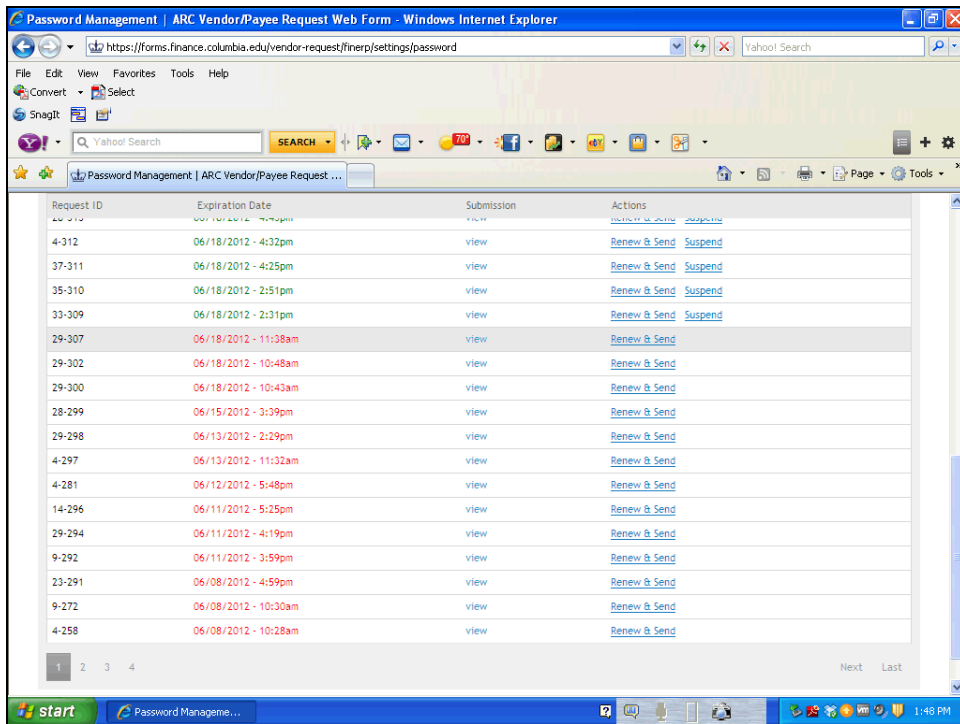
Step	Action
1.	<p>After you have logged into the Vendor Management Request form on the Procurement Web Page, you will select the <b>Password Management</b> link from the FIN ERP Administration menu.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Password Management</div>


# Training Guide

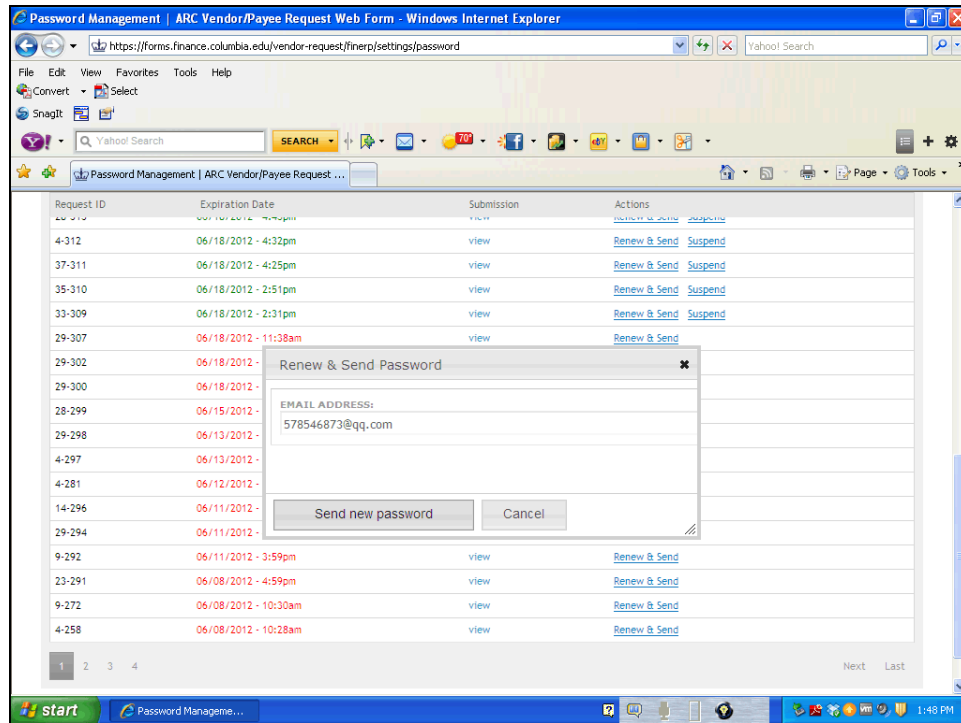
## Vendor Processing -- Vendor Management

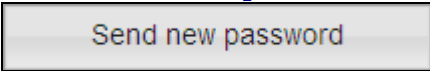


Step	Action
2.	Click the button of the scrollbar to find the request ID you are looking for.



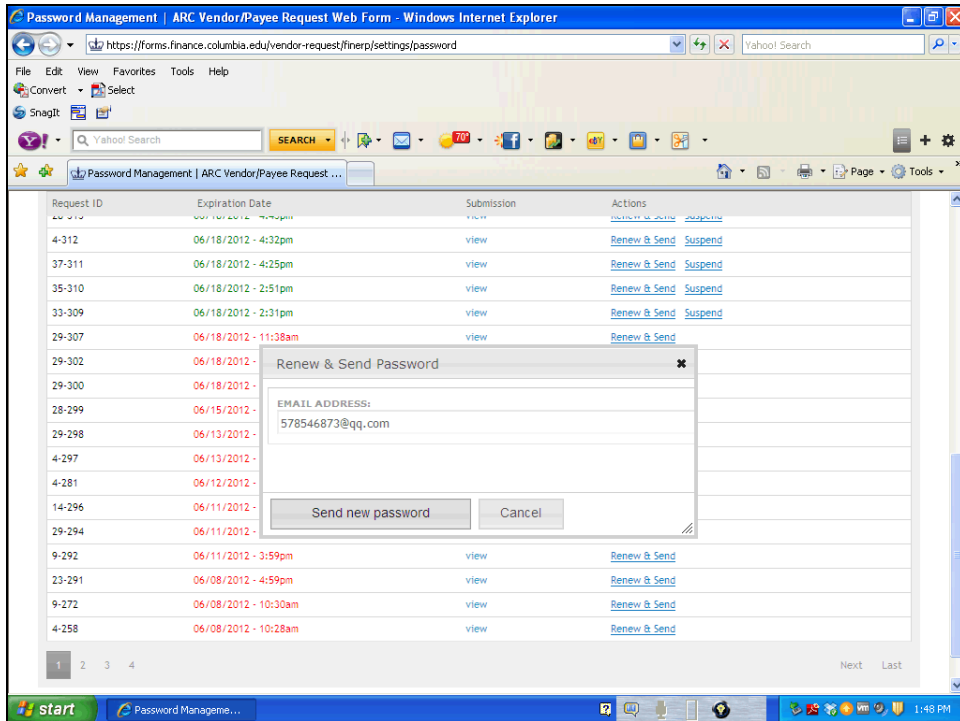
Step	Action
3.	The dates in red will indicate that the information has expired. Click the <b>Renew &amp; Send</b> object. 



Step	Action
4.	Click the <b>Send new password</b> button. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
5.	You can now select the next topic. <b>End of Procedure.</b>



## Vendor Records in ARC

This is the *Vendor Records in ARC* lesson of the *Vendor Processing -- Vendor Management* course. Upon completion of this lesson, you will be able to:

- Review the different components of a Vendor Record in ARC
- Search for vendors and review vendor information in ARC
- Approve Vendors in ARC

**Estimated time needed to complete lesson:** 20 minutes

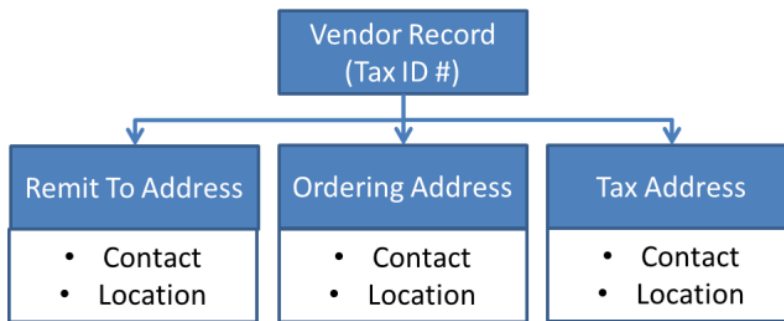


**Vendor Record Overview**

Once vendor information has been validated in OnBase, a vendor record is created in ARC. Vendor Records in ARC are robust and contain six different tabs of information. The four tabs that contain most of the vendor information you will use are: Identifying Information, Address, Contacts, and Location. You can use these tabs to review vendor information and make modifications to certain fields.

The organization of the information on the vendor profile is as follows:

- There is one tax identification number per vendor profile (there can be no duplicate tax ID numbers in the system)
- Each vendor then can have multiple addresses (one remit to address, one ordering address, and one tax address)
- Each one of these addresses can be associated with a specific contact person at this vendor address as well as a location for this address.
- Locations are payment methods (check, wire, automated clearing house). Each location for a vendor must be linked to one of the three addresses





## Vendor Identifying Information

The Identifying Information Tab contains key labeling information for the vendor such as, Vendor Name, Vendor ID, and Vendor Short Name. You will use the fields on the Identifying Information tab to search for vendors when processing a transaction, such as a voucher or requisition.

In addition, this is where you will change the Vendor Status to Approved and make the vendor Open for Ordering, meaning that Departmental Users can use this vendor when processing requisitions.

The screenshot shows the 'Identifying Information' tab of a vendor management system. The interface includes several input fields and dropdown menus for vendor details. The 'SetID' is 'CUSET' and the 'Vendor ID' is '000000003'. The 'Vendor Short Name' is 'SUPPLIER' and 'SUPPLIER-001'. The 'Classification' is 'Supplier', 'HCM Class' is 'Regular', and 'Persistence' is 'Regular'. The 'Vendor Status' is 'Approved'. There are also fields for 'Vendor Name 1', 'DBA Name', and 'Vendor Name 2'. A 'Check for Duplicate' button is present. On the right, there are checkboxes for 'Withholding', 'Open For Ordering', 'VAT Registration', and 'Preferred Vendor'. Below the main form is a 'Vendor Relationships' section with checkboxes for 'Corporate Vendor' and 'InterUnit Vendor', and corresponding input fields for 'Corporate SetID', 'Corporate Vendor ID', and 'InterUnit Vendor ID'.

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID:	CUSET	*Vendor Name 1:	Supplier Vendor		
Vendor ID:	000000003	DBA Name:			
*Vendor Short Name:	SUPPLIER	Vendor Name 2:			
*Classification:	Supplier	<input type="checkbox"/> Withholding			
HCM Class:	Regular	<input checked="" type="checkbox"/> Open For Ordering			
*Persistence:	Regular	<input type="checkbox"/> VAT Registration			
*Vendor Status:	Approved	<input type="checkbox"/> Preferred Vendor			
Attachments (0)					
<input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>					
Vendor Relationships					
<input checked="" type="checkbox"/> Corporate Vendor		<input type="checkbox"/> InterUnit Vendor			
Corporate SetID:	CUSET	InterUnit Vendor ID:			
Corporate Vendor ID:	000000003	Supplier Vendor			

# Training Guide

## Vendor Processing -- Vendor Management



### Vendor Addresses

The Address Tab is where you can find the vendor's address(es). ARC allows you to enter multiple addresses for a vendor. This information will also be used when dispatching payments and purchase orders to vendors. There is also a description field on the page to indicate what type of address is entered (remit to, ordering, tax, etc.)

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

SetID: CUSET [Vendor Address Search](#)  
Vendor ID: 000062273 Short Vendor Name: ENTER-001 Name: Enter Vendor

**Vendor Address** Page 1 View All Page 1 of 2 Last

Address ID: 1 + -  
Description:

**Details** Page 1 View All Page 1 of 4 Last

Effective Date: 04/16/2012 + - Effective Status: Active + -

Country: USA  United States  
Address 1: 400 West 119th Street  
Address 2:   
Address 3:   
City: New York   
County:  Postab: 10027  
State: NY  New York  
Email ID:

**Payment/Withholding Alt Names**

**Payment Alternate name**

Name 1:  Alternate Name 1  
Name 2:

**Withholding Alternate name**

Withholding Name 1:





### Vendor Contacts

The Contacts Tab contains information about the primary contacts for a vendor. The information entered on this page is informational only. It will not be copied to a transaction when the vendor is selected.

Vendor Contact					
SetID:	CUSET				
Vendor ID:	000000003	Short Vendor Name:	SUPPLIER-001	Name:	Supplier Vendor
Vendor Contact					
Contact ID:	1				
Description:					
Details					
Effective Date:	12/30/2011				
Effective Status:	Active				
Type:					
Name:					
Title:					
Address:					
Internet:	http:// <a href="#">View Internet Address</a>				
Email ID:					
Phone Information					
Type	Prefix	Telephone	Extension		
Business Phone					

# Training Guide

## Vendor Processing -- Vendor Management



### Vendor Location

The Locations Tab contains key disbursement information for the vendor. You will find payment method and associated payment details on this tab. The Vendor Management Team will need to update this tab with Location Information for the vendor once it has been submitted. New vendors created from ARC will be entered with the default Check Location (CHK-01). If a request is submitted for the vendor to be paid via ACH, the Vendor Management Team will need to insert a new row to define the ACH Location.

Summary Identifying Information Address Contacts **Location** Custom

SetID: CUSET  
Vendor ID: 0000000003 Short Vendor Name: SUPPLIER-001 Name: Supplier Vendor

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

Location Find | View All First 1 of 2 Last

\*Location: ACH-01  Default RTV Fees Attachments (0)

Description: ACH

Details Find | View All First 1 of 1 Last

\*Effective Date: 12/30/2011 Effective Status: Active

Expand All Collapse All

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

Additional ID Numbers

Comments

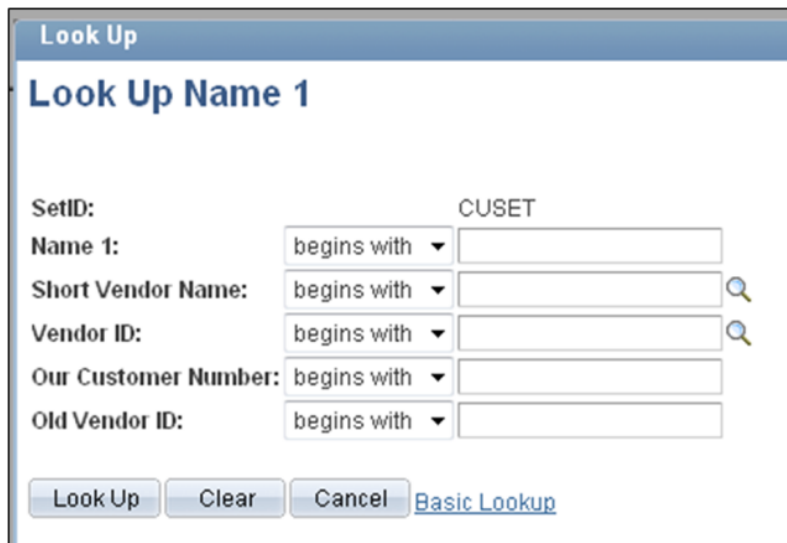
Internet Address

VAT

Expand All Collapse All

### Identifying Vendors for a Transaction

Vendor Records can be used to review vendor information and verify whether or not a vendor exists in ARC. When processing transactions involving vendors, such as vouchers and requisitions, you can search for vendors using identifying information. When creating a new voucher or requisition, you can use the Look Up Function (symbolized by a magnifying glass) to identify and select the appropriate vendor. The Look Up function allows you to search by the following fields:



**Look Up**

**Look Up Name 1**

SetID: CUSET

Name 1: begins with [ ]

Short Vendor Name: begins with [ ]

Vendor ID: begins with [ ]

Our Customer Number: begins with [ ]

Old Vendor ID: begins with [ ]

Look Up Clear Cancel [Basic Lookup](#)



### Searching For Vendors

Once a vendor exists in ARC, users can review the vendor information via the vendor search pages.

Note: This page can also be used to determine whether a vendor already exists in ARC prior to initiating the creation process.

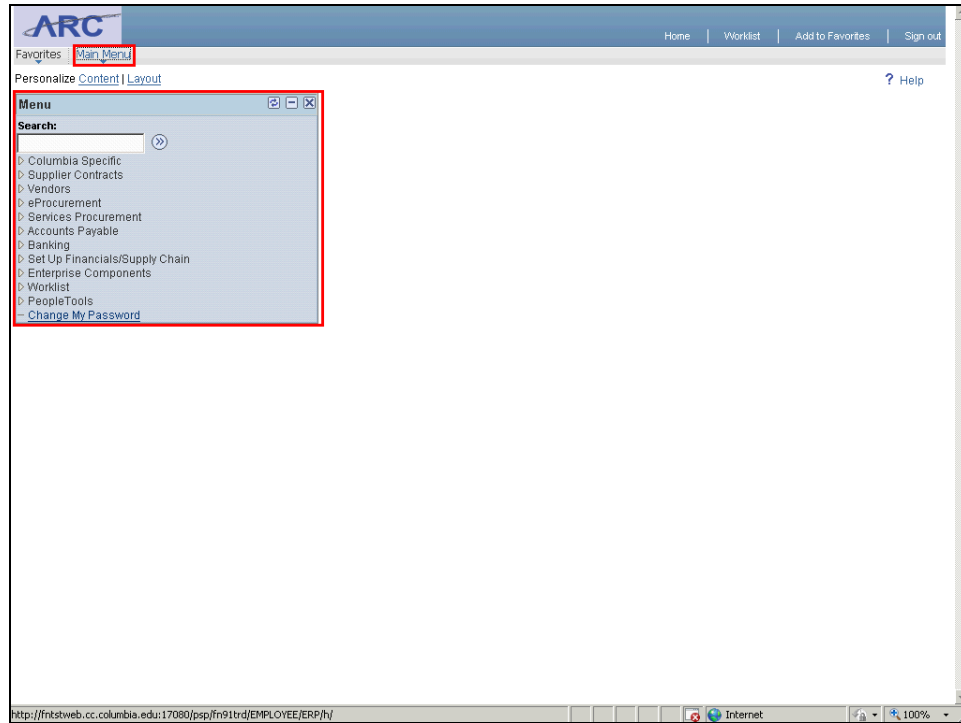
Throughout the following topic, imagine a time you have faced a similar scenario: Mark needs to verify that a vendor does not already exist in ARC before he initiates the vendor request process.

**Estimated time needed to complete topic: 5 minutes**

#### Procedure

Welcome to the *Searching for Vendors* topic where you will learn how to search for vendor records. You can reference the Vendor Validation Policy

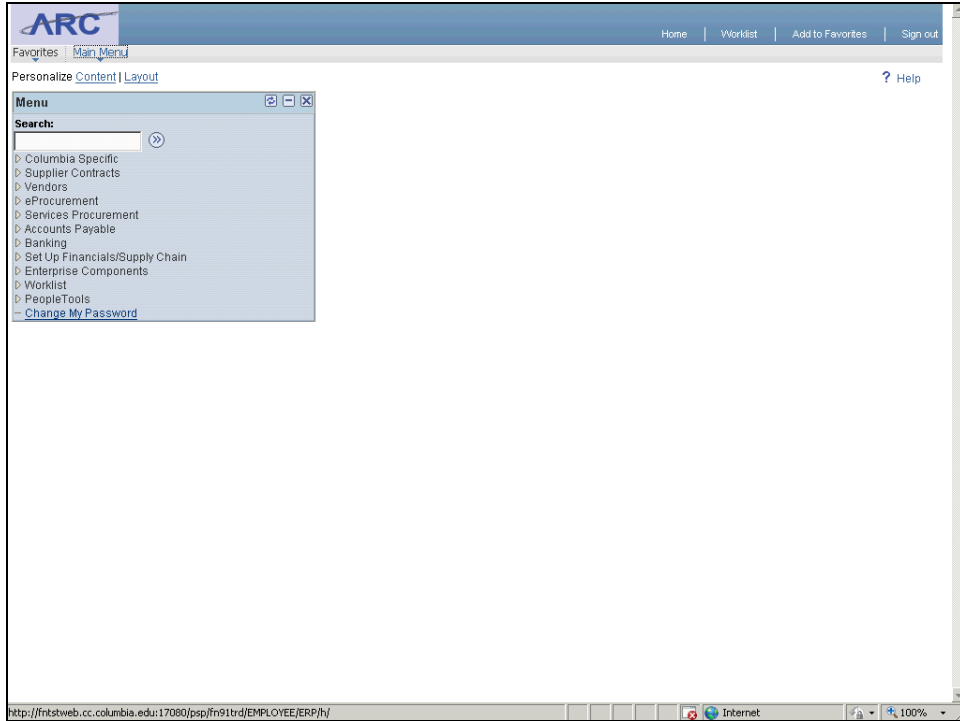
([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Vendor\\_Management\\_-\\_Vendor\\_Validation\\_Policy.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Vendor_Management_-_Vendor_Validation_Policy.pdf)) for additional information about validating vendors.




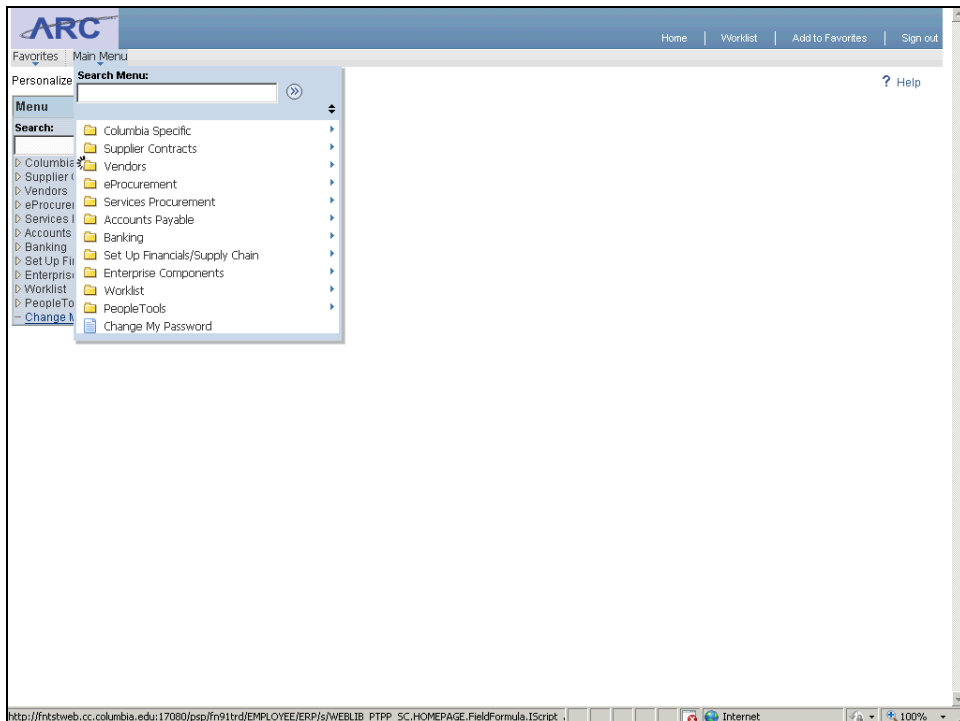
Step	Action
1.	There are two ways to access menu options in ARC. The first is by clicking on the appropriate option in the blue box, or you can find the same selections by clicking the Main Menu button at the top of your screen. In this course, we will use the Main Menu button at the top of the screen.

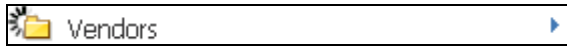
# Training Guide

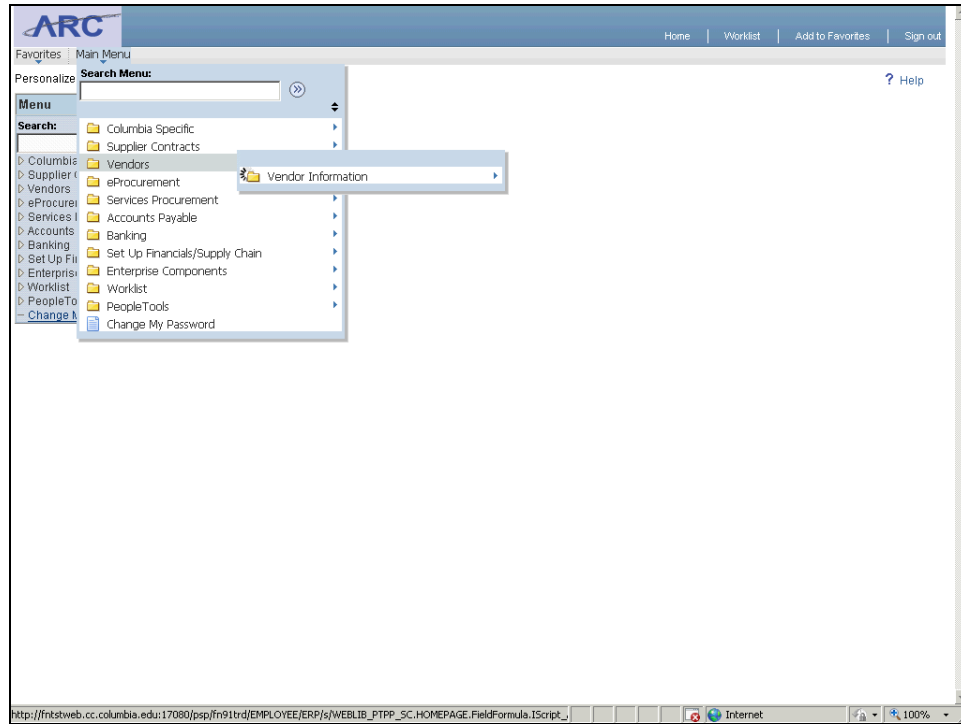
## Vendor Processing -- Vendor Management

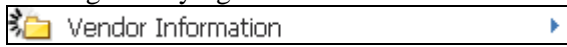


Step	Action
2.	Click the <b>Main Menu</b> button. 



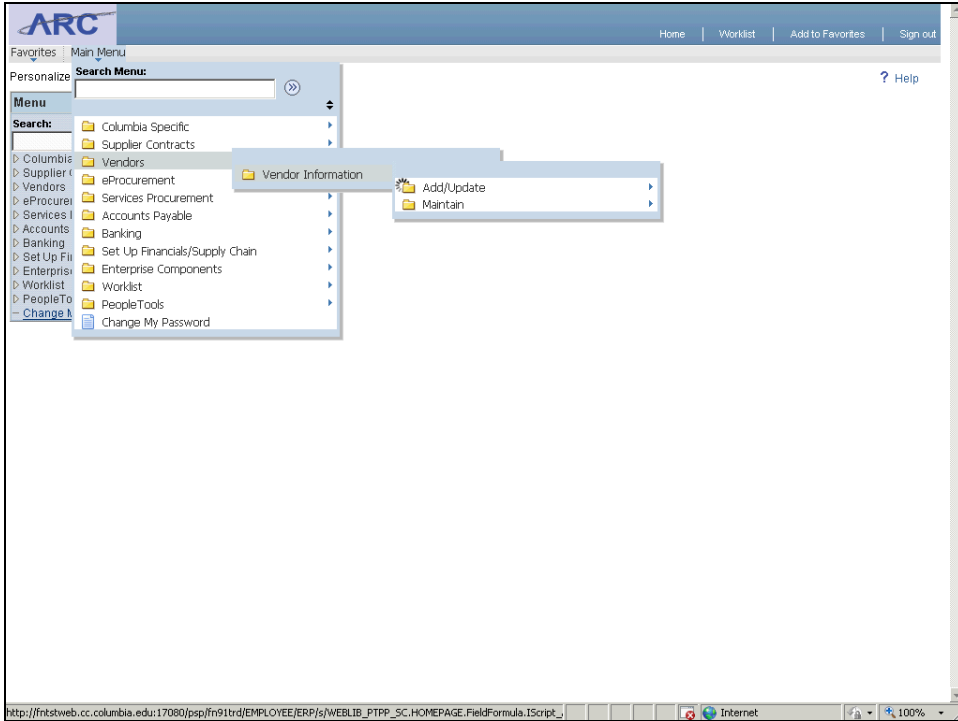
Step	Action
3.	Click the <b>Vendors</b> menu. 




