



College Financial System User Procedure

Title:

Supplier Summary

Description:

This procedure will show you how to view suppliers that have been entered (and inactivated) in the system.

College Financial System (CFS) Prerequisites:

- *A Supplier has been entered.*
- *System Navigation skills are required.*
- *The appropriate responsibility that allows you to view Supplier Summary.*

<i>Menu Path</i>
Supplier Summary
OR
AP Inquiry ➤ Suppliers

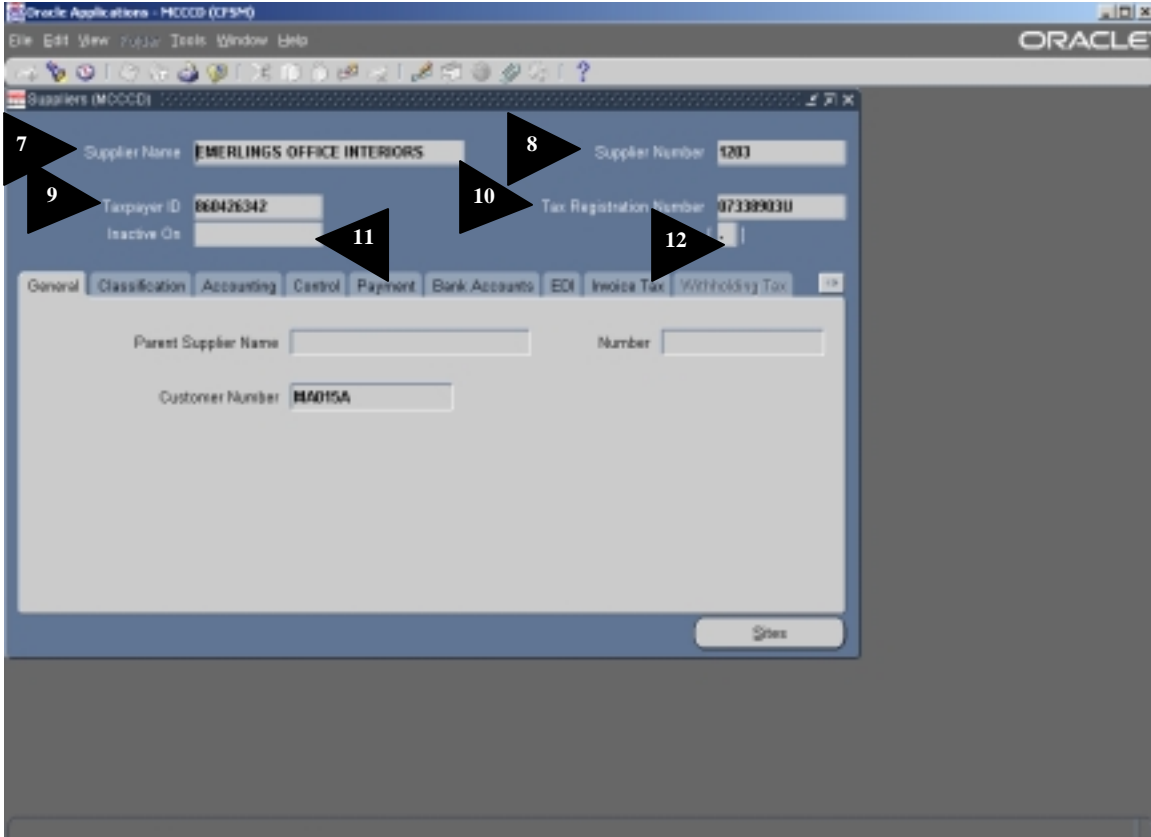
Window Name:

Find Suppliers

Field Name	Description/Action
1. Supplier Name	You can enter the full or a partial supplier name (list of values will appear when a partial supplier name is entered). Note: After a supplier name is chosen, the supplier number, taxpayer ID, and tax registration number (if applicable) fields automatically populate with information from the system.
2. Supplier Number	Search for a supplier by entering the supplier number (if known), or select the number from the list of values.
3. Taxpayer ID	Search for a supplier by entering the taxpayer identification number (if known), or select from the list of values.
4. Tax Reg. Number	Search for a supplier by entering the AZ tax registration number (if known), or select from the list of values.
5. Supplier Type	Search for a supplier by selecting from the list of values. Note: If you select "Employee" from the list of values, the "Employee Name" field will turn white (it was gray originally).
6.	Click FIND to view the information on the supplier.

