

MEMBER BUSINESS
SOLUTIONS



Vendor Overview

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Purpose of this document

This document describes the Vendor entity setup and options.

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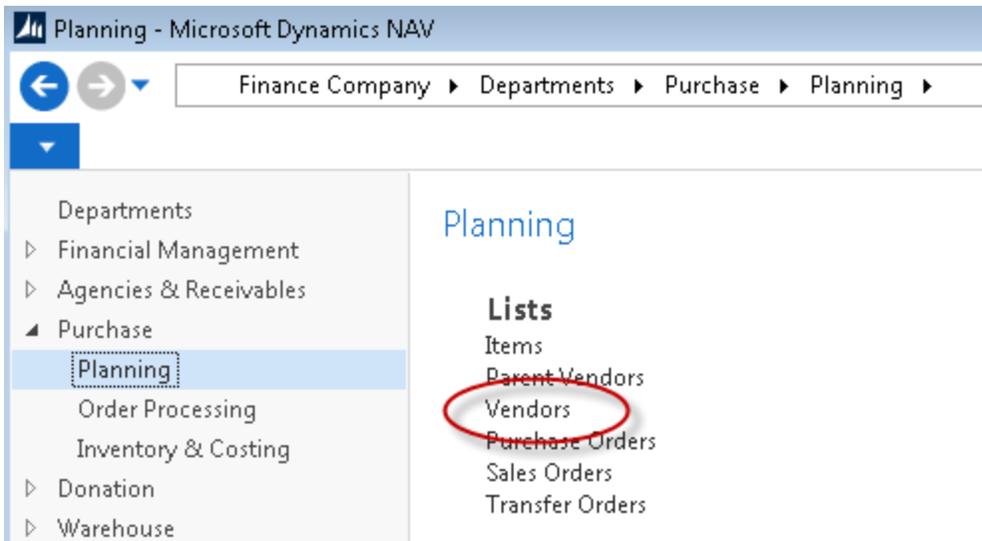
Purpose

Food banks purchase product and services throughout the year and need an accurate method of keeping track of what was purchased from each Vendor. Many of the vendors are retail chain stores and the Food Banks need to track purchases for the entire chain. To accomplish this, a Parent Vendor/ Vendor structure was created. The individual chain store would be setup as a Vendor and the parent company as the Parent Vendor. The Vendor can be linked to the Parent Vendor for tracking and reporting purposes. This procedure describes the Vendor entity setup and options.

Ceres object release 4.00.00 is required for some of the functions described in this document.

Accessing Vendors

1. Vendors can be accessed from Departments → Purchase → Planning → Vendors.



2. Click New in the Action Pane to create a new Vendor. Vendors may be edited by highlighting a Vendor in the List, then right clicking and selecting Edit.

View - Vendor List

HOME ACTIONS NAVIGATE REPORT

New Purchase Invoice Purchase Order Edit View Delete Payment Journal Ledger Entries Statistics Vendor - Order Summary Vendor - Purchase List Show as List Show as Chart

Vendor List ▾ View (Ctrl+Shift+R)
Open the page in read-only mode.

No.	Name	Location Code	Address	State	ZIP Code	Phone No.
V000001	All Star Awards		835 W. 39th Street	MO	64111	816-531-3635
V000002	American Equipment Leasin...		3250 Harvester Road	KS	66115	913-342-1450
V000003	Cargo-Master, LLC		1675 Republic Pkwy Ste 201	TX	75150	800-683-7898
V000004	Adelman-Fisher		207 Walnut	MO	64106	816-842-4961
V000005	ADOS		15342 South Keller	KS	66062	913-780-4774
V000006	ADP Screening & Selection		36307 Treasury Center	IL	60694	888-606-7871
V000007	Advanced Comm. Systems, ...		1948 East Sante Fe	KS	66062	913-829-9400
V000008	AED- Mid America Chapter		D.O. Box 37101	MO	64171-5101	

General FastTab

V000021 · Cintas Corporation #430

General

No.:	V000021	Primary Contact No.:	
Name:	Cintas Corporation #430	Contact:	
Name 2:		Search Name:	CINTAS CORPORATION #430
Address:	P.O. Box 88005	Balance (\$):	0.00
Address 2:		Responsible Person Code:	
City:	Chicago	Fund No.:	UR
State:	IL	Blocked:	
ZIP Code:	60680-1005	Last Date Modified:	12/21/2012
Country/Region Code:		Last Modified By:	KJK
Phone No.:	913-782-8333	Date Vendor Added:	
Phone Ext. No.:		Dormant:	<input type="checkbox"/>

▲ Show fewer fields

No.: This is the main identifier for the Vendor, which can be entered as any combination of text and numbers. Ceres can be set up to automatically number each Vendor for you, or you can enter the number manually.

