

## MM2001 – Vendor Screen

Optional table. College-defined codes.

Use the Vendor Table to enter information about each vendor with which a college does business. It is used in the Accounts Payable and Purchasing modules.

### User Function Keys

F1	REFRESH
F2	ADD
F3	CHANGE
F4	INQUIRY
F8	MENU

### Data Fields

<a href="#">VENDOR NUMBER</a> (key field; required)	<a href="#">ZIP CODE</a>
<a href="#">CONTRACT</a> (entry required)	<a href="#">CITY</a> (display only)
<a href="#">VENDOR STATUS</a> (entry required)	<a href="#">ST</a> (display only)
<a href="#">VENDOR NAME</a>	<a href="#">PAYMENT ADDRESS</a>
<a href="#">VENDOR TYPE</a>	<a href="#">LINE 1</a>
<a href="#">VENDOR SHORT NAME</a>	<a href="#">LINE 2</a>
<a href="#">SMALL BUS IND</a>	<a href="#">ZIP CODE</a>
<a href="#">1099 IND</a>	<a href="#">CITY</a> (display only)
<a href="#">FED TIN</a>	<a href="#">STATE</a> (display only)
<a href="#">SALES TAX CODE</a>	<a href="#">CONTACT</a>
<a href="#">MINORITY IND</a> (Exception Indicator)	<a href="#">NAME</a>
<a href="#">MINORITY DATES</a>	<a href="#">PHONE</a>
<a href="#">CERT</a>	<a href="#">EMAIL</a>
<a href="#">DECERT</a>	<a href="#">FAX</a>
<a href="#">MINORITY PCT</a>	<a href="#">DEFAULT DISCOUNT/PAYMENT INFORMATION</a>
<a href="#">BUSINESS ADDRESS</a>	<a href="#">DISC PCT</a>
<a href="#">LINE 1</a>	<a href="#">DISC DAYS</a>
<a href="#">LINE 2</a>	<a href="#">FINAL PYMT DAYS</a>

### Vendor Number

<b>Definition</b>	Key field; entry required (automatically generated when you add a record).  A college-defined code uniquely identifying a vendor.
<b>Length</b>	9 characters

### Contract

<b>Definition</b>	Entry required. A contract number associated with a vendor.
<b>Length</b>	8 characters

### Vendor Status

<b>Definition</b>	Entry required. A code indicating the status of a vendor code.
<b>Length</b>	1 character
<b>Values</b>	CIS-defined as follows:  <b>A</b> Active (default) <b>I</b> Inactive <b>D</b> Delete

### Vendor Name

<b>Definition</b>	A college-defined description of a vendor.
<b>Length</b>	30 characters

### Vendor Type

<b>Definition</b>	A code identifying the general classification of a vendor.
<b>Length</b>	1 character
<b>Values</b>	CIS-defined as follows:  <b>I</b> Individual <b>B</b> Business (default) <b>E</b> Employee

### Vendor Short Name

<b>Definition</b>	A college-defined abbreviated version of a vendor name.
<b>Length</b>	10 characters

### Small Business Indicator

<b>Definition</b>	A code indicating whether or not a vendor is classified as a small business
<b>Length</b>	1 character
<b>Values</b>	CIS-defined as follows:  <b>Y</b> Yes <b>N</b> No

### Vendor 1099 Indicator

<b>Definition</b>	A code indicating whether or not a vendor qualifies for 1099 form preparation.
<b>Length</b>	1 character
<b>Values</b>	CIS-defined as follows:  <b>Y</b> Yes <b>N</b> No (default)

### Federal Tax Identification Number

<b>Definition</b>	The Tax Identification Number for a vendor.
<b>Length</b>	9 characters

### Sales Tax Code

<b>Definition</b>	A code representing a sales tax rate.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid on the Sales Tax Table (MM2002).