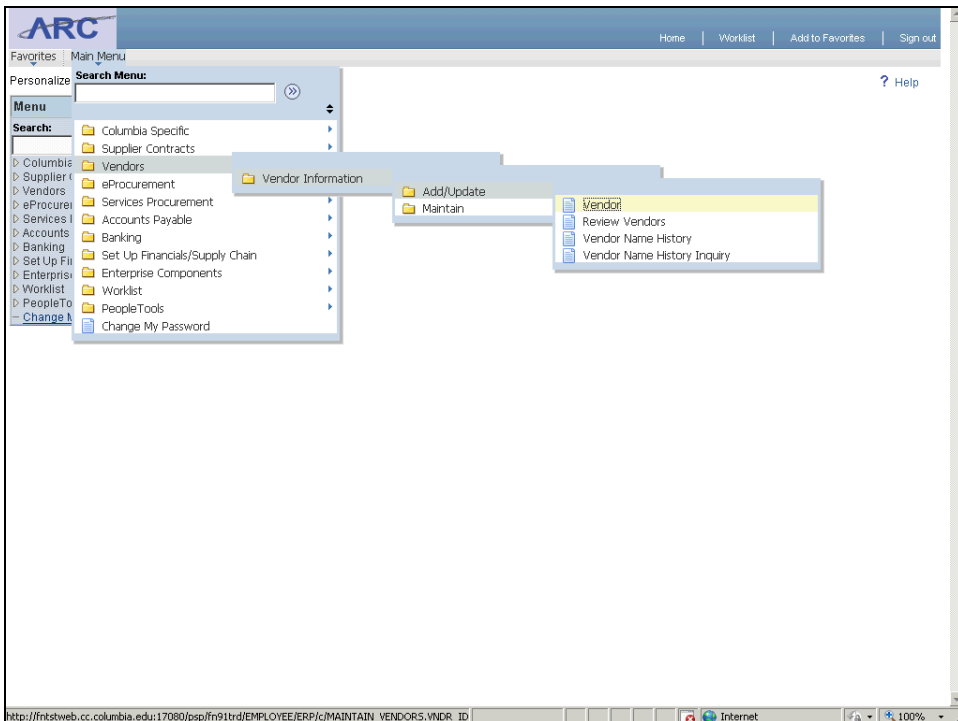
Step	Action
4.	Click the <b>Vendor Information</b> menu to see the different options available for viewing/modifying vendor information. 

# Training Guide

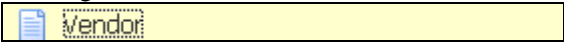
## Vendor Processing -- Vendor Management

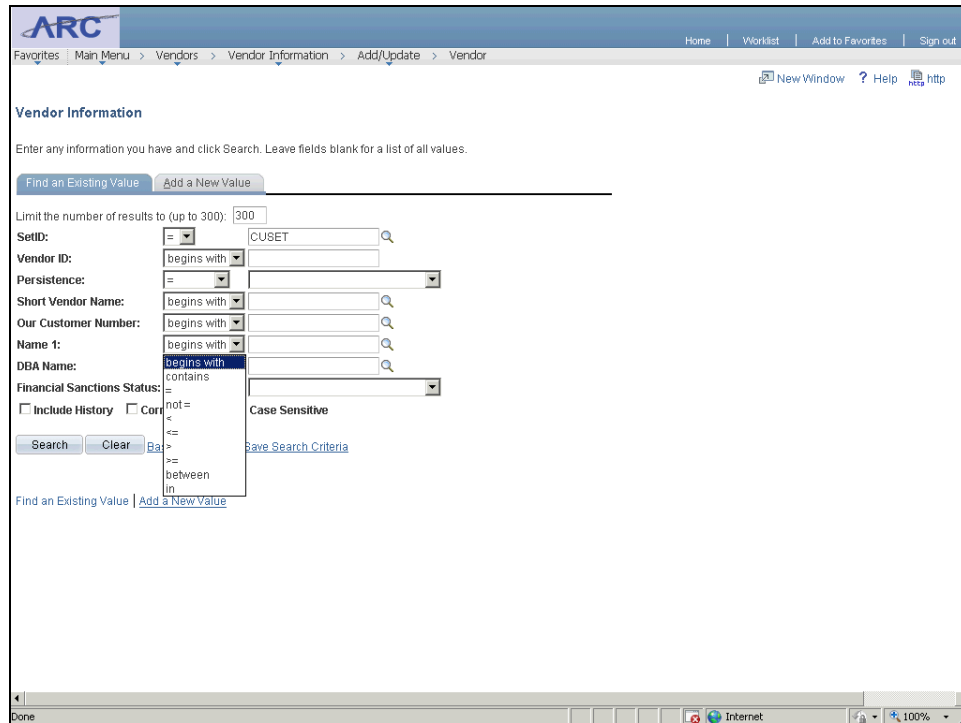



Step	Action
5.	Click the <b>Add/Update</b> menu to find an existing vendor. 





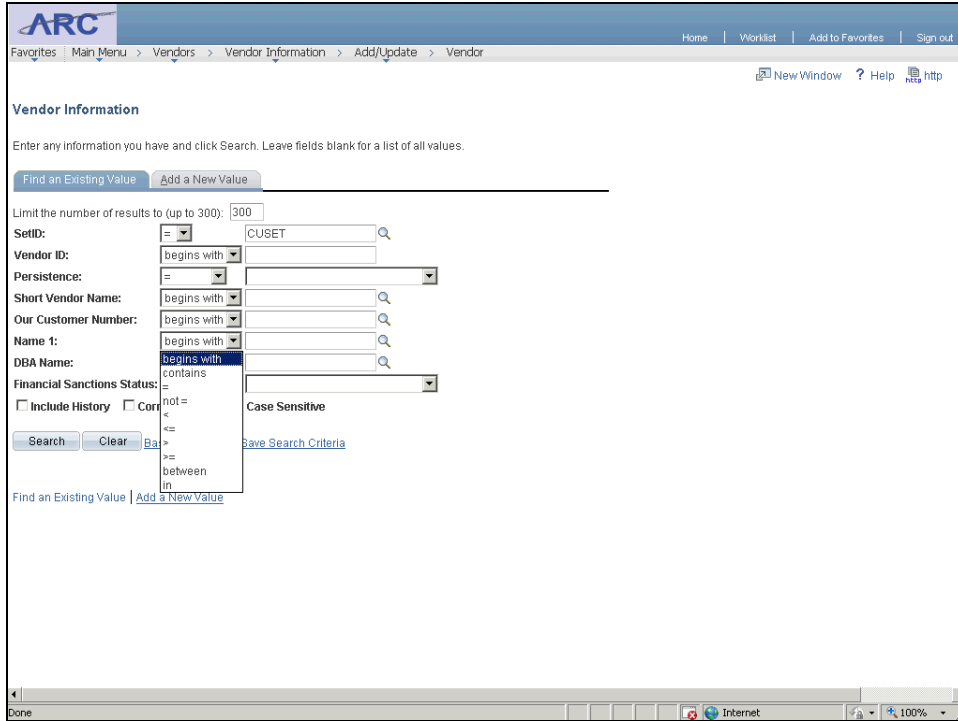
Step	Action
6.	Click the <b>Vendor</b> menu. You will always select this option when searching for existing vendors. 



Step	Action
7.	Click the <b>Name 1</b> list to select the appropriate search options. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
8.	Select <b>Contains</b> . This is a common search tool. If you don't know the entire vendor name, you can search by a part of the name. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">contains</div>



# Training Guide Vendor Processing -- Vendor Management

Step	Action
9.	Click in the <b>Name 1</b> field. <input type="text"/>

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
10.	Enter the desired information into the <b>Name 1</b> field. Enter " <b>Supplier</b> ". Note: The Name 1 field is the corporate name of the vendor. If you are unfamiliar with this name, then you can search by the DBA name as recorded in APCAR today.

Step	Action
11.	There are no requirements as to which search fields you search by. It is not actually required to fill out any of the fields besides the SETID, however, entering search criteria assists in narrowing the search results.



# Training Guide Vendor Processing -- Vendor Management

Vendor Information

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

SetID: [=] CUSET

Vendor ID: [begins with]

Persistence: [=]

Short Vendor Name: [begins with]

Our Customer Number: [begins with]

Name 1: [contains] Supplier

DBA Name: [begins with]

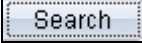
Financial Sanctions Status: [=]

Include History  Correct History  Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Search (Alt+1)

Find an Existing Value | Add a New Value

Step	Action
12.	Click the <b>Search</b> button. 

Vendor Information

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

SetID: CUSET

Vendor ID: 000000003

Vendor Short Name: SUPPLIER SUPPLIER-001

Vendor Name: Supplier Vendor

Order: SUPPLIER-001 3208 Broadway New York, NY 10027

Remit To: SUPPLIER-001 3208 Broadway New York, NY 10027

Status: Approved

Persistence: Regular

Classification: Supplier

HCM Class:

**Open for Ordering:** Yes

**Withholding:** No

VAT: No

Last Modified By: np\_s12692

Last modified date: 02/14/2012 3:46PM

Created By: np\_vn2194

Created Date/Time: 12/30/2011 9:34AM

Last Activity Date: 03/15/2012

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

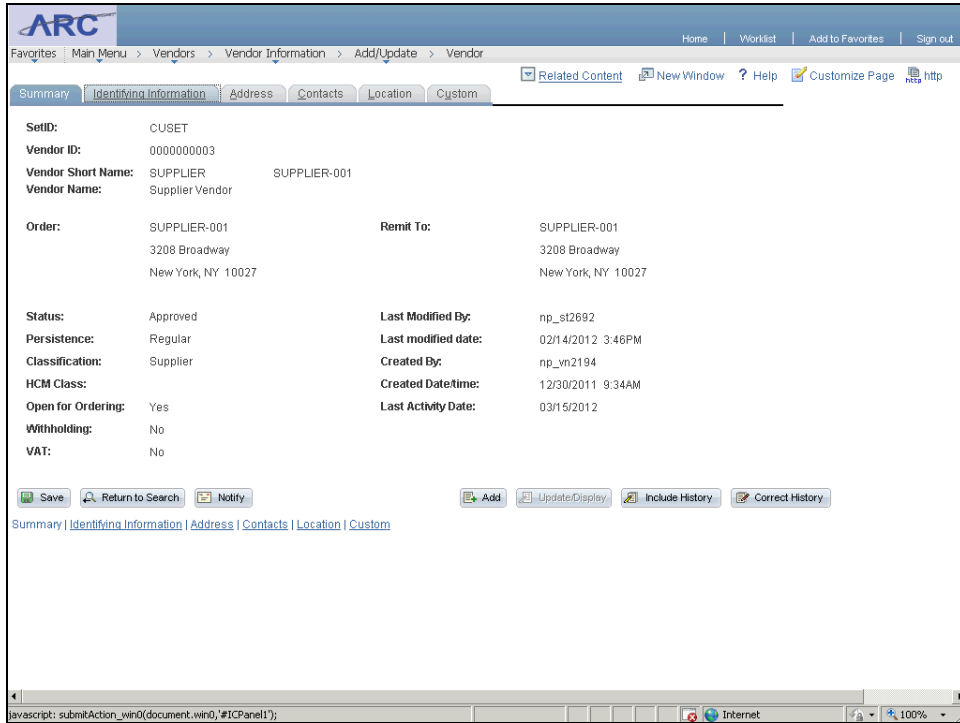
Summary | Identifying Information | Address | Contacts | Location | Custom


# Training Guide

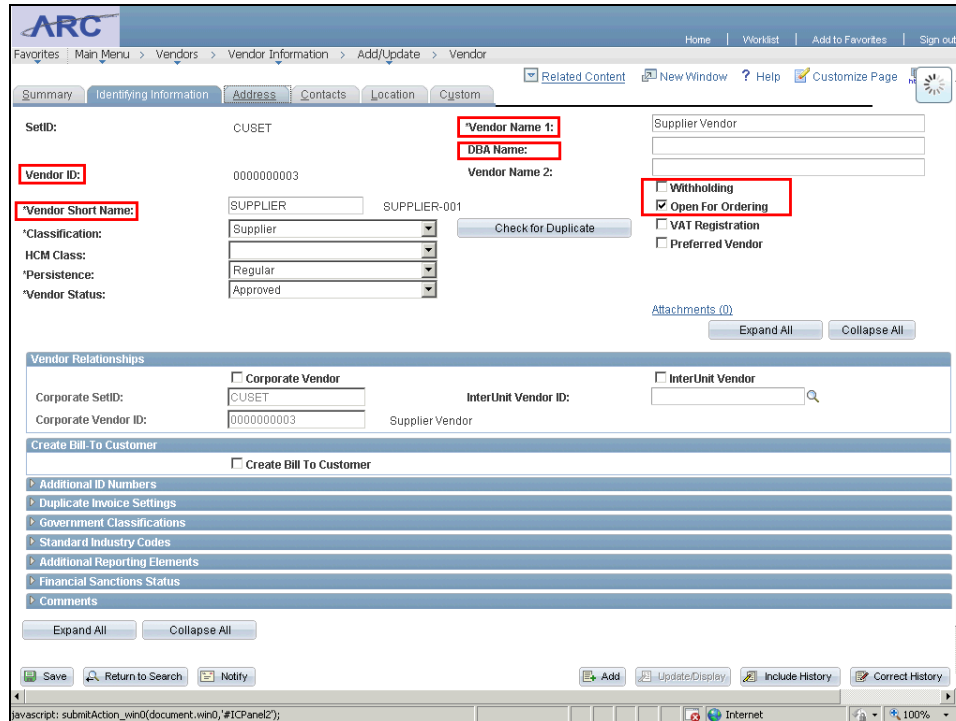
## Vendor Processing -- Vendor Management



Step	Action
13.	See the <b>Summary Tab</b> to view summary information on the vendor. The majority of the information can also be found at other places in the detailed vendor record.



Step	Action
14.	Click the <b>Identifying Information</b> tab. 



The screenshot displays the 'Identifying Information' tab in the ARC Vendor Management system. Key fields include:

- SetID:** CUSET
- Vendor ID:** 000000003
- Vendor Name 1:** (Redacted)
- DBA Name:** (Redacted)
- Vendor Name 2:** (Redacted)
- Vendor Short Name:** SUPPLIER
- \*Classification:** Supplier
- HCM Class:** (Dropdown)
- \*Persistence:** Regular
- \*Vendor Status:** Approved
- Withholding:**
- Open For Ordering:**
- VAT Registration:**
- Preferred Vendor:**

The 'Vendor Relationships' section includes:

- Corporate Vendor:**
- InterUnit Vendor:**

Additional options include 'Create Bill To Customer' and 'Create Bill To Customer' (checkbox). The bottom of the form features 'Expand All', 'Collapse All', and 'Save' buttons.

Step	Action
15.	The <b>Identifying Information</b> tab contains identifying information for the vendor, such as Vendor ID (the system generated ID number for the vendor), Vendor Short Name (an easy way to identify the vendor), Vendor Name (actual vendor name), and DBA Name (Doing Business As Name). This is also an area you can see whether withholding is required for the vendor and if the vendor is Open for Ordering (if they are eligible to be processed on requisitions).

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Information - Add/Update - Vendor

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

SetID: CUSET      \*Vendor Name 1: Supplier Vendor  
 Vendor ID: 0000000003      DBA Name:  
 \*Vendor Short Name: SUPPLIER      SUPPLIER-001      Vendor Name 2:  
 \*Classification: Supplier      Check for Duplicate  
 HCM Class:  
 \*Persistence: Regular  
 \*Vendor Status: Approved

Withholding  
 Open For Ordering  
 VAT Registration  
 Preferred Vendor

Attachments (0)  
 Expand All    Collapse All


Vendor Relationships  
 Corporate Vendor      InterUnit Vendor ID:  
 Corporate SetID: CUSET      InterUnit Vendor:  
 Corporate Vendor ID: 0000000003      Supplier Vendor

Create Bill-To Customer  
 Create Bill To Customer

Additional ID Numbers  
 Duplicate Invoice Settings  
 Government Classifications  
 Standard Industry Codes  
 Additional Reporting Elements  
 Financial Sanctions Status  
 Comments

Expand All    Collapse All

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

Step	Action
16.	Click the <b>Address</b> tab. 

ARC Vendor Information - Add/Update - Vendor

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

SetID: CUSET      Vendor ID: 0000000003      Short Vendor Name: SUPPLIER-001      Name: Supplier Vendor

Vendor Address      Find | View All | First | 1 of 1

Address ID: 1

Description: [Red Box]

Details      Find | View All | First | 1 of 1

Effective Date: 12/30/2011      Effective Status: Active

Country: USA      United States  
 Address 1: 3208 Broadway  
 Address 2:  
 Address 3:  
 City: New York  
 County:      Postal: 10027  
 State: NY      New York  
 Email ID: TP194@COLUMBIA.EDU

Payment/Withholding Alt Names [Red Box]

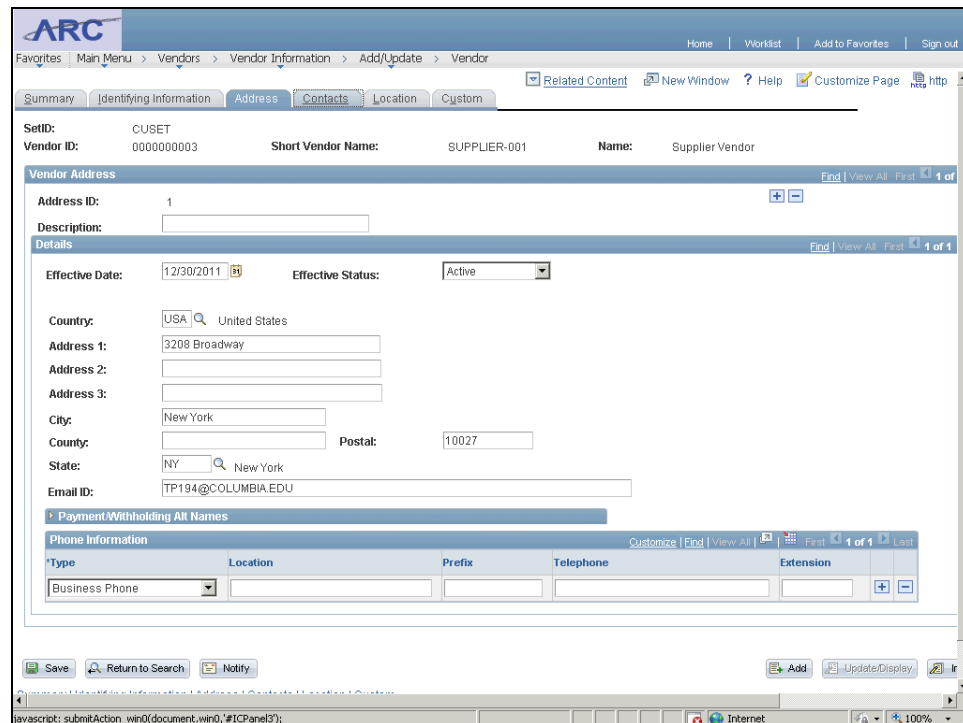
Phone Information      Customize | Find | View All | First | 1 of 1 | Last

Type	Location	Prefix	Telephone	Extension
Business Phone				


Save    Return to Search    Notify    Add    Update/Display



Step	Action
17.	<p>The <b>Address</b> tab contains vendor address information. You can enter multiple addresses for the vendor. In addition, you will see a description field that indicates what type of address is entered (remit to, ordering, tax, etc.)</p> <p>Expanding the Payment/Withholding Alt Names tab will display the DBA name for the vendor.</p>



The screenshot displays the 'Vendor Address' form in the ARC system. The vendor information at the top includes SetID: CUSET, Vendor ID: 000000003, Short Vendor Name: SUPPLIER-001, and Name: Supplier Vendor. The 'Vendor Address' section shows Address ID: 1 and a description field. The 'Details' section includes Effective Date: 12/30/2011, Effective Status: Active, Country: USA (United States), Address 1: 3208 Broadway, City: New York, State: NY (New York), and Postal: 10027. The 'Payment/Withholding Alt Names' section is expanded, showing a table for 'Phone Information' with columns for Type, Location, Prefix, Telephone, and Extension. The 'Type' dropdown is set to 'Business Phone'.

Step	Action
18.	<p>Click the <b>Contacts</b> tab.</p> 

# Training Guide

## Vendor Processing -- Vendor Management



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

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

SetID: CUSET

Vendor ID: 000000003      Short Vendor Name: SUPPLIER-001      Name: Supplier Vendor

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

Contact ID: 1

Description:

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

Effective Date: 12/30/2011

Effective Status: Active

Type:

Name:

Title:

Address:

Internet: http://  [View Internet Address](#)

Email ID:

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

Type	Prefix	Telephone	Extension
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

javascript: submitAction\_win0(document.win0,'#1CPanel4');

Step	Action
19.	The <b>Contacts</b> tab contains important vendor contact information. You can enter multiple contacts and enter a description for each contact.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

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

SetID: CUSET

Vendor ID: 000000003      Short Vendor Name: SUPPLIER-001      Name: Supplier Vendor

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

Contact ID: 1

Description:

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

Effective Date: 12/30/2011

Effective Status: Active

Type:

Name:

Title:

Address:

Internet: http://  [View Internet Address](#)

Email ID:


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

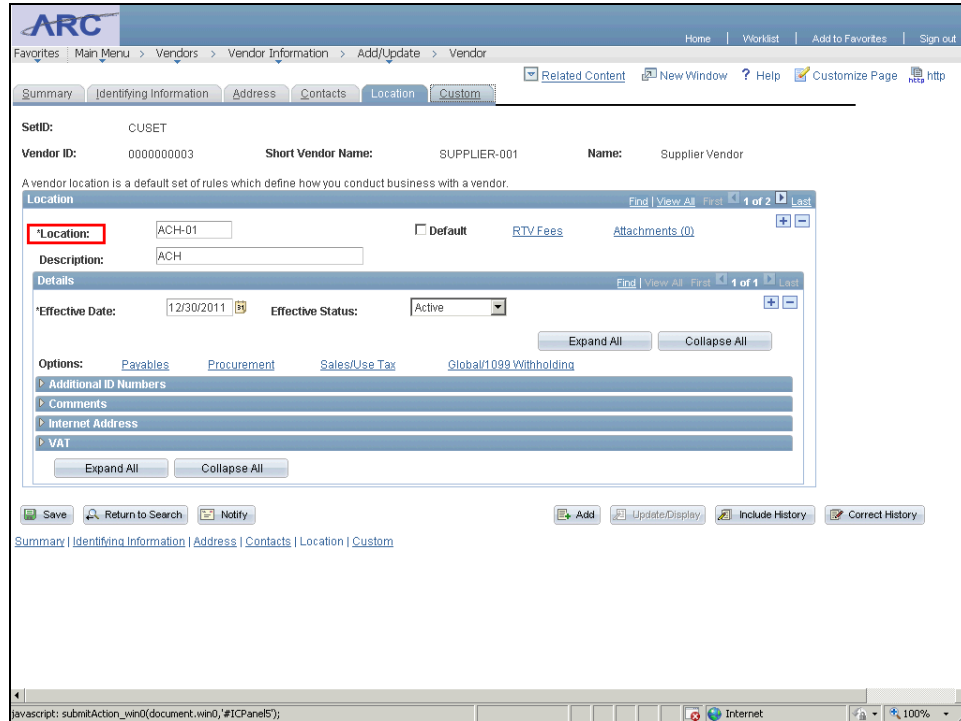
Type	Prefix	Telephone	Extension
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

javascript: submitAction\_win0(document.win0,'#1CPanel4');

Step	Action
20.	Click the <b>Location</b> link. 



Step	Action
21.	The <b>Location</b> tab contains vendor payment method information.

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Management - Vendor Information - Add/Update - Vendor

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

SetID: CUSET  
 Vendor ID: 000000003    Short Vendor Name: SUPPLIER-001    Name: Supplier Vendor

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

**Location** Find | View All First 1 of 2 Last

\*Location: ACH-01     Default    RTV Fees    Attachments (0)

Description: ACH

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

\*Effective Date: 12/30/2011    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

Step	Action
22.	Click the <b>Custom</b> tab. 

ARC Vendor Management - Vendor Information - Add/Update - Vendor

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

**User Definable Vendor Fields**

SetID: CUSET  
 Vendor ID: 000000003    Short Vendor Name: SUPPLIER-001    Name: Supplier Vendor

Web ID:

Foreign or Domestic:

First B Notice Issue Date:

First B Notice Response Date:

Second B Notice Issue Date:

Second B Notice Response Date:

Withholding Start Date:

Withholding Termination Date:

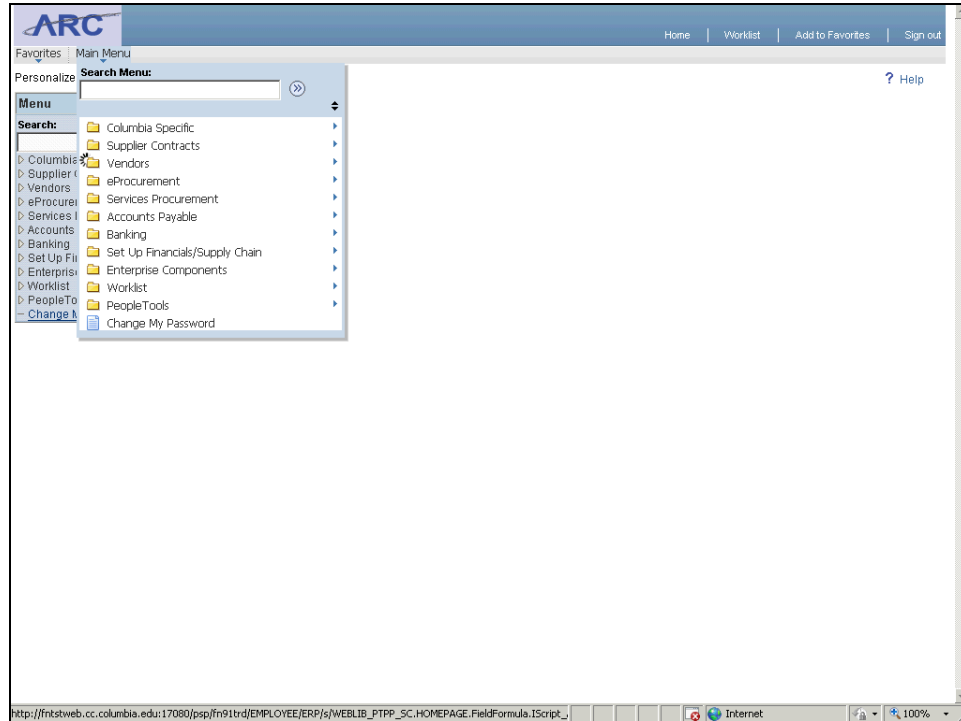
Vendor Field C30 I:

Sponsor Type:

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

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

Step	Action
23.	The <b>Custom</b> tab contains information that identifies a vendor as either foreign or domestic. In addition, you can also see the Web ID (Request ID) for the vendor that links the vendor record to the OnBase vendor information. This ID is also given to you in the confirmation e-mail you will receive upon vendor request submission. The Web ID/Request ID is the easiest way to track the status of your vendor request.



