Unit 5: Managing Vendor Records

Vendor records are managed in the Vendors node of the Administration activity tab.

Lesson 1: Using the Vendors Node

When the Administration node is selected, the Vendor List will be displayed in the upper pane in alphanumeric order by Vendor Code. The list can be searched using various search methods. Vendor records can be created, deleted, and modified by using options in the upper pane.

Figure 1: The Vendors Node

The following fields and options are available on the Vendors tab:

- **Search Mode**: The search methods listed below are available a drop-down list.
  - **Name**: Lists vendors by the complete vendor name.
  - **Code**: Lists vendors by vendor code.
  - **Exact**: Retrieves a vendor when the exact vendor code is entered.
  - **Keywords**: Retrieves a vendor name by keywords created for the Additional Code, Vendor Name, Contact, Country, Material Type, and Vendor Addresses fields.
- **All, Active, Not active**: Results can be filtered by selecting All, Active, or Not active budgets.
- **Sublibrary**: Used to filter results by sublibrary.
- **Currency**: Used to filter results by currency.
Lesson 2: Managing Vendor Records

Vendor records enable administrative information about a vendor to be registered. Three vendor information tabs are included on the Vendor Information form (lower pane): one for general information and two for account information.

Vendors Node: Lower Pane – Tab 1. Vendor Info 1

The following fields and options are available on 1. Vendor Info 1 tab:

- **Open Date**: (Mandatory) System generated.
- **Update Date**: (Mandatory) System generated.
- **Cataloger**: (Mandatory) System generated. The user name logged in when the record is created.
- **Vendor Code**: (Mandatory) A unique code (up to 20 alphanumeric characters) that identifies the vendor (e.g., B&TB).
- **EDI for Ordering Only**: This check box indicates whether claims and cancellations will be sent by EDI. If the check box is selected, claims and cancellations are sent in a format other than EDI. If the check box is not selected, then claims and cancellations are sent by EDI. Currently, sending claims and cancellations by EDI is not supported.
- **Vendor EDI Code**: A code used to place electronic orders to the vendor.
- ** Vendor EDI Type**: A setting used with electronic ordering.
- **Additional Code**: Not used.
- **Vendor Name**: (Mandatory) A descriptive name (up to 150 characters) for the vendor that will appear on the Vendor List (e.g., Baker & Taylor Books).
- **Vendor Status**: Used to indicate whether the vendor is active or not active. Vendors labeled “Not Active” cannot be used for ordering.
• **Vendor Language**: (Mandatory) The abbreviation of the language of correspondence with the vendor. The system default is ENG (English), but ENG must be selected from the drop-down list.

• **Country**: The name of the country where the vendor is located, if not in the United States.

• **Material Type**: Not used.

• **Note**: Text field for notes up to 200 characters in length.

### Vendors Node: Lower Pane – Tab 2. Vendor Info 2

The following fields and options are available on the 2. Vendor Info 2 tab:

- **Account No. (M)**: The account number assigned by the vendor for ordering monographs.

- **Account No. (S)**: The account number assigned by the vendor for ordering serials.

- **Vendor’s Bank Acct.**: The vendor’s bank name and account number for automated payment purposes. This feature works with EDI ordering.

- **Currency 1-4**: (At least one field is mandatory.) The type of currency used for payment. Select USD (US dollar) from the drop-down list.

- **Terms Sign**: Used to indicate a surcharge or discount for orders from the vendor. Enter a plus (+) or minus (-) sign, or leave the field blank. If used, the Terms Percent field must also be completed.

- **Terms Percent**: The percentage of the surcharge or discount. Works with the Terms Sign field.

- **Order Delivery**: (Mandatory) The manner in which the library generally sends an order to the vendor. This can be changed when the order is placed. Options for this field are listed below.
  - **LE (Letter)**: Sends a single communication (print or e-mail) to the vendor for each order.
  - **LI (List)**: Groups multiple orders together and sends them to the vendor in one communication (print or e-mail).
  - **EDI**: Used if orders are to be sent through EDI.
- **Letter Format**: Used with the option to send each order in a separate letter. The format can be changed when the order is created.
- **Letter Send Method**: The method used to send the order letter.
- **List Format**: Used with the option to send a group of orders together, as on a list. The format can be changed when the order is created.
- **List Send Method**: The method used to send the order letter for the list of orders.

**Vendors Node: Lower Pane – Tab 3. Vendor Info 3**

The following fields and options are available on the 3. Vendor Info 3 tab:

- **Contact 1 through 5**: Up to five contact names for the vendor. Each field holds up to 200 characters. When assigning a vendor to an order, the name in the Contact 1 field will be used as the default in the Vendor Contact field of the acquisitions Order form. All contact names listed in the five contact fields will be listed in the drop-down list of the Vendor Contact field on the Order form.
- **Delivery 1-3 (M)**: (At least one field is mandatory if monograph orders are placed against this vendor.) Enter at least one method of delivery for monograph orders. If more than one method is entered, the method of delivery can be changed when an order is placed.
- **Delivery 4-5 (S)**: (At least one field is mandatory if serial orders are placed against this vendor.) Enter at least one method of delivery for serial orders. If more than one method is entered, the method of delivery can be changed when the order is placed.
- **Delivery Delay 1-5**: The number of days allowed for the delivery of the materials, for each delivery type. This is used to calculate the estimated date of arrival (EDA) for an order.
- **Mail Attachment**: Not currently used. Defines how vendors receive e-mail messages.
To create a vendor record:

