ADOA – General Accounting Office

QUICK REFERENCE GUIDE: MODIFY A VENDOR

MODIFY A VENDOR

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MODIFY A VENDOR IN AFIS

Overview

This QRG is for Department users who need to make changes to a non-APP Vendor/Supplier 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.

An agency may decide to **modify** a Vendor/Customer record for one of the following actions:

1. Add a new address for a Vendor/Customer
2. Correct an error on an existing Vendor/Customer address
3. Add or update contact information
4. Add or update Organizational information
5. Activate a Vendor

Vendor Code Numbering

- IV* from APP
- VC* entered in AFIS
- VC* from Legacy AFIS
- PZ* from Legacy ProcureAZ
- 99999999 from AHCCCS
- XXX99999 from ICA

Use the Vendor/Customer Modification (VCMD1) document to make these changes unless the Vendor is from APP (Code starts with IV*). ***APP Vendors must be modified in AFIS, by the Vendor or GAO/SPO Vendor Administrator.***

For other changes, such as updating Legal Name or TIN, contact GAO and provide a substitute W9 form version dated 10/2018 or greater.

The following steps will help guide you through modifying a Vendor/Customer record in AFIS.

Locate an Existing Vendor in AFIS

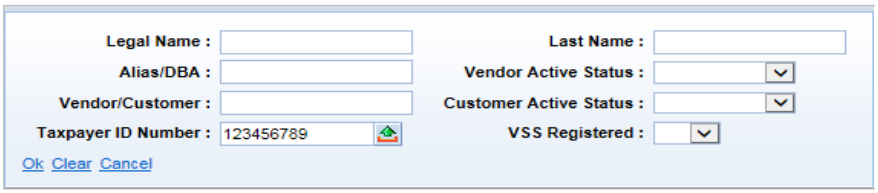
Some vendors have multiple Vendor/Customers records. Follow the steps below to review all existing records for a Vendor Name or Taxpayer ID Number. Log into AFIS. Navigate to Vendor/Customer (VCUST), where all Vendors and Customers are stored.

Navigate to Vendor/Customer (VCUST)

In the **Jump to** field, enter ***VCUST.*** Click **Go**. The **VCUST** table opens
Click on the underlined Search option and a **Search** popup window will display.

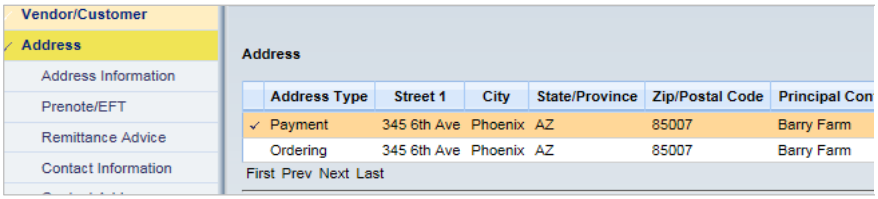
Search for a matching Vendor record.

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

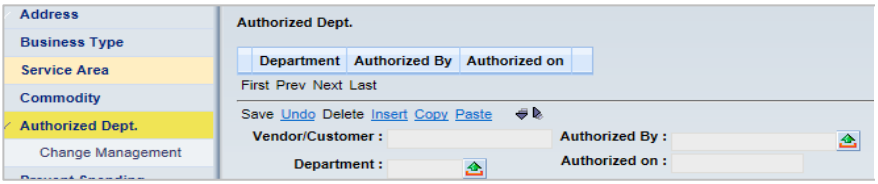


If there is a matching result, identify whether the Vendor is **Active** and has the **correct Address**.

1. 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.

2. At the **Address** component, check the addresses that exist for this vendor	
At the **Authorized Dept** component, check that the vendor is NOT restricted to a certain department. Any restrictions are listed here	 If no results match (that is, your Vendor is not on VCUST), refer to ***Create a Vendor in AFIS QRG.***

Modify a Vendor

Create a **VCMD1** document from the Vendor/Customer record. At the Vendor/Customer component, select the **Vendor** record. 1. At the bottom of **VCUST**, click **Modify Existing Record** 2. In the Create Document window, enter **VCMD1** as the **Document Code** 3. Enter your **Department code** as the Document Department 4. Check the **Auto Numbering** box 5. Click **Create Document** to open the VCMD1	Top CREATE DOCUMENT> Create New Record Modify Existing Record
Complete the **Header** component. 1. Enter a **Document Description** 2. Click **Validate.** (If it disappears later, re-enter it and immediately **Validate**)	Continue to the sections below to Error! Reference source not f ound.**,** Error! Reference source not found.**, or** Error! Reference source not found.. Use the Document Navigator on the left side of the screen to move through components of the Document.

