

## OVERVIEW

All faculty and staff at all IU campuses have the ability to add or modify vendors in KFS, but all new purchase order (PO) vendors, and certain vendor changes, must be approved by the Procurement Services Vendor Workgroup.

This guide will cover two subjects:

- Add a Vendor:
- Find and update an existing vendor.

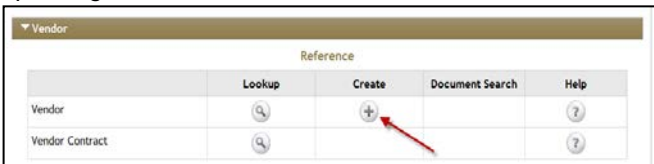
## ADDING A VENDOR

Before adding a vendor:

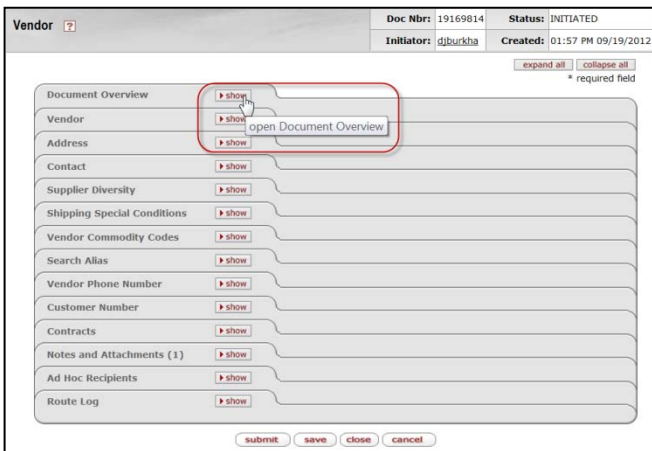
Send the vendor a US or Foreign Vendor Information Packet (VIP). Current VIP forms are available on the Department Resources tab in KFS;

Ask the vendor to return the completed VIP to you via fax or mail.

1. Expand the **Vendor** file and click on the plus sign to Create a vendor.



## Step 1: The Initial Page



*NOTE! Only the tabs that open automatically have information that is required! The rest are optional.*

## Step 2: The Information Tabs

The Vendor document consists of fourteen expandable tabs. **Only the first three tabs contain required fields and will open automatically when you select Create Vendor.**



**NOTE:** You can use the Show/Hide buttons to toggle between the various tabs, or click **expand all** to open all tabs.

## DOCUMENT OVERVIEW



For Adding Vendors, the **Description** field is required. The **Org Doc Number** is an optional field that may be used to enter departmental tracking numbers.



**NOTE:** Be sure to enter a good **Description**. It can be very helpful for locating finished REQs and POs later.

## VENDOR

1. This file consists of three sets of information:

General Information **General Information**  
 Corporate Information **Corporate Information**  
 Detail Information **Detail Information**

2. The only **required information** is in the Corporate Information tab.

- \*Vendor Name
- \*Vendor Type
- \*Is this a foreign vendor
- \*Vendor Type
- \*Ownership Type

## ADDRESS

1. Complete the required fields (\*)
2. After completing the required information, be certain to click the add button to save your information.

**NOTE:** Active Indicator flag that indicates if the vendor is Active or Inactive. If Active (checked) then it can be used on REQ's/PO's. If Inactive, the vendor should not have a 'return value' link to return to REQ.

Complete any other optional tabs.

## STEP 3: ROUTE

1. Click **submit**, to send the Create Vendor document to Workflow.
2. The Route Log will identify required/completed actions.

## SEARCHING FOR VENDORS AND VENDOR CONTRACTS

1. Click the Lookup magnifying glass.

2. Enter any information you have in order to display the results and complete any desired actions.

edit – click to edit vendor information  
create division – click to add a division to a parent company  
shop – click to Shop Catalog

Actions	Vendor Name	Search Alias	Vendor #	Active Indicator	Vendor Type	State	Commodity Codes	Vendor Supplier Diversity
<a href="#">edit</a>	ABGENE	Fisher Sci PIERCE BIOTECH	45209-0	No	PQ	NEW YORK		vendor/SupplierDiversi []
<a href="#">edit</a>	Affinity Biologents Inc.	Fisher Sci Pierce Biotechnology Inc.	43138-0	No	PQ	COLORADO		vendor/SupplierDiversi []
<a href="#">edit</a> <a href="#">create division</a>	Alpha Teknova Inc.	FISHER Teknova VWR	50192-0	Yes	PQ	CALIFORNIA		vendor/SupplierDiversi [HZ, SB]
<a href="#">edit</a> <a href="#">create division</a> <a href="#">shop</a>	Becton Dickinson & Co dba BD Biosciences	Becton Dickinson Biosciences Fisher Scientific	45912-0	Yes	PQ	CALIFORNIA		vendor/SupplierDiversi []

3. Click the Vendor Contract Lookup and enter any information that you have to see if a vendor has a current contract with IU.