

Vendor Customer Section

General Information Tab

- ✓ *Vendor Customer* – Begins with KY or KS
- ✓ *Auto Generate* - Checked
- ✓ *Location Name* – Needs to be Street 1 from the address or EFT Eligible for vendors with banking information
- ✓ *Organization Type* – Must be entered(Individual/Company)

Account Indicators Tab

- ✓ None of these should be checked without justification in comments

Organization Tab

- ✓ *1099 Classification* – Must be entered
- ✓ *Taxpayer ID Number* – Must be entered and valid
- ✓ *Taxpayer ID Number Type* – Must be entered and valid

Disbursement Options Tab

- ✓ *Category* – STM
- ✓ *Default Priority* – 99
- ✓ *Default Format* – REG
- ✓ *Single Payment Indicator* – blank/unchecked
- ✓ *Name on Check* – Both

Prenote/EFT Tab

If EFT payments are requested vendor needs to complete and sign SAS63 form:

- ✓ *Generate EFT Payment* – Checked
- ✓ *ABA Number* – Entered and valid(routing number)
- ✓ *Account Type* – Checking or Savings
- ✓ *Account Number* – Entered
- ✓ *EFT Format* – CCD
- ✓ *EFT Status* – Eligible for EFT

Address Section

- ✓ If the vendor has a single address that will be used for the *Ordering and Payment* address, only create *one Address ID* (AD001). To do this, copy the existing address line, Insert Copied Line and change the address type.
- ✓ If two address codes are on the document with the same address, the document will be rejected.

General Information Tab

- ✓ *Address Type* – There must be at least two addresses (one payment and one ordering)
- ✓ *Default Record* – Checked for *Payment and Ordering* address

Address Information Tab

- ✓ *Address ID* should be AD001
- ✓ *Street 1, Street 2* (if needed), *City, State/Province* and *Zip/Postal Code* fields
- ✓ A **valid** *Phone* number for the vendor will be required(ie. 123-456-7890)

Contact Information Tab

- ✓ *Principal Contact ID* should be PC001
- ✓ *Principal Contact* and a valid *Phone Number* is required

1099 Reporting Information Section

Taxpayer Information Tab

- ✓ Vendor Customer, Taxpayer ID Number, TIN Type – Must be entered
- ✓ Name, Address, City, State, Zip Code – Must be entered
- ✓ 1099 Reportable – Checked

Certification Tab

- ✓ Send to IRS – Checked

Business Type Section

- ✓ *Business Type ID* – Must have one business type entered(REG)

Certification Section

- ✓ Vendor Active Status – Active
- ✓ Vendor Certification Status – Complete