Activate a Vendor

Complete the **Certification component** to activate the Vendor for use. 1. In the Document Navigator, click **Certification** 2. If the Certification line is not showing, click **Insert New Line**. Click **Load Values** 3. Change Vendor Active Status to ***Active***	**Attach the W-9** and any other pertinent documentation to the Header component. (See ***Getting Started with AFIS Training Guide*** for help with attaching documents.)

4. Change Vendor Approval Status to ***Complete***

Add a New Address

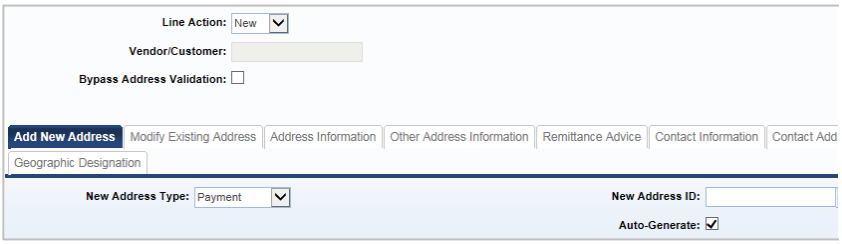
An Address ID represents a particular location or PO Box. Each address should only exist once as a Master Address for a Vendor/Customer, although it may be reused as Ordering, Payment, and Billing Address.

- To make minor corrections for spelling or updating Zip Codes, use Modify Existing Address.
- If a Vendor has moved to a new location, use Add New Address.
- Verify if Main 1099 address needs to be updated as well.

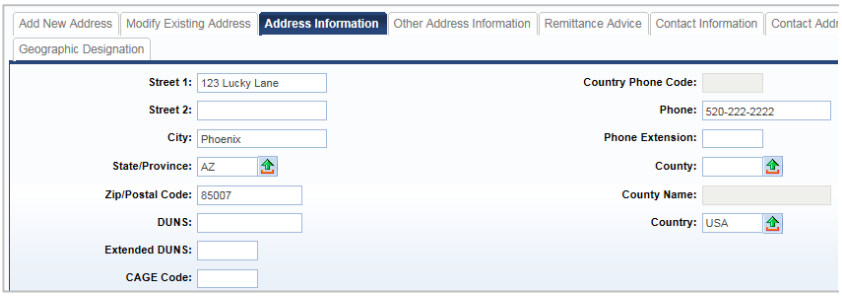
Always be certain when using Modify Existing Address that the old address information is incorrect. There is a risk that another Department may have a Purchase Order out to the Vendor using the Address you are considering modifying.

Complete the **Address Information** component.

1. In the Document Navigator, click **Address Information**
2. Click **Insert New Line**
3. Select **New** from the Line Action drop down menu
4. On the **Add New Address** tab, select the **New Address Type** (e.g. *Payment*)
5. Check the **Auto-Generate box**
6. Click **Save** to generate the New Address ID, and make a note of it for later entry



1. On the Address Information tab, enter ***Street 1***, ***Street 2*** (optional), ***City***, ***State/Province***, ***Zip/Postal Code***, and ***Phone*** (optional but preferred).

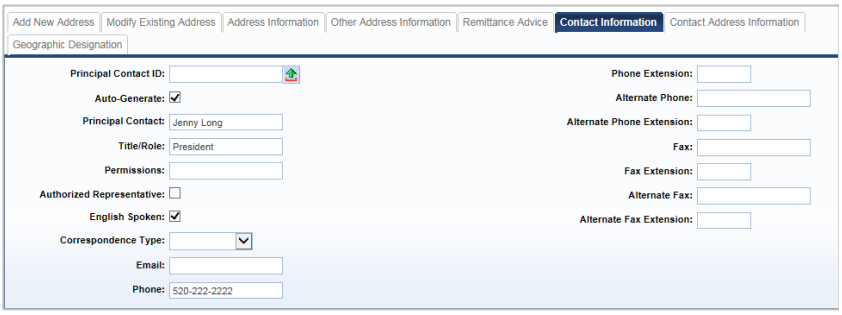


Add Country if other than USA. Leave other fields blank; contact your GAO liaison if you have questions about their use

2. If you are using an existing Contact, select the **Principal Contact ID**. If you have new contact information, enter it at the **Contact Information** tab.
3. Check the **Auto Generate** box to create a **Principal Contact ID**, and fill in the ***Principal Contact***, ***Title/Role***, ***Email***, ***Phone***, ***Phone Extension*** and ***Fax*** fields for whatever information you have