Step	Action
24.	You have successfully searched for a vendor. You can now select the next lesson, <i>Request Updates to Existing Vendors</i> . <b>End of Procedure.</b>

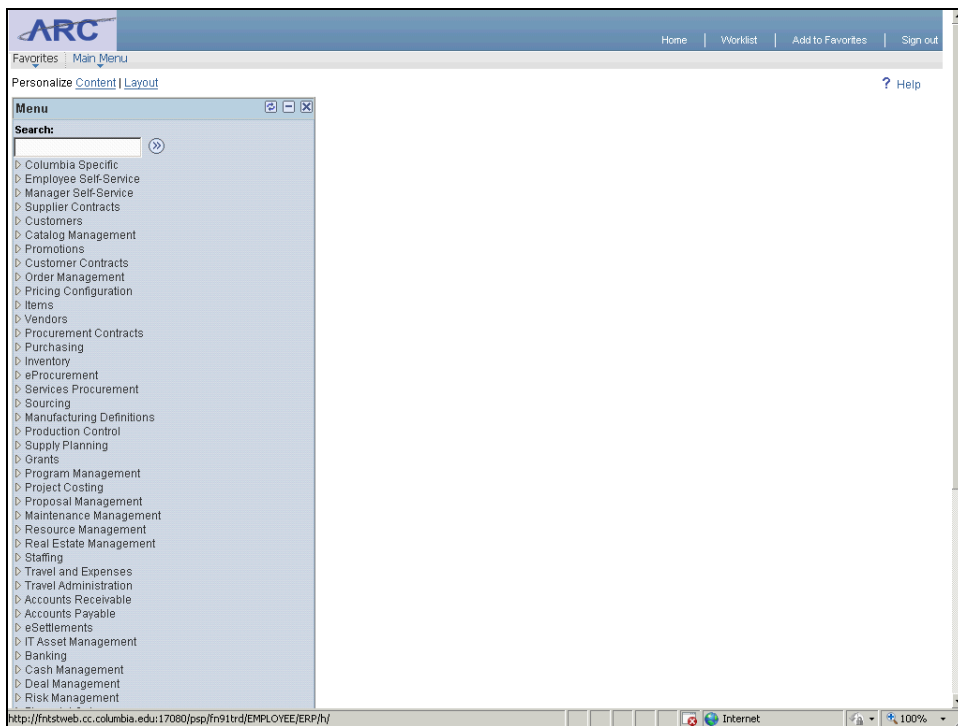



### Approving Vendors in ARC

Once vendor information has been validated and approved in OnBase, the information will be generated into a vendor profile in ARC. The vendor will be uploaded into ARC with an "Unapproved" status. Once all information has been added to the vendor profile, a member of the Vendor Management Team will need to identify the unapproved vendors in ARC and change their status to "Approved". This topic will teach you how to change a vendor status once it has been loaded into ARC.

#### Procedure

Welcome to the *Approving Vendors in ARC* topic where you will learn how to change the approval status of a vendor record.

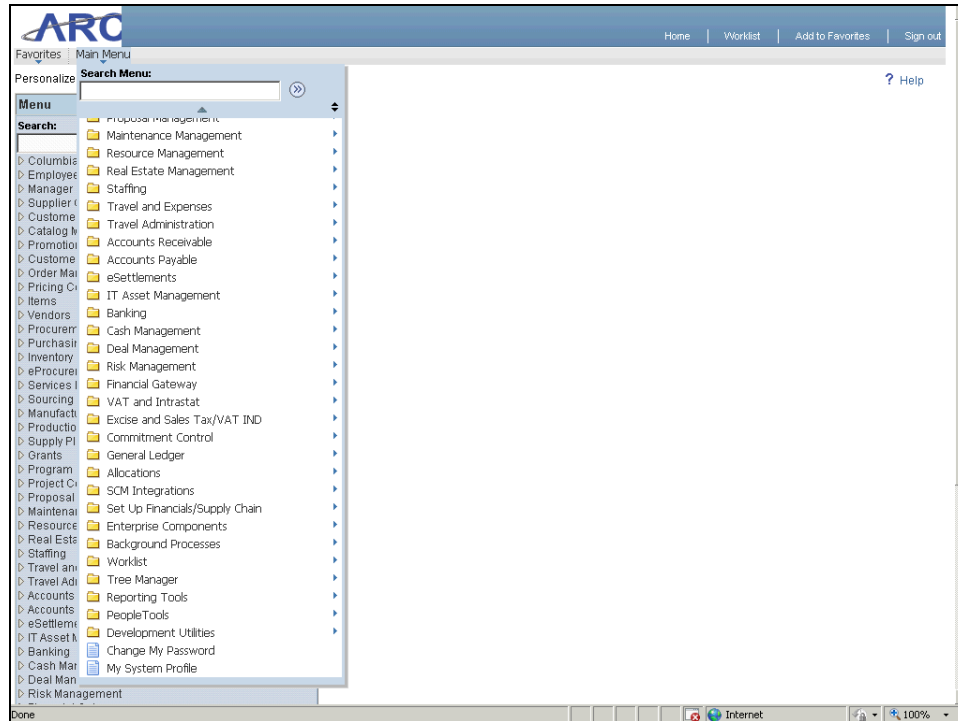



Step	Action
1.	First, you will run the "Unapproved Vendors" query to identify the vendors that need to be approved. Start by clicking the <b>Main Menu</b> button. 

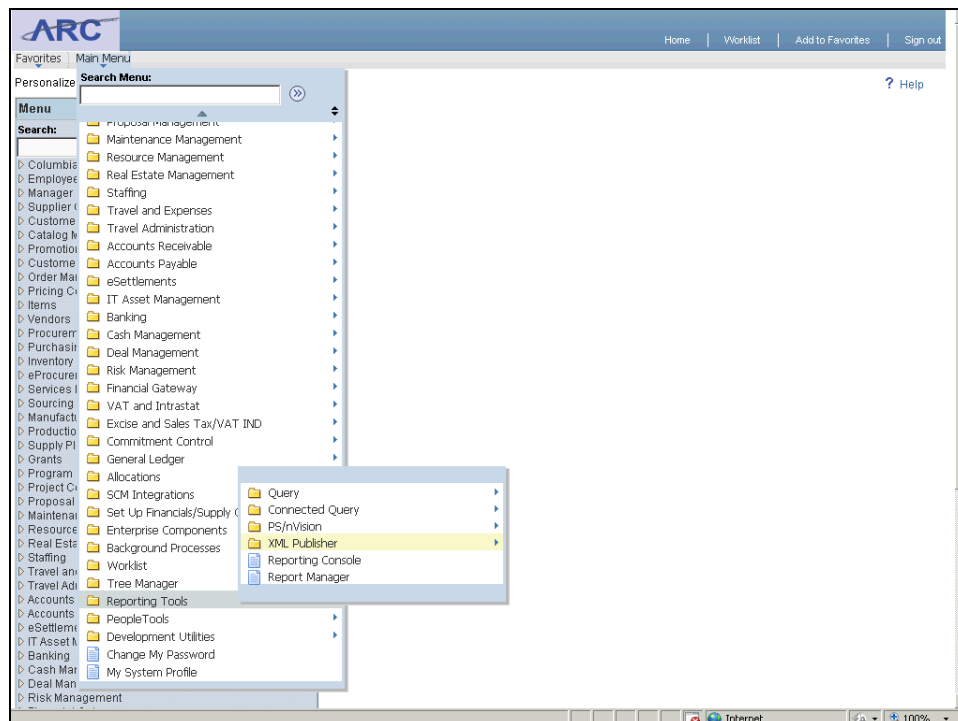


# Training Guide

## Vendor Processing -- Vendor Management




Step	Action
2.	Click the <b>Reporting Tools</b> menu. 

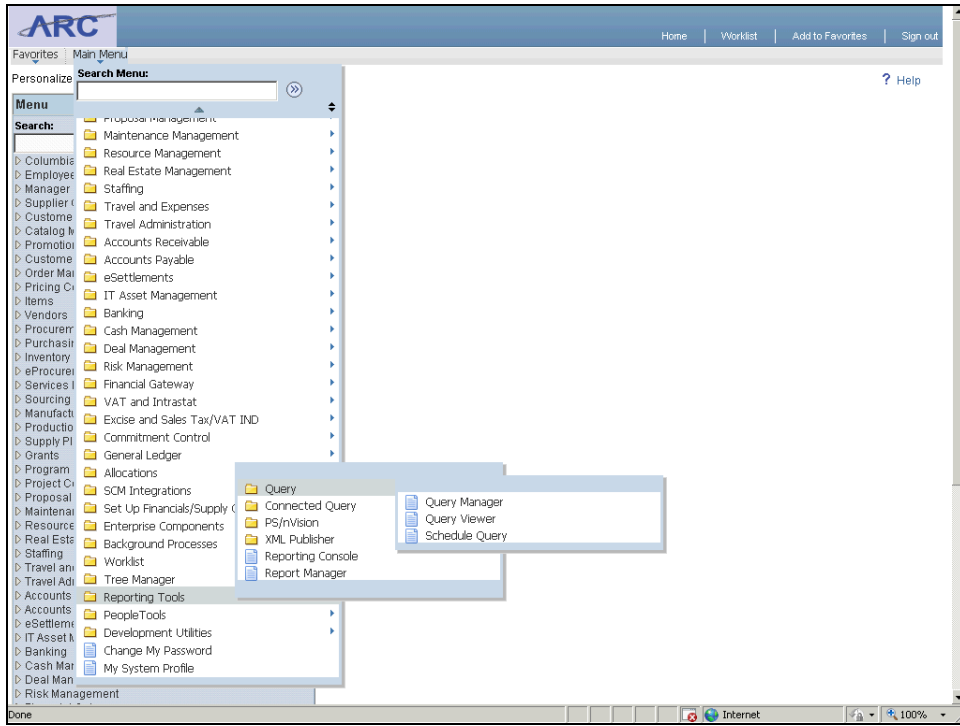



# Training Guide

## Vendor Processing -- Vendor Management

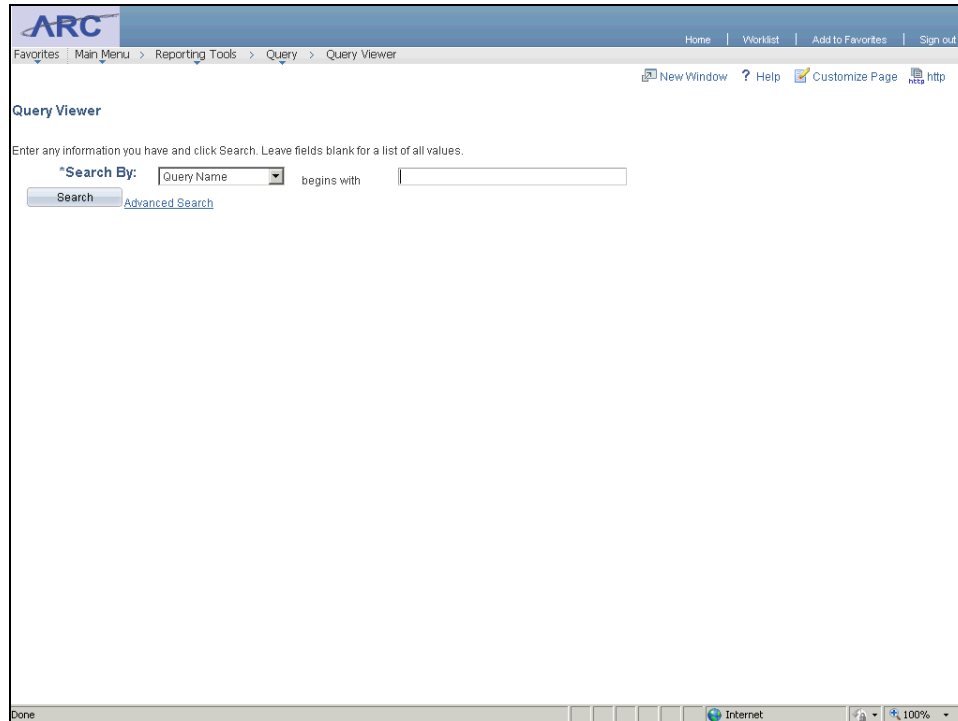


Step	Action
3.	Click the <b>Query</b> menu. 

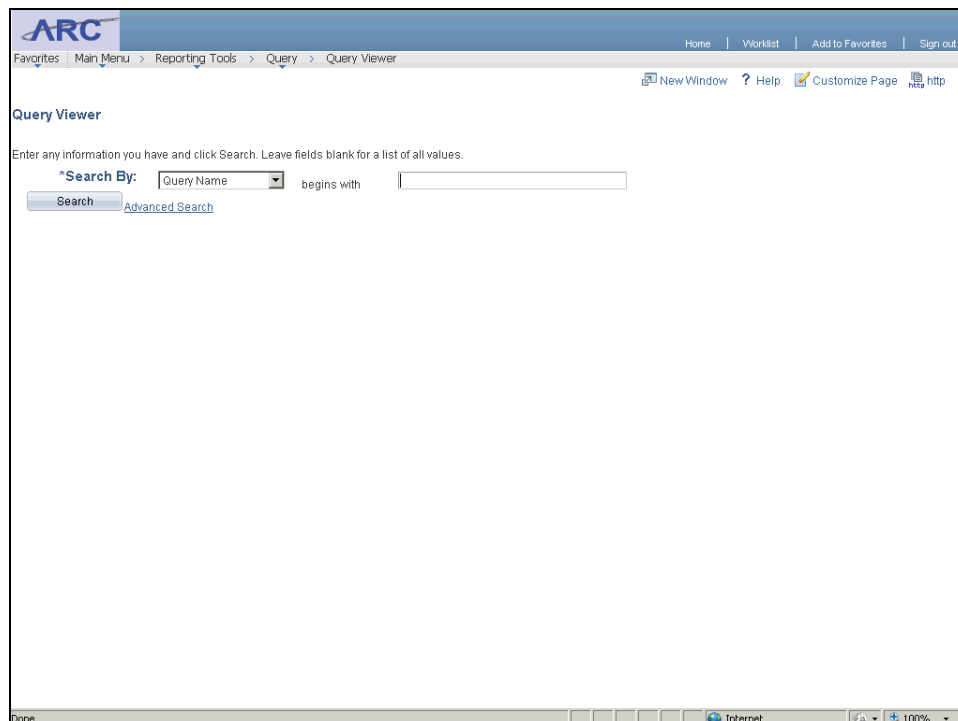


Step	Action
4.	Click the <b>Query Viewer</b> menu. 





Step	Action
5.	Click in the <b>Search By</b> field to enter the name of the query. <input data-bbox="440 1056 927 1098" type="text"/>

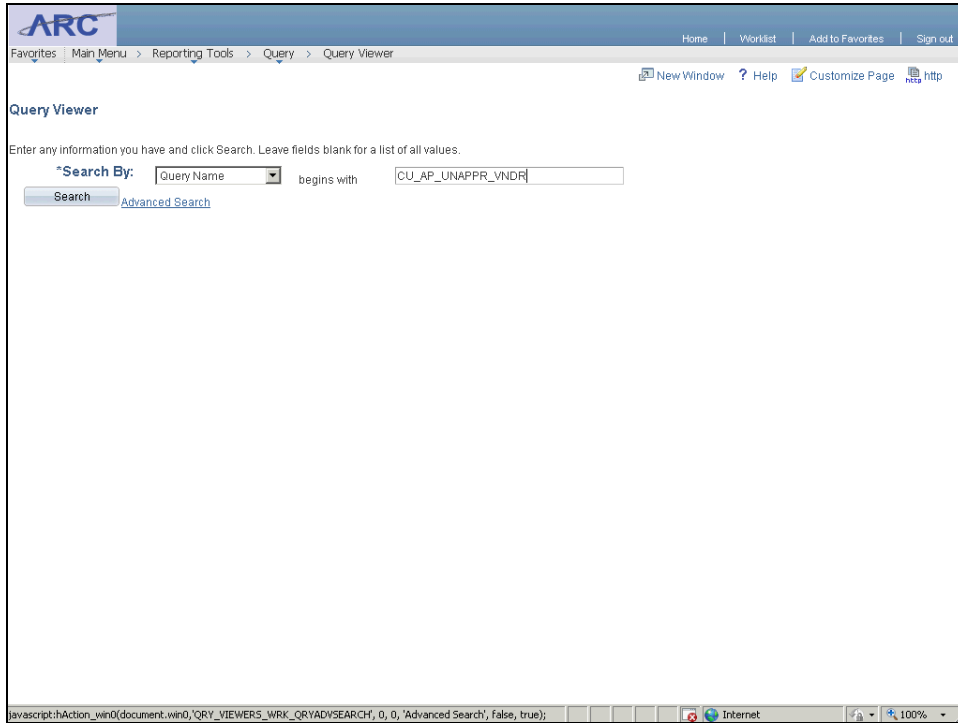


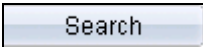
# Training Guide

## Vendor Processing -- Vendor Management



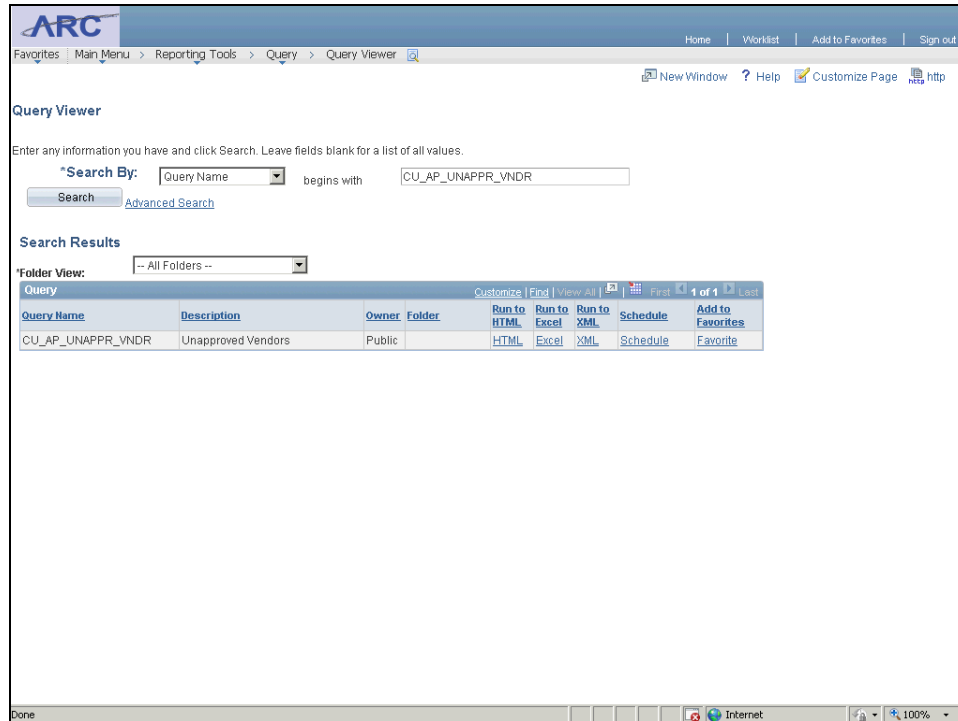
Step	Action
6.	Enter the desired information into the <b>Search By</b> field. Enter " <b>CU_AP_UNAPPR_VNDR</b> ".



Step	Action
7.	Click the <b>Search</b> button. 



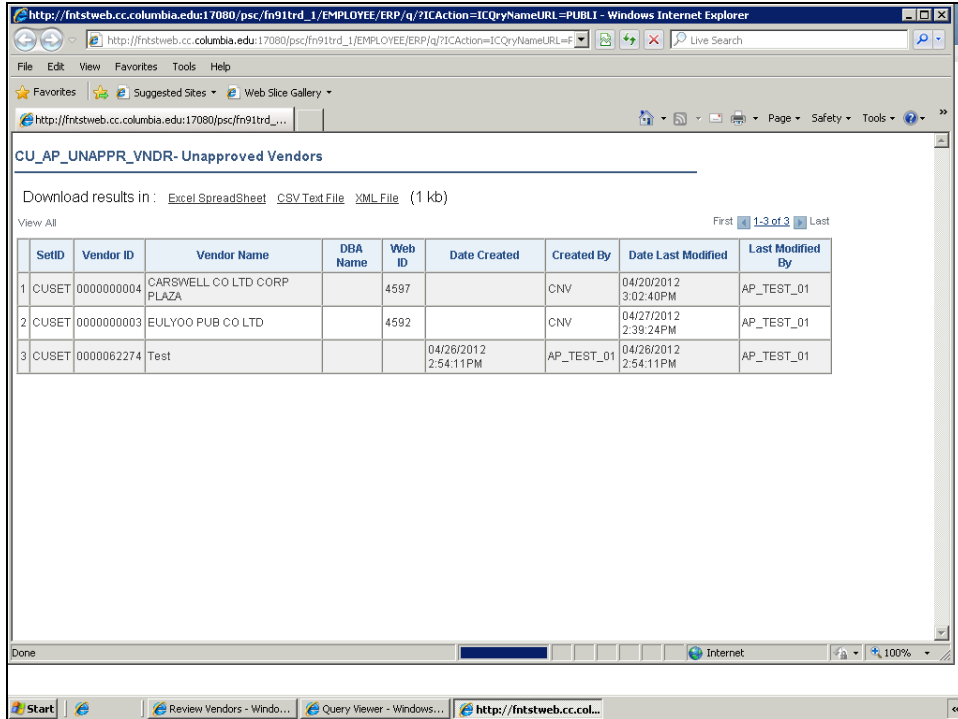
# Training Guide Vendor Processing -- Vendor Management



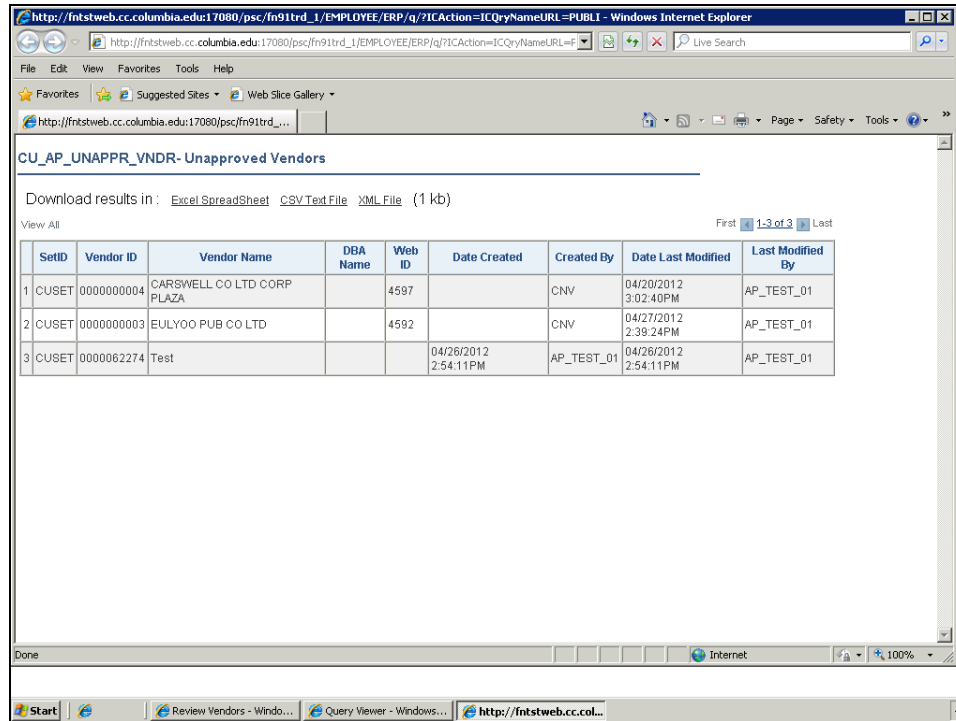
Step	Action
8.	Decide which method you would like to use to run the query. In this case, we will click the <b>HTML</b> link. <a href="#">HTML</a>

# Training Guide

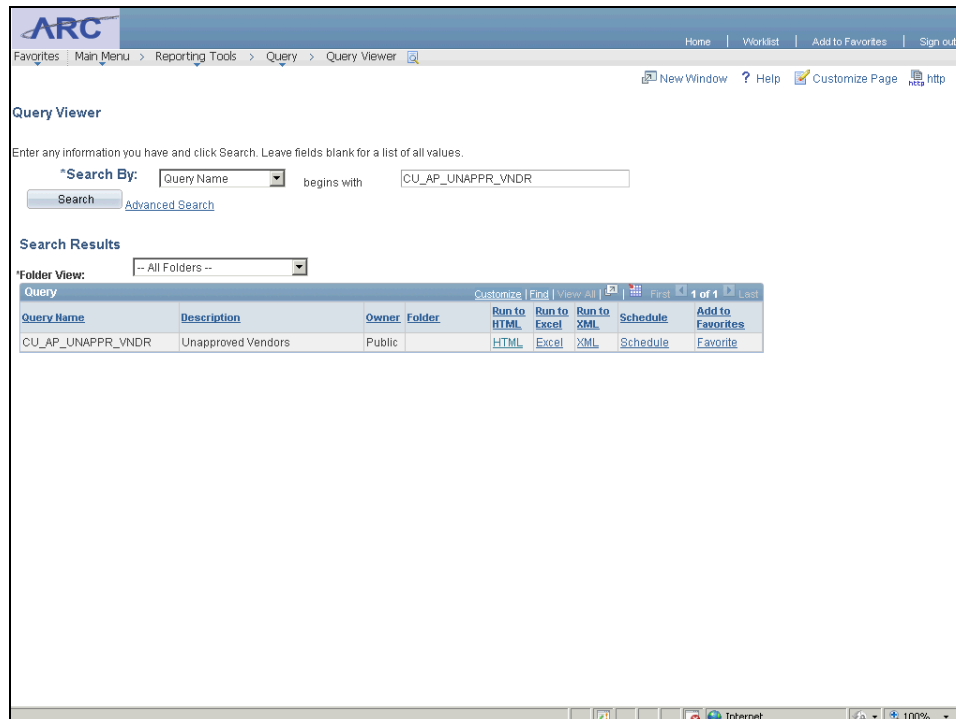
## Vendor Processing -- Vendor Management



Step	Action
9.	The results of the query will launch in a separate window. Identify which vendors you would like to approve, and now we will locate the vendor using the vendor search pages.




Step	Action
10.	Click the <b>Close</b> button. 

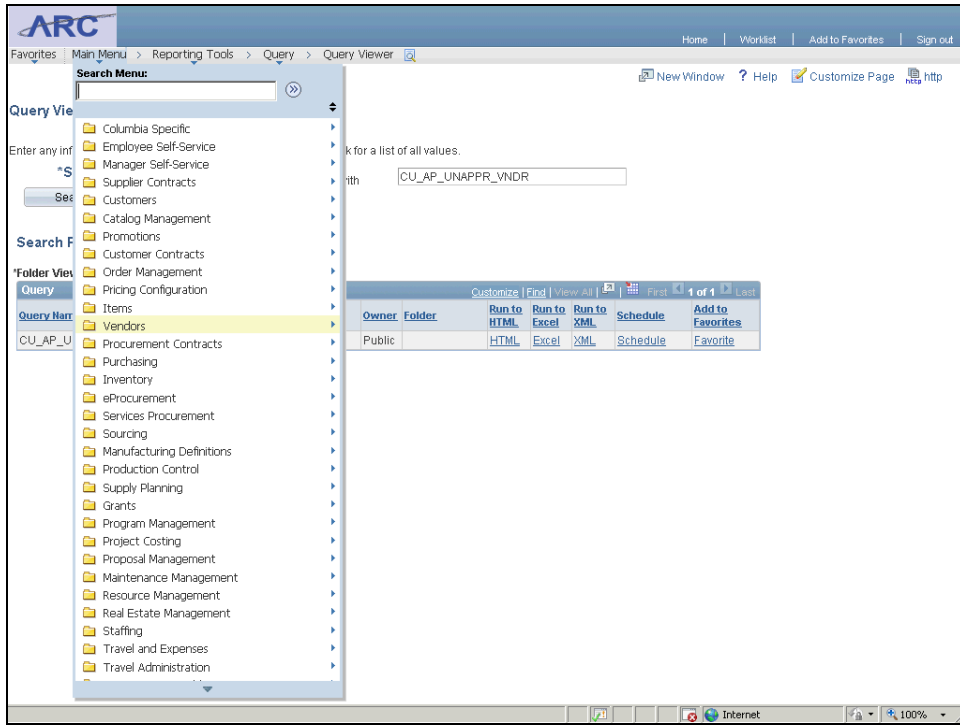


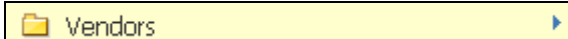
# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
11.	Click the <b>Main Menu</b> button to navigate to the vendor search page. 

