CREATING EMPLOYEE VENDORS - XK01 (PUR-004)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

1.1 This procedure discusses the process that is used to CREATE EMPLOYEE VENDORS.

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

2.0 RESPONSIBILITY:

2.1 Procurement Clerk

3.0 APPROVAL AUTHORITY:

3.1 Executive Director/Budget & Procurement

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 SLPS – Saint Louis Public Schools

4.2 SAP – Information system used by SLPS

5.0 PROCEDURE:

5.1 Click the SAP standard menu

5.2 Click Logistics.

5.3 Click Material Management

5.4 Click Purchasing

5.5 Click Master Data.

5.6 Click Vendor.

5.7 Click Central.

5.8 Double Click XKO1 – Create

5.9 Enter Company code – SLPS.

5.10 Enter Purchasing Organization – SLPS.

5.11 Enter Account Group ZEMP.

5.12 Hit Enter OR "GREEN Check".

5.13 Enter Employee Name

5.14 Enter Street/Address/City/State/Zip

5.15 Hit Enter OR "Green Check".

5.16 Enter – No information needed

5.17 Enter – No information needed

5.18 Enter "2199" Vendor Reconciliation Account

5.19 Enter Payment Terms – 0014; Immediate Pay

5.20 Enter Order Currency – USD

5.21 Enter Payment Terms – 0014; Immediate Pay

5.22 Check "Automatic Purchase Order"

5.23 Hit Save Button

5.24 Vendor number appears at bottom of page (Please record number). Number should begin

with a "1" (sample 100005556).

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SAP Issued	**Computer**	3 years	Discard as desired	Password Protected

End of procedure