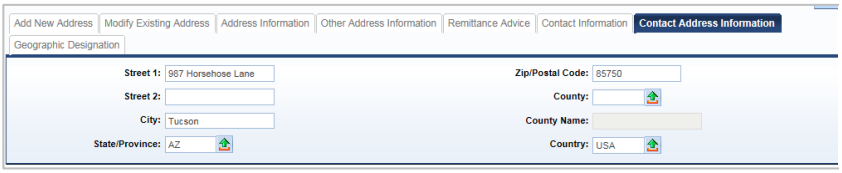
If you are adding a new Contact (at the **Contact Address Information** tab),

1. Enter the ***Street 1, Street 2*** (optional), ***City***, ***State/Province, Zip/Postal Code*** and ***Country*** if you have it



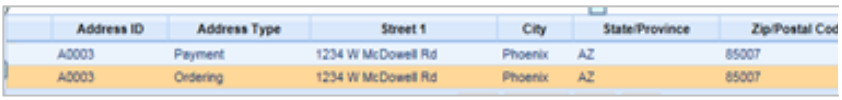
At the **Contact Address Information** tab, the Contact will inherit the Address from the **Address Information** tab if you do not enter a separate Address.

1. Click **Validate** to generate the new **Address ID** and **Principal Contact ID** (if new)



If you are using the same address for other **Address Types,** that you just added the new address for Payment and now you want to use the same one for Ordering and Billing, continue with the next steps to copy the Payment Address for re-use.

1. Click the **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** (i.e. to ***Ordering*** or ***Billing***)
4. Click **Save**



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

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

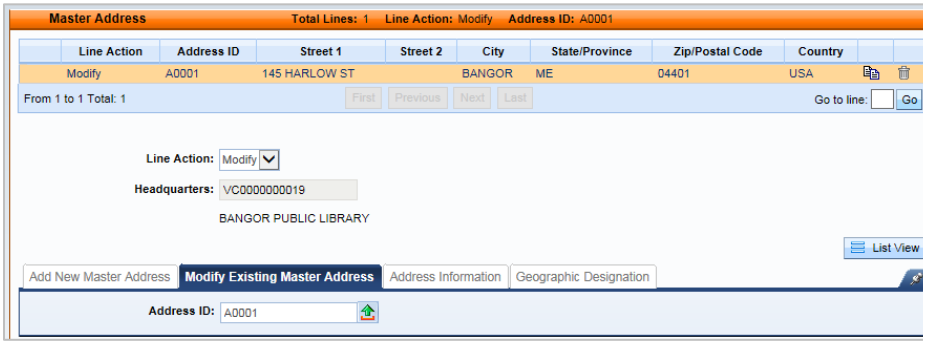
Check the grid to see that the Address ID is the same for both lines. If you did not Validate before copying the first Address, both lines will create separate Address IDs. Avoid adding multiple Address IDs for the same address.

Modify a Master Address

If a vendor sends you a **change of address notification**, you should add it as a new Address rather than modifying an existing Address. If there is a mistake in an address, such as transposed address number or a new Zip Code has been assigned, you should modify the Address.

Complete the **Master Address** component

1. In the Document Navigator, click **Master Address**
2. Click **Insert New Line**
3. Select **Modify** from the **Line Action** drop down menu
4. On the **Modify Existing Master Address** tab, select the **Address ID** from the Pick List



On the **Address Information** tab

1. Update ***Street 1***, ***Street 2*** (optional), ***City***, ***State/Province***, ***Zip/Postal Code***, ***Phone,*** and/or ***Country*** fields as needed depending upon what you're modifying.

Leave other fields blank; contact your GAO liaison if you have questions about their use

2. Click **Validate** to generate the **new Address ID**

If needed, use **Copy Line** and **Insert Copied Line** to create matching Payment, Ordering, or Billing Addresses.

Add or Modify 1099 Reporting Information

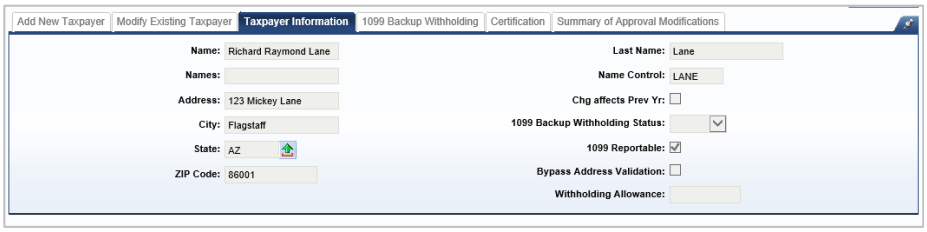
If the vendor's location has changed or you have verified that the Main 1099 address needs to be updated, continue with the next steps to update the 1099 Reporting Information Tab which ties to the 1099i table.