Name: This field provides the main name of the Vendor. Up to 50 characters can be added here, using any type of text or numbers. Therefore enter the name as you want it to appear on any documents.

Name 2: This field is an extension of the Name field. This field can be used for names longer than 50 characters. This field is also 50 characters in length.

Address: This field would typically be the street number and street name of the Vendor. Up to 50 characters can be added here, using any type of text or numbers. The contents of the Address field are often used when you print something, so enter it as you want it to appear.

Additional addresses, phone numbers, and contact information can be setup using the Supplement Address functionality. A Supplemental Addresses FactBox displays to the right of the Card. This FactBox provides a link to any Supplemental Addresses that have been setup for this Vendor. See the Supplemental Address documentation for more information.

You can also create additional addresses using Vendor Order Address. See the Vendor Order Address procedure for more information.

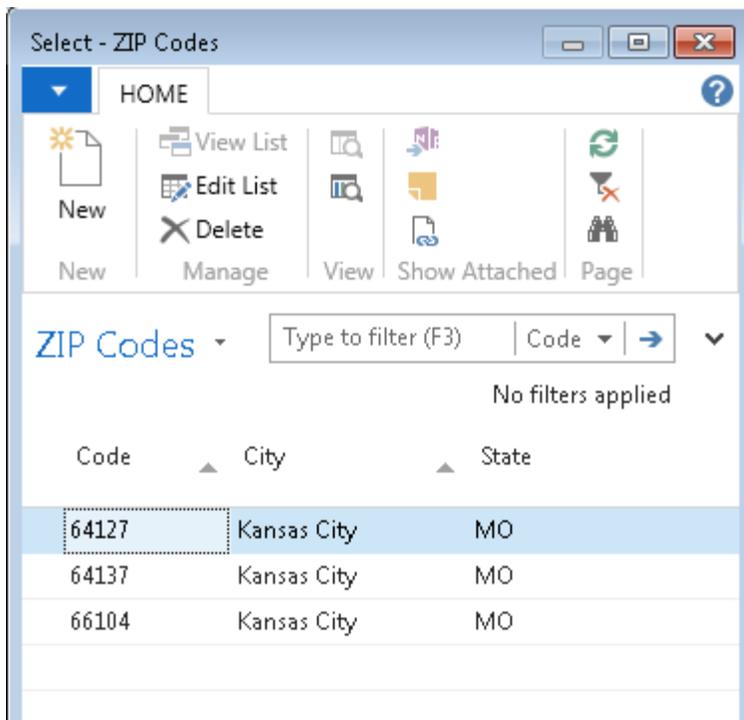
Address 2: An extension of the Vendor's address, such as a suite number or building number. Up to 50 characters can be added here, using any type of text or numbers.

City: Enter the city of the Vendor. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

State: Enter the state of the Vendor. Up to 30 characters can be added here, using any type of text or numbers. Enter it as you want it to appear in printed documents.

Zip Code: Enter the zip code of the Vendor.

Note: If you fill in the zip code field with a zip code that is linked to a single city in the zip code table, Ceres will fill in the city field automatically. If there is more than one city linked to the zip code, Ceres displays a list of the relevant cities for you to choose from. If the zip code is not set up in the zip code table, you must enter the city manually.



Country/Region Code: Select the Country Code from the lookup list, primarily used to determine the address formatting on documents applicable for the selected Country. In addition, this field can be sorted on or filtered in various lists to view or select Vendors for a specific Country.

Phone No.: Enter the primary phone number for the Vendor. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example. The value entered here will also appear on the Communication FastTab.

Primary Ext. No.: Enter the phone extension if applicable.

Primary Contact No.: If a contact was setup for this Vendor previously. Select that Contact from the lookup list and the Contact field will be populated with the name of the Contact.