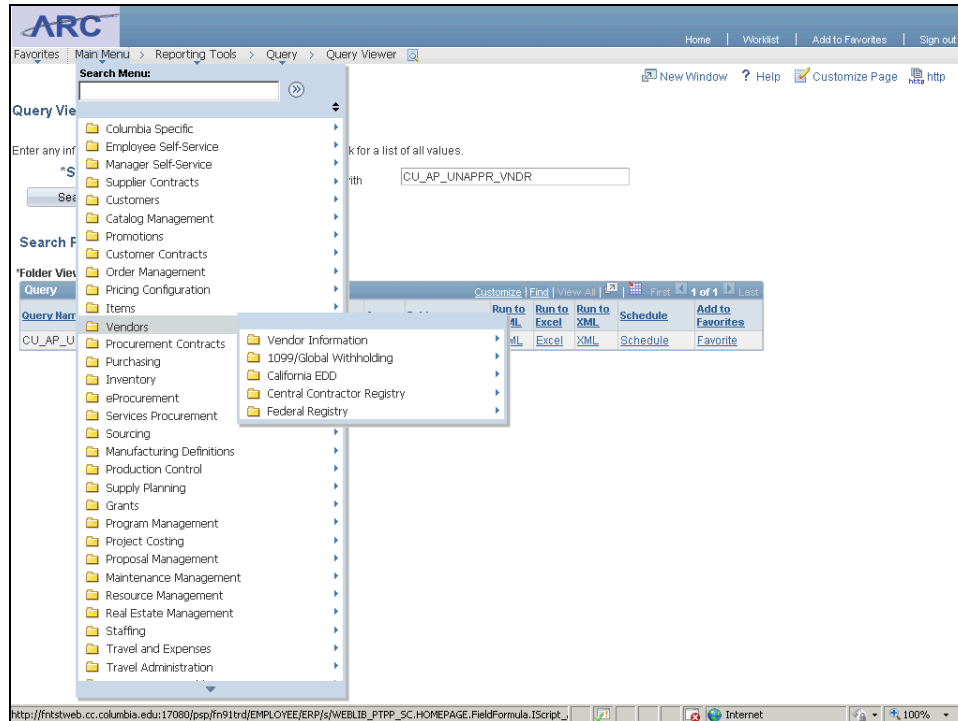


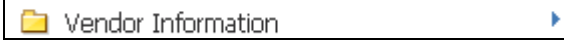
Step	Action
12.	Click the <b>Vendors</b> menu. 

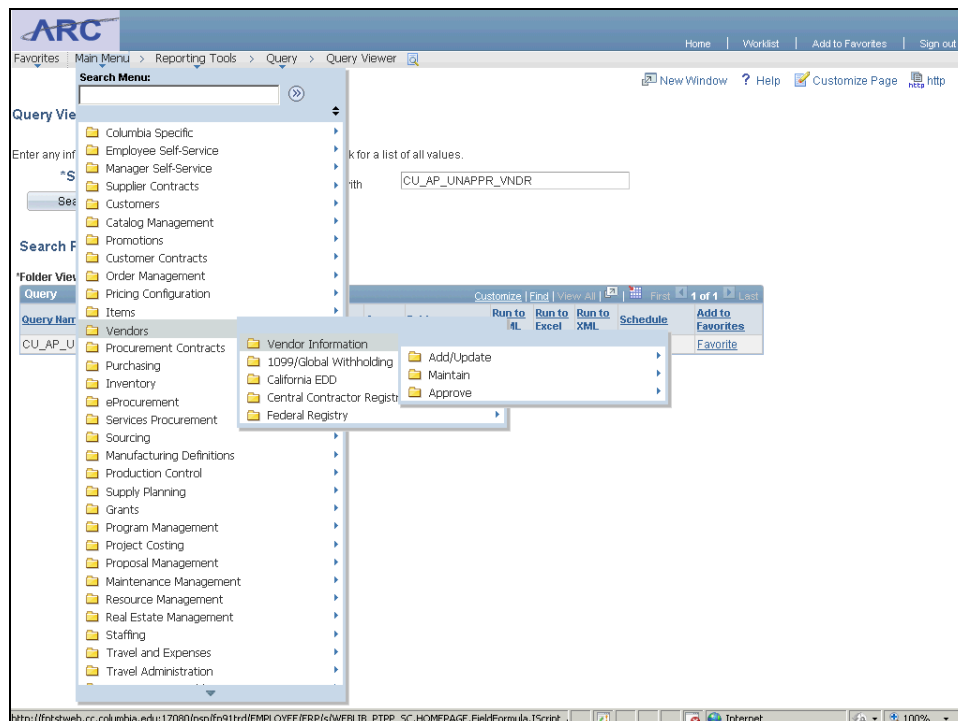


# Training Guide

## Vendor Processing -- Vendor Management




Step	Action
13.	Click the <b>Vendor Information</b> menu. 

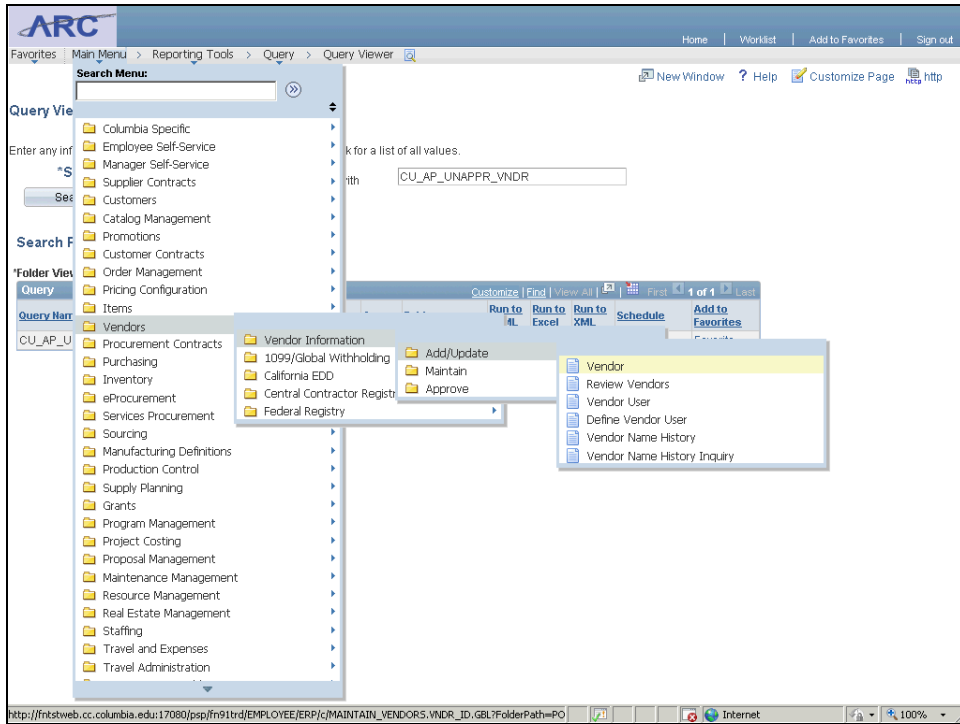


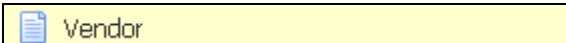
# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
14.	Click the <b>Add/Update</b> menu. 



Step	Action
15.	Click the <b>Vendor</b> menu. 





# Training Guide Vendor Processing -- Vendor Management

ARC  
Home | Worklist | Add to Favorites | Sign out  
Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

New Window ? Help http

### Vendor Information

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

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

Limit the number of results to (up to 300):

SetID: [=]  [Search]

Vendor ID: [begins with]  [Search]

Persistence: [=]  [Search]

Short Vendor Name: [begins with]  [Search]

Our Customer Number: [begins with]  [Search]

Name 1: [begins with]  [Search]

DBA Name: [begins with]  [Search]

Financial Sanctions Status: [=]  [Search]

Include History  Correct History  Case Sensitive

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

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

Done Internet 100%

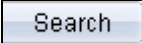
Step	Action
16.	Ensure the "Find an Existing Value" tab is selected and enter search information for the vendor you would like to approve. In this case, we will enter the Vendor ID. Click the <b>Vendor ID</b> field. <input type="text"/>

# Training Guide


## Vendor Processing -- Vendor Management



Step	Action
17.	Enter the desired information into the <b>Vendor ID</b> field. Enter " <b>000000004</b> ".

Step	Action
18.	Click the <b>Search</b> button. 



Step	Action
19.	Click the <b>Identifying Information</b> tab to access the status field on the vendor record. 

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Information - Add/Update - Vendor

SetID: CUSET Vendor Name 1: JAPAN PUB TRADING CO LTD

Vendor ID: 000000004 DBA Name:

Vendor Name 2:

\*Vendor Short Name: JAPAN PUB JAPAN PUB TRAD

\*Classification: Supplier Check for Duplicate

HCM Class:

\*Persistence: Regular

\*Vendor Status: Unapproved

Vendor Relationships

Corporate Vendor:  InterUnit Vendor:

Corporate SetID: CUSET InterUnit Vendor ID:

Corporate Vendor ID: 0000000005 JAPAN PUB TRADING CO LTD

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

Duplicate Invoice Settings

Government Classifications

Standard Industry Codes


Additional Reporting Elements

Financial Sanctions Status

Comments

Expand All Collapse All

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

Step	Action
20.	Click the <b>Vendor Status</b> list. 

ARC Vendor Information - Add/Update - Vendor

SetID: CUSET Vendor Name 1: JAPAN PUB TRADING CO LTD

Vendor ID: 000000004 DBA Name:

Vendor Name 2:

\*Vendor Short Name: JAPAN PUB JAPAN PUB TRAD

\*Classification: Supplier Check for Duplicate

HCM Class:

\*Persistence: Regular

\*Vendor Status: Unapproved

Vendor Relationships

Corporate Vendor:  InterUnit Vendor:

Corporate SetID: CUSET InterUnit Vendor ID:

Corporate Vendor ID: 0000000005 JAPAN PUB TRADING CO LTD

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

Duplicate Invoice Settings

Government Classifications

Standard Industry Codes

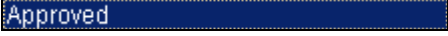
Additional Reporting Elements

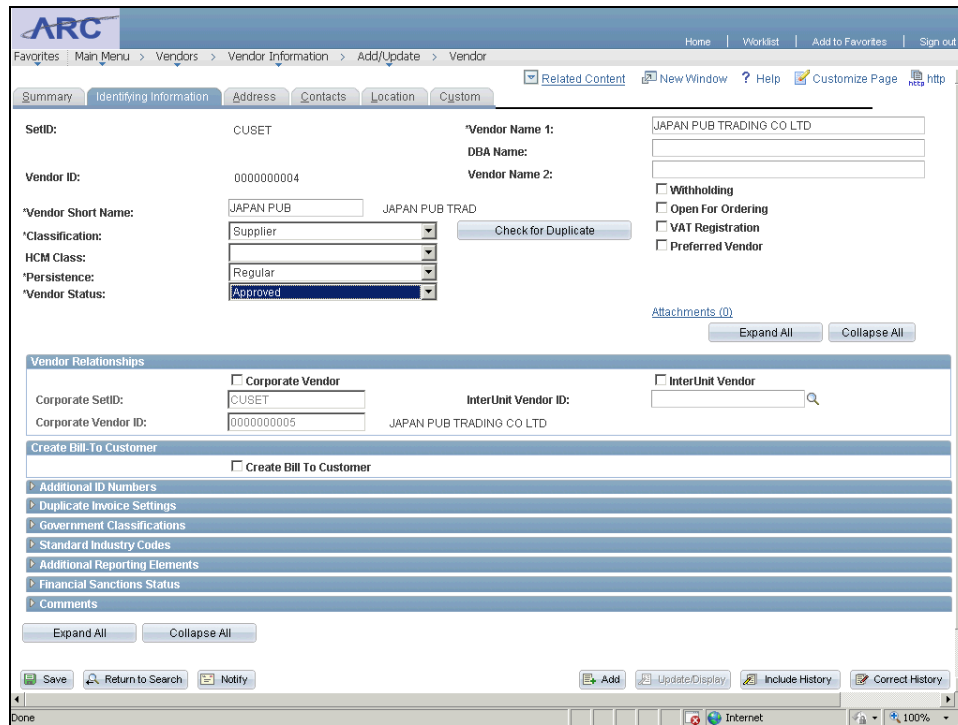
Financial Sanctions Status

Comments

Expand All Collapse All


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

Step	Action
21.	Here is where you will select the appropriate status for the vendor. Click the <b>Approved</b> list item. 



The screenshot shows the 'Vendor Information' page in the ARC system. The 'Vendor Status' dropdown menu is expanded, and 'Approved' is selected. Other visible fields include:
 

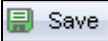
- SetID: CUSET
- Vendor ID: 0000000004
- Vendor Name 1: JAPAN PUB TRADING CO LTD
- Classification: Supplier
- Vendor Status: Approved
- Check for Duplicate button
- Vendor Relationships section with Corporate Vendor and InterUnit Vendor options.

Step	Action
22.	Click the <b>Open For Ordering</b> option to ensure the vendor is eligible for use on requisitions in ARC. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
23.	Click the <b>Save</b> button. 



## Training Guide Vendor Processing -- Vendor Management

Step	Action
24.	You have successfully approved a vendor in ARC. You can now select the next lesson. <b>End of Procedure.</b>

## Training Guide

### Vendor Processing -- Vendor Management



#### Request Updates to Existing Vendors

This is the *Request and Enter Updates to Vendors* lesson of the *Vendor Management* course. Upon completion of this lesson, you will be able to:

- Request updates to vendor records
- Modify vendor information in ARC

**Estimated time needed to complete lesson:** 20 minutes





### **Requesting Vendor Modifications**

On occasion, vendor information needs to be modified. For instance, if a vendor has moved, a modification needs to be requested using the online vendor form to update the vendor's address information. If a user/vendor determines that an update needs to be made to a vendor record, they will submit a request using the web-based request form found on the Procurement web page. The Vendor Management team will then follow a similar process as with new vendors and validate the information in OnBase before the updates are made in ARC. Vendors will also be able to initiate the modification process, and in many cases, will be the only ones able to request the modification (i.e. disbursement information).

Throughout the following topic, imagine a time you have faced a similar scenario: Sean receives notification that a vendor has changed its name. He needs to submit a vendor update request so that this change will be reflected in the system. **Please access this step by step guide**

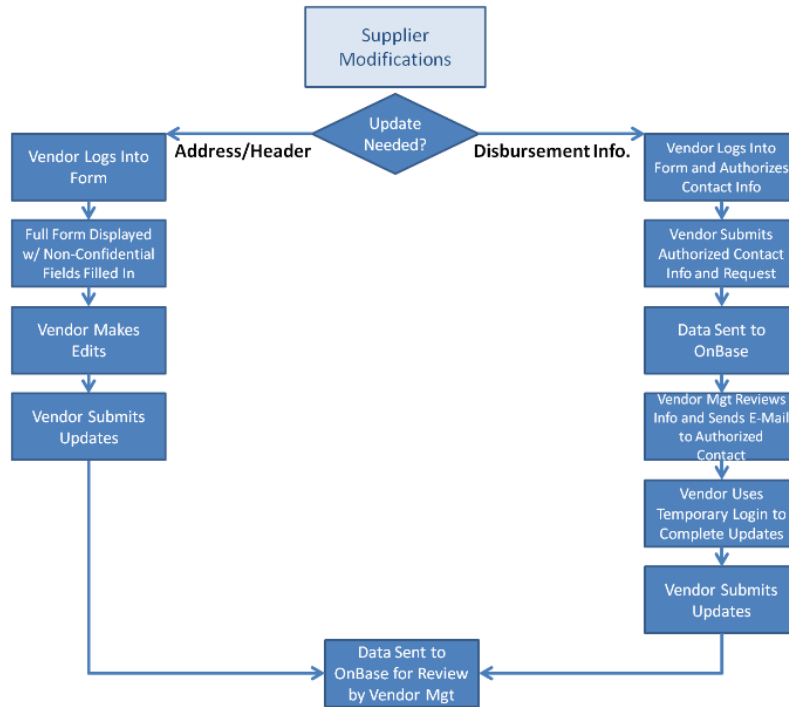
<http://gateway->

[7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Requesting\\_Vendor\\_Modifications.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Requesting_Vendor_Modifications.pdf)) **to learn how to submit vendor modification requests. Please note that the look and feel of the form will be different on the Live version of the form.**



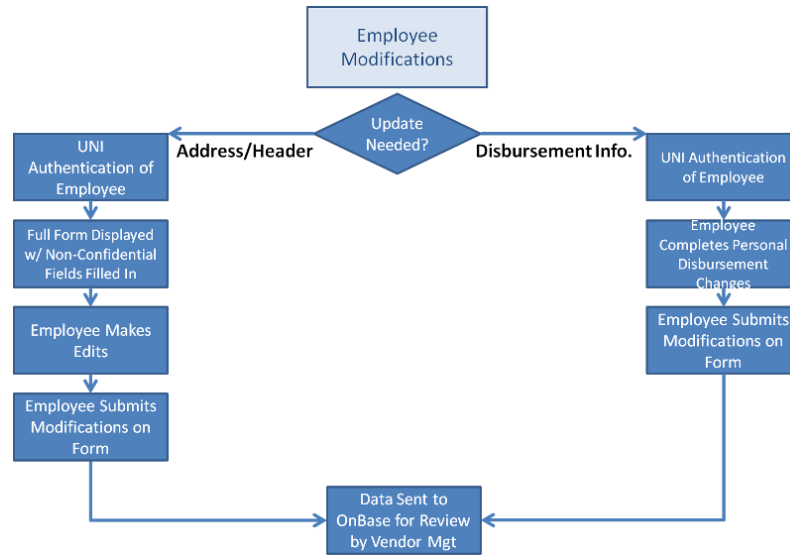
### Modifying Supplier Information

The most common updates that will be needed for suppliers are updates to their address/header information and updates on their disbursement information. Since Department users are not able to complete vendor disbursement information, the supplier will always be required to submit a request to complete their desired disbursement information. Unlike new vendor requests, suppliers will be able to initiate vendor modification requests themselves. The modification request process for suppliers is as follows:



### Modifying Employee Information

When vendors that are employees of the University need to update their address/header and/or disbursement information, they can also initiate a vendor modification request using the online vendor request form. Employees will follow this process when updating his/her vendor record:





**Modifying Vendor Information in ARC**

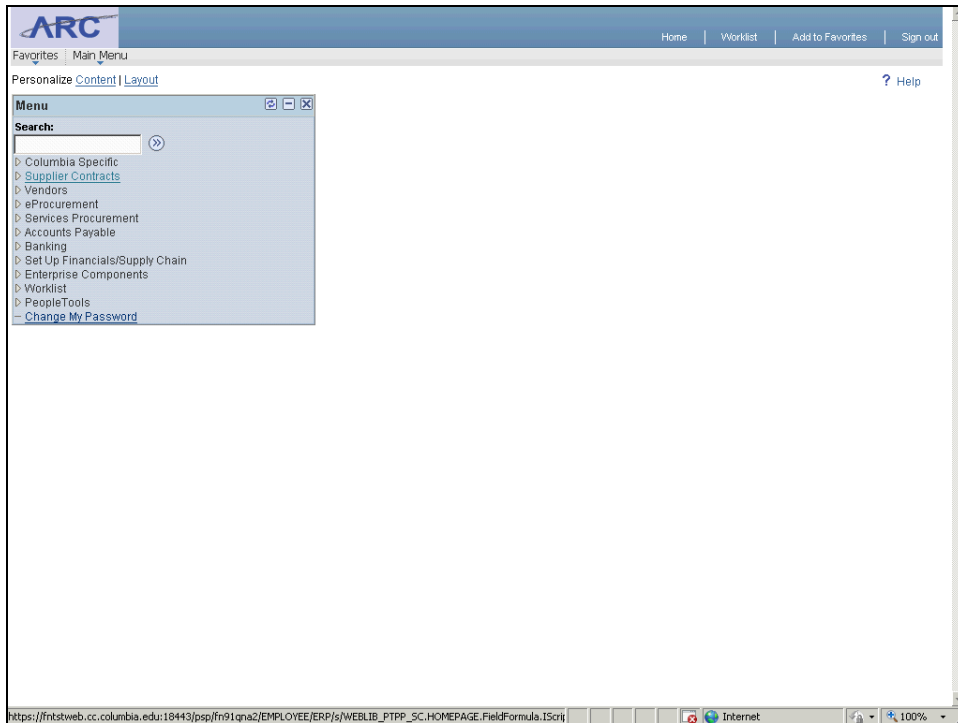
When vendor requests are approved in OnBase, most of the information will automatically upload from OnBase to ARC. For certain fields, however, the Vendor Management Team will be responsible for inputting the information manually such as the following:


- Financial Sanctions Status
- Information on the "Custom" Tab
- Location Information
- Withholding Information
- Additional Reporting Elements (i.e. identify the vender as a Veteran, etc.)
- Vendor Pay Group Code (CHK and ACH Locations Only)
- Payment Handling Information (CHK and ACH Locations Only)

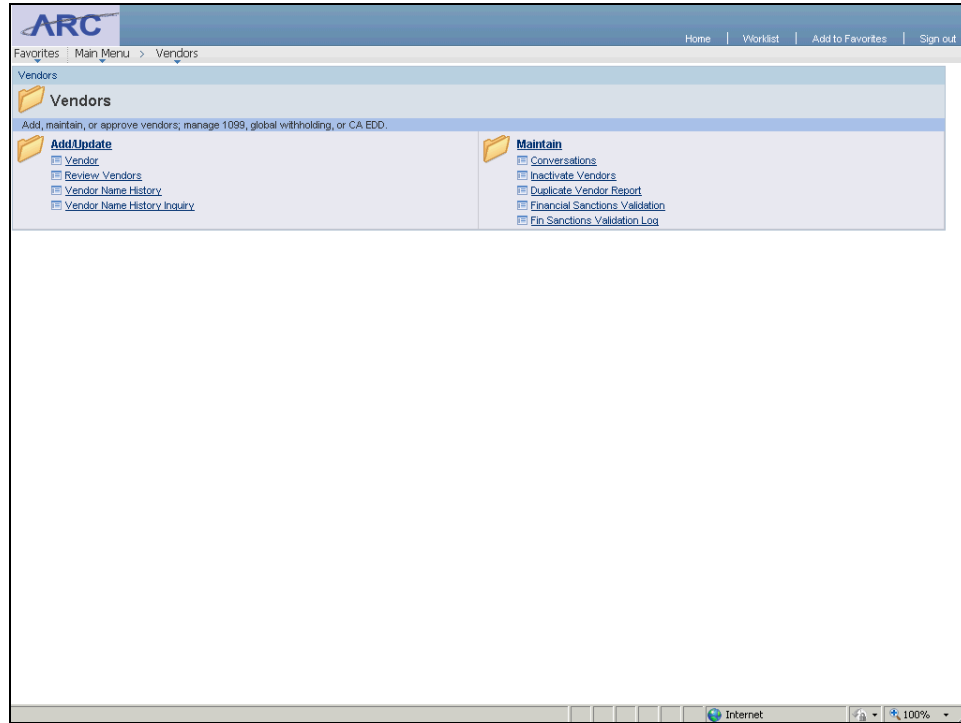
The following topic will demonstrate how to update information on a vendor profile in ARC. You can also reference this quick reference guide ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Modification\\_Cheat\\_Sheet.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Modification_Cheat_Sheet.pdf)) to learn where to make these updates on a vendor profile.

**Procedure**

Welcome to the *Modifying Vendor Information in ARC* topic where you will learn where to modify different information on the vendor record.



Step	Action
1.	Click the <b>Vendors</b> link. 



Step	Action
2.	Click the <b>Vendor</b> link. <a href="#">Vendor</a>

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
3.	First you will locate the vendor record that you need to update. We will search by the vendor ID. Click in the <b>Vendor ID</b> field. <input data-bbox="345 1087 626 1129" type="text"/>



# Training Guide Vendor Processing -- Vendor Management

The screenshot shows the ARC Vendor Information search interface. The Vendor ID field is currently empty. The search criteria include SetID: CUSET, and various other fields like Persistence, Short Vendor Name, Our Customer Number, Name 1, DBA Name, and Financial Sanctions Status. There are buttons for Search, Clear, Basic Search, and Save Search Criteria.


Step	Action
4.	Enter the desired information into the <b>Vendor ID</b> field. Enter " <b>000000005</b> ".

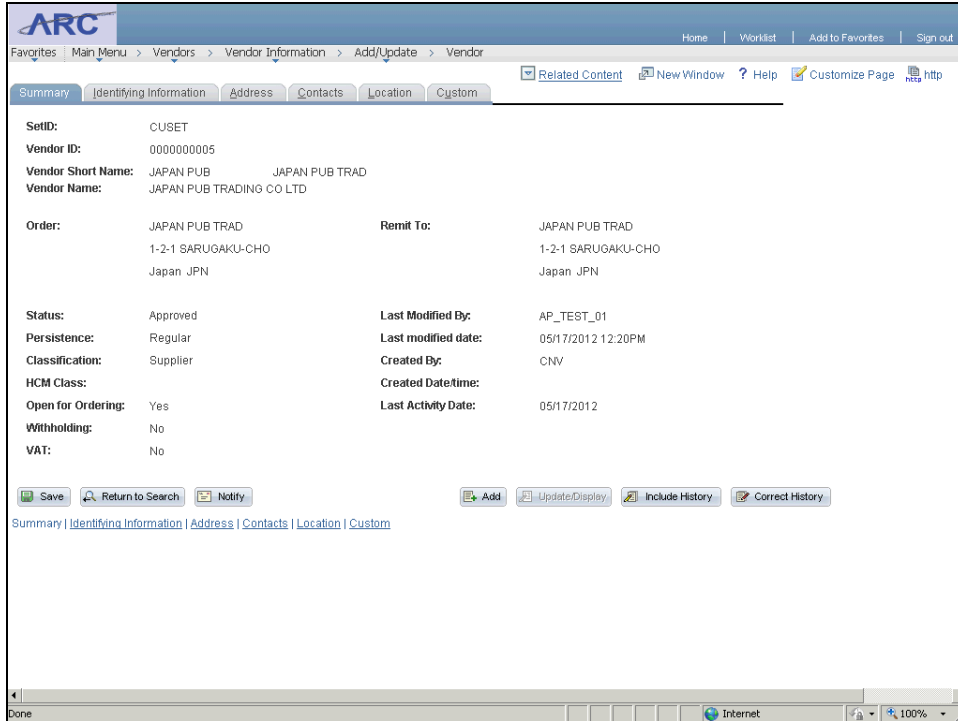
The screenshot shows the same ARC Vendor Information search interface, but now the Vendor ID field contains the value "000000005". All other search criteria and buttons remain the same as in the previous screenshot.


# Training Guide

## Vendor Processing -- Vendor Management

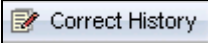


Step	Action
5.	Click the <b>Search</b> button. 



Step	Action
6.	Click the <b>Identifying Information</b> tab to update identifying information. 




Step	Action
7.	Click the <b>Correct History</b> button to edit certain fields. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
8.	Click the <b>Expand section</b> button to expand the Additional Reporting Elements section of the page. 

The screenshot shows the ARC Vendor Information page. The page is titled "Vendor Information" and has a breadcrumb trail: "Main Menu > Vendors > Vendor Information > Add/Update > Vendor". The page is divided into several sections:

- Summary:** Contains fields for SetID (CUSET), Vendor ID (0000000005), Vendor Short Name (JAPAN PUB), and Vendor Status (Approved).
- Identifying Information:** Contains fields for Vendor Name 1 (JAPAN PUB TRADING CO LTD), DBA Name, and Vendor Name 2.
- Classification:** Contains fields for Classification (Supplier), HCM Class, Persistence (Regular), and Vendor Status (Approved).
- Vendor Relationships:** Contains fields for Corporate Vendor ID (CUSET) and InterUnit Vendor ID.
- Create Bill-To Customer:** Contains a checkbox for "Create Bill To Customer".
- Additional Reporting Elements:** This section is currently collapsed. It contains fields for Common Parent's TIN, Common Parent's Name, Type of Contractor, HUBZone Program, SDB Program, Size of Small Business, Other Preference Programs, and VOSB.

