

Is a Vendor already in the A/P system or do I need to add them?

1. Navigate to MyPack Portal>Financial System>Voucher & Vendor>Vendor Information
 - a. Enter all or part of their name in the “Name 1” box and click “Search”

Favorites | Main Menu > Financial Systems > Vouchers & Vendor M

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = NCSU1

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with Wake Forest

Persistence: =

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

In this example we are looking to see if Wake Forest University is already set up as a vendor

This is the result we get:

Search Results

View All First 1-8 of 8 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	Vendor Status	Persistence
NCSU1	0000423007	WAKEFOREST-007	(blank)	Wake Forest Acoustical Corporation	Approved	Regular
NCSU1	0000434093	WAKEFOREST-008	(blank)	Wake Forest FFA Alumni	Approved	Regular
NCSU1	0000345003	WAKEFOREST-004	(blank)	Wake Forest High School	Approved	Regular
NCSU1	0000104886	WAKEFOREST-002	(blank)	Wake Forest Rolesville HS	Approved	Regular
NCSU1	0000002584	WAKEFOREST-001	(blank)	Wake Forest University	Approved	Regular
NCSU1	0000234958	WAKEFOREST-003	(blank)	Wake Forest University Baptist	Approved	Regular
NCSU1	0000398930	WAKEFOREST-006	(blank)	Wake Forest University Health Sciences	Approved	Regular
NCSU1	0000365631	WAKEFOREST-005	(blank)	Wake Forest-Rolesville FFA Alumni	Approved	Regular

Click on “Wake Forest University

You will then see this screen. Click on the "Address" tab

The screenshot shows the 'Vendor Information' page in a financial system. The breadcrumb trail is 'Favorites | Main Menu > Financial Systems > Vouchers & Vendor Maintenance > Vendor Information'. The 'Address' tab is highlighted in red, with a red arrow pointing to it from the text above. The page contains several fields for vendor information: SetID (NCSU1), Vendor ID (000002584), Vendor Name 1 (Wake Forest University), Vendor Name 2, Vendor Short Name (WAKEFOREST), Classification (Supplier), HCM Class, Persistence (Regular), and Vendor Status (Approved). There are also checkboxes for 'Active Student', 'Active Employee', 'Withholding', 'Open For Ordering', 'Marketplace Adhoc Vendor', 'ePayables Vendor', and 'Marketplace Vendor'. A 'Check for Duplicate' button is visible. Below the fields are sections for 'Comments', 'Name History', 'Vendor Relationships', 'Additional ID Numbers', 'Government Classifications', and 'Standard Industry Codes'. The 'Attachments (0)' section is also present.

Click on "View all" and all the addresses on file for Wake Forest University will display. Find the one that matches the voucher you are entering and be sure you use that address. If the one you need isn't there you will need to request a new address by added.

The screenshot shows the 'Vendor Address' list for Wake Forest University. The breadcrumb trail is 'Favorites | Main Menu > Financial Systems > Vouchers & Vendor Maintenance > Vendor Information'. The 'Address' tab is highlighted in red. The list shows one address with ID 1. The details for this address are: Effective Date: 06/12/2008, Effective Status: Active, Country: USA (United States), Address 1: Z Smith Reynolds Lib III, Address 2: PO Box 7777 Reynolda Station, Address 3, City: Winston Salem, County: Postal: 27106-7777, State: NC (North Carolina), and Email ID. The page also includes a 'Vendor Address Search' link and a 'Payment/Withholding Alt Names' section.