ADOA – General Accounting Office

QUICK REFERENCE GUIDE: CREATE A VENDOR

CREATE A VENDOR

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CREATE A VENDOR

This QRG is for Department users who need to set up a non-Arizona Procurement Portal (APP) Vendor in AFIS.

AFIS maintains a single Vendor/Customer (VCUST) table for both Vendors (i.e., entities getting paid by the State for goods or services) and Customers (e.g., 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) document to create an entity as a Vendor, Customer, or both. VCCD1 documents route through workflow for approval by the Department and GAO before becoming Final. Finalized VCC-type documents cannot be modified or cancelled; changes can be made with a Vendor/Customer Modification (VCMD1) document.

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 AFIS.

Before adding a Vendor to AFIS, search VCUST (by Name or Taxpayer ID) for a matching record.

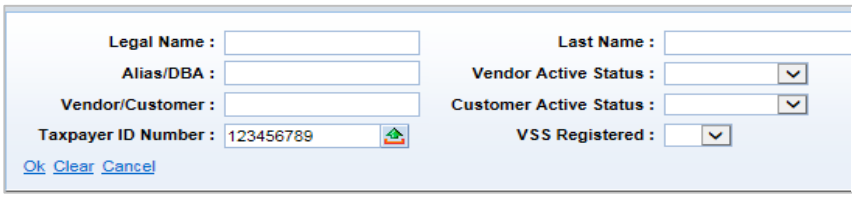
- If the Vendor is Active on VCUST, and the appropriate Address is present, note the Vendor/Customer Number and Address ID.
- If there is a matching entity, but it is not Active as a Vendor or does not have the necessary Address, follow the separate procedure in the ***Modify a Vendor in AFIS QRG.***
- If the entity is not on VCUST, follow the procedure below to create a new Vendor record.

Getting Started

Locate an Existing Vendor

Log in to **AFIS**. Navigate to the Document Catalog. Create VCCD1 document.

Search for a matching Vendor record.

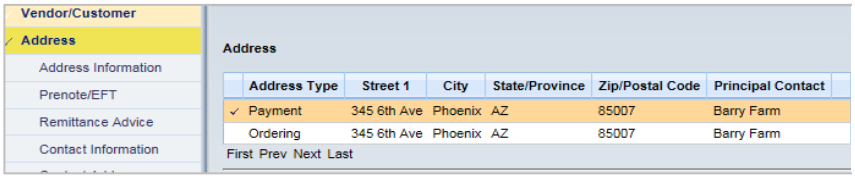


1. In the Search window, enter Taxpayer ID Number (TIN), Vendor/Customer, Legal Name, or other search values. If you know the TIN, use it for the best match. Otherwise, use the "wildcard" (*) to search with a partial string of the Vendor's name
2. Click **Ok**. The Vendor/Customer table displays any records matching the search criteria.

If there is a matching result, identify whether the Vendor is Active and has the correct Address.

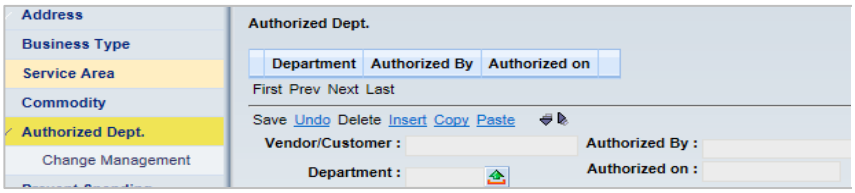
3. In the Vendor/Customer component, review the General Information area.

- If Vendor Active Status is ***Active*** and Vendor Approval Status is ***Complete***, then this vendor is available for use.
- If Vendor Active Status is ***Inactive*** or Vendor Approval Status is ***Incomplete***, you will need to activate the Vendor with a VCMD1. (See ***Modify a Vendor in AFIS QRG***.)



2. At the Address component, check the addresses that exist for this vendor

If no results match (that is, your Vendor is not on VCUST), continue below to **create a VCCD1**



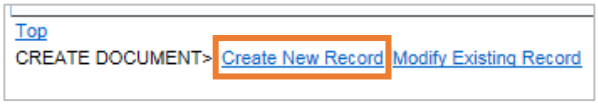
4. At the Authorized Dept component, check that the vendor is NOT restricted to a certain department. Any restrictions are listed here.

Create a Vendor

Create a **VCCD1** document from VCUST.

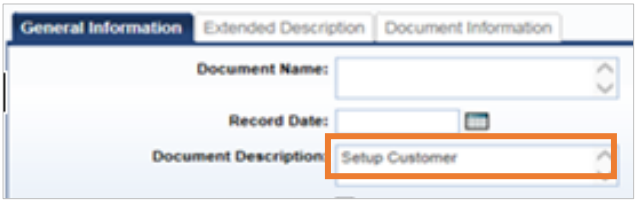
At the bottom of VCUST, click ***Create New Record***.