The "Additional Reporting Elements" section is currently collapsed, and the "Expand All" button is visible below it.


Step	Action
9.	Click the button of the scrollbar.

Step	Action
10.	<p>Select applicable options. In this case, you will update the Veteran field of the page. Click the <b>Veteran</b> option.</p> <p><input type="checkbox"/> <b>Veteran</b></p>

# Training Guide

## Vendor Processing -- Vendor Management




Step	Action
11.	<p>Click the <b>Expand section</b> button to expand the Financials Sanctions Status section of the page. Note: Vendor Management will only update the Financial Sanctions Status if the vendor has a status of "Reviewed". The team will then need to research the vendor information to confirm that the vendor matches what is on the OFAC list. If it does match, the Vendor Management Team will change the status to "Blocked". If not, change the status to "Cleared".</p> 



# Training Guide Vendor Processing -- Vendor Management

The screenshot shows the ARC Vendor Management interface. The 'Financial Sanctions Status' dropdown menu is open, showing options: Review, Blocked, Cleared, and Review. The 'Review' option is selected. The 'Sanctions Status Date' is 04/13/2012 and the 'Sanctions Update User Id' is TEST\_BATCH.

Step	Action
12.	Click the <b>Financial Sanctions Status</b> list to select the appropriate option. 

The screenshot shows the ARC Vendor Management interface. The 'Financial Sanctions Status' dropdown menu is open, showing options: Review, Blocked, Cleared, and Review. The 'Review' option is selected. The 'Sanctions Status Date' is 04/13/2012 and the 'Sanctions Update User Id' is TEST\_BATCH.

# Training Guide

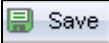
## Vendor Processing -- Vendor Management



Step	Action
13.	Click the <b>Cleared</b> option. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Cleared</div>

The screenshot shows the ARC Vendor Management interface. The breadcrumb trail is: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The page title is 'Vendor Relationships'. There are two tabs: 'Corporate Vendor' (selected) and 'InterUnit Vendor'. The 'Corporate Vendor ID' is '0000000005' and the 'InterUnit Vendor ID' is 'JAPAN PUB TRADING CO LTD'. Below this is a 'Create Bill-To Customer' section with a checkbox. The 'Additional ID Numbers', 'Duplicate Invoice Settings', 'Government Classifications', and 'Standard Industry Codes' sections are collapsed. The 'Additional Reporting Elements' section is expanded, showing fields for 'Common Parent's TIN', 'Type of Contractor', 'SDB Program', 'Other Preference Programs', 'Ethnicity', 'Common Parent's Name', 'HUBZone Program', 'Size of Small Business', and 'VOSB'. Under 'Ethnicity', there are checkboxes for 'Emerging Small Business', 'Women-Owned Business', 'Veteran' (checked), and 'Disabled'. The 'Financial Sanctions Status' section is expanded, showing a dropdown menu set to 'Cleared', a 'Sanctions Status Date' of '06/13/2012', and a 'Days before next validation' field. There is also a checkbox for 'Skip future validation'. At the bottom, there is a 'Comments' section with 'Expand All' and 'Collapse All' buttons. The browser's address bar shows 'Internet' and the zoom level is '100%'.


Step	Action
14.	Click the button of the scrollbar.


Step	Action
15.	Click the <b>Save</b> button. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
16.	Click the button of the scrollbar. 

Step	Action
17.	Click the <b>Location</b> tab to edit Location information for the vendor. 



The screenshot shows the ARC Vendor Management interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Main Menu > Vendors > Vendor Information > Add/Update > Vendor'. The main content area is titled 'Location' and shows details for a vendor with SetID: CUSET, Vendor ID: 000000005, Short Vendor Name: JAPAN PUB TRAD, and Name: JAPAN PUB TRADING CO LTD. A note states: 'A vendor location is a default set of rules which define how you conduct business with a vendor.' The 'Location' section includes a 'Location' dropdown (CHK-01), a 'Description' field, and a 'Details' section with 'Effective Date' (01/01/2001) and 'Effective Status' (Active). Under 'Options', the 'Payables' link is highlighted. Other options include Procurement, Sales/Use Tax, and Global/1099 Withholding. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
18.	<p>Click the <b>Payables</b> link to learn how to place a vendor on Payment Hold to prevent vouchers to the vendor from being paid in pay cycle. You can also flag a vendor for separate payment so that payments to the vendor are not consolidated. This is also where you will update the Payment Group Code and Payment Handling information for Check and ACH Locations. Lastly, you will see how to to define ACH payment layout and vendor's ACH bank account information.</p> <p><a href="#">Payables</a></p>

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Management - Payables Options

SetID: CUSET Location: CHIK-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Expand All** **Collapse All**


**Invoicing**

Vendor: 0000000005 JAPAN PUB TRADING CO LTD  
 Address: 1 Billing Address  
 Search 1-2-1 SARUGAKU-CHO  
 JPN  
 Location: CHIK-01

**Remitting**

\*Vendor: 0000000005 JAPAN PUB TRADING CO LTD  
 \*Address: 1 Billing Address  
 Search 1-2-1 SARUGAKU-CHO  
 JPN  
 \*Location: CHIK-01

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

Step	Action
19.	Click the <b>Expand section</b> button. 

ARC Vendor Management - Payables Options

SetID: CUSET Location: CHIK-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Expand All** **Collapse All**

**Invoicing**

Vendor: 0000000005 JAPAN PUB TRADING CO LTD  
 Address: 1 Billing Address  
 Search 1-2-1 SARUGAKU-CHO  
 JPN  
 Location: CHIK-01

**Remitting**

\*Vendor: 0000000005 JAPAN PUB TRADING CO LTD  
 \*Address: 1 Billing Address  
 Search 1-2-1 SARUGAKU-CHO  
 JPN  
 \*Location: CHIK-01

**Additional Payables Options**

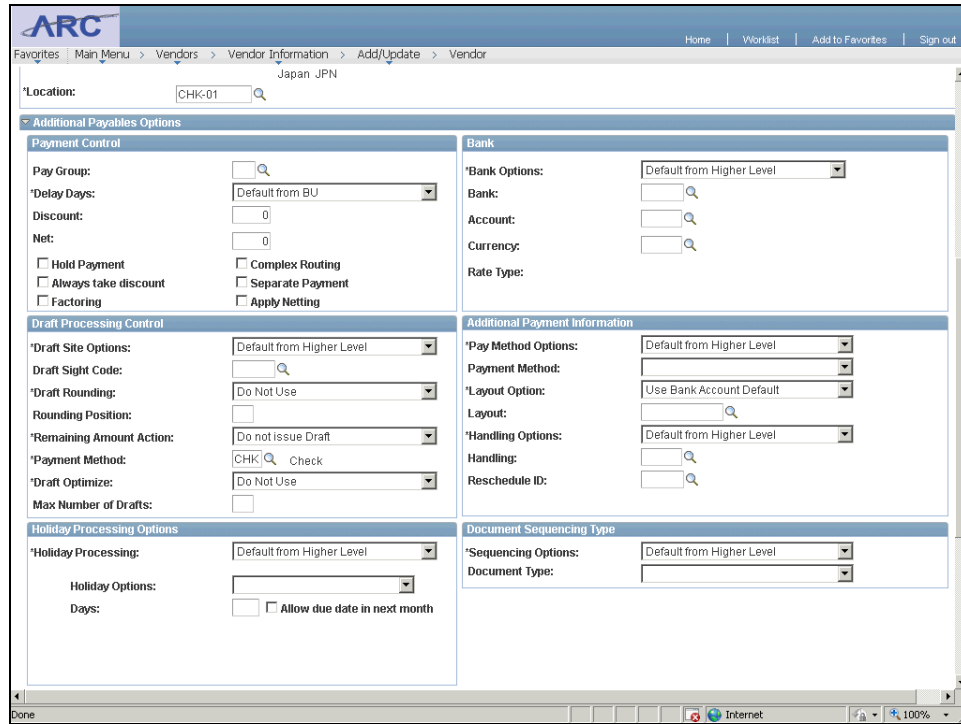
**Expand section**

Pay Group:    
 \*Delay Days: Default from BU  
 Discount: 0  
 Net: 0  
 Hold Payment  Complex Routing  
 Always take discount  Separate Payment


**Bank**

\*Bank Options: Default from Higher Level  
 Bank:    
 Account:    
 Currency:    
 Rate Type:

Step	Action
20.	Click the button of the scrollbar.

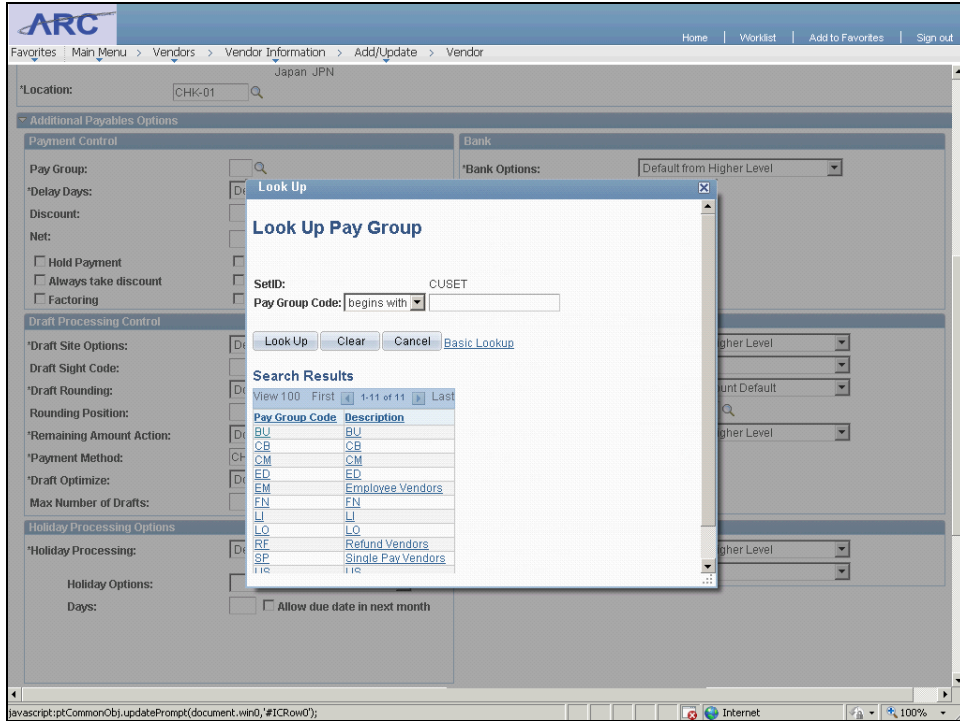



The screenshot shows the 'Additional Payables Options' section of the ARC Vendor Information Add/Update screen. The 'Location' is set to 'CHK-01'. The 'Payment Control' section includes fields for 'Pay Group', 'Delay Days', 'Discount', and 'Net', along with checkboxes for 'Hold Payment', 'Always take discount', 'Factoring', 'Complex Routing', 'Separate Payment', and 'Apply Netting'. The 'Bank' section includes 'Bank Options', 'Bank', 'Account', 'Currency', and 'Rate Type'. The 'Draft Processing Control' section includes 'Draft Site Options', 'Draft Sight Code', 'Draft Rounding', 'Rounding Position', 'Remaining Amount Action', 'Payment Method', 'Draft Optimize', and 'Max Number of Drafts'. The 'Additional Payment Information' section includes 'Pay Method Options', 'Payment Method', 'Layout Option', 'Layout', 'Handling Options', 'Handling', and 'Reschedule ID'. The 'Holiday Processing Options' section includes 'Holiday Processing' and 'Holiday Options'. The 'Document Sequencing Type' section includes 'Sequencing Options' and 'Document Type'. A scrollbar is visible on the right side of the form.

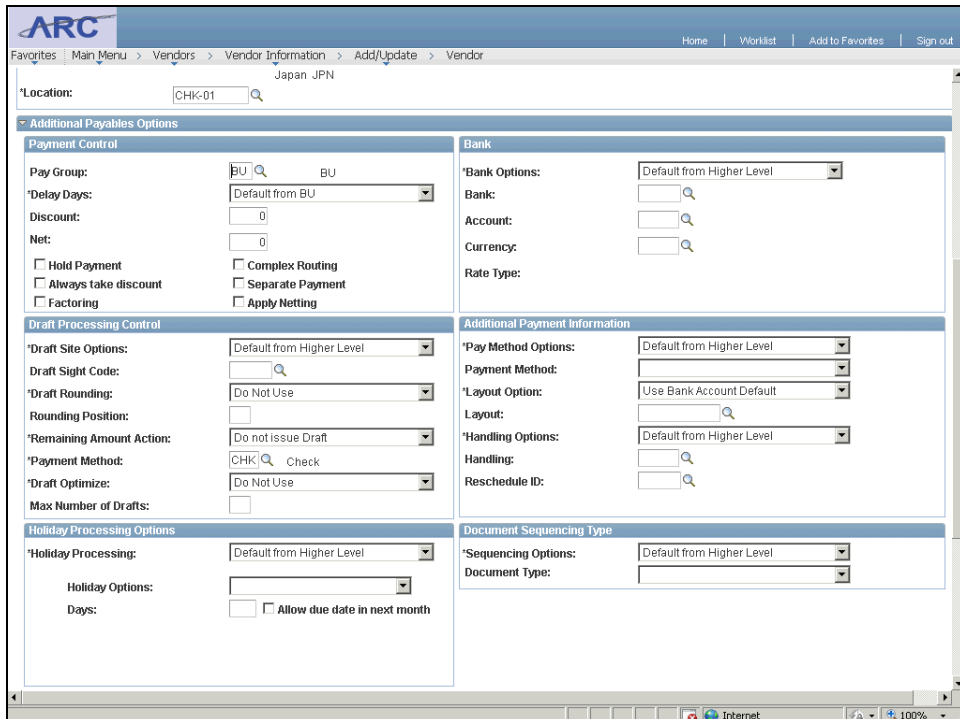
Step	Action
21.	Click the <b>Look up Pay Group (Alt+5)</b> button to define the pay group code. 

# Training Guide

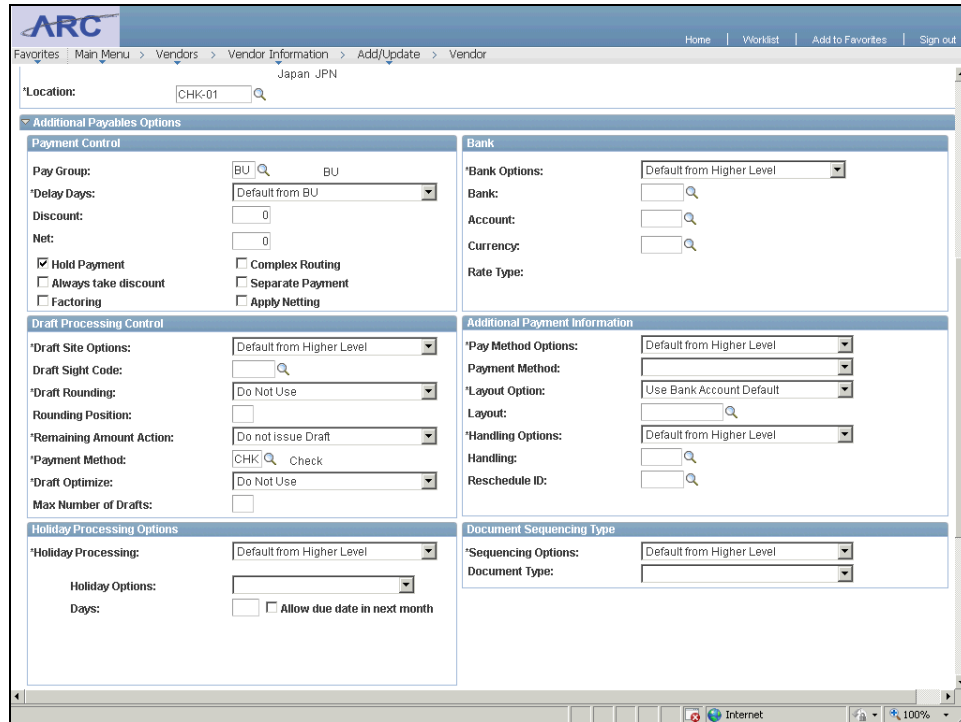
## Vendor Processing -- Vendor Management



Step	Action
22.	Click the <b>BU</b> link. 



Step	Action
23.	Click the <b>Hold Payment</b> option to put a hold on payments to this vendor. <input type="checkbox"/> <b>Hold Payment</b>



The screenshot shows the 'Additional Payables Options' section of the ARC Vendor Information Add/Update screen. The 'Payment Control' sub-section is expanded, and the 'Hold Payment' checkbox is checked. Other options include 'Always take discount' (unchecked), 'Factorial' (unchecked), 'Complex Routing' (unchecked), 'Separate Payment' (unchecked), and 'Apply Netting' (unchecked). The 'Draft Processing Control' section shows 'Draft Site Options' as 'Default from Higher Level', 'Draft Sight Code' as 'Do Not Use', 'Draft Rounding' as 'Do Not Use', 'Rounding Position' as '0', 'Remaining Amount Action' as 'Do not issue Draft', 'Payment Method' as 'CHK| Check', 'Draft Optimize' as 'Do Not Use', and 'Max Number of Drafts' as '0'. The 'Holiday Processing Options' section shows 'Holiday Processing' as 'Default from Higher Level' and 'Holiday Options' as '0'. The 'Bank' section shows 'Bank Options' as 'Default from Higher Level', 'Bank', 'Account', and 'Currency' as empty fields, and 'Rate Type' as empty. The 'Additional Payment Information' section shows 'Pay Method Options' as 'Default from Higher Level', 'Payment Method' as empty, 'Layout Option' as 'Use Bank Account Default', 'Layout' as empty, 'Handling Options' as 'Default from Higher Level', 'Handling' as empty, and 'Reschedule ID' as empty. The 'Document Sequencing Type' section shows 'Sequencing Options' as 'Default from Higher Level' and 'Document Type' as empty.

Step	Action
24.	Click the <b>Separate Payment</b> option to separate payments to this vendor. <input type="checkbox"/> <b>Separate Payment</b>

# Training Guide

## Vendor Processing -- Vendor Management



ARC  
 1-2-1 SARUGAKU-CHO  
 JPN  
 Location: CHK-01

**Additional Payables Options**

**Payment Control**  
 Pay Group: BU BU  
 Delay Days: Default from BU  
 Discount: 0  
 Net: 0  
 Hold Payment  
 Always take discount  
 Factoring  
 Complex Routing  
 Separate Payment  
 Apply Netting

**Draft Processing Control**  
 Draft Site Options: Default from Higher Level  
 Draft Sight Code:  
 Draft Rounding: Do Not Use  
 Rounding Position:  
 Remaining Amount Action: Do not issue Draft  
 Payment Method: CHK Check  
 Draft Optimize: Do Not Use  
 Max Number of Drafts:

**Holiday Processing Options**  
 Holiday Processing: Default from Higher Level  
 Holiday Options:  
 Days:  Allow due date in next month

**Bank**  
 Bank Options: Default from Higher Level  
 Bank:  
 Account:  
 Currency:  
 Rate Type:

**Additional Payment Information**  
 Pay Method Options: Default from Higher Level  
 Payment Method:  
 Layout Option: Use Bank Account Default  
 Layout:  
 Handling Options: Default from Higher Level  
 Handling:  
 Reschedule ID:

**Document Sequencing Type**  
 Sequencing Options: Default from Higher Level  
 Document Type:

Step	Action
25.	Click the <b>Pay Method Options</b> list to define ACH Payment Layout. 

ARC  
 1-2-1 SARUGAKU-CHO  
 JPN  
 Location: CHK-01

**Additional Payables Options**

**Payment Control**  
 Pay Group: BU BU  
 Delay Days: Default from BU  
 Discount: 0  
 Net: 0  
 Hold Payment  
 Always take discount  
 Factoring  
 Complex Routing  
 Separate Payment  
 Apply Netting


**Draft Processing Control**  
 Draft Site Options: Default from Higher Level  
 Draft Sight Code:  
 Draft Rounding: Do Not Use  
 Rounding Position:  
 Remaining Amount Action: Do not issue Draft  
 Payment Method: CHK Check  
 Draft Optimize: Do Not Use  
 Max Number of Drafts:

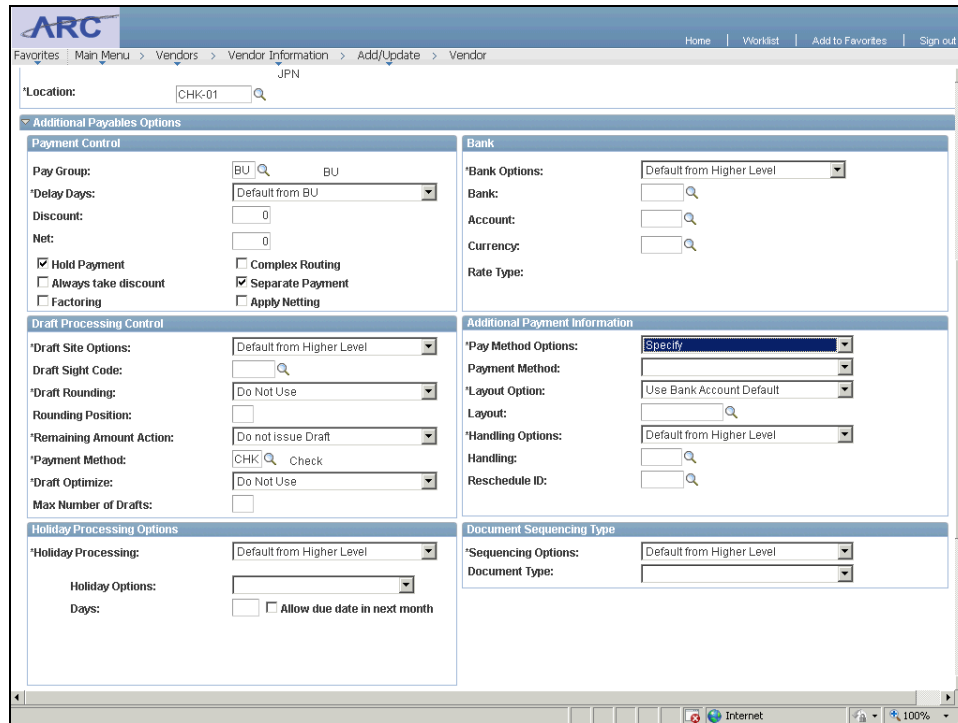
**Holiday Processing Options**  
 Holiday Processing: Default from Higher Level  
 Holiday Options:  
 Days:  Allow due date in next month

**Bank**  
 Bank Options: Default from Higher Level  
 Bank:  
 Account:  
 Currency:  
 Rate Type:

**Additional Payment Information**  
 Pay Method Options: Default from Higher Level  
 Payment Method: Specify  
 Layout Option: Use Bank Account Default  
 Layout:  
 Handling Options: Default from Higher Level  
 Handling:  
 Reschedule ID:

**Document Sequencing Type**  
 Sequencing Options: Default from Higher Level  
 Document Type:

Step	Action
26.	Click the <b>Specify</b> list item. 



The screenshot shows the 'Vendor Information' screen in the ARC system. The 'Additional Payables Options' section is expanded, displaying several sub-sections:

- Payment Control:** Includes fields for Pay Group (BU), Delay Days (Default from BU), Discount (0), Net (0), and checkboxes for Hold Payment, Always take discount, Factoring, Complex Routing, Separate Payment, and Apply Netting.
- Draft Processing Control:** Includes fields for Draft Site Options (Default from Higher Level), Draft Sight Code, Draft Rounding (Do Not Use), Rounding Position, Remaining Amount Action (Do not issue Draft), Payment Method (CHK - Check), Draft Optimize (Do Not Use), and Max Number of Drafts.
- Holiday Processing Options:** Includes fields for Holiday Processing (Default from Higher Level) and Holiday Options, with a checkbox for Allow due date in next month.
- Bank:** Includes fields for Bank Options (Default from Higher Level), Bank, Account, Currency, and Rate Type.
- Additional Payment Information:** Includes fields for Pay Method Options (Specify), Payment Method, Layout Option (Use Bank Account Default), Layout, Handling Options (Default from Higher Level), Handling, and Reschedule ID.
- Document Sequencing Type:** Includes fields for Sequencing Options (Default from Higher Level) and Document Type.

Step	Action
27.	Click the <b>Payment Method</b> list. 

# Training Guide

## Vendor Processing -- Vendor Management




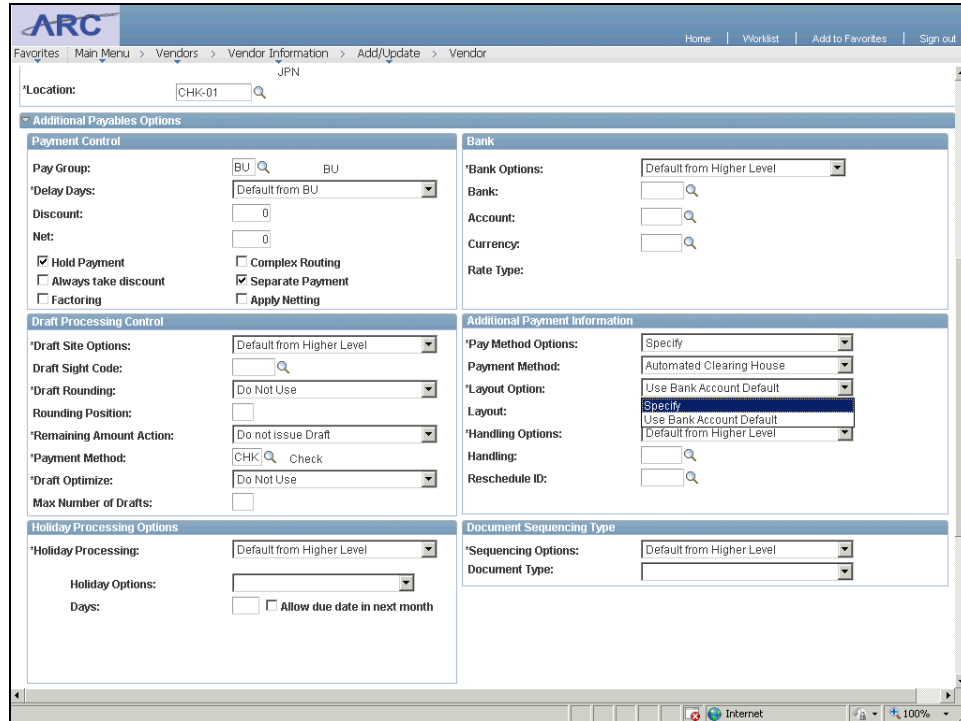
The screenshot shows the 'Additional Payables Options' section of the ARC system. The 'Payment Control' sub-section includes fields for 'Pay Group' (BU), 'Delay Days' (Default from BU), 'Discount' (0), and 'Net' (0). There are checkboxes for 'Hold Payment', 'Always take discount', 'Factoring', 'Complex Routing', 'Separate Payment', and 'Apply Netting'. The 'Draft Processing Control' sub-section includes 'Draft Site Options' (Default from Higher Level), 'Draft Sight Code', 'Draft Rounding' (Do Not Use), 'Rounding Position', 'Remaining Amount Action' (Do not issue Draft), 'Payment Method' (CHK - Check), and 'Draft Optimize' (Do Not Use). The 'Draft Method' dropdown menu is open, showing options like 'Automated Clearing House', 'Direct Debit', 'Draft - Customer EFT', etc. The 'Automated Clearing House' option is highlighted.

Step	Action
28.	Click the <b>Automated Clearing House</b> list item.


