
(CZEN) CREATING A CENTRAL VENDOR (PUR-002)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- This procedure discusses the process used to create a Vendor in SAP.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- Procurement Clerk

3.0 APPROVAL AUTHORITY:

- Executive Purchasing/Budget Director

4.0 DEFINITIONS:

- SLPS – Saint Louis Public Schools
- SAP – Information system used by SLPS

5.0 PROCEDURE:

5.1 Click on the SAP standard menu

5.2 Click Logistics, Materials Mgt, Purchasing, Master Data, Vendor, Central

5.3 Double click XK01 Create

5.4 Enter Company Code – SLPS

5.5 Enter Purch Organization – SLPS

5.6 Enter Account Group – ZCEN

5.7 Press Enter key or click “Green Check”.

5.8 Enter company name

5.9 Enter street address, city, state and zip code

5.10 Enter phone / Fax / e-mail information

5.11 Select Enter or click “Green Arrow”

5.12 Enter Tax code 1 – Social Security Number (Consultants Only)

5.13 Enter Tax Code 2 – US Federal (TIN) Tax ID Number (Company Only)

5.14 Select Enter

5.15 Enter “2199” – Vendor Reconciliation Account or “2145” for Garnishments

5.16 Enter “07” withholding tax code (non-employees)

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- 5.17 Enter "02" for Corporations / Incorporations or enter "20" Recipient Unknown
- 5.18 Select Enter
- 5.19 Enter Payment Terms – Companies – 0010; 60 days, 0014; Immediate Pay
- 5.20 Check double invoice box
- 5.21 Enter "A: in Payment Methods
- 5.22 Select Enter
- 5.23 Select Enter – No Information Necessary
- 5.24 Enter Order Currency – USD
- 5.25 Enter Terms of Payment – 0010 or 0014
- 5.26 Enter Sales Data – Salesperson / Phone Number
- 5.27 Check "Automatic Purchase Order"
- 5.28 Select Enter
- 5.29 Select Enter – No Information Necessary
- 5.30 Select "YES" data should be saved
- 5.31 Vendor Number is assigned
- 5.32 Write Vendor Number Log Book

6.0 ASSOCIATED DOCUMENTS:

- PUR -AD001 SLPS Vendor Registration Form
- PUR- AD002 W-9 Form (Request for Taxpayer Identification Number and Certification)
- PUR -AD003 SLPS Request for Central Vendor Form
- PUR-AD004 SLPS Request for Alternate Payee Vendor Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SLPS Vendor Registration Form	File Cabinet	3 years	Discard as desired	Secured Building

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W-9 Form	File Cabinet	3 years	Discard as desired	Secured Bldg
Central Vendor Form	File Cabinet	3 years	Discard as desired	Secured Bldg
Alternate Payee Vendor Form	File Cabinet	3years	Discard as desired	Secured Bldg

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/01/08	A	Initial Release

***** End of procedure *****