1. Click the Administration activity tab, and then select the Vendors node. The Vendors tab will appear.
2. In the upper pane, click New.
3. In the lower pane, click the 1. Vendor Info 1 tab and complete the following fields:
   - **Vendor Code**: Enter a code for the vendor.
   - **EDI for Ordering Only**: Select this check box if EDI ordering will be used.
   - **Vendor EDI Code**: Enter the appropriate code.
   - **Vendor EDI Type**: Select the vendor EDI type.
   - **Additional Code**: Enter a code, if desired.
   - **Vendor Name**: Enter a vendor name.
   - **Vendor Status**: Select the vendor status.
   - **Vendor Language**: Select ENG.
   - **Country**: Not used.
   - **Material Type**: Not used.
   - **Note**: Enter a note, if desired.
4. Click the 2. Vendor Info 2 tab and complete the following fields:
   - **Account No. (M)**: Enter the monograph account number.
   - **Account No. (S)**: Enter the serial or standing order account number.
   - **Vendor’s Bank Acct.**: Not used.
   - **Currency**: Select USD in the Currency 1 field.
   - **Order Delivery**: Select the delivery method.
   - **Letter Format**: Select the letter format.
   - **Letter Send Method**: Select the send method.
   - **List Format**: Select the list format.
   - **List Send Method**: Select the send method.
5. Click the **Vendor Info 3** tab and complete the following fields:
   - **Contact 1-5**: Enter contact information.
   - **Delivery 1-3 (M)**: Click the arrow next to the Delivery 1 (M) field to view available options, and then select the appropriate delivery method for monographs. The Delivery 2 and 3 fields are not used.
   - **Delivery Delay 1-3**: Enter the number of days allowed for delivery of materials in the first field. The Delivery Delay 2 and 3 fields are not used.
   - **Delivery 4-5 (S)**: If a serial vendor, click the arrow next to the Delivery 4 (S) field to view available options, and then select the appropriate delivery method. The Delivery 5 field is not used.
   - **Delivery Delay 4-5**: Enter the number of days allowed for delivery of materials in the Delivery 4 field. The Delivery 5 field is not used.

6. Click **Add**.

7. In the upper pane, click **Address**. The Vendor Addresses window will appear. Complete the order address. If the claim, payment, and return tabs are blank, the system will use the information in the Order Address tab. If using EDI, refer to *LINCC Electronic Ordering*, available from CCLA’s Library Staff Resources web page.

8. Click **Add** to save the vendor record. The Vendor List will reappear.

**To modify a vendor record:**

1. Retrieve a vendor record from the Vendor List in the upper pane. The record will be displayed in the lower pane.
2. In the lower pane, edit the appropriate fields.
3. Click **Update** to save the changes.

**To delete a vendor record:**

1. Retrieve a vendor record from the Vendor List in the upper pane.
2. Click **Delete**. When prompted to verify that that the vendor record should be deleted, click **Yes**.
Lesson 3: Using Two-Level Vendor Records

Using the two-level vendor configuration, the master record will contain information that is the same across campuses, such as the vendor's Country, Material Type, order dispatch information, and EDI SAN number. The sub-level records for each sublibrary will contain information specific to each campus, such as an account number. Submit a Policy File Change Request to the CCLA Service Desk to configure two-level vendor records.

To create a two-level vendor record:

1. Create a vendor record (as described in Lesson 2 of Unit 5) that will serve as the master record. The master record applies to the entire college, which is reflected by the XXX50 in the details window below the vendor list.

2. Click Add next to the details window to add sub-level records. An Add sub-level dialog window will open.
3. Choose a sub-library from the drop-down menu and click OK. The lower pane will activate. Some fields in the sub-level record will be read only based on local configuration.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Date: 09/10/2009</td>
<td>Update Date: 09/10/2009</td>
<td>Add</td>
<td>Cancel</td>
</tr>
<tr>
<td>Catalog: CCLA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Code: MIDWEST-EDI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor EDI Code: 1694248</td>
<td>Vendor EDI Types: EB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name: Midwest EDI master record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Status: AC</td>
<td>Vendor Language: ENG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Type:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. In the lower pane, click the 2.Vendor Info 2 tab and enter the sub-library’s account information in the Account No. (M) field.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No. (M):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account No. (S):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor’s Bank Acc#:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency 1: USD</td>
<td>Currency 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency 2:</td>
<td>Currency 4:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terms Sign: -</td>
<td>Terms Percent: 0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Delivery: LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter Format: 00</td>
<td>Letter Send Method: PRINT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List Format: 00</td>
<td>List Send Method: PRINT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. In the lower pane, click the 3.Vendor Info 3 tab and enter appropriate contact information for the sub-library.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact 1:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact 3:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact 4:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact 5:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery 1 (M): 10</td>
<td>Delivery Delay 1: 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery 2 (M): 0</td>
<td>Delivery Delay 2: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery 3 (M): 0</td>
<td>Delivery Delay 3: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery 4 (S): 0</td>
<td>Delivery Delay 4: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery 5 (S): 0</td>
<td>Delivery Delay 5: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. In the lower pane, click Add.
7. Click Add next to the details window to continue adding sub-level records as needed.

The policy file change request must also include the fields in the vendor record that will be controlled by the master record and those that can be edited from the sub-level records. The fields are grouped into the following categories:

- **General** (Country, Material Type, Status)
- **Contacts Note** (Contacts, Note)
- **Accounting** (Terms sign, Terms percent, Account-M, Account-S, Vendor Account)
- **Order Dispatch** (Default Order Delivery, LE Letter Type, LI Letter Type, LE Send Method, LI Send Method)
- **EDI** (EDI Vendor Code, EDI Vendor Code Type, ED Send Method, and ED Letter Type), Material Delivery (Delivery Type, Delivery Delay)
This page intentionally left blank.