

# Vendor Information

## Usage

This documentation was customized for department users only for inquiry purposes only. The Purchasing Department is responsible for maintaining the vendor database. Once vendor contact information is entered by Purchasing, department users can inquire on basic vendor information such as name, address, location, contacts, phone information, etc.

If you are looking for Vendor Form 204 Status, use the query titled “Vendor Lookup by Name”.

Jickie Veen (11439)  
Last Accessed: 11/18/2004 10:36:25

Sign out | Cat

### Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**SetID:** = FRSNO

**Vendor ID:** begins with

**Short Vendor Name:** begins with BLACK%

**Our Customer Number:** begins with

**Name 1:** begins with

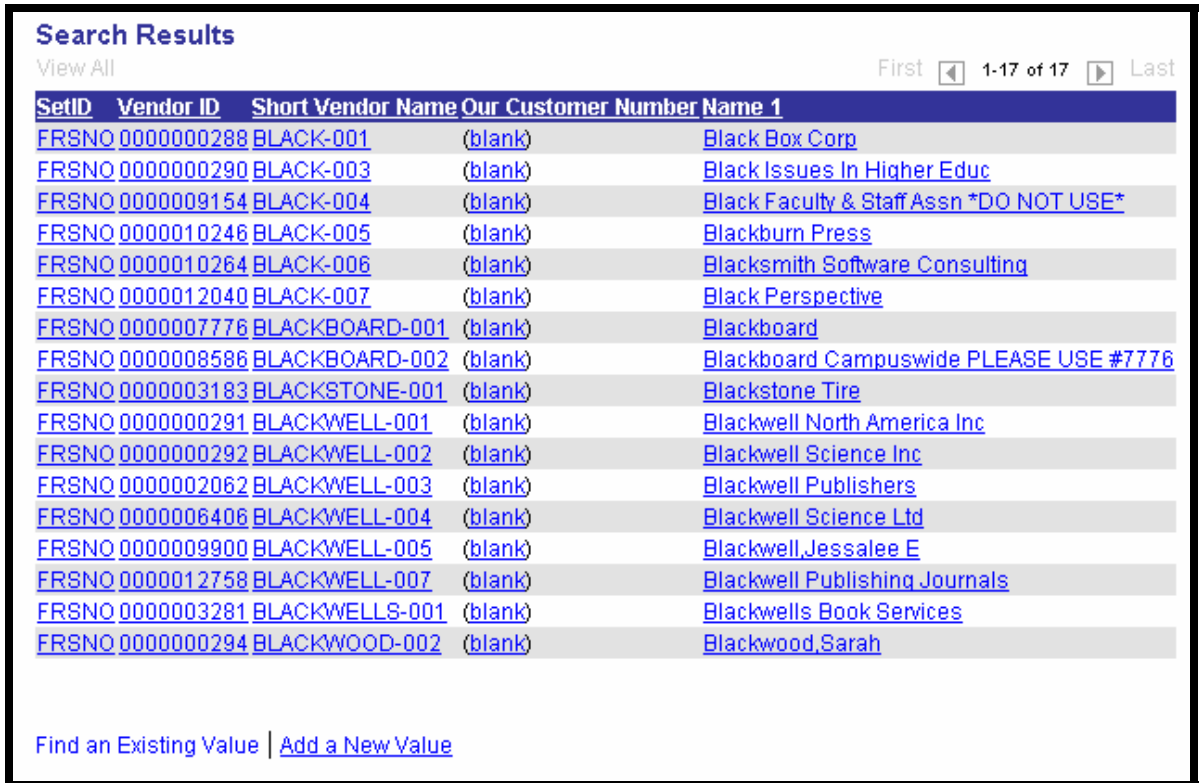
Include History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

# Steps

1. Search criteria include SetID, Vendor ID, Short Vendor Name, Our Customer Number, and Name 1. The SetID is “FRSNO” and is a required field.
2. Enter a partial name in Short Vendor Name followed by a “%”. For example, if you are searching for “Blackwells” then key in “Black%”.
3. Click Search and the Search Results will display.