Contact: Enter the primary contact name for this Vendor if not populated by entering the Primary Contact No. above. Up to 30 characters can be added here, using any type of text or numbers.

Search Name: Automatically defaults to the Name field but can be overridden. This can be used as an alternative field from which to search or find the Vendor.

Responsible Person Code: Enter the code for the person responsible for this Vendor by entering the Code or selecting from the lookup list.

Fund No.: If applicable, enter the Fund No. or select it from the lookup list, for the default Fund from which payments to this Vendor will be made.

Blocked: You can prevent specific transactions from being processed for a vendor by choosing a relevant level of blocking.

- <Blank> - No blocking, all actions allowed
- Payment** – Only payments are blocked
- All** – All actions are blocked

Note: For Help on any field, place the cursor in the field and press F1. Context-sensitive Help is available for any base NAV fields.

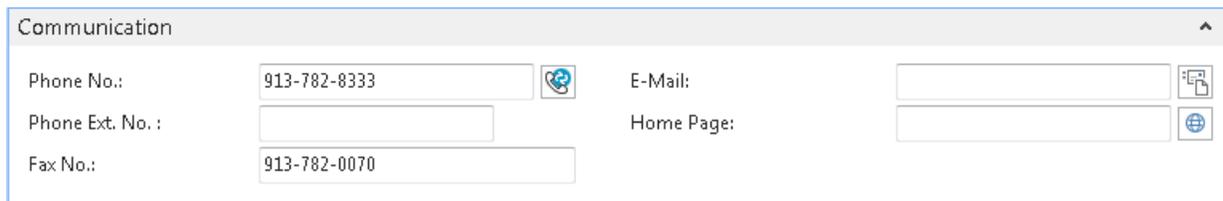
Last Date Modified: This field is maintained by Ceres and displays the date the Vendor was last modified.

Last Modified By: This field is maintained by Ceres and displays the login identification of the user that last modified the Vendor.

Date Vendor Added: This field can be filled in by the user indicating when the Vendor Record was added to Ceres.

Dormant: Check this box to designate that this Vendor is dormant. Selecting this field means Ceres automatically sets the filter value to Yes and excludes this record from displaying on the List.

Communication FastTab



The screenshot shows a 'Communication' FastTab window with the following fields and values:

Phone No.:	913-782-8333	E-Mail:	
Phone Ext. No. :		Home Page:	
Fax No.:	913-782-0070		

Phone No.: Enter the primary phone number for this Donor. If entered on the General FastTab, the same number will be entered here and vice versa.

Phone Ext. No.: Enter the phone extension for the phone number above. If entered on the General FastTab, the same number will be entered here and vice versa.

Fax No.: Enter the fax number for this Vendor. The field is 30 characters in length and you should use a consistent format when entering the number, such as: (123) 456-7890 for example.

E-Mail: Enter the e-mail address for this Vendor. Up to 80 characters can be added here, using any type of text or numbers, in a standard e-mail address format.

Home Page: Enter the Internet home page for this Vendor. Up to 80 characters can be added here, using any type of text or numbers.

Invoicing FastTab

Invoicing			
Pay-to Vendor No.:	<input type="text"/>	Invoice Disc. Code:	V000021
Gen. Bus. Posting Group:	GENERAL	Send to Parent Mailing Address:	<input type="checkbox"/>
Vendor Posting Group:	GENERAL	Send to Parent Statement Addr.:	<input type="checkbox"/>

Pay-to Vendor No.: If payments for purchases from this Vendor need to be paid to a different Vendor, fill in the Pay-to Vendor No. or use the lookup button to select the Pay-to Vendor No. from the Vendor List.

Gen. Bus. Posting Group: This field can be left blank or filled in with the appropriate selection, depending on the objectives of the individual food bank. Please press F1 for more information on these fields.

Vendor Posting Group: This field is typically used by most food banks to differentiate between Vendors and Donors. This selection will determine which payable account will be used in posting transactions for this Vendor.

