



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
CREATE A VENDOR





Create a Vendor

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Create a Vendor

Overview

This quick reference guide (QRG) is for department users who need to set up a non-Arizona Procurement Portal (APP) vendor in AZ360, the statewide financial management system.

AZ360 maintains a single Vendor/Customer (VCUST) table for both vendors (i.e., entities paid by the state for goods or services) and customers (i.e., entities paying the state for their share of work done by the state). A single entity can be active as a vendor, a customer, or both.

Use the Vendor Customer Creation Department (VCCD1) transaction to create an entity as a vendor, customer, or both. VCCD1 transactions route through workflow for approval by the department and the General Accounting Office (GAO) before becoming final. Finalized VCC-type transactions cannot be modified or cancelled; changes can be made with a Vendor/Customer Modification (VCMD1) transaction.

APP vendors are added and modified from within APP; these vendor profiles (with vendor/customer codes that start with IV) cannot be modified directly in AZ360.

Before adding a vendor to AZ360, search VCUST (by name or taxpayer ID number [TIN]) for a matching record.

- If the vendor is active on VCUST, and the appropriate address is present, note the vendor/customer number and address ID.
- If there is a matching entity, but it is not active as a vendor or does not have the necessary address, follow the separate procedure in the Modify a Vendor in AZ360 QRG.
- If the entity is not on VCUST, follow the procedure below to create a new vendor record.

Locate an Existing Vendor

Log in to the AZ360 **Home Page**. Navigate to Vendor/Customer (VCUST) where all vendors and customers are stored.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *VCUST*.
4. In the drop down menu that generates, select **VCUST Vendor/Customer**. The VCUST table will generate.
5. In the **Legal Name** field, enter the legal name for the vendor or customer.
6. In the **Taxpayer ID Number** field, enter the TIN for the vendor.



7. Click **Search**.
8. Verify that no record generates for the vendor.

Create a Vendor

Create a VCCD1 transaction from VCUST.

1. At the top right of the VCUST table, click the **Page 3-dot** menu and select **Create New Record**.
2. On the Create Transaction page, in the **Transaction Code** column, select **VCCD1**.
3. In the **Transaction Dept** field, enter the user's department 3-digit code.
4. Select the **Auto Numbering** check box.
5. Click **Continue**.
6. A new VCCD1 transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section, in the **Transaction Description** field, enter a description for the vendor.
2. Click **Attachments** and attach the W-9 to the VCCD1.
3. Click on the **Vendor/Customer** tab.

Complete the **Vendor/Customer** tab of the transaction.

1. On the blue **Vendor/Customer** line:
 - a. In the **Generate Vendor/Customer ID** field, select **Yes** from the drop down menu.
 - b. In the **Organization Type** field, select the organization type for the vendor or customer from the drop down menu.
2. Click the **Expand** caret on the blue Vendor/Customer line.
3. In the **Company Name**, **First Name** and **Last Name** fields, enter the name of the customer or vendor.
4. Click on the **Tax Information** section.



5. In the **Tax Information** section:
 - a. In the **1099 Classification** field, select the 1099 classification for the vendor or customer from the drop down menu.
 - b. In the **Taxpayer ID Number** field, enter the TIN for the vendor.

Note: The Taxpayer ID Number field is required for vendors, with few exceptions, but not for customers that are not also vendors.

- c. In the **Taxpayer ID Number Type** field, select the taxpayer ID number type for the vendor or customer from the drop down menu.
- d. In the **W-9 Received** field, select **Yes** from the drop down menu.
- e. In the **W-9 Received Date** field, enter the date the W-9 was received.

Note #1: If the vendor is a foreign vendor, complete the following alternate steps; 1. Attach a W8-Ben, 2. Select the Foreign (5U) drop down option in the 1099 Classification field, 3. Enter a Foreign Tax ID (if given, typically no TIN should be entered) in the Foreign Tax ID field.

Note #2: If the vendor or customer utilizes a W-8, the W-8 Received and W-8 Received Date would be used instead of the W-9 fields.

6. Click the **Vendor Terms** tab.

Observe the **Vendor Terms** tab.

1. Review this tab. No data entry is necessary.

Note: Typically, when vendors are added directly in AZ360, payment terms are not entered. When the supplier comes from APP, the payment terms are populated but are view-only for informational purposes.

2. Click the **Address** tab.

Complete the **Address** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Address line.
2. On the blue **Address** line:
 - a. In the **Generate Address ID** field, select **Yes** from the drop down menu.
 - b. In the **Address Type** field, select **Ordering** from the drop down menu.
 - c. In the **Street 1** field, enter the street address for the vendor.



- d. In the **Street 2** field, enter any suite or unit address information for the vendor (if applicable).
 - e. In the **City** field, enter the address city for the vendor.
 - f. In the **State/Province** field, enter the state abbreviation for the vendor.
 - g. In the **Zip/Postal Code** field, enter the zip code for the vendor.
 - h. In the **Country** field, enter the country for the vendor.
3. Click the **Expand** caret on the blue Address line.
 4. Click the **Contact Information** section.
 5. In the **Contact Information** section:
 - a. In the **Generate Contact ID** field, select **Yes** from the drop down menu.
 - b. In the **Principal Contact** field, enter the name of the primary ordering contact for the vendor.
 - c. In the **Email** field, enter the email address for the vendor.
 - d. In the **Contact Phone** field, enter the phone number for the vendor.