The screenshot shows a 'Search Results' page with a table of 17 entries. The table has five columns: SetID, Vendor ID, Short Vendor Name, Our Customer Number, and Name 1. The entries are filtered by 'Black%' and include vendors like Black Box Corp, Black Issues In Higher Educ, Black Faculty & Staff Assn, Blackburn Press, Blacksmith Software Consulting, Black Perspective, Blackboard, Blackboard Campuswide, Blackstone Tire, Blackwell North America Inc, Blackwell Science Inc, Blackwell Publishers, Blackwell Science Ltd, Blackwell Jessalee E, Blackwell Publishing Journals, Blackwells Book Services, and Blackwood Sarah. Navigation links for 'View All', 'First', '1-17 of 17', and 'Last' are visible. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
<a href="#">FRSNO 0000000288</a>	<a href="#">BLACK-001</a>	(blank)		<a href="#">Black Box Corp</a>
<a href="#">FRSNO 0000000290</a>	<a href="#">BLACK-003</a>	(blank)		<a href="#">Black Issues In Higher Educ</a>
<a href="#">FRSNO 0000009154</a>	<a href="#">BLACK-004</a>	(blank)		<a href="#">Black Faculty &amp; Staff Assn *DO NOT USE*</a>
<a href="#">FRSNO 0000010246</a>	<a href="#">BLACK-005</a>	(blank)		<a href="#">Blackburn Press</a>
<a href="#">FRSNO 0000010264</a>	<a href="#">BLACK-006</a>	(blank)		<a href="#">Blacksmith Software Consulting</a>
<a href="#">FRSNO 0000012040</a>	<a href="#">BLACK-007</a>	(blank)		<a href="#">Black Perspective</a>
<a href="#">FRSNO 0000007776</a>	<a href="#">BLACKBOARD-001</a>	(blank)		<a href="#">Blackboard</a>
<a href="#">FRSNO 0000008586</a>	<a href="#">BLACKBOARD-002</a>	(blank)		<a href="#">Blackboard Campuswide PLEASE USE #7776</a>
<a href="#">FRSNO 0000003183</a>	<a href="#">BLACKSTONE-001</a>	(blank)		<a href="#">Blackstone Tire</a>
<a href="#">FRSNO 0000000291</a>	<a href="#">BLACKWELL-001</a>	(blank)		<a href="#">Blackwell North America Inc</a>
<a href="#">FRSNO 0000000292</a>	<a href="#">BLACKWELL-002</a>	(blank)		<a href="#">Blackwell Science Inc</a>
<a href="#">FRSNO 0000002062</a>	<a href="#">BLACKWELL-003</a>	(blank)		<a href="#">Blackwell Publishers</a>
<a href="#">FRSNO 0000006406</a>	<a href="#">BLACKWELL-004</a>	(blank)		<a href="#">Blackwell Science Ltd</a>
<a href="#">FRSNO 0000009900</a>	<a href="#">BLACKWELL-005</a>	(blank)		<a href="#">Blackwell Jessalee E</a>
<a href="#">FRSNO 0000012758</a>	<a href="#">BLACKWELL-007</a>	(blank)		<a href="#">Blackwell Publishing Journals</a>
<a href="#">FRSNO 0000003281</a>	<a href="#">BLACKWELLS-001</a>	(blank)		<a href="#">Blackwells Book Services</a>
<a href="#">FRSNO 0000000294</a>	<a href="#">BLACKWOOD-002</a>	(blank)		<a href="#">Blackwood Sarah</a>

4. Click on your vendor and the Identifying Information page will display.

# Identifying Information Page

## Usage

Use this page to see overall vendor information, such as the vendor name, vendor classification, and vendor relationships.

The screenshot shows a web application interface for vendor information. At the top, it displays the user 'Ickie Veen (11439)' and the last accessed time '11/18/2004 10:36:25'. A navigation bar includes links for 'Sign out', 'Campus Home', 'My Fresno State', and 'Add to My L...'. Below this, a tabbed interface shows 'Identifying Information' as the active tab, with other tabs for 'Address', 'Location', 'Contacts', and '1099'. The main content area is divided into sections: 'Vendor Name' with fields for 'Name 1' (Blackwells Book Services), 'Name 2', and 'ShortName' (BLACKWELLS, BLACKWELLS-001); 'Vendor Classification' with fields for 'Classification' (Supplier), 'HR Class', 'Status' (Approved), 'Persistence' (Regular), and checkboxes for 'VAT Registration', 'Withholding', and 'Open For Ordering'; and 'Vendor Relationships' with checkboxes for 'Corporate Vendor' and 'InterUnit Vendor'. At the bottom, there are several utility links: 'Additional ID Numbers', 'Duplicate Invoice Settings', 'Government Classifications', and 'Std Industry Codes'. A toolbar contains buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'. A breadcrumb trail at the very bottom reads 'Identifying Information | Address | Location | Contacts | 1099'.