This screenshot is identical to the one above, but the 'Payment Method' dropdown menu is now open, and 'Automated Clearing House' is selected. The 'Draft Method' dropdown menu is also open, and 'Automated Clearing House' is highlighted. The 'Draft Method' dropdown menu is open, showing options like 'Automated Clearing House', 'Direct Debit', 'Draft - Customer EFT', etc. The 'Automated Clearing House' option is highlighted.



Step	Action
29.	Click the <b>Layout Option</b> list. 




The screenshot shows the 'Vendor Information' screen for vendor 'JPN' at location 'CHK-01'. The 'Additional Payables Options' section is expanded, showing various settings for payment control, draft processing, and bank options. The 'Layout Option' dropdown menu is open, with 'Specify' highlighted in blue. Other options in the menu include 'Use Bank Account Default' and 'Default from Higher Level'.

Step	Action
30.	Click the <b>Specify</b> list item. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
31.	Click the <b>Look up Layout (Alt+5)</b> button to select a Layout option. 

Step	Action
32.	Click the <b>PPD</b> link. 

The screenshot shows the 'Additional Payment Information' section of the ARC Vendor Information Add/Update screen. The 'Handling Options' dropdown menu is open, showing the following options: 'Default from Higher Level' (selected), 'Specify at This Level', and 'Reschedule ID'. Other sections visible include 'Payment Control', 'Draft Processing Control', 'Holiday Processing Options', 'Bank', and 'Document Sequencing Type'.

Step	Action
33.	Click the <b>Handling Options</b> list to define the payment handling options. 

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Management - Vendor Information - Add/Update - Vendor

Location: CHK-01

Additional Payables Options

Payment Control

Pay Group: BU BU

Delay Days: Default from BU

Discount: 0

Net: 0

Hold Payment  Complex Routing

Always take discount  Separate Payment

Factoring  Apply Netting

Bank

Bank Options: Default from Higher Level

Bank: [Search]

Account: [Search]

Currency: [Search]

Rate Type:

Draft Processing Control

Draft Site Options: Default from Higher Level

Draft Sight Code: [Search]

Draft Rounding: Do Not Use

Rounding Position: [Search]

Remaining Amount Action: Do not issue Draft

Payment Method: CHK Check

Draft Optimize: Do Not Use

Max Number of Drafts: [Search]

Additional Payment Information

Pay Method Options: Specify

Payment Method: Automated Clearing House

Layout Option: Specify

Layout: PPD [Search]

Handling Options: Default from Higher Level

Handling: Default from Higher Level

Reschedule ID: Specify at This Level

Holiday Processing Options

Holiday Processing: Default from Higher Level

Holiday Options: [Search]

Days:  Allow due date in next month

Document Sequencing Type

Sequencing Options: Default from Higher Level

Document Type: [Search]

Step	Action
34.	Click the <b>Specify at This Level</b> list item. <div style="border: 1px solid black; background-color: #003366; color: white; padding: 2px; display: inline-block;">Specify at This Level</div>

ARC Vendor Management - Vendor Information - Add/Update - Vendor

Location: CHK-01

Additional Payables Options

Payment Control

Pay Group: BU BU

Delay Days: Default from BU

Discount: 0

Net: 0

Hold Payment  Complex Routing

Always take discount  Separate Payment

Factoring  Apply Netting

Bank

Bank Options: Default from Higher Level

Bank: [Search]

Account: [Search]

Currency: [Search]

Rate Type:

Draft Processing Control

Draft Site Options: Default from Higher Level

Draft Sight Code: [Search]

Draft Rounding: Do Not Use

Rounding Position: [Search]

Remaining Amount Action: Do not issue Draft

Payment Method: CHK Check

Draft Optimize: Do Not Use

Max Number of Drafts: [Search]

Additional Payment Information

Pay Method Options: Specify

Payment Method: Automated Clearing House

Layout Option: Specify

Layout: PPD [Search]

Handling Options: Default from Higher Level

Handling: Specify at This Level

Reschedule ID: [Search] Look up Handling (Alt+5)

Holiday Processing Options

Holiday Processing: Default from Higher Level

Holiday Options: [Search]

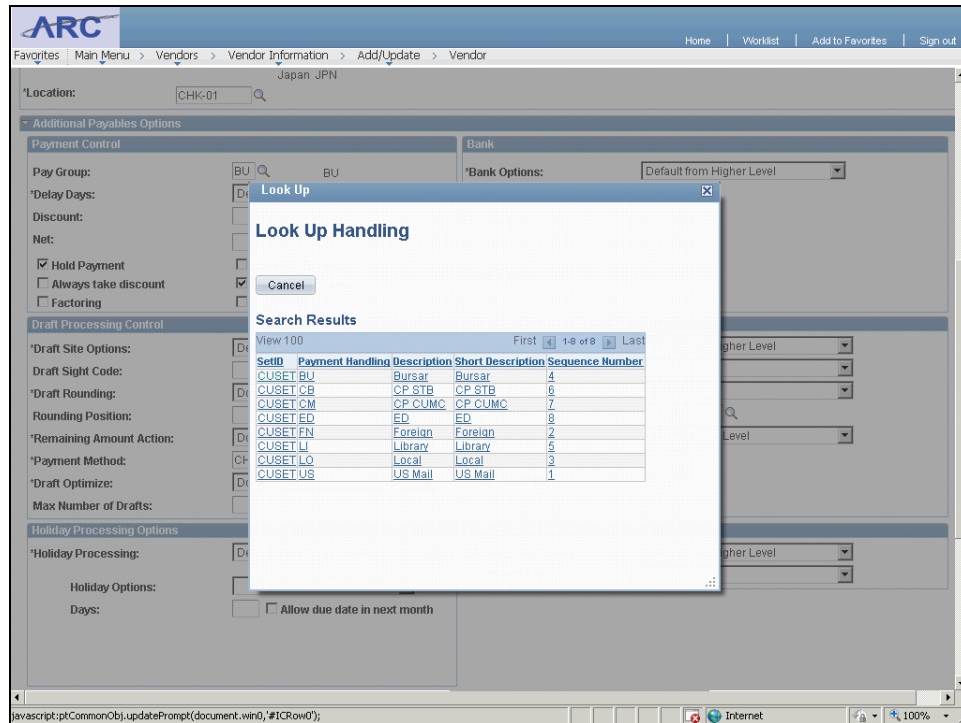
Days:  Allow due date in next month

Document Sequencing Type

Sequencing Options: Default from Higher Level

Document Type: [Search]

Step	Action
35.	Click the <b>Look up Handling (Alt+5)</b> button. 





Step	Action
36.	This selection must match what you picked for the payment group code, so click the <b>BU</b> link. 

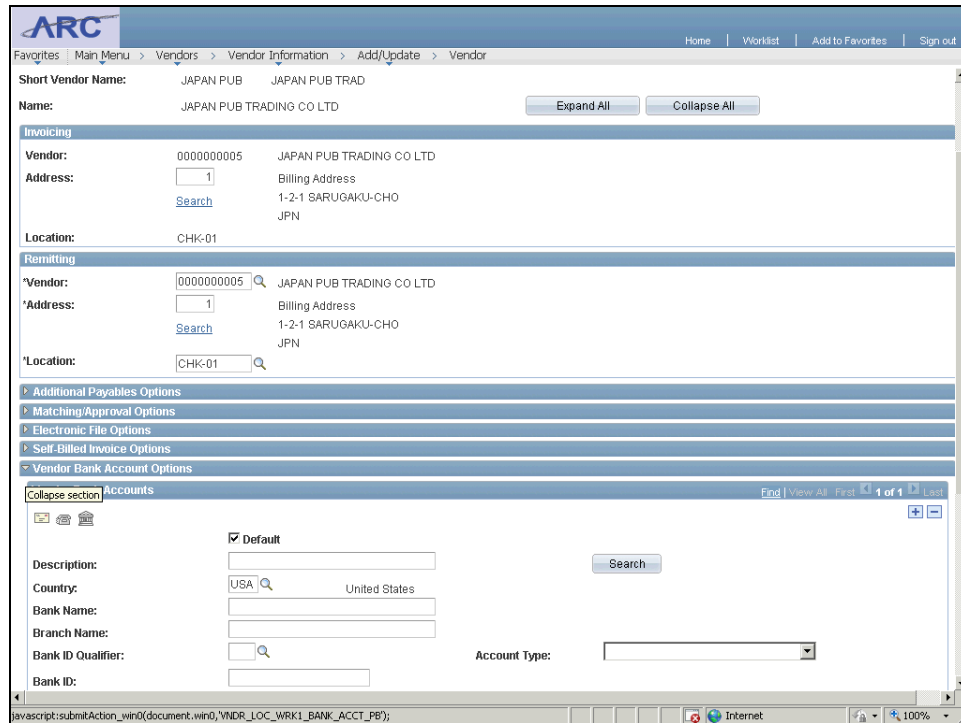
# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
37.	Click the <b>Collapse section</b> button. 

Step	Action
38.	Click the <b>Expand section</b> button to define ACH bank account information. 



The screenshot shows the ARC Vendor Management interface. The breadcrumb trail is: Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The vendor information is for 'JAPAN PUB TRADING CO LTD'. The 'Vendor Bank Account Options' section is expanded, showing a table with one account entry. The account details include: Description (USA), Country (United States), Bank Name, Branch Name, Bank ID Qualifier, and Bank ID. A search button is visible next to the Description field.

Step	Action
39.	Click the button of the scrollbar.

# Training Guide

## Vendor Processing -- Vendor Management



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

\*Location: CHIC-01

JPN

Additional Payables Options

Matching/Approval Options

Electronic File Options

Self-Billed Invoice Options

Vendor Bank Account Options

Vendor Bank Accounts Find | View All | First | 1 of 1 | Last

Default

Description:

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:


Vendor Type Options

HIPAA Information

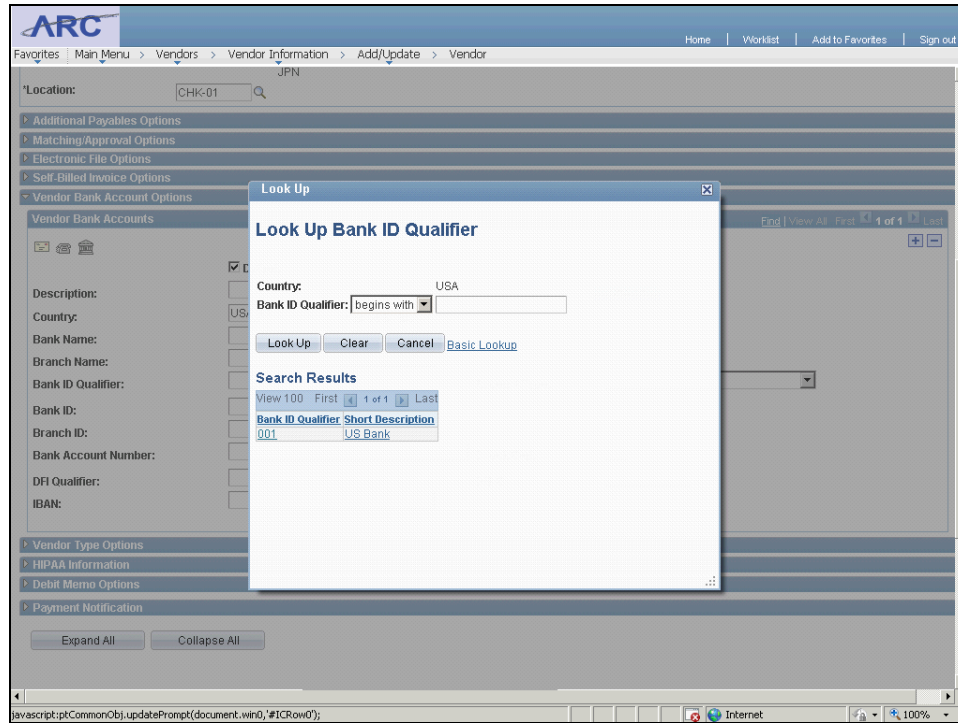
Debit Memo Options

Payment Notification

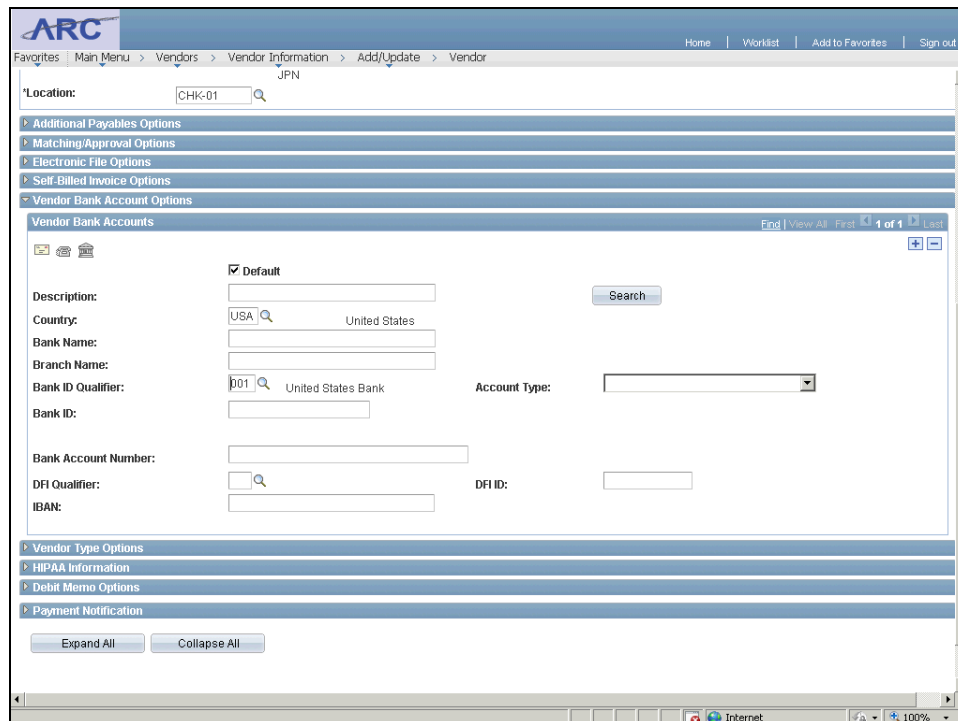
Internet 100%

Step	Action
40.	Click the <b>Look up Bank ID Qualifier (Alt+5)</b> button to identify a Bank ID Qualifier. 





Step	Action
41.	Click the <b>001</b> link.

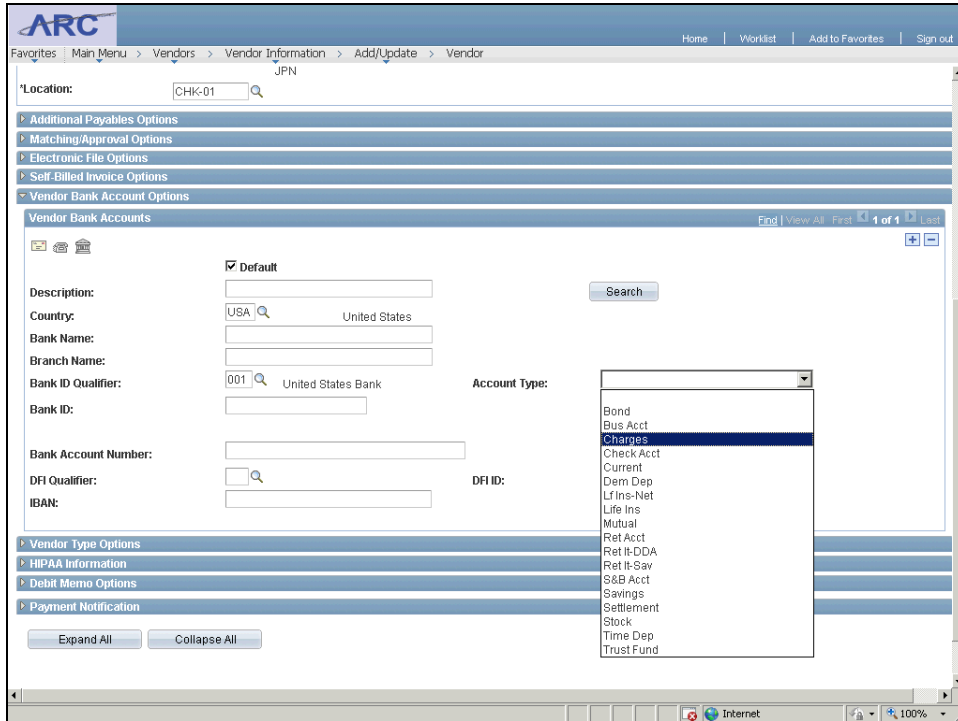


# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
42.	Click the <b>Account Type</b> list. <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px;"></div>



Step	Action
43.	Click the <b>Check Acct</b> list item. <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px; display: flex; align-items: center;"> <span style="margin-right: 5px;">Check Acct</span> </div>

The screenshot shows the 'Vendor Bank Account Options' page in the ARC system. The 'Bank ID' field is highlighted with a red box. The page includes various input fields for bank information, a search button, and expand/collapse controls.

Step	Action
44.	Click in the <b>Bank ID</b> field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div>

This is a duplicate of the screenshot above, showing the 'Vendor Bank Account Options' page in the ARC system. The 'Bank ID' field is highlighted with a red box.

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
45.	Enter the desired information into the <b>Bank ID</b> field. Enter " <b>123456789</b> ".

The screenshot shows the 'Vendor Bank Accounts' form in the ARC system. The 'Bank ID' field is highlighted with a red box and contains the value '123456789'. Other fields include 'Country' (USA), 'Bank Name', 'Branch Name', 'Bank ID Qualifier' (001), 'Account Type' (Check Acct), 'Bank Account Number', 'DFI Qualifier', and 'IBAN'. There are also buttons for 'Expand All' and 'Collapse All'.

Step	Action
46.	Click in the <b>Bank Account Number</b> field.




# Training Guide Vendor Processing -- Vendor Management

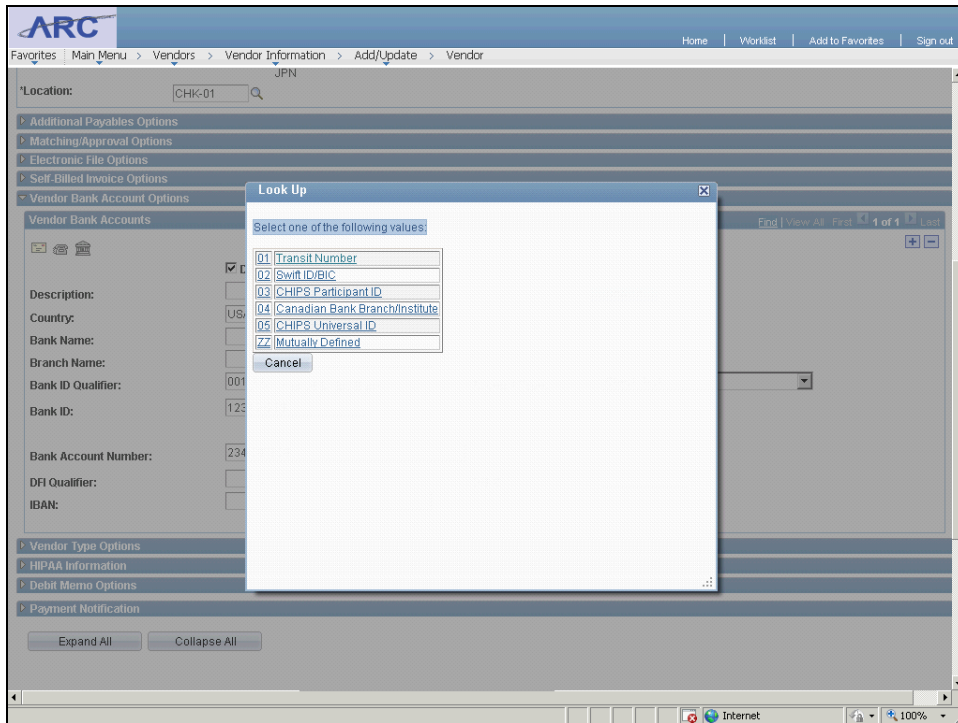
Step	Action
47.	Enter the desired information into the <b>Bank Account Number</b> field. Enter " <b>234-567898</b> ".


# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
48.	Click the <b>Look up DFI Qualifier (Alt+5)</b> button. 



Step	Action
49.	Click the <b>01</b> link. 



# Training Guide Vendor Processing -- Vendor Management

ARC  
Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor  
Home | Worklist | Add to Favorites | Sign out  
JPN  
\*Location: CHIC-01  
Additional Payables Options  
Matching/Approval Options  
Electronic File Options  
Self-Billed Invoice Options  
Vendor Bank Account Options  
Vendor Bank Accounts  
Find | View All | First 1 of 1 Last  
Description: [ ] Search  
Country: USA United States  
Bank Name: [ ]  
Branch Name: [ ]  
Bank ID Qualifier: 001 United States Bank Account Type: Check Acct  
Bank ID: 123456789  
Bank Account Number: 234-567898  
DFI Qualifier: 01 Transit Number DFI ID: [ ]  
IBAN: [ ]  
Vendor Type Options  
HIPAA Information  
Debit Memo Options  
Payment Notification  
Expand All Collapse All  
Internet 100%

Step	Action
50.	Click in the <b>DFI ID</b> field. <input type="text"/>

ARC  
Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor  
Home | Worklist | Add to Favorites | Sign out  
JPN  
\*Location: CHIC-01  
Additional Payables Options  
Matching/Approval Options  
Electronic File Options  
Self-Billed Invoice Options  
Vendor Bank Account Options  
Vendor Bank Accounts  
Find | View All | First 1 of 1 Last  
Description: [ ] Search  
Country: USA United States  
Bank Name: [ ]  
Branch Name: [ ]  
Bank ID Qualifier: 001 United States Bank Account Type: Check Acct  
Bank ID: 123456789  
Bank Account Number: 234-567898  
DFI Qualifier: 01 Transit Number DFI ID: [ ]  
IBAN: [ ]  
Vendor Type Options  
HIPAA Information  
Debit Memo Options  
Payment Notification  
Expand All Collapse All  
Internet 100%

# Training Guide

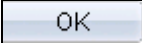
## Vendor Processing -- Vendor Management



Step	Action
51.	Enter the desired information into the <b>DFI ID</b> field. Enter " <b>123456789</b> ".

Step	Action
52.	Release the mouse button.




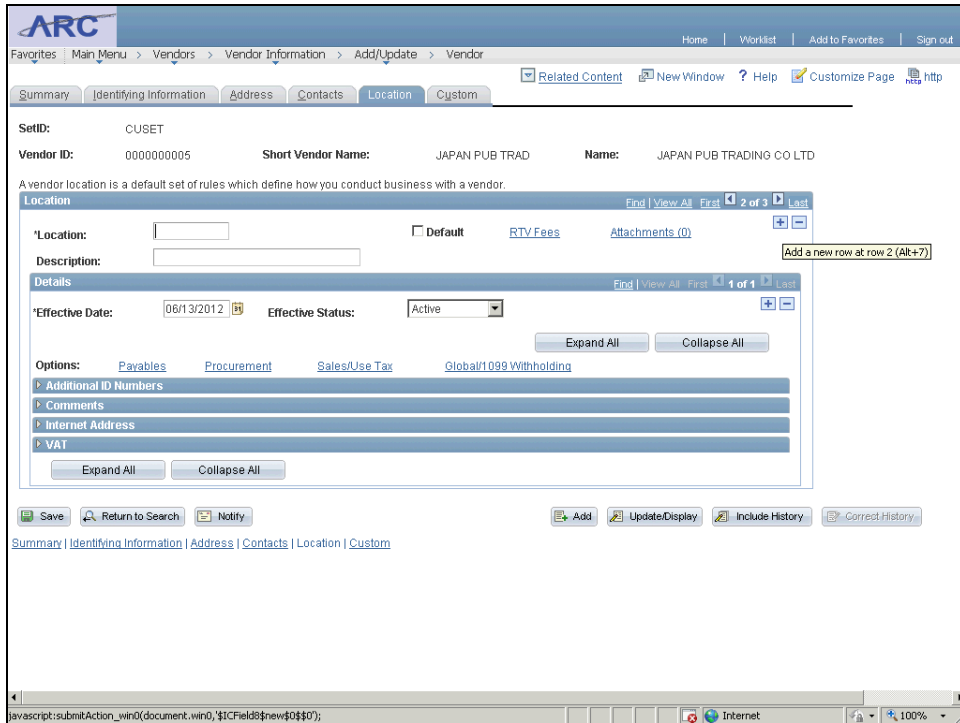
Step	Action
53.	Click the <b>OK</b> button once all changes are complete. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
54.	Click the <b>Add a new row at row 1 (Alt+7)</b> button to add a new Location. Each vendor will be set up with a CHK-01 Location, so in order to add an ACH Location, you will click this button. 



Step	Action
55.	Enter the desired information into the <b>Location</b> field. Enter " <b>ACH-01</b> ".

ARC Vendor Management System - Vendor Information - Add/Update - Vendor

SetID: CUSET  
 Vendor ID: 0000000005 Short Vendor Name: JAPAN PUB TRAD Name: JAPAN PUB TRADING CO LTD

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

**Location** (2 of 3)

'Location': ACH-01  
 Description: [Empty]  
 Default RTV Fees Attachments (0)

**Details** (1 of 1)

'Effective Date': 06/13/2012 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

Step	Action
56.	Enter the desired information into the <b>Description</b> field. Enter "ACH".

ARC Vendor Management System - Vendor Information - Add/Update - Vendor

SetID: CUSET  
 Vendor ID: 0000000005 Short Vendor Name: JAPAN PUB TRAD Name: JAPAN PUB TRADING CO LTD

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

**Location** (2 of 3)

'Location': ACH-01  
 Description: ACH  
 Default RTV Fees Attachments (0)

**Details** (1 of 1)

'Effective Date': 06/13/2012 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

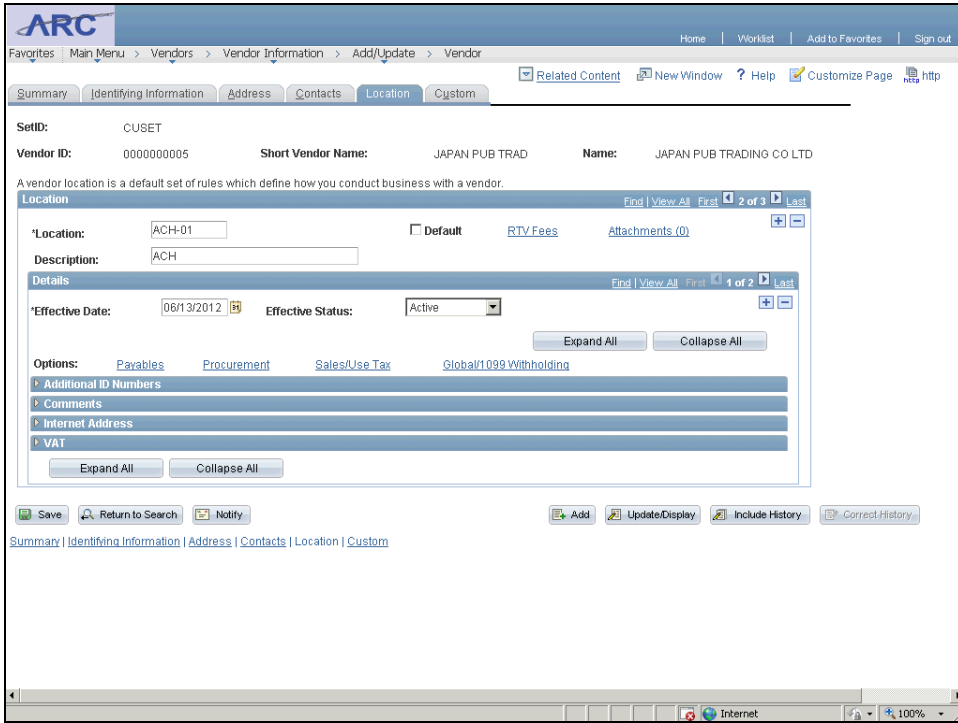
Save Return to Search Notify Add Update/Display Include History Correct/History

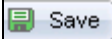
# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
57.	Click the <b>Add a new row at row 1 (Alt+7)</b> button to add additional details for this ACH Location. 