Note #1: The Principal Contact, Email, and Contact Phone fields are mandatory.

Note #2: Customer profiles only require a billing address. Vendor profiles are required to have an ordering address, a payment address, and a W-9.

Copy the Address line.

1. With **Address Line 1** selected, click the **Row 3-dot** menu and select **Copy**. The following message will display highlighted in yellow: **1 Record Copied**.
2. In the **Tab Level Actions** section, click the **Paste** icon.
3. A new Address line has been generated and is an exact copy of the first line.
4. On the new **Address** line, in the **Address Type** field, select **Payment** from the drop down menu.
5. In the **Tab Level Actions** section, click the **Paste** icon again.
6. On the new **Address** line, in the **Address Type** field, select **Billing** from the drop down menu.



7. Ensure that the blue Billing line is selected, and then click the **Customer Account** tab.

Note: Selecting the Ordering or Payment line and the completing the Customer Account tab will cause the transaction to error upon validation.

Complete the **Customer Account** tab of the transaction.

Note: The Customer Account tab only needs to be completed for account receivable activities.

1. In the **Tab Level Actions** section, click the “+” icon to add an Address line.
2. In the **Billing Profile** field, enter a value or select from the pick list. Notice that once a billing profile is selected, the Department field defaults to the user’s department 3-digit code and the Unit field defaults to All.
3. In the **Billing Location** field, select **Customer Only** from the drop down menu.
4. Click the **1099 Reporting Information** tab.

Complete the **1099 Reporting Information** tab of the transaction.

1. Click the **Expand** caret on the blue Vendor/Customer line.
2. Click the **Taxpayer Information** section.
3. In the **Taxpayer Information** section:
 - a. In the **Address** field, enter the street address for the vendor.
 - b. In the **City** field, enter the address city for the vendor.
 - c. In the **State/Province** field, enter the state abbreviation for the vendor.
 - d. In the **Zip/Postal Code** field, enter the zip code for the vendor.
4. Click the **Certification** tab.

Complete the **Certification** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Certification line.
2. In the **Vendor Active Status** field, select **Active** from the drop down menu.
3. In the **Vendor Approval Status** field, select **Complete** from the drop down menu.
4. In the **Customer Active Status** field, select **Active** from the drop down menu.
5. In the **Customer Approval Status** field, **Complete** from the drop down menu.



6. Click **Save**.

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
3. Click **Close**.
4. Click **Home** icon to return to the home page.

Approval Flow: Common Reasons for Rejection

Submitted VCCD1 transactions route through two workflow approvers.

1. Department is the first approver.
2. GAO is the final approver.

Some of the common reasons that GAO rejects a VCCD1 back to the submitter are listed to the right.

Account Indicator Errors

- W-9 Received, W-9 Received Date empty
- W-9 not attached/no hard copy

Certification Status Errors

- Vendor/Customer Active Status not set
- Order/Payment Address mismatch to Vendor
- Billing Address mismatch to Customer

Address Tab Errors

- No Contact name, phone or email address entered

Organization Tab Errors

- 1099 classification is not selected

Helpful Hints

- Help keep the vendor file clean and accurate.
 - If the user sees errors in the vendor file, such as spelling errors, notify the AZ360 Vendor Group by emailing Vendors@azdoa.gov, and include screenshots of the errors so that GAO can research and correct the issue.
- Creating a vendor from a customer record.
 - If a vendor/customer is setup as a customer initially and later needs to be activated as a vendor, then a GAO Sub W-9 is required for the VCCD1 to activate the customer as a vendor in AZ360.
- W-9 Requirement
 - Attach a GAO Sub W-9 to each VCCD1 transaction that establishes an active vendor and each VCMD1 that modifies vendor information. GAO Sub W-9 form version must be 10/2018 or greater.



- Always check the W-9 Received box and enter the W-9 received date:
 - On the Account Indicators section of the Vendor/Customer tab of the VCCD1.
 - On the General Information section of the Vendor/Customer tab of the VCMD1 transaction.
- Search first; avoid creating duplicate vendor/customers and addresses.
 - Use the Search option first to see if a vendor/customer already exists to avoid duplicating records in AZ360. The clean-up effort required is substantial, and the errors that are caused by duplicate entries are not simple to fix. **Do not create a VC or any other prefix “child” record of another record without prior approval from GAO.**
 - After the conversion to APP, some vendors with the prefix PZ can be modified **only** if they were not converted to an IV record. **Review the EBIC number under the Organization tab to verify if the vendor was converted to APP or search for the TIN to see if they have self-registered in APP.**
 - Browse through existing payment addresses to avoid duplicating addresses. Many state agencies may use the same vendor and having duplicate addresses causes having to scroll through all of the addresses when using the vendor to make a payment.
- Final VC* transactions do not modify (edit) or cancel (discard).
 - A VCCD1 or VCMD1 transaction that is submitted and approved cannot be modified or cancelled. Changes require a separate VCMD1 transaction to modify the vendor/customer.
 - Vendor/customers are not cancelled, but they can be inactivated with the VCMD1 transaction.

Further Reference

- See the “Transaction Basics” section of the **AZ360 Manual – Foundations** for help attaching documents to transactions in AZ360.
- To modify a vendor record, see QRG **Modify a Vendor**.
- To update a vendor as customer, see QRG **Create a Customer**.
- All reference material can be located on the GAO website at <https://gao.az.gov/resources/training/gao-training-resources>.