Invoice Disc. Code: The default entry in this field is the No. for this Vendor. This field can be used if this Vendor shares the same invoice discount with another vendor, in which case the other Vendor would be selected in this field. This allows a group of vendors to share the same discount calculation. If the discount calculation is unique to this Vendor, don't change the contents of this field. Instead, set up terms for the invoice discount code by navigating to Related Information, pointing to Purchases, and then clicking Invoice Discounts on the Vendor Card.

Send to Parent Mailing Address: If this field is checked and if a Supplemental Mailing Address is set up for the Parent Vendor, the Supplemental Mailing Address of the Parent Vendor will flow to the General FastTab of the Purchase Order.

Send to Parent Statement Address: If this field is checked and if a Supplemental Mailing Address is set up for the Parent Vendor, the Supplemental Statement Address of the Parent Vendor will flow to the General FastTab of the Purchase Order.

Payments FastTab

Payments			
Application Method:	Manual	Federal ID No.:	
Payment Terms Code:	30	Tax Identification Type:	Legal Entity
Payment Method Code:	CHECK	Tax Registration No.:	
Priority:	0	Our Account No.:	
IRS 1099 Code:			

Application Method: The User has two choices:

Manual (Default) – with this selection Payments and Credit Memos will only be applied if you specify a Document to apply to.

Apply to Oldest – with this selection, if a Document is not specified, Ceres will apply to the Vendor’s oldest open entries.

Payment Terms Code: Select the appropriate code to match to payment terms offered by this Vendor.

Payment Method Code: Select the code normally used for this Vendor, such as: Check, Wire or Cash.

Priority: This field can be used in conjunction with Suggest Vendor Payments function on the Payment Journal to prioritize payments if there is a limited amount available for payments.

1099 Code: If applicable enter a 1099 code for this Vendor. Each code represents a 1099 Form and the box on the form in which you want the 1099 amount to appear for this vendor.

Federal Id No.: For 1009 reporting, enter the Vendor’s Federal Id number.

Tax Identification Type: Select the tax identification type for this Vendor. The options are Legal Entity or Person.

Tax Registration No: Enter the Tax registration number for this Vendor. Generally only applicable to Vendors that reside outside of the USA.

Our Account No.: This field is used to enter the account number assigned by this Vendor for your Food Bank.

Receiving FastTab

The screenshot shows a 'Receiving' FastTab window with the following fields:

Location Code:	<input type="text"/>	Lead Time Calculation:	<input type="text"/>
Shipment Method Code:	<input type="text"/>	Order Handling Group Code:	<input type="text"/>
Shipping Agent Code:	<input type="text"/>	Order Routing Group Code:	<input type="text"/>

Location: Select a location, if product from this Vendor is generally received at the same location.

Shipment Method Code: In this field, you can select a code for the method that you want the vendor to use when shipping items to you. Once you have entered the code here, when you print purchase orders to send to this vendor, Ceres will suggest the chosen shipment method as a default.

Shipping Agent Code: If the Vendor typically ships the product to the Food Bank, you can enter the shipping agent that the vendor normally uses for your purchase orders. You can enter a maximum of 20 characters, both numbers and letters.

Lead Time Calculation: In this field, you can enter a date formula for the amount of time that it generally takes to replenish this item. Ceres uses this field to calculate the date fields on order and order proposal lines.

On the purchase order line, the Order Date + Lead Time Calculation = Planned Receipt Date

If you have not entered a lead time calculation on the Item cards, Ceres will use this field to calculate the lead time on purchase orders for this vendor.