1. In the Create Document window, select the **VCCD1** Document on the grid
2. In the Document Department Code field, enter ***your department code***
3. Check the ***Auto Numbering*** box
4. Click **Create Document** to open the VCCD1



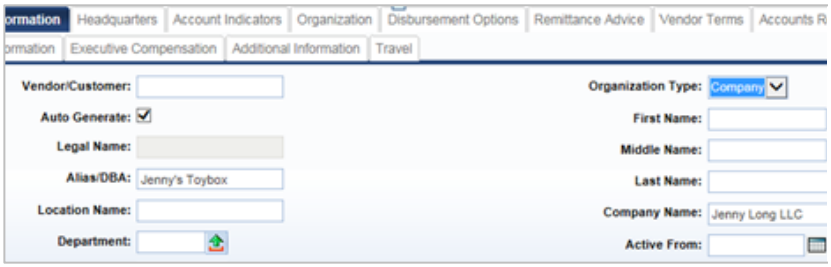
Complete the **Header** component.

Enter a **Document Description**. (If it disappears later, re-enter it and immediately **Validate**.)



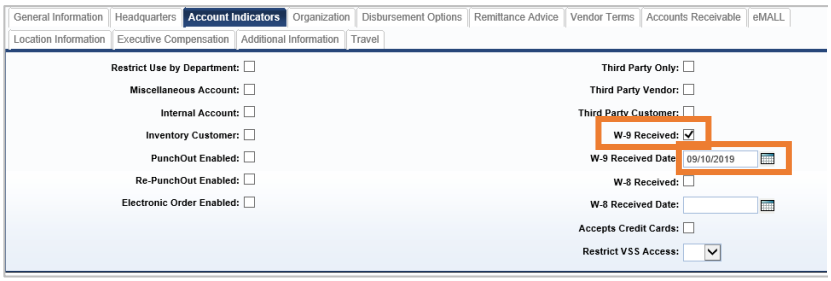
Complete the **Vendor/Customer** component. (Use the Document Navigator on the left side of the screen to move through components of the Document.)

1. In the Document Navigator, click **Vendor/Customer**
2. Check the ***Auto Generate*** box. *****DO NOT create a vendor number with a prefix other than VC without prior GAO approval.***
3. Enter **Company Name** and **Organization Type**
4. Click **Validate**. AFIS generates the ***Vendor/Customer Code*** and ***Legal Name***

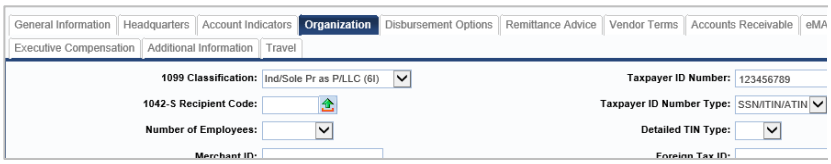


- For a Company: Enter ***Company Name*** and ***Alias/DBA*** (if applicable); select Organization Type ***Company***
- For an Individual: Enter ***First Name***, ***Middle Name*** (optional), ***Last Name***, and select Organization Type of ***Individual***. Enter ***Alias/DBA*** if applicable.

1. At the Account Indicators tab, check ***W-9 Received*** and enter the ***W-9 Received Date***
2. Attach the W-9 and other supporting information to the Header (now or before you Submit). Substitute W9 form version must be greater than 10/2018. (See ***Getting Started with AFIS Training Guide*** for help with attaching documents.)



On the Organization tab, enter ***1099 Classification:*** if Organization Type = Individual, set to ***Ind/Sole PR as P/LLC (6I)***.

