

Creating a Vendor in New AFIS

A Vendor Customer Creation Department (VCCD1) document is used to create both new vendors and new customers. In AFIS, a vendor can also be a customer. Vendor/Customer Creation (VCCD1) documents that are created by Departments are routed through workflow for approval at the department level and at the GAO level before being submitted to Final. Once a VCCD1 document has been submitted to Final it cannot be modified or cancelled. Changes at that point require the creation and submission of a Vendor/Customer Modification (VCMD1) document.

Procedure

- A. Log into New AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** VCCD1 document.
 1. In the **Code** field, enter **VCCD1**
 2. Click **Create**
 3. In the **Dept.** field, enter **your Agency code**
 4. Click **Auto Number** checkbox to generate a unique ID
 5. Click **Create**. A new document is generated.
- D. Complete the **Header** component.
 1. At a minimum, enter the following:
 - Document Description
- E. Complete the **Vendor/Customer** component.
 1. Click **Insert New Line**.
 2. At a minimum, enter the following information on the **General Information** tab:
 - Vendor Customer = for a vendor =Auto Generate YES (checked)
 - Organization Type = Company
 - Company = (Enter a Company Name)
 3. For a vendor, at a minimum, enter the following information on the **Organization** tab:
 - 1099 Classification = Corporation (5A)
 - Taxpayer ID = 9-digit number not already in use
 - Taxpayer ID Number Type = EIN

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F. Complete the **Address** component.

1. Click the Insert New Line.
2. At a minimum, enter the following information on the **General Information** tab:
 - Address Type = Payment
3. At a minimum, enter the following information on the **Address Information** tab:
 - Auto Generate = YES (checked)
 - Street 1 = Any Street Address
 - Street 2 = Any Street Address (optional)
 - City = Any City
 - State/Province = Any state on the pick list in the USA
 - Zip/Postal Code = Any Zip Code
 - Phone = Any phone number
 - Country = USA
4. At a minimum, enter the following information on the **Contact Information** tab:
 - Auto Generate = YES (checked)
 - Principal Contact = Any name
 - Email = Any email address
 - Phone = Any phone number
 - Phone Extension = Any phone extension
5. At a minimum, enter the following information on the **Contact Address Information** tab:
 - Street 1 = Any Street Address
 - Street 2 = Any Street Address (optional)
 - City = Any City
 - State/Province = Any state on the pick list in the USA
 - Zip/Postal Code = Any Zip Code
 - Country = USA
6. Complete the steps in F from 1 through 5, again, to add an Address Type = Ordering.
For step 2, enter Ordering for the Address Type.

Note: A vendor must have an Ordering and Payment Address Type to be used as a vendor in AFIS. A customer requires a Billing Address Type.

G. Complete the **1099 Reporting Information** component.

1. Click the Insert New Line.

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2. At a minimum, enter the following information on the **Taxpayer Information** tab:
 - Street 1 = Any Street Address
 - Street 2 = Any Street Address (optional)
 - City = Any City
 - State/Province = Any state on the pick list in the USA
 - Zip/Postal Code = Any Zip Code
 - Country = USA
- H. Complete the **Certification** component.
 - Vendor Active Status = Active (from Inactive)
 - Vendor Approval Status = Complete (from Incomplete)
- I. **Validate** VCCD1 document.
 1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.
- J. **Submit** VCCD1 document.

Note: The document will be handled through workflow and will be pending the Approver.

Researching Vendor/Customer

The Vendor Customer (VCUST) table stores all of the records for both vendors and customers used in New AFIS. The information entered on the Vendor Customer Creation (VCCD1) documents can be seen in the sections and fields on the VCUST table upon final approval.

- A. Navigate to the **Page Search** table
 - In the **Description** field enter – Vendor/Customer
- B. Select Vendor/Customer - VCUST
 - Click **Search**
 - Enter the applicable **Legal Name**
- C. Review the sections and tabs associated with selected Vendor

Vendor Crosswalk

Refer to the Vendor Crosswalk document, located on the GAO.AZ.GOV website for a complete list of legacy AFIS vendor numbers and the newly assigned vendor numbers found in new AFIS. This Vendor Crosswalk includes: legacy AFIS vendor code and legacy AFIS mail code matched to the new AFIS vendor code and new AFIS address ID.