## Identifying Information Links Defined

- |                                 |   |
|---------------------------------|---|
| Detail link                     | This link takes you to the VAT Registration Details page. CSU is not using VAT.   |
| Additional ID Numbers link      | This link takes you to the Additional ID Numbers page, where you can enter any additional identification numbers associated with the vendor location. |
| Duplicate Invoice Settings link | This link takes you to the Duplicate Invoice Checking Options page, where you can select duplicate invoice checking options for the vendor.           |
| Government Classifications link | This link takes you to the Government Classifications page, where you can specify government classifications for the vendor.                          |
| Std Industry Codes link         | This link takes you to the Standard Industry Codes page, where you can enter Standard Industrial Classification (SIC) codes for the vendor location.  |

# Address Page

## Usage

Click on View All to see all address for this vendor – ordering, pricing, invoicing, returning, and remitting.

okie Veen (11439)  
Last Accessed: 11/18/2004 10:36:25

Sign out | Campus Home | My Fresno State | Add to My L

[Identifying Information](#) | **Address** | [Location](#) | [Contacts](#) | [1099](#)

SetID: FRSNO Vendor: 0000003281 Blackwells Book Services

**Vendor Address** Find | [View All](#) First 1 of 4 Last

Addr: 001 Descr: ORDER

**Address Detail** Find | [View All](#) First 1 of 1 Last

**Effective Date:** 01/01/1950 **Status:** Active

**Country:** USA United States

**Address 1:** 100 University Ct

**Address 2:**

**Address 3:**

**City:** Blackwood

**County:** NJ **Postal:** 08012

**State:** NJ New Jersey

**Email ID:**  
[Payment/Withholding Alternate Names](#) [Telephone...](#)

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display Include History

[Identifying Information](#) | [Address](#) | [Location](#) | [Contacts](#) | [1099](#)

### Address Links Defined

Payment/Withholding  
Alternate Names link

This link takes you to the Payment/Withholding Alternate Names page, where you can specify alternate names to be used for payments.

Telephone link

This link takes you to the Phone Information page, where you can record the vendor's phone number.

# Location Page

## Usage

Click on View All to see allocations for this vendor – pricing, ordering, invoicing, remitting, and returning. A location not only references a physical address, but it defines functional business handling requirements for the vendor. A vendor's address and location should not be confused; they are different concepts. An address is the physical address of the business. A location is a specific entity with its own way of doing business. If the vendor has only one set of rules for the entire company, only one location is required. Multiple locations can be entered for those vendors that have different procurement rules for different portions of their businesses.

rickie Veen (11439)  
Last Accessed: 11/18/2004 10:36:25

Sign out | Campus Home | My Fresno State | Add to M

Identifying Information | Address | **Location** | Contacts | 1099

SetID: FRSNO Vendor: 0000003281 Blackwells Book Services

**Vendor Location** Find | View All First 1 of 1 Last  
Location: 000001 Descr: MAIN  Default

**Location Detail** Find | View All First 1 of 1 Last

Eff Date: 02/19/1999 Active

Pricing		Doc Type	
Vendor	0000003281	Location	000001
		<input checked="" type="radio"/> Default <input type="radio"/> Specify	

Ordering			
Vendor	0000003281	Location	000001
Address	3	R-New York	

Invoicing			
Vendor	0000003281	Location	000001
Address	3	R-New York	

Remitting			
Vendor	0000003281	Location	000001
Address	4	R-Portland	

Returning			
Vendor	0000003281	Location	000001
Address	3	R-New York	

Go To: [Bank Accounts](#) [EFT Options](#) [Matching](#) [Payment Options](#) [Procurement Options](#) [RTV Options](#)  
[Sales/Use Tax Options](#) [Self-Billed Invoice Info](#) [VAT Options](#) [Withholding Setup](#) ...More...