Step	Action
58.	Click the <b>Save</b> button. 

The screenshot shows the ARC Vendor Management interface. At the top, the navigation bar includes 'Summary', 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The 'Custom' tab is selected. Below the navigation bar, the vendor information is displayed: SetID: CUSET, Vendor ID: 000000005, Short Vendor Name: JAPAN PUB TRAD, and Name: JAPAN PUB TRADING CO LTD. A note states: 'A vendor location is a default set of rules which define how you conduct business with a vendor.' The 'Location' section contains a table with one entry: Location: ACH-01, Description: ACH, Effective Date: 06/13/2012, and Effective Status: Active. Below this, there are sections for 'Options' (Payables, Procurement, Sales/Use Tax, Global/1099 Withholding) and 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT'. The 'Custom' tab is highlighted in the navigation bar.

Step	Action
59.	If the vendor is subject to Withholding, click the <b>Custom</b> tab to enter applicable withholding date information. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Custom</div>

# Training Guide

## Vendor Processing -- Vendor Management



**User Definable Vendor Fields**

SetID: CUSET

Vendor ID: 0000000005      Short Vendor Name: JAPAN PUB TRAD      Name: JAPAN PUB TRADING CO LTD

Web ID: 4599      Second B Notice Response Date:

Foreign or Domestic: Foreign      Withholding Start Date:

First B Notice Issue Date:       Withholding Termination Date:

First B Notice Response Date:       Vendor Field C30 I: 00000000000000000000000000004599

Second B Notice Issue Date:       Sponsor Type:

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

Step	Action
60.	Click in the <b>Withholding Start Date</b> field.

**User Definable Vendor Fields**

SetID: CUSET

Vendor ID: 0000000005      Short Vendor Name: JAPAN PUB TRAD      Name: JAPAN PUB TRADING CO LTD

Web ID: 4599      Second B Notice Response Date:

Foreign or Domestic: Foreign      Withholding Start Date:

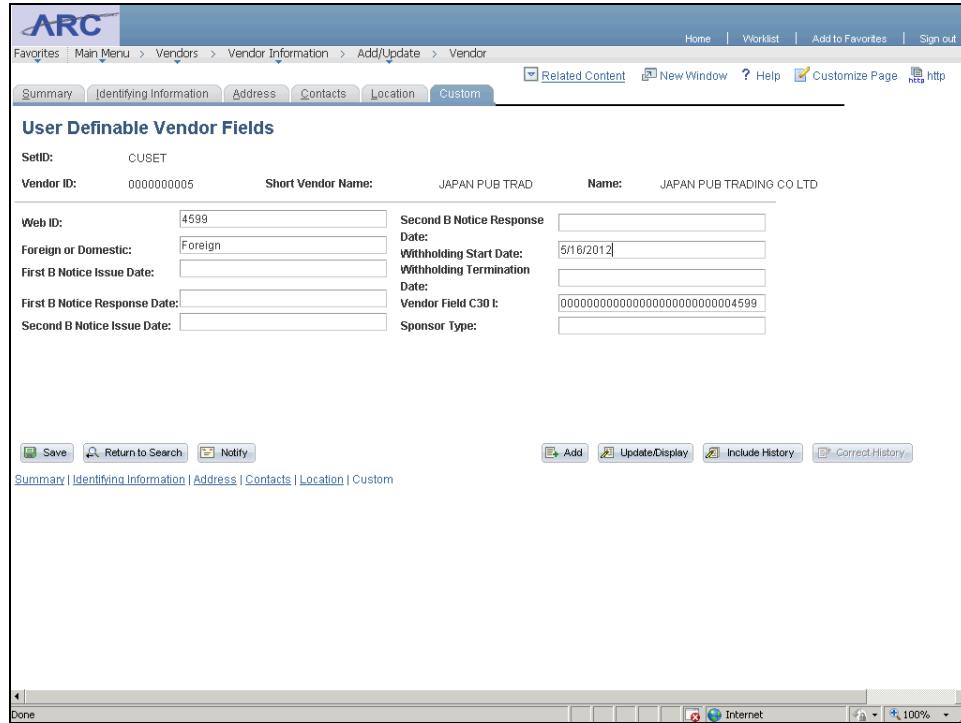
First B Notice Issue Date:       Withholding Termination Date:

First B Notice Response Date:       Vendor Field C30 I: 00000000000000000000000000004599

Second B Notice Issue Date:       Sponsor Type:

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

Step	Action
61.	Enter the desired information into the <b>Withholding Start Date</b> field. Enter " <b>5/16/2012</b> ".



**ARC** Vendor Information > Add/Update > Vendor

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

**User Definable Vendor Fields**

SetID: CUSET

Vendor ID: 0000000005      Short Vendor Name: JAPAN PUB TRAD      Name: JAPAN PUB TRADING CO.LTD

Web ID: 4599      Second B Notice Response Date:

Foreign or Domestic: Foreign      Withholding Start Date: 5/16/2012

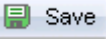
First B Notice Issue Date:       Withholding Termination Date:

First B Notice Response Date:       Vendor Field C30 I: 000000000000000000000000004599

Second B Notice Issue Date:       Sponsor Type:

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

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

Step	Action
62.	Click the <b>Save</b> button. 

# Training Guide

## Vendor Processing -- Vendor Management

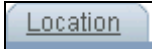


**User Definable Vendor Fields**

SetID: CUSET  
 Vendor ID: 000000005    Short Vendor Name: JAPAN PUB TRAD    Name: JAPAN PUB TRADING CO LTD

Web ID: 4599    Second B Notice Response Date:   
 Foreign or Domestic: Foreign    Withholding Start Date: 5/6/2012  
 First B Notice Issue Date:    Withholding Termination Date:   
 First B Notice Response Date:    Vendor Field C30 I: 00000000000000000000000000004599  
 Second B Notice Issue Date:    Sponsor Type:

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

Step	Action
63.	Click the <b>Location</b> tab to update/add Withholding information. 

**Location**

Location: ACH-01     Default    RTV Fees    Attachments (0)

Description: ACH

Effective Date: 06/13/2012    Effective Status: Active

Options: [Payables](#)    [Procurement](#)    [Sales/Use Tax](#)    [Global/1099 Withholding](#)

Expand All    Collapse All

Additional ID Numbers  
 Comments  
 Internet Address  
 VAT

Expand All    Collapse All



Step	Action
64.	Click the <b>Global/1099 Withholding</b> link. <a href="#">Global/1099 Withholding</a>

**Withholding Vendor Information**

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB      JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

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

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

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

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK      Cancel

Step	Action
65.	Enter applicable Withholding Information beginning with the Withholding Jurisdiction Field. Enter the desired information into the <b>Withholding Jurisdiction</b> field. Enter <b>"IRS"</b> .

# Training Guide

## Vendor Processing -- Vendor Management



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Content | New Window | Help | Customize Page | http

**Withholding Vendor Information**

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

Withholding Information    Customize | 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			<input type="checkbox"/>			

Withholding Reporting Information    Customize | Find | View All | First 1 of 1 Last

Main Information    Additional Info

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

OK    Cancel

Step	Action
66.	Click in the <b>Withholding Jurisdiction</b> field. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Content | New Window | Help | Customize Page | http

**Withholding Vendor Information**

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

Withholding Information    Customize | 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			<input type="checkbox"/>			

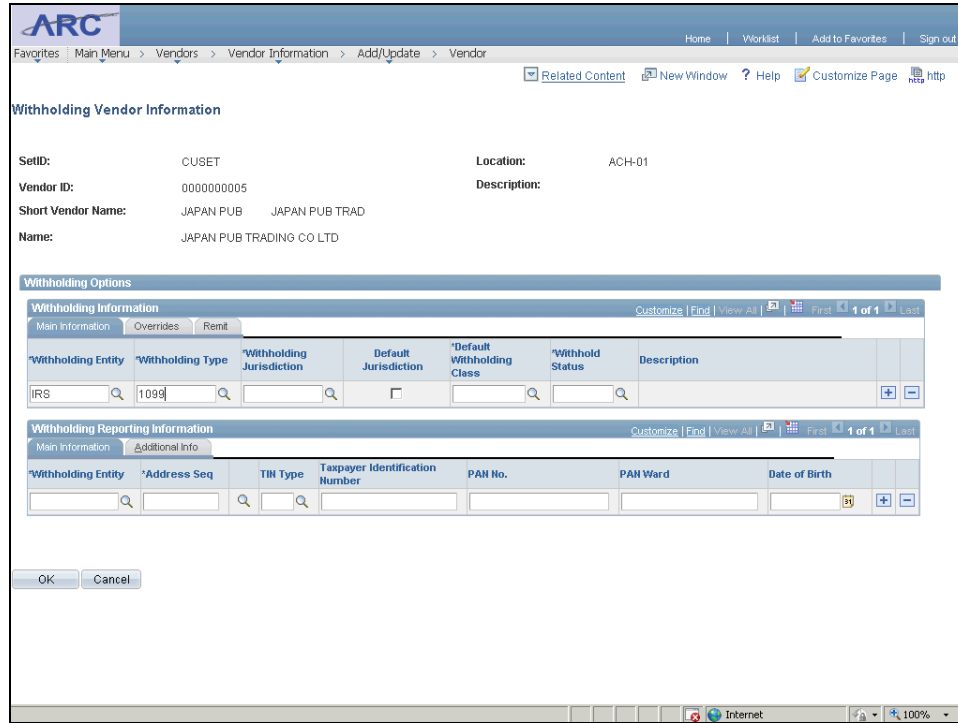
Withholding Reporting Information    Customize | Find | View All | First 1 of 1 Last

Main Information    Additional Info

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

OK    Cancel

Step	Action
67.	Enter the desired information into the <b>Withholding Jurisdiction</b> field. Enter " <b>1099</b> ".



The screenshot shows the 'Withholding Vendor Information' form in the ARC system. The form includes fields for SetID (CUSET), Vendor ID (0000000005), Short Vendor Name (JAPAN PUB JAPAN PUB TRAD), and Name (JAPAN PUB TRADING CO LTD). The 'Withholding Options' section is expanded, showing a table with columns: Withholding Entity, Withholding Type, Withholding Jurisdiction, Default Jurisdiction, Default Withholding Class, Withhold Status, and Description. The 'Withholding Jurisdiction' field is currently empty and has a search icon next to it. Below this is the 'Withholding Reporting Information' section with fields for Withholding Entity, Address Seq, TIN Type, Taxpayer Identification Number, PAN No., PAN Ward, and Date of Birth. The form has 'OK' and 'Cancel' buttons at the bottom.

Step	Action
68.	Click in the <b>Withholding Jurisdiction</b> field. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

# Training Guide

## Vendor Processing -- Vendor Management



ARC  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: CUSET Location: ACH-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

Withholding Information  
 Main Information | Overrides | Remit  
 Customize | Find | View All | First 1 of 1 Last

*Withholding Entity	*Withholding Type	*Withholding Jurisdiction	Default Jurisdiction	*Default Withholding Class	*Withhold Status	Description
IRS	1099		<input type="checkbox"/>			

Withholding Reporting Information  
 Main Information | Additional Info  
 Customize | 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

Step	Action
69.	Enter the desired information into the <b>Withholding Jurisdiction</b> field. Enter <b>"FED"</b> .

ARC  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: CUSET Location: ACH-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

Withholding Information  
 Main Information | Overrides | Remit  
 Customize | Find | View All | First 1 of 1 Last

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

Withholding Reporting Information  
 Main Information | Additional Info  
 Customize | 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

Step	Action
70.	Click the <b>Withholding Jurisdiction</b> option. <input type="checkbox"/>

The screenshot shows the 'Withholding Vendor Information' page in the ARC system. The 'Withholding Options' section is expanded, showing a table with the following data:

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

The 'Withholding Jurisdiction' field in the first row is highlighted with a red box, indicating the target for step 71.

Step	Action
71.	Click in the <b>Withholding Jurisdiction</b> field. <input type="text"/>

# Training Guide

## Vendor Processing -- Vendor Management



ARC  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

Withholding Options

Withholding Information  
 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"/>			

Withholding Reporting Information  
 Main Information | Additional Info

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

OK    Cancel

Step	Action
72.	Enter the desired information into the <b>Withholding Jurisdiction</b> field. Enter "03".

ARC  
 Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

Withholding Options

Withholding Information  
 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"/>	03		

Withholding Reporting Information  
 Main Information | Additional Info

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

OK    Cancel



## Training Guide Vendor Processing -- Vendor Management

Step	Action
73.	Click in the <b>Withholding Jurisdiction</b> field. <input type="text"/>

**ARC** Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor  
 Related Content | New Window | Help | Customize Page | http

**Withholding Vendor Information**

SetID: CUSER Location: ACH-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

**Withholding Information** Customize | Find | View All | First | 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"/>	03		

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

Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number	PAN No.	PAN Ward	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

Internet 100%

Step	Action
74.	Enter the desired information into the <b>Withholding Jurisdiction</b> field. Enter <b>"RPT"</b> .

# Training Guide

## Vendor Processing -- Vendor Management



ARC | Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

**Withholding Vendor Information**

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

**Withholding Information** | Customize | Find | View All | First | 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"/>	03	RPT	

**Withholding Reporting Information** | Customize | 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

Step	Action
75.	Click in the <b>Withholding Entity</b> field.

ARC | Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

**Withholding Vendor Information**

SetID: CUSET      Location: ACH-01  
 Vendor ID: 0000000005      Description:  
 Short Vendor Name: JAPAN PUB    JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

**Withholding Options**

**Withholding Information** | Customize | Find | View All | First | 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"/>	03	RPT	Reporting Only

**Withholding Reporting Information** | Customize | 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





# Training Guide Vendor Processing -- Vendor Management

Step	Action
76.	Enter the desired information into the <b>Withholding Entity</b> field. Enter " <b>IRS</b> ".

ARC  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Content | New Window | Help | Customize Page | http

### Withholding Vendor Information

SetID: CUSET      Location: ACH-01  
Vendor ID: 0000000005      Description:  
Short Vendor Name: JAPAN PUB      JAPAN PUB TRAD  
Name: JAPAN PUB TRADING CO LTD

#### Withholding Options

Withholding Information      Customize | Find | View All | First | 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"/>	03	RPT	Reporting Only

#### Withholding Reporting Information

Withholding Reporting Information      Customize | Find | View All | First | 1 of 1 | Last

Withholding Entity	Address Seq	TIN Type	Taxpayer Identification Number
IRS			

OK      Cancel

Step	Action
77.	Click in the <b>Withholding Entity</b> field. <input type="text"/>

# Training Guide

## Vendor Processing -- Vendor Management



**ARC** Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Content | New Window | Help | Customize Page | http

### Withholding Vendor Information

SetID: CUSET Location: ACH-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

#### Withholding Options

##### Withholding Information

Customize | 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"/>	03	RPT	Reporting Only

##### Withholding Reporting Information

Customize | Find | View All | First | 1 of 1 | Last

Main Information | Additional Info

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number
IRS			

OK Cancel

Step	Action
78.	Enter the desired information into the <b>Withholding Entity</b> field. Enter "1".

**ARC** Home | Worklist | Add to Favorites | Sign out  
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Related Content | New Window | Help | Customize Page | http

### Withholding Vendor Information

SetID: CUSET Location: ACH-01  
 Vendor ID: 0000000005 Description:  
 Short Vendor Name: JAPAN PUB JAPAN PUB TRAD  
 Name: JAPAN PUB TRADING CO LTD

#### Withholding Options

##### Withholding Information

Customize | 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"/>	03	RPT	Reporting Only

##### Withholding Reporting Information

Customize | Find | View All | First | 1 of 1 | Last

Main Information | Additional Info

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number
IRS	1		

OK Cancel

Step	Action
79.	Click in the <b>Withholding Entity</b> field. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

Step	Action
80.	Enter the desired information into the <b>Withholding Entity</b> field. Enter "F".

# Training Guide

## Vendor Processing -- Vendor Management



The screenshot shows the 'Withholding Vendor Information' page in the ARC system. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation, there are breadcrumb links: 'Favorites', 'Main Menu > Vendors > Vendor Information > Add/Update > Vendor'. The main content area displays vendor details: SetID: CUSET, Vendor ID: 0000000005, Short Vendor Name: JAPAN PUB JAPAN PUB TRAD, Name: JAPAN PUB TRADING CO LTD, Location: ACH-01, and Description: . Below this, there are two tables. The first table, 'Withholding Information', has columns: \*Withholding Entity, \*Withholding Type, \*Withholding Jurisdiction, Default Jurisdiction, \*Default Withholding Class, \*Withhold Status, and Description. The second table, 'Withholding Reporting Information', has columns: \*Withholding Entity, \*Address Seq, TIN Type, and Taxpayer Identification Number. At the bottom, there are 'OK' and 'Cancel' buttons.

Step	Action
81.	Click in the <b>Withholding Entity</b> field.

This screenshot is identical to the one above, showing the 'Withholding Vendor Information' page. The 'Withholding Entity' field in the 'Withholding Information' table is highlighted with a red box, indicating the focus for step 81.

Step	Action
82.	Enter the desired information into the <b>Withholding Entity</b> field. Enter " <b>234567890</b> ".

The screenshot shows the 'Withholding Reporting Information' section of the ARC system. It includes a table for 'Withholding Reporting Information' with the following data:

*Withholding Entity	*Address Seq	TIN Type	Taxpayer Identification Number
IRS	1	F	234567890

Below the table are 'OK' and 'Cancel' buttons.

Step	Action
83.	Click the <b>OK</b> button.

# Training Guide

## Vendor Processing -- Vendor Management



ARC Vendor Management System - Vendor Information - Add/Update - Vendor

SetID: CUSET  
 Vendor ID: 0000000005 Short Vendor Name: JAPAN PUB TRAD Name: JAPAN PUB TRADING CO LTD

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

**Location** (Find | View All | First | 2 of 3 | Last)

'Location': ACH-01  Default RTV Fees Attachments (0)

Description: ACH

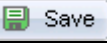
**Details** (Find | View All | First | 1 of 2 | Last)

'Effective Date': 06/13/2012 Effective Status: Active

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

Additional ID Numbers  
 Comments  
 Internet Address  
 VAT

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

Step	Action
84.	Click the <b>Save</b> button. 

ARC Vendor Management System - Vendor Information - Add/Update - Vendor

SetID: CUSET  
 Vendor ID: 0000000005 Short Vendor Name: JAPAN PUB TRAD Name: JAPAN PUB TRADING CO LTD

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

**Location** (Find | View All | First | 2 of 3 | Last)

'Location': ACH-01  Default RTV Fees Attachments (0)

Description: ACH

**Details** (Find | View All | First | 1 of 2 | Last)

'Effective Date': 06/13/2012 Effective Status: Active

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

Additional ID Numbers  
 Comments  
 Internet Address  
 VAT

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



## Training Guide Vendor Processing -- Vendor Management

Step	Action
85.	You have successfully modified a vendor record. You can now select the next lesson. <b>End of Procedure.</b>



## Create and Maintain Vendor Conversations

This is the *Create and Maintain Vendor Conversations* lesson of the *Vendor Processing -- Vendor Management* course. Upon completion of this lesson, you will be able to:

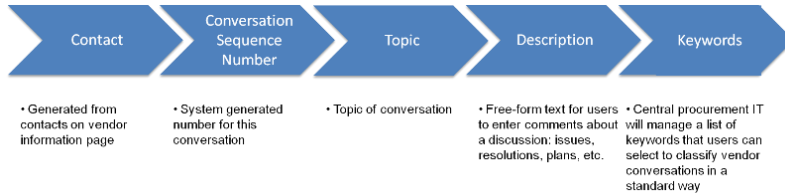
- View vendor feedback submitted by department users in order to be aware of past vendor interactions and notes

**Estimated time needed to complete lesson:** 5 minutes



### Create and Maintain Vendor Conversations

The Vendor Conversations page will allow users to record information regarding communications with vendors in ARC. This is also a way to alert other users of positive or negative experiences with vendors to inform future business decisions. This feature of ARC is a helpful way to keep track of information, however, there is no regulated protocol or process on how often this information will be leveraged/maintained. Additionally, both Vendor Management and Department users will have access to enter vendor conversations. Vendor Conversations are made up of the following components:

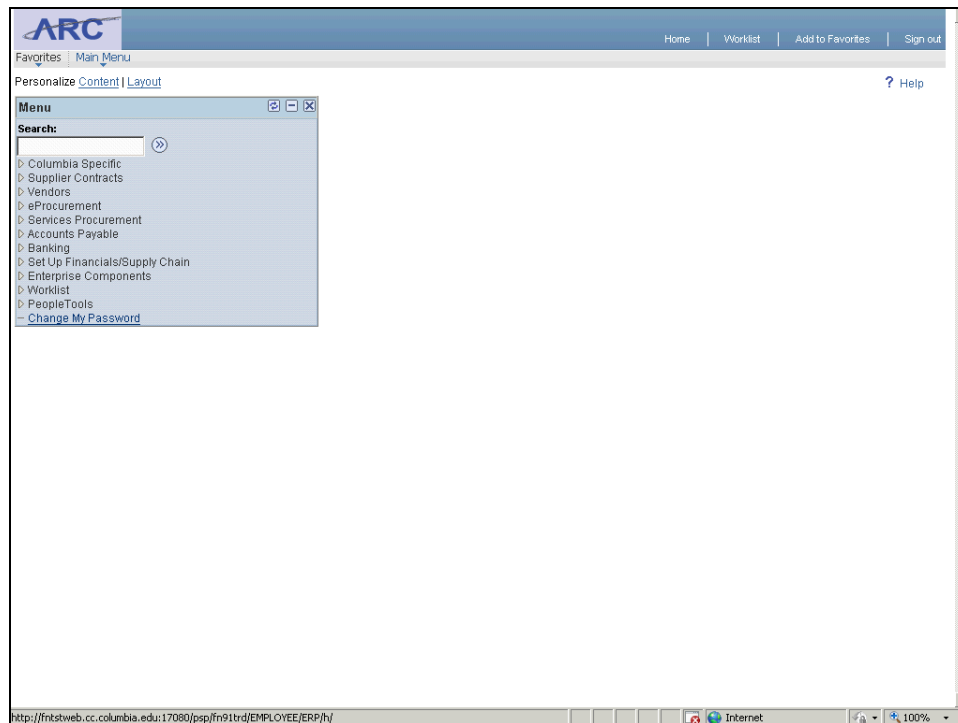


Throughout the following topic, imagine a time you have faced a similar scenario: Sean had a very dispute with a vendor that provided services for his department. He wants to make note of this so that other users can leverage this information.

**Estimated time needed to complete topic: 10 minutes**

### Procedure


Welcome to the *Creating and Maintaining Vendor Conversations* topic where you will learn how to enter vendor conversations.

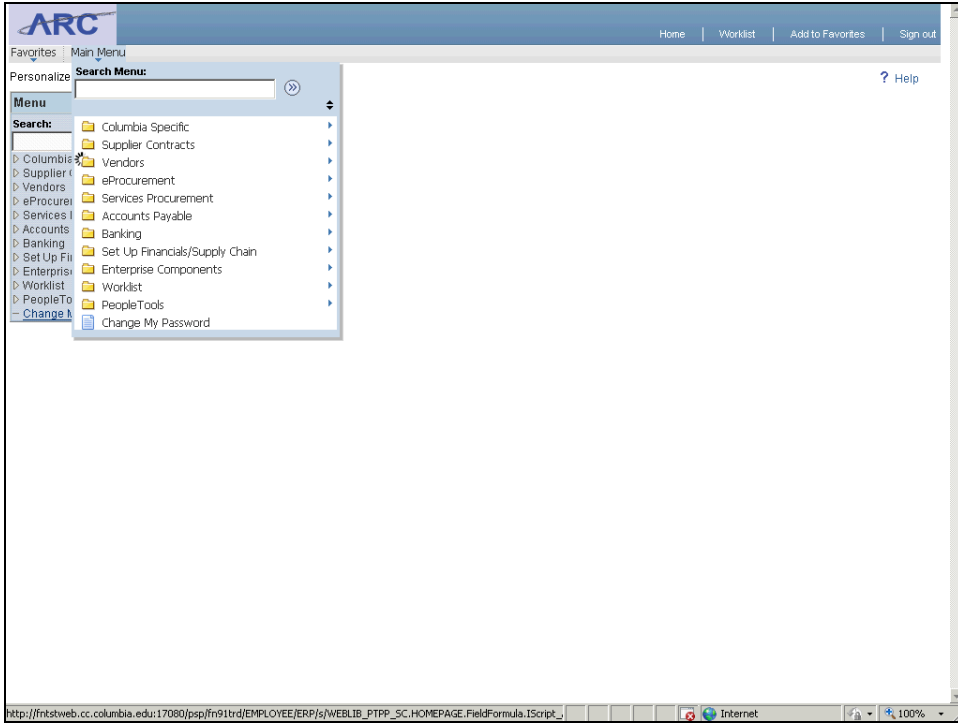


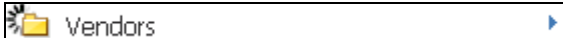
# Training Guide

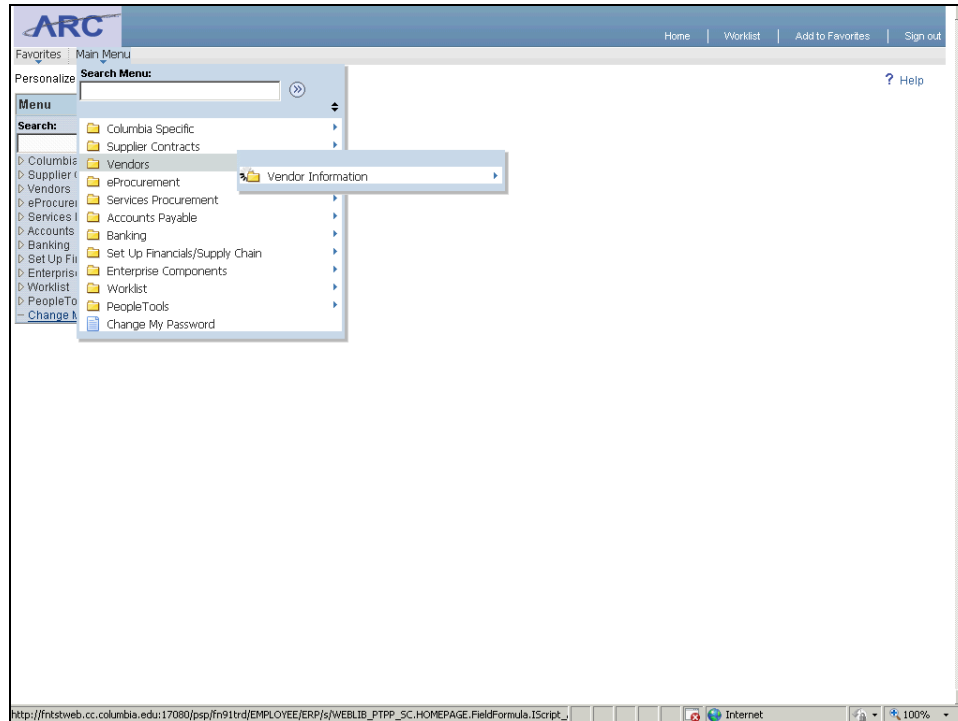
## Vendor Processing -- Vendor Management




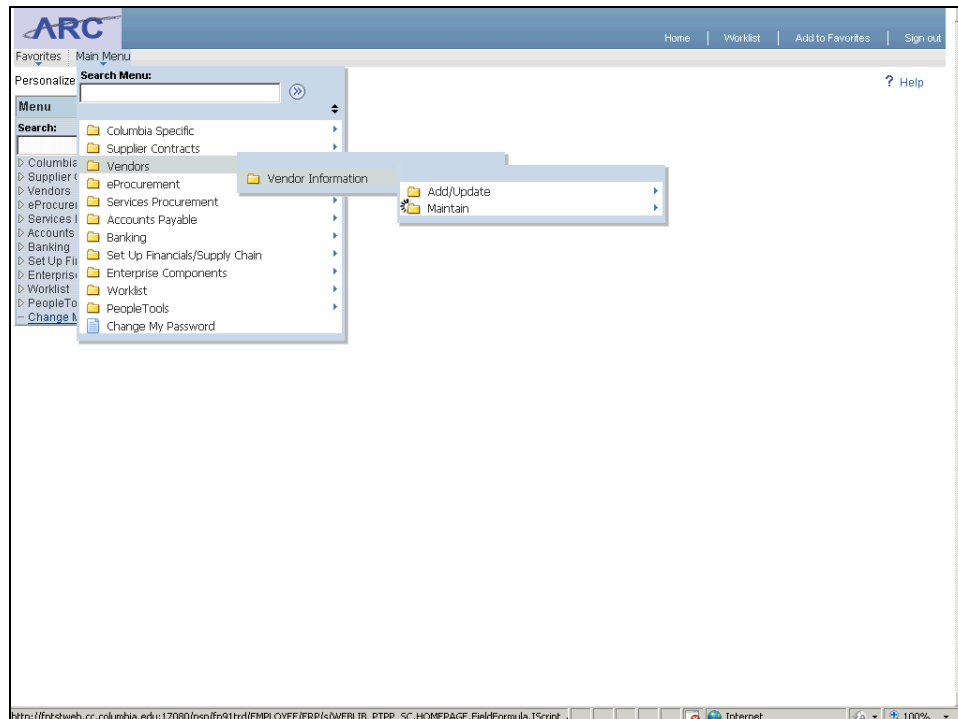
Step	Action
1.	Click the <b>Main Menu</b> button. 



