VCC - Vendor/Customer Creation Document

Header Section

General Information

Document Name :

Record Date :

Document Description :

Extended Description

Extended Description :

Vendor/Customer Section

General Information

Vendor/Customer :

Organization Type :

Auto Generate :

First Name :

Legal Name :

Middle Name :

Alias/DBA :

Last Name :

Location Name :

Company Name :

Department :

Unit :

Headquarters

Headquarters Account Code :

Web Address http:// :

Headquarters Account Legal Name :

Catalog DUNS :

Franchise Account :

Account Indicators

Restrict Use by Department :

Third Party Only :

Summary Account :

Third Party Vendor :

Internal Account :

Third Party Customer :

▼ Organization

Classification : [▼]   Taxpayer ID Number : [ ] [>]

Number of Employees : [▼]   Taxpayer ID Number Type : [▼]

Merchant ID : [ ]   W-8 Form : [▼]

Sex : [▼]   Tax Profile : [ ] [>]

Date of Birth : [ ]   Tax Profile Name : [ ]

Marital Status : [▼]   EBIC Number : [ ]

Annual Income : [▼]   IAEC Number : [ ]

Web Address http:// : [ ]

▼ Disbursement Options

Category : [ ] [>]   Hold Payment : [ ]

Description : [ ]   Hold Payment Authorized By : [ ] [>]

Default Type : [ ]

Default Priority : [ ] [>]   Hold Reason : [ ]

Default Format : [ ] [>]

Default Format Description : [ ]   Prevent New Spending : [▼]

Scheduled Payment Day : [ ]

Single Payment Indicator : [ ]

Name on Check : [▼]

▼ Prenote/EFT

Generate EFT Payment : [ ]   EFT Format : [ ] [>]

ABA Number : [ ] [>]   EFT Format Description : [ ]

Bank Name : [ ]   EFT Status : [▼]

Account Type : [▼]

Account Number : [ ]   Hold Reason : [ ]

Routing ID Number : [ ]

Prenote Return Reason : [ ] [>]

Prenote Return Reason Message : [ ]   Prenote Return Reason Explanation : [ ]

▼ Remittance Advice

Remittance Advice Required : ☐

Remittance Advice Format : [_____] >

Remittance Advice Format Description : [_____]

▼ Vendor Terms

Number of Days 1 : [_____]   Number of Days 3 : [_____]

Discount Percent 1 : [_____]   Discount Percent 3 : [_____]

Discount Always 1 : ☐   Discount Always 3 : ☐

Number of Days 2 : [_____]   Number of Days 4 : [_____]

Discount Percent 2 : [_____]   Discount Percent 4 : [_____]

Discount Always 2 : ☐   Discount Always 4 : ☐

▼ Accounts Receivable

Default Receipt Type : [____ ▼]   Bill Headquarters : ☐

Default Billing Profile : [____] >   Third Party Code : [_____] >

Cost Accounting Funding Type : [_____ ▼]   Third Party Name : [_____]

Credit Card Type : [_____ ▼]   Third Party Approved By : [_____] >

Credit Card Number : [_____]

Name on Card : [_____]   Third Party Reason : [_____]

Credit Card Expiration Month : [__ ▼]

Credit Card Expiration Year : [__ ▼]

▼ eMALL

Ordering DUNS : [_____]   Preferred Ordering Method : [_____ ▼]

Internet Catalog : [_____]   Pcard Acceptance Level : [_____ ▼]

VSS Registered : ☐

Address Section

Vendor/Customer :

Active From :

Address Type :

Active To :

Division/Department :

Default Record : ☐

Additional Address Info. :

Mail Returned : ☐

Bypass Address Validation : ☐

▼ Address Information

Address ID :

Country Phone Code :

Auto Generate : ☐

Phone :

Street 1 :

Phone Extension :

Street 2 :

County :

City :

County Name :

State/Province :

Country :

Zip/Postal Code :

▼ Contact Information

Principal Contact ID :

Alternate Phone :

Auto Generate : ☐

Alternate Phone Extension :

Principal Contact :

Fax :

English Spoken : ☐

Fax Extension :

Correspondence Type :

Alternate Fax :

Email :

Alternate Fax Extension :

Phone :

Phone Extension :

▼ Contact Address Information

Street 1 :

Zip/Postal Code :

Street 2 :

County :

City :

County Name :

State/Province :

Country :

Customer Account Section

▼ General Information

Vendor/Customer :

Address ID :

Dept :

Unit :

Billing Profile :

Billing Type :

Billing Location :

Suppress Billing : ☐

Suppress Past Due Billing : ☐

Collection Cycle :

Electronic File Type :

File Prefix :

▼ Third Party Options

Third Party 1 :

Address ID :

Third Party 2 :

Address ID :

Third Party 3 :

Address ID :

Third Party 4 :

Address ID :

Third Party 5 :

Address ID :

Third Party 6 :

Address ID :

Third Party 7 :

Address ID :

Third Party 8 :

Address ID :

Third Party 9 :

Address ID :

Third Party 10 :

Address ID :

1099 Reporting Information Section

▼ Taxpayer Information

Vendor/Customer :

Taxpayer ID Number :

Taxpayer ID Number Type :

Name :

Names :

Address :

City :

State :

ZIP Code :

Last Name :

Name Control :

Backup Withholding : ☐

1099 Reportable : ☐

1042-S Reportable : ☐

Bypass Address Validation : ☐

▼ 1042-S Reporting Information

Country Code :

Country Name :

Country Tax Rate :

Withholding Allowances :

Income Code :

Income Code Name :

Exemption Code :

Exemption Code Name :

Recipient Code :

Recipient Code Name :

Business Type Section

Vendor/Customer :

Business Type ID :

Business Type :

Certification Number :

Certification Start Date :

Certification End Date :

Service Area Section

Vendor/Customer :

Service Area :

Service Area Zone :

Commodity Section

Vendor/Customer :

Commodity :

Commodity Description :

Authorized Department Section

Vendor/Customer :   Authorized By :

Department :

Prevent Spending Section

Vendor/Customer :   Authorized By :

Department :

Certification Section

Vendor/Customer :

┌─ ▼ **Certification Status** ──────────────────────────────┐
│ Vendor Active Status :   Customer Active Status :   │
│ Vendor Approval Status :   Customer Approval Status : │
└───┘