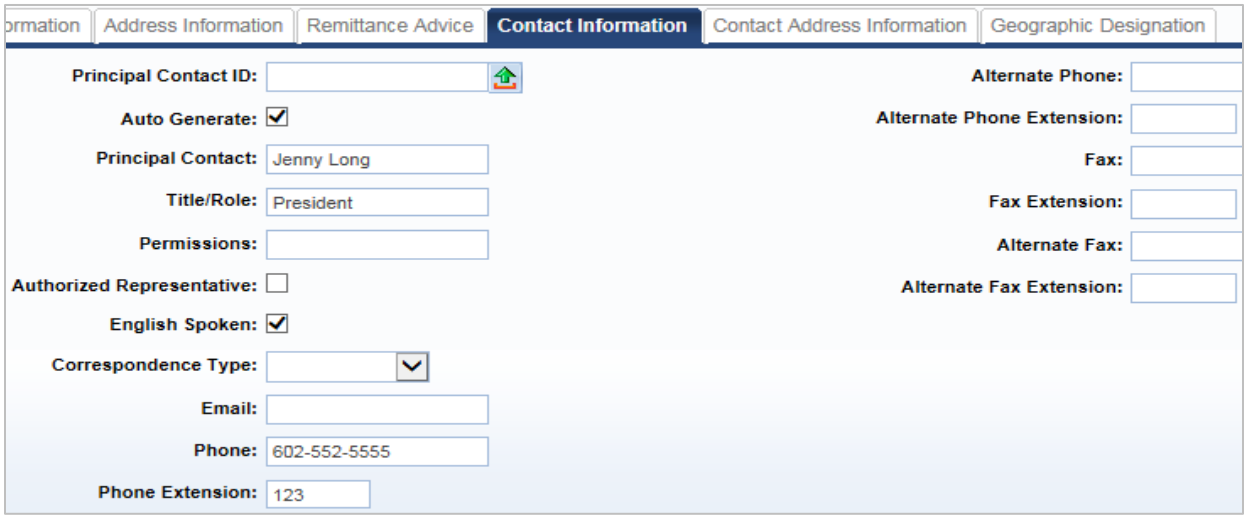


1. Enter ***Taxpayer ID Number***; select ***Taxpayer ID Number Type***: ***EIN*** if Org Type = Company, or ***SSN/ITIN/ATIN*** for Org Type = Individual). Leave other fields blank; contact your GAO liaison if you have questions about their use.
2. Click **Validate**

Complete the **Address** component with a Payment Address.

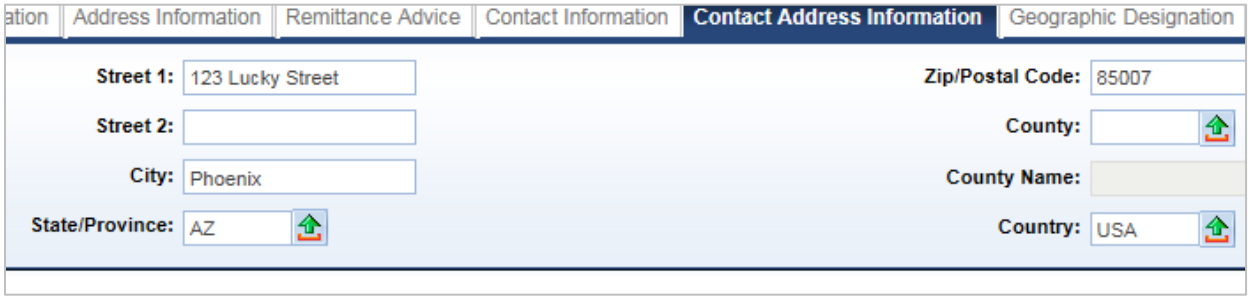
1. In the Document Navigator, click **Address**
2. On the General Information tab, click **Insert New Line**
3. Set Address Type to ***Payment***
4. Set Default Currency to ***USD - US Dollar***
5. At the Address Information tab, check ***Auto Generate***

At a minimum, enter ***Street 1***, ***Street 2*** (optional), ***City***, ***State/Province***, ***Zip/Postal Code***, and ***Phone*** (Add Country if other than USA.) Leave other fields blank; contact your GAO liaison if you have questions about their use.



On the **Contact Information** tab, at a minimum, enter a ***Contact Name, Email Address or Phone***. Check the **Auto Generate** box to generate the **Principal Contact ID**. At the Contact Address Information tab, enter whatever information you have.

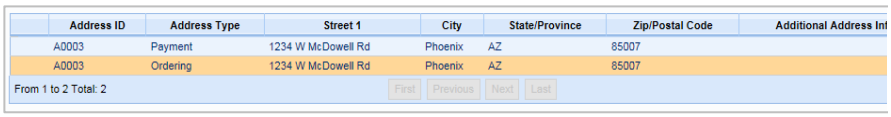
On the **Contact Address Information** tab, the Contact will inherit the Address from the Address Information tab if you do not enter a separate Address.



Click **Validate** to generate the ***Address ID*** and ***Principal Contact ID***. (To avoid creating duplicate Address IDs, do this ***before*** you copy the line for the Ordering Address.)

Create an Ordering Address, using **Copy Line** if it is the same as the Payment address. (Vendors require Payment and Ordering Addresses for Accounts Payable transactions. Customers require a Billing Address for Accounts Receivable transactions.)

Create an Ordering Address, using **Copy Line** if it is the same as the Payment address.