In the **Document Navigator**

1. Click **1099 Reporting Information**
2. Click **Insert New Line**
3. Select **Modify** from the Line Action drop down menu
4. On the **Modify Existing Taxpayer** tab and enter the **current TIN** in the Taxpayer ID field after choosing the pick list (tree icon) and select the correct result
5. The **Existing Taxpayer ID Number Type** and **Existing Detailed TIN Type** will auto fill
6. Click **Save**

On the **Taxpayer Information** tab

1. Enter the **new address** as shown on the **W-9** under Main Address



Add or Modify a Contact

If Contact information has changed for a Vendor, you can add a new Contact (if it is a new person filling a role), or you can modify an Existing Contact (if the Contact's Title, Phone, Fax, or Email information has changed).

Complete the **Contacts** component to Add or Modify a Contact

1. In the Document Navigator, click **Contacts**
2. Click **Insert New Line**
3. Select **Modify** from the **Line Action** drop down menu
4. On the Modify Existing Contact tab, select the **Contact ID** from the Pick List.
5. At the **Contact Information** tab, enter changes to **Title/Role, Phone, Email, or Fax**
6. At the **Address Information** tab, optionally select an **existing Address** for the Contact

Modify the Contact Assigned to an Address

You can change the Contact assigned to an Address at the Address Information component.

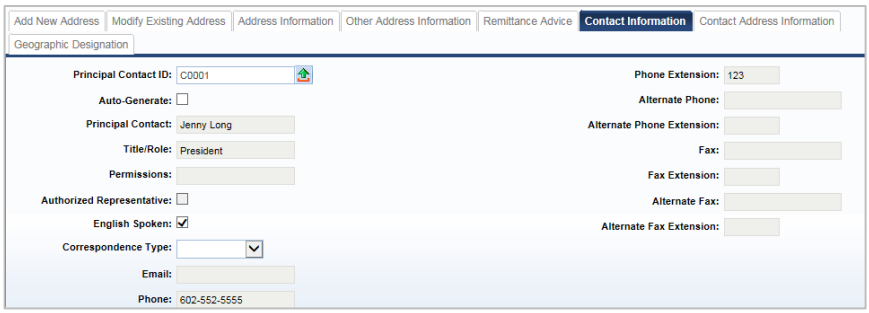
Complete the **Address Information** component

1. In the Document Navigator, click **Address Information**
2. Click **Insert New Line**
3. Select **Modify** from the **Line Action** drop down menu

On the **Modify Existing Address** tab

1. Select **Existing Address Type** from the drop down menu (i.e. ***Payment)***
2. Select **Existing Address ID** from the Pick List

On the Contact Information tab, optionally select a different Contact



Attach, Validate and Submit

Remember to attach relevant information, such as an updated W-9 to document the changes.

Attach the W-9 and any other pertinent documentation should to the Header component. (See ***Getting Started with AFIS Training Guide*** for help with attaching documents.)

Validate the VCCD1 document.

1. Click on the **Validate** button
2. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

Submit the VCCD1 document.

1. Click on the **Submit** button
2. Confirm that the document submitted successfully. Note that the document will be handled through workflow and will be Pending Approval

Approval Flow, Common Reason for Rejection

Submitted VCMD1 documents route through two workflow approvers.

- Department is the first approver
- GAO is the final approver

Some of the common reasons that GAO has rejected a VCMD1 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 or information in the wrong fields, 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.

Adding vs. Modifying a Vendor Address

Do not modify addresses unless you're certain that the address should be changed. Many Vendor/Customers maintain multiple locations; new address information should probably be regarded as an **Add** rather than a **Modify**. We should not make changes to addresses that other state agencies may be using. If you have specific questions on how to modify a vendor record, please write to Vendors@azdoa.gov or contact your GAO liaison.

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.

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

1. On the Account Indicators tab of the Vendor/Customer section of the VCCD1
2. 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 Customers in AFIS. The clean-up effort required is substantial, and the errors that are caused by duplicate entries are not simple to fix.

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

1. See ***Getting Started with AFIS Training Guide*** for help attaching documents
2. To create a new Vendor record, see ***Create a Vendor in AFIS Quick Reference Guide***
3. To update a Vendor as Customer, see ***Create a Customer Quick Reference Guide***