**VENDORING:  -** Please remember that KFS is not case sensitive….how you enter the information is exactly how it will look.  For vendoring please **do not use only lower case letters.  Use upper and lower case or all caps.  How you key it is how it will print on the check**.  Please note all new and edited vendors must be approved by Accounts Payable before you can use them in KFS.  Accounts Payable will approve new vendors throughout the day as time permits.  Please note new vendor submits late in the day may not be approved until the following day.  When searching for vendors be sure to use the \* as a wildcard.  Please be sure to try the wildcard before and after the name or part of the name you are searching (i.e. \*smith\*).  Please remember you will not be able to search for employees in a vendor search – only actual vendors are in the vendor search. Please do not use an apostrophe in a vendor name. An apostrophe causes problems with our check file. We will not approve a vendor with an apostrophe. **Please attach backup (i.e. invoice, quote, etc.) in the notes section when creating a new vendor.** Accounts Payable will **disapprove** any vendor request submitted without a W-9 in place.

**VENDOR EDITS:**  When editing an existing vendor address

1. Do not add an additional remit address if the old remit address is no longer valid.  Just **edit** the old remit address.  Only add a new remit address if the vendor has multiple remit addresses.  Once an address is in Kuali it cannot be removed from the vendor file.  It can only be made inactive.
2. If there is only a PO address on the vendor file and that address is no longer valid please change that address and do not add a remit address.
3. If there is a PO and a duplicate remit address that is no longer valid please change the PO address and make the remit address in active.
4. If there is only a PO address and that address is still valid please add a remit address.
5. Please attach backup (invoice, quote, etc.) showing the new vendor address.

If you have any questions about creating a division or vendoring in general feel free to contact:  Tricia Cochran, Beth Fritzler or Jackie Riba.