Address ID	Address Type	Street 1	City	State/Province	Zip/Postal Code	Additional Address Int
A0003	Payment	1234 W McDowell Rd	Phoenix	AZ	85007	
A0003	Ordering	1234 W McDowell Rd	Phoenix	AZ	85007	

From 1 to 2 Total: 2 First Previous Next Last

1. Click **Copy Line** icon for the Payment Address line
2. Click **Insert Copied Line** at the bottom of the screen to create a new line with the information from Payment Address
3. Change the Address Type to ***Ordering***
4. Click **Save.** Address lines display in the grid for the Payment and Ordering addresses. Check that the Address ID is the same for both

	lines—if you did not Validate before copying the first Address, both lines will create separate Address IDs. Avoid adding multiple Address IDs for the same address

If the Vendor is also a Customer, repeat the steps above (to copy an address) or the step in the Address component above (to create a new address); set Address Type to ***Billing***.

Complete the **1099 Reporting Information** component.	1. In the Document Navigator, click **1099 Reporting Information** 2. On the Taxpayer Information tab, some fields are auto-populated: Vendor/Customer, Taxpayer ID Number, Taxpayer ID Number Type, Name, Last Name, Name Control, and 1099 Reportable. 3. Enter ***Address***, ***City***, ***State***, and ***ZIP Code***. Include Apartment or Suite as needed; GAO uses this address to send 1099 information. (While there are two Address lines for Payment and Ordering purposes, the IRS only uses one Address line for 1099 reporting. Be sure it is a complete address for mailing 1099 forms.)
Complete the Certification component to activate the Vendor for use on documents. (If there was a billing address added, the Customer side should be changed to **Active** & **Complete** as well)	1. In Document Navigator, click **Certification** 2. Click **Insert New Line** 3. Change Vendor Active Status to ***Active*** 4. Change Vendor Approval Status to ***Complete***
Attach the W-9 and any other pertinent documentation to the Header component. (See ***Getting Started with AFIS Training Guide*** for help attaching documents.) Check for other missing items; common rejection reasons are listed below under Approval Flow, Common Reasons for Rejection.	**Validate** the VCCD1 document. 1. Click on the **Validate** button. Confirm that the document validated successfully. 2. If it did not validate successfully: correct errors and re-validated, or ask your Level 1 support for assistance. **Submit** the VCCD1 document. 3. Click on the **Submit** button 4. Confirm that it submitted successfully

Approval Flow, Common Reasons for Rejection

Submitted VCCD1 documents route through two workflow approvers.

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

Some of the common reasons that GAO has rejected 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 you see errors in the vendor file, such as spelling errors please notify the AFIS Vendor Group by emailing Vendors@azdoa.gov, and include screen prints 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 W-9 is required for the VCCD1 to activate the Customer as a Vendor in AFIS.

W-9 Requirement

Attach a W-9 to each VCCD1 document that establishes an active Vendor and each VCMD1 that modifies Vendor information. **W-9 form version must be 10/2018 or greater.**

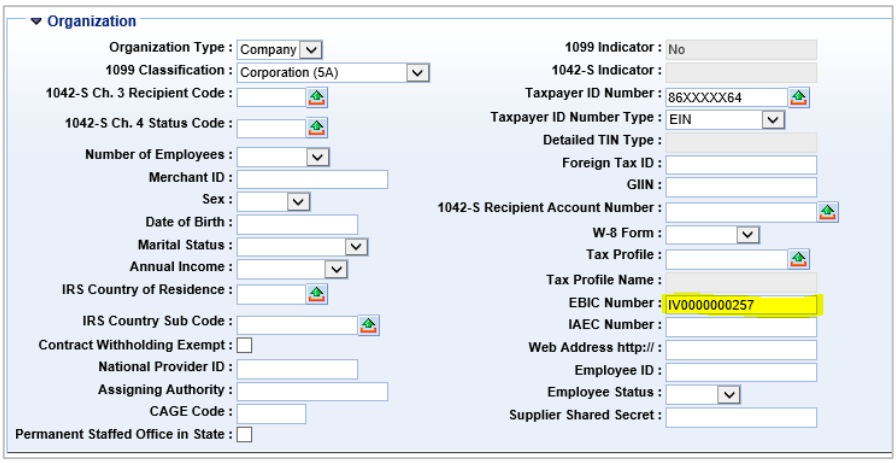
Always check the W-9 Received box, and enter the W-9 Received Date:

- On the Account Indicators tab of the Vendor/Customer section of the VCCD1
- On the General Information tab in the Vendor/Customer section of the VCMD1 document.

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 AFIS. 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.*



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 Documents do not Modify (Edit) or Cancel (Discard)*

A VCCD1 or VCMD1 document that has been submitted and approved cannot be modified or cancelled. Changes require a separate VCMD1 document to modify the Vendor/Customer.

Vendor/Customers are not cancelled but they can be inactivated with the VCMD1 document.

Further Reference

See ***Getting Started with AFIS Training Guide*** for help attaching documents.

To modify a Vendor record, see ***Modify a Vendor in AFIS Quick Reference Guide***

To update a Vendor as Customer, see ***Create a Customer Quick Reference Guide***