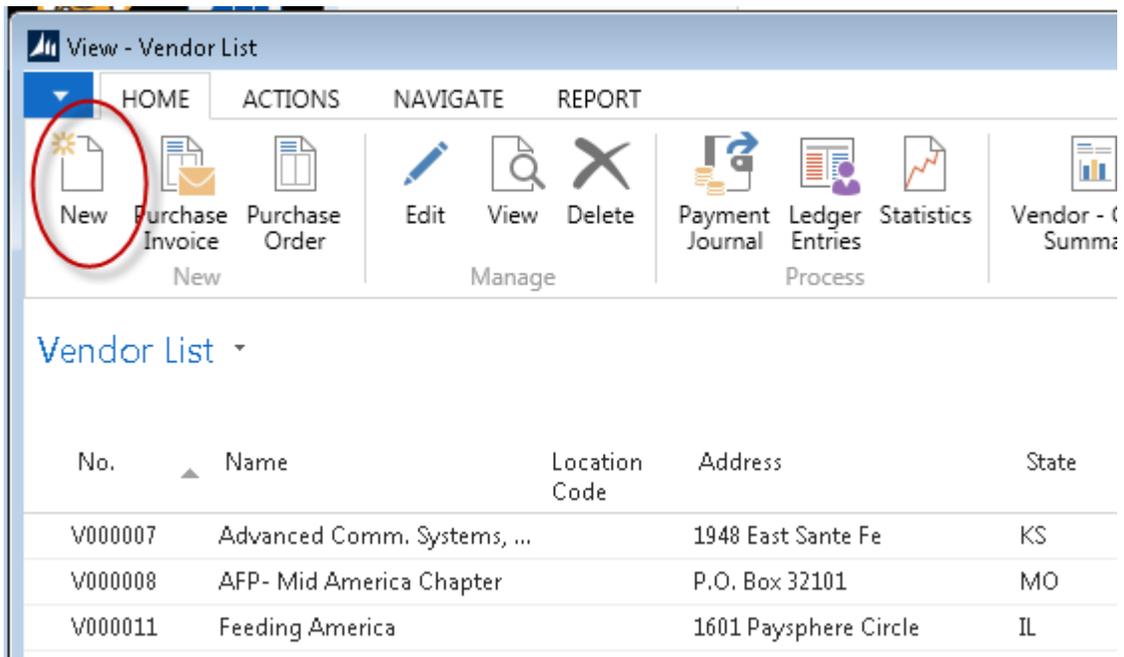
Order Handling Group Code: In this field, you can enter the default order handling group code to purchase order for this Vendor.

Order Routing Group Code: In this field, you can enter the default order routing group code to purchase order for this Vendor.

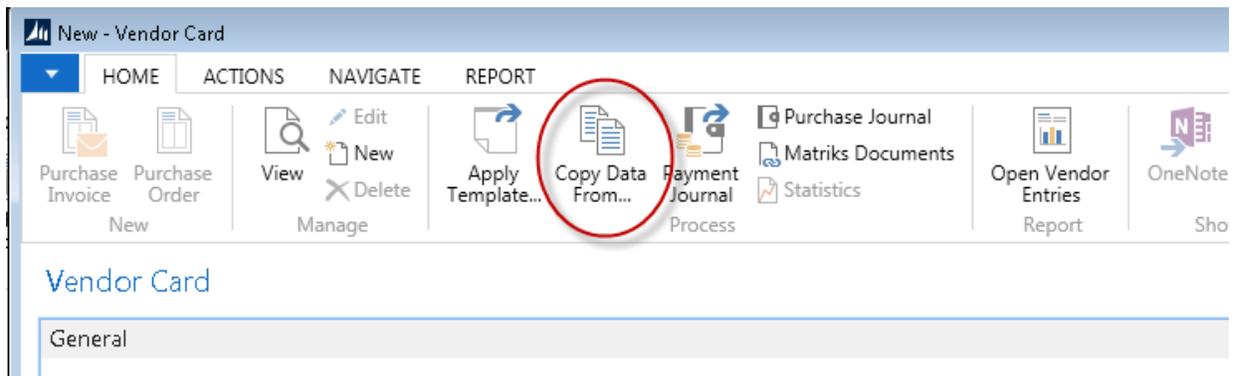
Using the Copy Feature

Vendors can also be setup by using the copy functionality if the vendor that you are setting up has numerous field values in common with another donor in Ceres. The field values of the selected vendor will be copied to the new donor that the user is currently setting up. The User can then edit the fields on the new vendor as needed. To use this functionality, follow the steps outlined below

1. Click New in the Home Pane.



2. If Manual Nos. are used, enter the vendor number or tab through the No. field if you have assigned a document number series for vendors.
3. Navigate to Home → Copy Data From...



4. Select the Vendor you would like to copy from in the Vendor List and double click on the number.
5. Make the necessary changes to the applicable fields.

Related Topics:

1. Parent Vendor Overview
2. Purchase Order Overview
3. Preferred Pickup Days & Times
4. Supplement Addresses

5. Vendor Order Addresses
6. Purchase Replenishment & Planning
7. Appian Overview
8. Roadnet Overview