### Minority Business Indicator (Exception Indicator)

<b>Definition</b>	A code indicating whether a business is owned by a woman, a minority, both, or neither.
<b>Length</b>	1 character
<b>Values</b>	CIS-defined as follows:  <b>E</b> Exception (OMWBE approved exception) <b>S</b> Sheltered <b>K</b> GA approved mandatory contracts <b>N</b> Non-profit <b>Blank</b> Default

### Minority Dates:

#### Minority Certification Date

<b>Definition</b>	A date identifying when a vendor was certified as a minority- or woman-owned business.
<b>Length</b>	6 digits
<b>Format</b>	YYMMDD

#### Minority Decertification Date

<b>Definition</b>	A date identifying when a vendor was decertified as a minority- or woman-owned business.
<b>Length</b>	6 digits
<b>Format</b>	YYMMDD
<b>Edits</b>	Date entered must be later than date entered in the Cert field.

#### Minority Business Percent

<b>Definition</b>	A number indicating the percentage of dollars for goods purchased which qualifies as minority- or woman-owned.
<b>Length</b>	9 digits
<b>Edits</b>	Must be 0 through 100.

## Business Address:

### Vendor Business Street Line 1

<b>Definition</b>	The first line of the business address of a vendor.
<b>Length</b>	30 characters

### Vendor Business Street Line 2

<b>Definition</b>	The second line of the business address of a vendor.
<b>Length</b>	30 characters

### Vendor Business Zip Code

<b>Definition</b>	The zip code for the business address of a vendor.
<b>Length</b>	9 digits
<b>Edits</b>	Must be valid on the Zip Code Table (ZX0020).

### Vendor Business City

<b>Definition</b>	Display only. The city name for the business address of a vendor.
<b>Length</b>	20 characters
<b>Edits</b>	Assigned from the Zip Code Table (ZX0020).

### Vendor Business State

<b>Definition</b>	Display only. The state abbreviation for a business address of a vendor.
<b>Length</b>	2 characters
<b>Edits</b>	Assigned from the Zip Code Table (ZX0020).

## Payment Address:

### Vendor Payment Street Line 1

<b>Definition</b>	The first line of the payment address of a vendor.
<b>Length</b>	30 characters

### Vendor Payment Street Line 2

<b>Definition</b>	The second line of the payment address of a vendor.
<b>Length</b>	30 characters

### Vendor Payment Zip Code

<b>Definition</b>	The zip code for the payment address of a vendor.
<b>Length</b>	9 digits
<b>Edits</b>	Must be valid on the Zip Code Table (ZX0020).

### Vendor Payment City

<b>Definition</b>	Display only. The city name for the payment address of a vendor.
<b>Length</b>	20 characters
<b>Edits</b>	Assigned from the Zip Code Table (ZX0020).

### Vendor Payment State

<b>Definition</b>	Display only. The state abbreviation for the payment address of a vendor.
<b>Length</b>	2 characters
<b>Edits</b>	Assigned from the Zip Code Table (ZX0020).

### Contact:

#### Vendor Contact Name

<b>Definition</b>	The name of the contact person at a vendor's business office.
<b>Length</b>	30 characters

#### Vendor Phone Number

<b>Definition</b>	The telephone number at a vendor's business office.
<b>Length</b>	10 digits

#### Vendor Email Address

<b>Definition</b>	The email address for the contact at a vendor's business office.
<b>Length</b>	40 characters

#### Vendor Fax

<b>Definition</b>	The telephone number for the fax at a vendor's business office.
<b>Length</b>	10 digits

### Default Discount/Payment Information

#### Discount Percent

<b>Definition</b>	A number indicating the discount percentage received if an invoice is paid within a specific period of time.
<b>Length</b>	3 digits
<b>Edits</b>	Must be 1 through 50.

#### Discount Days

<b>Definition</b>	A number indicating the number of days within which an invoice must be paid in order to receive a discount.
<b>Length</b>	3 digits
<b>Edits</b>	Must be 0 through 60.

## Final Payment Days

<b>Definition</b>	A number indicating the number of days from the invoice date until the payment is due.
<b>Length</b>	3 digits
<b>Edits</b>	Must be 0 through 60.

## Data Sets

Additions and changes made on this screen may update the following data sets:

- Configuration Parameter Master (CONFIG-PARM-M)
- Vendor Master (VNDR-TBL-M)