Step	Action
2.	Click the <b>Vendors</b> menu. 




Step	Action
3.	Click the <b>Vendor Information</b> menu. 

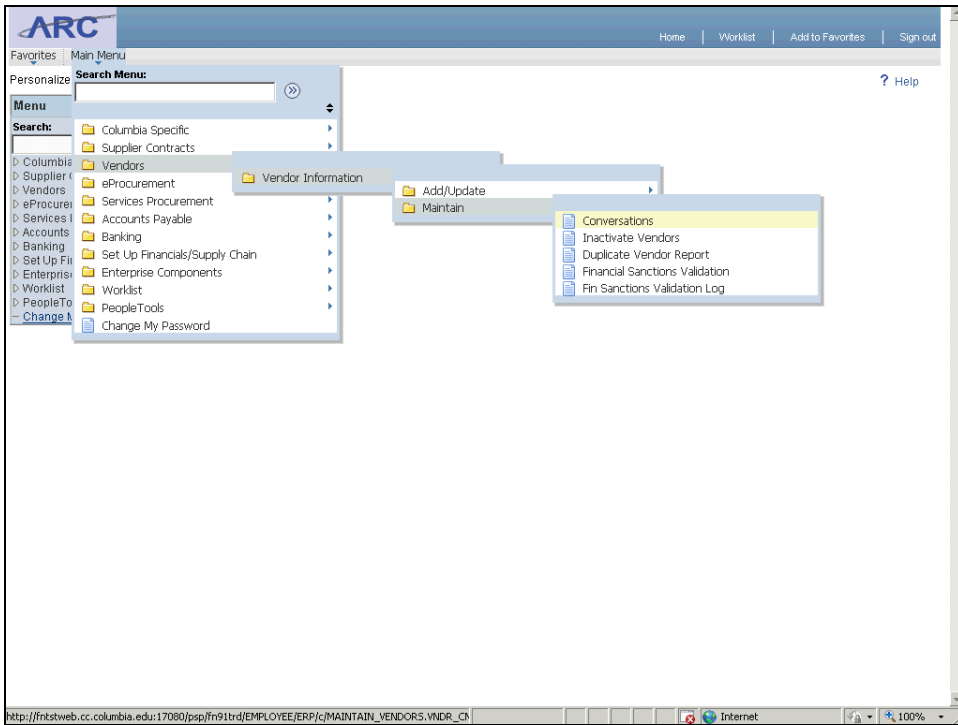


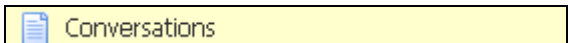
# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
4.	Since this is more of a maintenance task, separate from the vendor record, you will click the <b>Maintain</b> menu. 



Step	Action
5.	Click the <b>Conversations</b> menu to enter new conversations or review previous vendor conversations. 



# Training Guide Vendor Processing -- Vendor Management

Step	Action
6.	Click in the <b>Vendor ID</b> field to locate the vendor for which you would like to add the conversation. <input type="text"/>

# Training Guide

## Vendor Processing -- Vendor Management



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

New Window ? Help http

### Conversations

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

Find an Existing Value

Limit the number of results to (up to 300): 300

SetID: = CUSET

Vendor ID: begins with 0

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
7.	Enter the desired information into the <b>Vendor ID</b> field. Enter "000000003".

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

New Window ? Help http

### Conversations

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

Find an Existing Value

Limit the number of results to (up to 300): 300

SetID: = CUSET

Vendor ID: begins with 000000003

Short Vendor Name: begins with

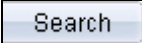
Our Customer Number: begins with

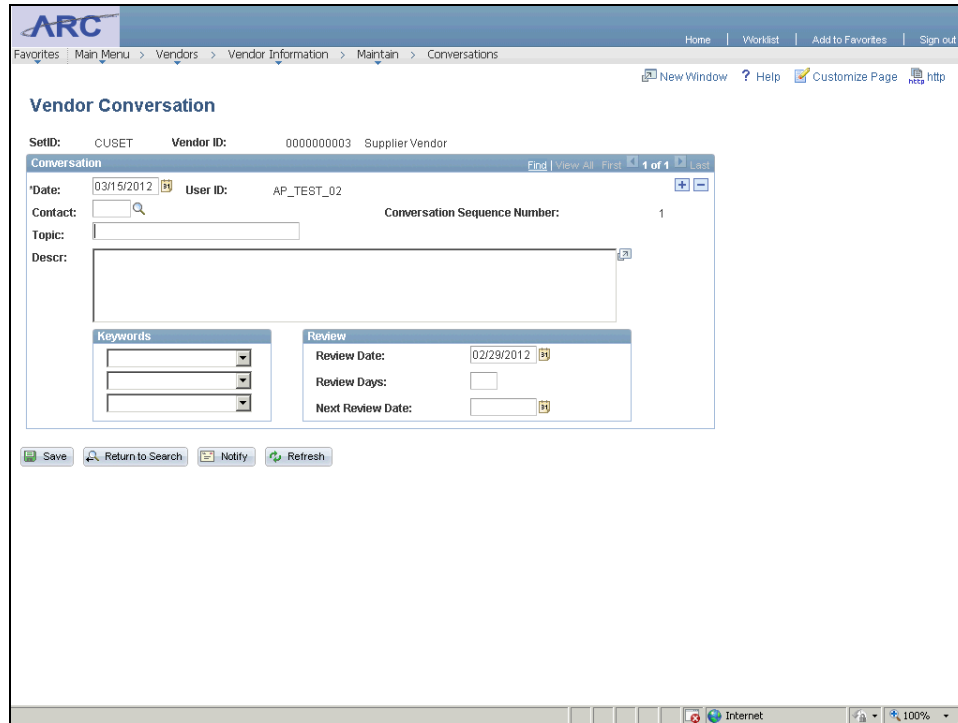
Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Internet 100%


Step	Action
8.	Click the <b>Search</b> button. 



The screenshot shows the 'Vendor Conversation' form in the ARC system. The form is titled 'Vendor Conversation' and includes the following fields and sections:

- SetID:** CUSET
- Vendor ID:** 000000003 Supplier Vendor
- Conversation:**
  - Date:** 03/15/2012
  - User ID:** AP\_TEST\_02
  - Contact:** [Empty field]
  - Topic:** [Empty field]
  - Descr:** [Large text area]
  - Conversation Sequence Number:** 1
- Keywords:** [Three dropdown menus]
- Review:**
  - Review Date:** 02/29/2012
  - Review Days:** [Empty field]
  - Next Review Date:** [Empty field]

At the bottom of the form, there are four buttons: Save, Return to Search, Notify, and Refresh.

Step	Action
9.	Click in the <b>Topic</b> field to enter the topic of the conversation you had with the vendor. 

# Training Guide

## Vendor Processing -- Vendor Management



ARC  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

New Window ? Help Customize Page http

### Vendor Conversation

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation Find | View All | First | 1 of 1 | Last

Date: 03/15/2012 User ID: AP\_TEST\_02

Contact:  Conversation Sequence Number: 1

Topic:

Descr:

Keywords

Review

Review Date: 02/29/2012

Review Days:

Next Review Date:

Save Return to Search Notify Refresh

Internet 100%

Step	Action
10.	Enter the desired information into the <b>Topic</b> field. Enter " <b>Vendor Dispute</b> ".

ARC  
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

New Window ? Help Customize Page http

### Vendor Conversation

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation Find | View All | First | 1 of 1 | Last

Date: 03/15/2012 User ID: AP\_TEST\_02

Contact:  Conversation Sequence Number: 1

Topic: Vendor Dispute

Descr:

Keywords

Review

Review Date: 02/29/2012

Review Days:

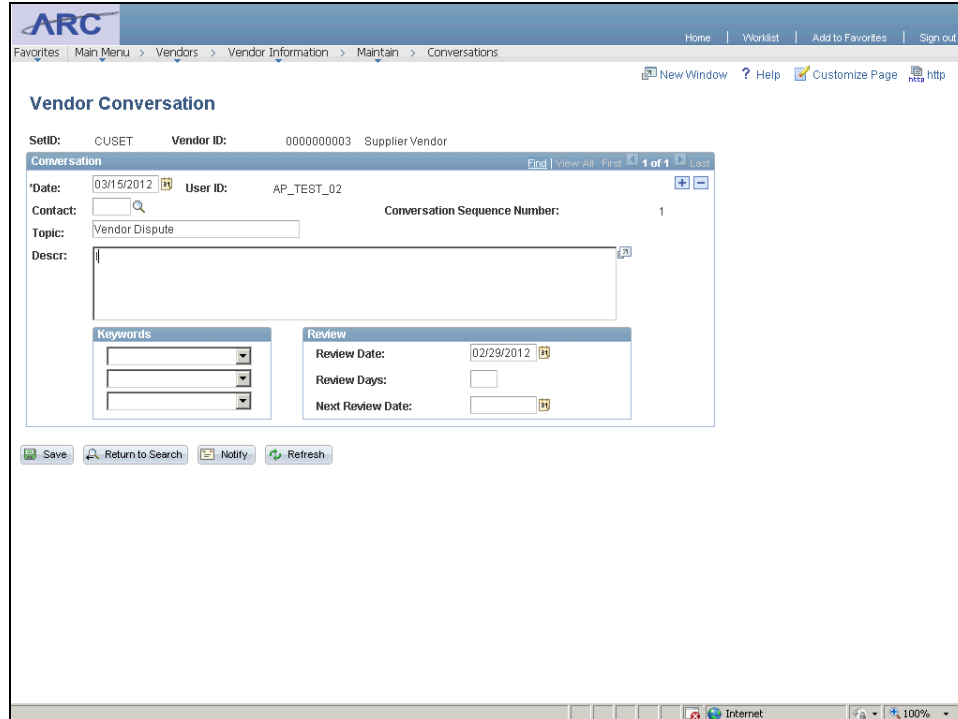
Next Review Date:

Save Return to Search Notify Refresh

Internet 100%



Step	Action
11.	Click in the <b>Descr</b> field to enter a detailed description of the vendor conversation.



The screenshot shows the 'Vendor Conversation' form in the ARC system. The form is titled 'Vendor Conversation' and includes the following fields and sections:

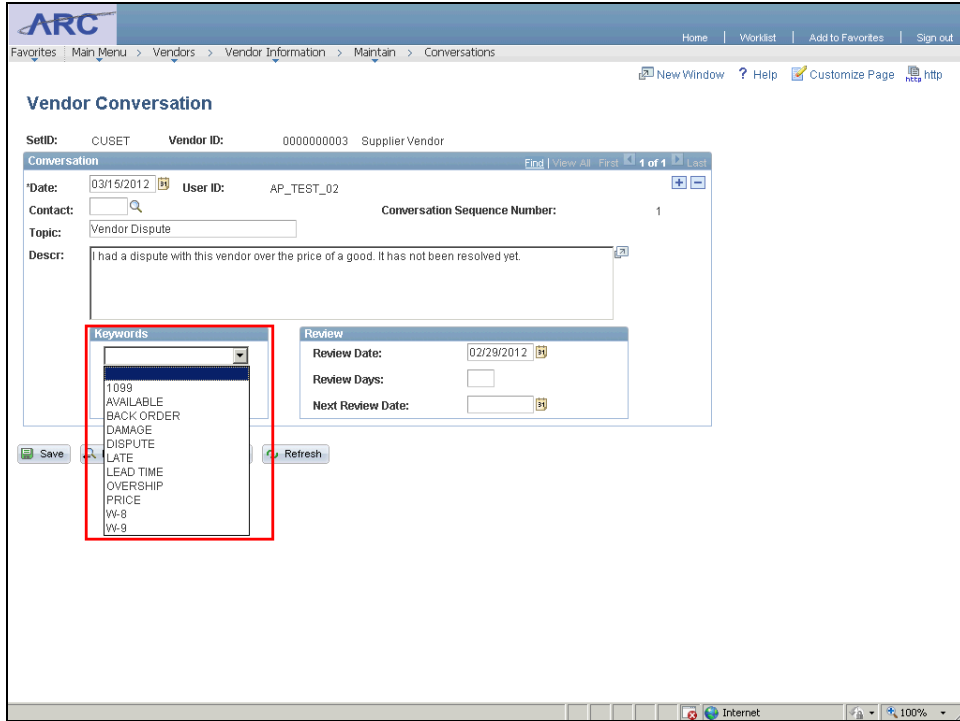
- SetID:** CUSET
- Vendor ID:** 000000003 Supplier Vendor
- Conversation:**
  - Date:** 03/15/2012
  - User ID:** AP\_TEST\_02
  - Contact:** [Searchable field]
  - Topic:** Vendor Dispute
  - Descr:** [Large text area for description]
  - Keywords:** [Three dropdown menus]
  - Review:**
    - Review Date:** 02/29/2012
    - Review Days:** [Input field]
    - Next Review Date:** [Input field]

At the bottom of the form, there are four buttons: Save, Return to Search, Notify, and Refresh.

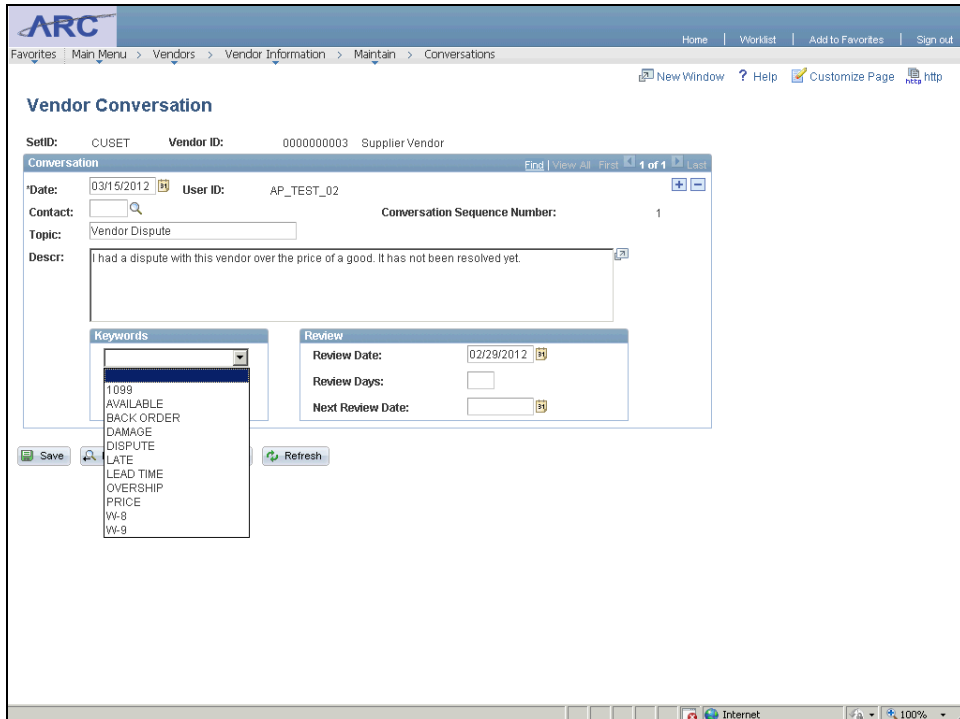
Step	Action
12.	Enter the desired information into the <b>Descr</b> field. Enter " <b>I had a dispute with this vendor over the price of a good. It has not been resolved yet.</b> ".


# Training Guide

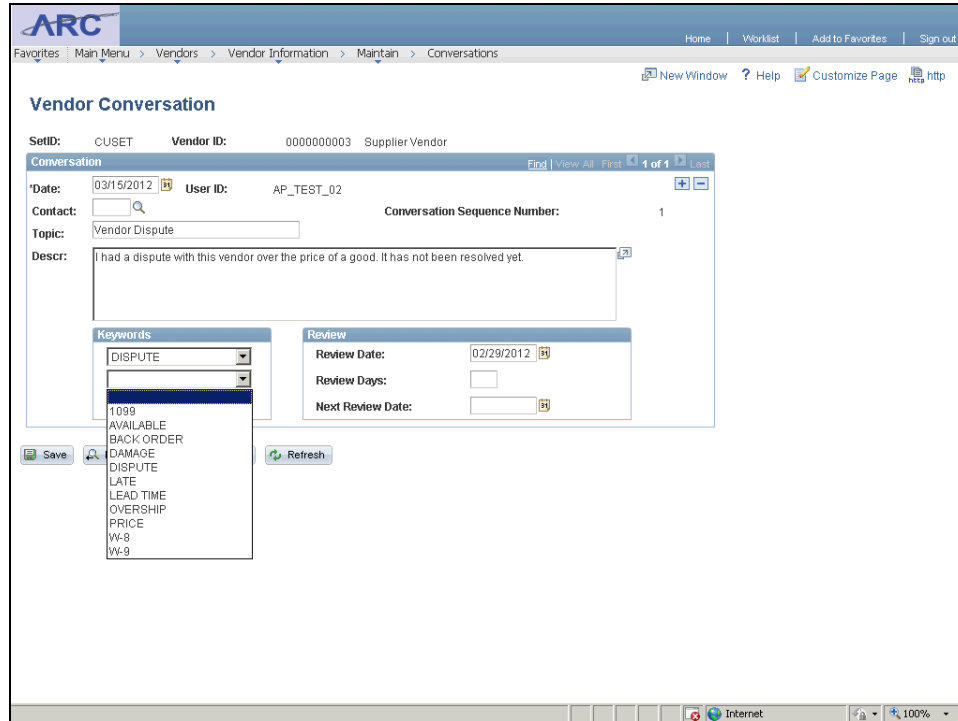
## Vendor Processing -- Vendor Management




Step	Action
13.	Keywords are a way to categorize the conversation. When locating a past conversation, you can search using the keywords.



Step	Action
14.	Click the <b>Keywords</b> list and select <b>Dispute</b> . 



Step	Action
15.	Click the <b>Keywords</b> list and select <b>Price</b> . 

# Training Guide

## Vendor Processing -- Vendor Management



**Vendor Conversation**

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation

Date: 03/15/2012 User ID: AP\_TEST\_02

Contact: [Search] Conversation Sequence Number: 1

Topic: Vendor Dispute

Descr: I had a dispute with this vendor over the price of a good. It has not been resolved yet.

Keywords: DISPUTE, PRICE

Review: Review Date: [Field], Review Days: [Field], Next Review Date: [Field]

Buttons: Save, Return to Search, Notify, Refresh

Step	Action
16.	Click in the <b>Review Date</b> field.

**Vendor Conversation**

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation

Date: 03/15/2012 User ID: AP\_TEST\_02

Contact: [Search] Conversation Sequence Number: 1

Topic: Vendor Dispute

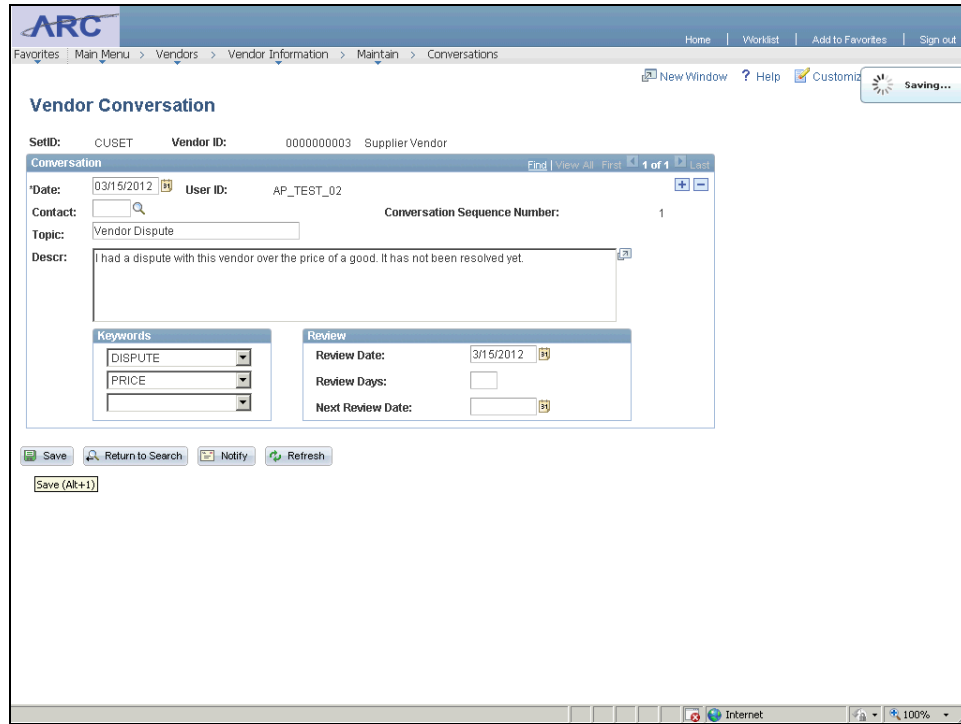
Descr: I had a dispute with this vendor over the price of a good. It has not been resolved yet.

Keywords: DISPUTE, PRICE

Review: Review Date: [Field], Review Days: [Field], Next Review Date: [Field]

Buttons: Save, Return to Search, Notify, Refresh

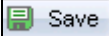
Step	Action
17.	Enter the desired information into the <b>Review Date</b> field. Enter " <b>3/15/2012</b> ".



The screenshot shows the 'Vendor Conversation' form in the ARC system. The form is titled 'Vendor Conversation' and includes the following fields and sections:

- SetID:** CUSET, **Vendor ID:** 000000003, Supplier Vendor
- Conversation:** End | View All | First | 1 of 1 | Last
- Date:** 03/15/2012, **User ID:** AP\_TEST\_02
- Contact:** [Search field]
- Conversation Sequence Number:** 1
- Topic:** Vendor Dispute
- Descr:** I had a dispute with this vendor over the price of a good. It has not been resolved yet.
- Keywords:** DISPUTE, PRICE
- Review:** Review Date: 3/15/2012, Review Days: [Field], Next Review Date: [Field]


At the bottom of the form, there are buttons for Save, Return to Search, Notify, and Refresh. The **Save** button is highlighted with a red box.

Step	Action
18.	Click the <b>Save</b> button. 

# Training Guide

## Vendor Processing -- Vendor Management



Step	Action
19.	Click the <b>Return to Search</b> button to search for an existing vendor conversation. 



## Training Guide Vendor Processing -- Vendor Management

Step	Action
20.	Select the vendor for which you would like to see existing vendor conversations. Click the <b>000000003</b> link. <u>000000003</u>

**Vendor Conversation**

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation

Date: 03/15/2012 User ID: AP\_TEST\_02 Conversation Sequence Number: 1

Contact: [Search] Topic: Vendor Dispute

Descr: I had a dispute with this vendor over the price of a good. It has not been resolved yet

Keywords: DISPUTE, PRICE

Review: Review Date: 03/15/2012, Review Days: [ ], Next Review Date: [ ]

Save Return to Search Notify Refresh

Step	Action
21.	See the vendor conversation that was just entered.

# Training Guide

## Vendor Processing -- Vendor Management



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

New Window | Help | Customize Page | http

### Vendor Conversation

SetID: CUSET Vendor ID: 000000003 Supplier Vendor

Conversation

Date: 03/15/2012 User ID: AP\_TEST\_02

Contact: [Search] Conversation Sequence Number: 1

Topic: Vendor Dispute

Descr: I had a dispute with this vendor over the price of a good. It has not been resolved yet.

Keywords: DISPUTE, PRICE

Review Date: 03/15/2012

Review Days: [ ]

Next Review Date: [ ]

Save | Return to Search | Notify | Refresh

Done | Internet | 100%

Step	Action
22.	<p>You have successfully entered a vendor conversation and completed the instructional portion of the course. You can now select the <i>Check Your Understanding</i> lesson where you can test your own understanding of the course material.</p> <p><b>End of Procedure.</b></p>





### Key Terms

Below please find a list of useful terms and definitions when processing vendors:

Vendor Record Field	Definition
Vendor ID	System generated 10-digit ID number for vendor
Name 1	Name of the supplier's company or employee
Short Name	Abbreviated name for vendor – usually used as an easier way to search for the vendor rather than entering the full name
DBA Name	"Do Business As" name – the trade name under which the organization operates, as opposed to legal name of the person who owns the business
Open for Ordering	This box indicates whether a vendor is ready to be processed on transactions such as requisitions and Purchase Orders
Withholding	On certain transactions/vendor types, taxes are withheld from payments. This box indicates whether a vendor is eligible for withholding.
Remit-To Address	The address the University should return bill payments to the vendor
Location	Disbursement information for the vendor
Web ID	The ID that is given to the vendor requestor upon submission of a new vendor request

## Course References

Below please find all the job aids, policies, and procedures referenced throughout this course:

1. Getting Started with the Web-Based Training Tool ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Getting\\_Started\\_With\\_the\\_Web\\_Based\\_Tool.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf))
2. Nature of Transaction Guidance ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Nature\\_of\\_Transactions.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Nature_of_Transactions.pdf))
3. Vendor Documentation Guidelines ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Documentation\\_Requirements.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Documentation_Requirements.pdf))
4. Requesting New Vendors Step-By-Step Guide ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Initiating\\_Vendor\\_Requests.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Initiating_Vendor_Requests.pdf))
5. Requesting Modifications to Vendors Step-By-Step Guide ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Requesting\\_Vendor\\_Modifications.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Requesting_Vendor_Modifications.pdf))
6. Vendor Components of the Vendor Form ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Components\\_of\\_Vendor\\_Form.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Components_of_Vendor_Form.pdf))
7. Vendor Validation Policy ([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Vendor\\_Management\\_-\\_Vendor\\_Validation\\_Policy.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Vendor_Management_-_Vendor_Validation_Policy.pdf))
8. W9 Form Policy ([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/W9\\_policy\\_030209\\_1236890612902.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/W9_policy_030209_1236890612902.pdf))
9. Payments to Foreign Entities Policy ([http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Foreign\\_Payment\\_Policy\\_foreign\\_nationals.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Foreign_Payment_Policy_foreign_nationals.pdf))
10. Vendor Modification Quick Reference Guide ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Vendor\\_Modification\\_Cheat\\_Sheet.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Vendor_Modification_Cheat_Sheet.pdf))
11. Vendor Processing Training Guide ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/Training\\_Guides/Vendor\\_Processing\\_Vendor\\_Management\\_TRAIN.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/Training_Guides/Vendor_Processing_Vendor_Management_TRAIN.pdf))



## Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbia.service-now.com/> (<https://columbia.service-now.com/>)). Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks by clicking here (<https://newcourseworks.columbia.edu/samigo-app/servlet/Login?id=f1d3fc4d-5c0c-4b5d-93d1-4f4bf0030b4a1341420802540>). If you have any questions about the training required for any security role, click here ([http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job\\_aids/Job\\_Aid\\_Role\\_to\\_Course\\_Directory.pdf](http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Role_to_Course_Directory.pdf)) for the Role to Course Job Aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.