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display Include History

[Identifying Information](#) | [Address](#) | [Location](#) | [Contacts](#) | [1099](#)

## Location Links Defined

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Bank Accounts link	This link takes you to the Pay to Bank Accounts page, where you can set the pay to bank and bank account number.
EFT Options link	Not applicable for CSU.
Matching link	This link takes you to the Matching Options page, where you can establish matching options at the vendor location level.
Payment Options link	This link takes you to the Payment Options page, where you can change the default bank holiday processing options and currency options for the payment.
Procurement Options link	This link takes you to the Procurement Options page, where you can enter choices for how a particular vendor location processes invoices and purchase orders.
RTV Options link	This link takes you to the RTV Options page, where you can establish return to vendor options for the vendor location.
Sales/Use Tax Options link	This link takes you to the Sales/Use Tax Options page, where you can define sales and use tax information for the vendor location.
Self-Billed Invoice Info link	Not applicable for CSU.
VAT Options link	Not applicable for CSU.
Withholding Setup link	This link takes you to the Withholding Vendor Information page, where you can define withholding information for the vendor location. For information on entering a 1099 Reportable Vendor, see the CSU 1099 Business Process Paper.
Additional ID Numbers link	This link in the More drop-down takes you to the Additional ID Numbers page, where you can enter any additional identification numbers associated with the vendor location.
Comments link	This link in the “More” drop-down takes you to the Comments page, where you can enter comments related to the vendor location.
Web Sites link	This link in the More drop-down takes you to the Web Sites page, where you can enter internet information for the vendor location.
Standard Industry Codes link	This link in the More drop-down takes you to the Standard Industry Codes page, where you can enter Standard Industrial Classification (SIC) codes for the vendor location.
Vendor Types link	Not applicable for CSU.

# Contacts Page

## Usage

Click on View All to see contact information for this vendor – name, address, title, e-mail address, and phone numbers.

rickie Veen (11439)  
Last Accessed: 11/18/2004 10:36:25

Sign out | Campus Home | My Fresno State | Add to My Lib

[Identifying Information](#) | [Address](#) | [Location](#) | **Contacts** | [1099](#)

**SetID:** FRSNO **Vendor:** 0000003281 Blackwells Book Services

**Vendor Contact** Find | View All First 1 of 1 Last

**Contact:** 1 **Description:**

**Contact Detail** Find | View All First 1 of 1 Last

**Eff Date:** 11/19/2004 **Status:** Active [Telephone...](#)

**Contact Name:** **Type:**

**Title:**

**URL:** http:// [Open URL](#)

**Description:**

**Email ID:**

**Address:** [Address](#)

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display Include History

[Identifying Information](#) | [Address](#) | [Location](#) | [Contacts](#) | [1099](#)

### Contacts Links Defined

Telephone link

This link takes you to the Contact Telephones page, where you can enter phone information for the contact.

Open URL link

This link takes you to the vendor's web site on the Internet.

Address link

This link takes you to the Contact Address page, where you can enter the address for the contact.

Usage - Optional

Fresno State Vickie Veen (11439)  
Last Accessed: 11/10/2004 10:36:25 CALIFORNIA STATE UNIVERSITY, FRESNO

Sign out | Campus Home | My Fresno State | Add to My Links | Privacy Statement | Questions/Comments

My Links:

[New Window](#) | [Help](#)

[Billing Information](#) | [Address](#) | [Location](#) | [Contacts](#) | **1099**

FRSNO Vendor: 000003281 Blackwells Book Services

**Location**

Location: 000001 Description: MAIN

**1099 Detail**

Active Date: 02/19/1999 Active

**1099 Information** [Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

[Main Information](#) | [Overrides](#) | [Remit](#)

Entity	Type	Jurisdiction	Default Jurisdiction	Default Class	1099 Status
			<input type="checkbox"/>		

**1099 Reporting Information**

Entity	Address	TIN Type	Taxpayer Identification Number	Gender	Date of Birth	Birth Location	Number of children	Company	Tax District Reference	Certificate type	Certificate Number	Certificate Expiration
		1										

[Billing Information](#) | [Address](#) | [Location](#) | [Contacts](#) | **1099**