Window Name:

Suppliers

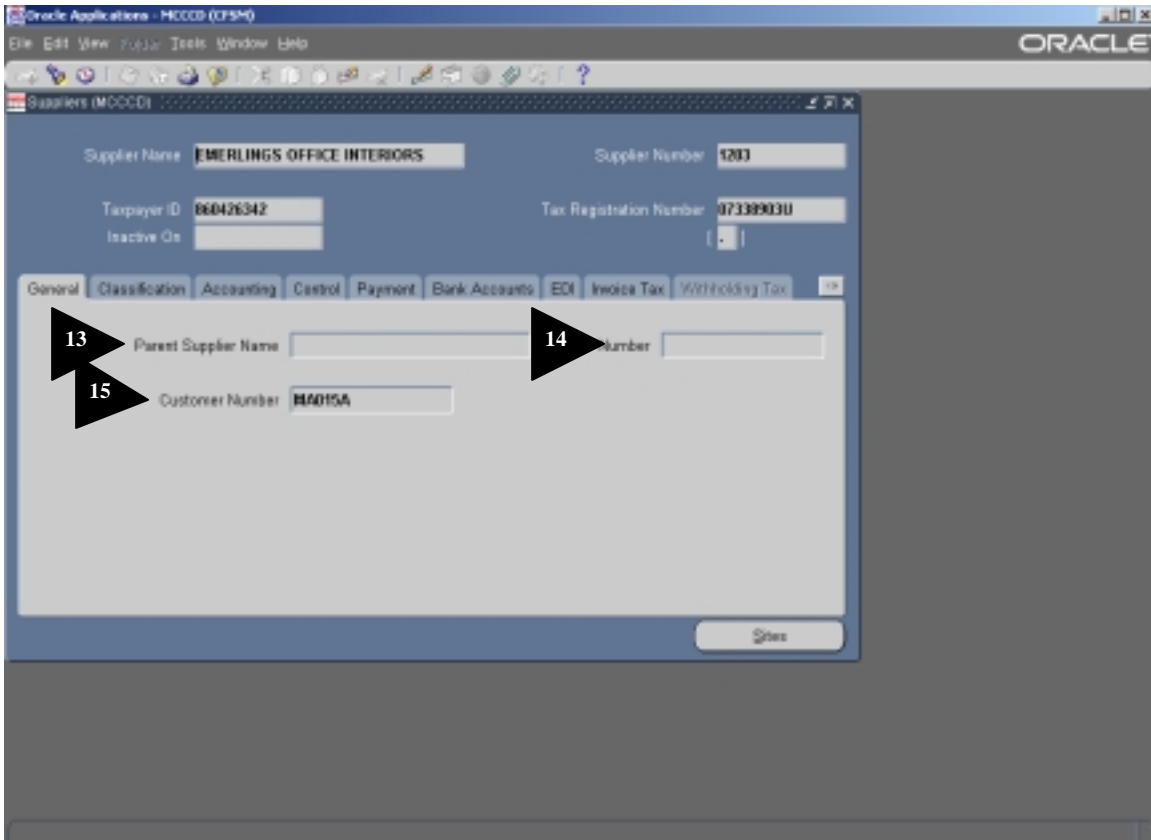


The “Suppliers” window will appear after you have entered the search criteria for the supplier you want to get information on.

Field Name	Description/Action
7. Supplier Name	The supplier name will appear in this field.
8. Supplier Number	The supplier number will appear in this field.
9. Taxpayer ID	The taxpayer identification number will appear in this field.
10. Tax Reg. Number	The AZ tax registration number will appear in this field (if applicable).
11. Inactive On	The inactive date will appear in this field (if the supplier has been inactivated).
12. Old Vendor Name/Add'l. Information	These fields will show the former vendor (supplier) name and additional information on the supplier.

Window Name:

Suppliers – General Tab

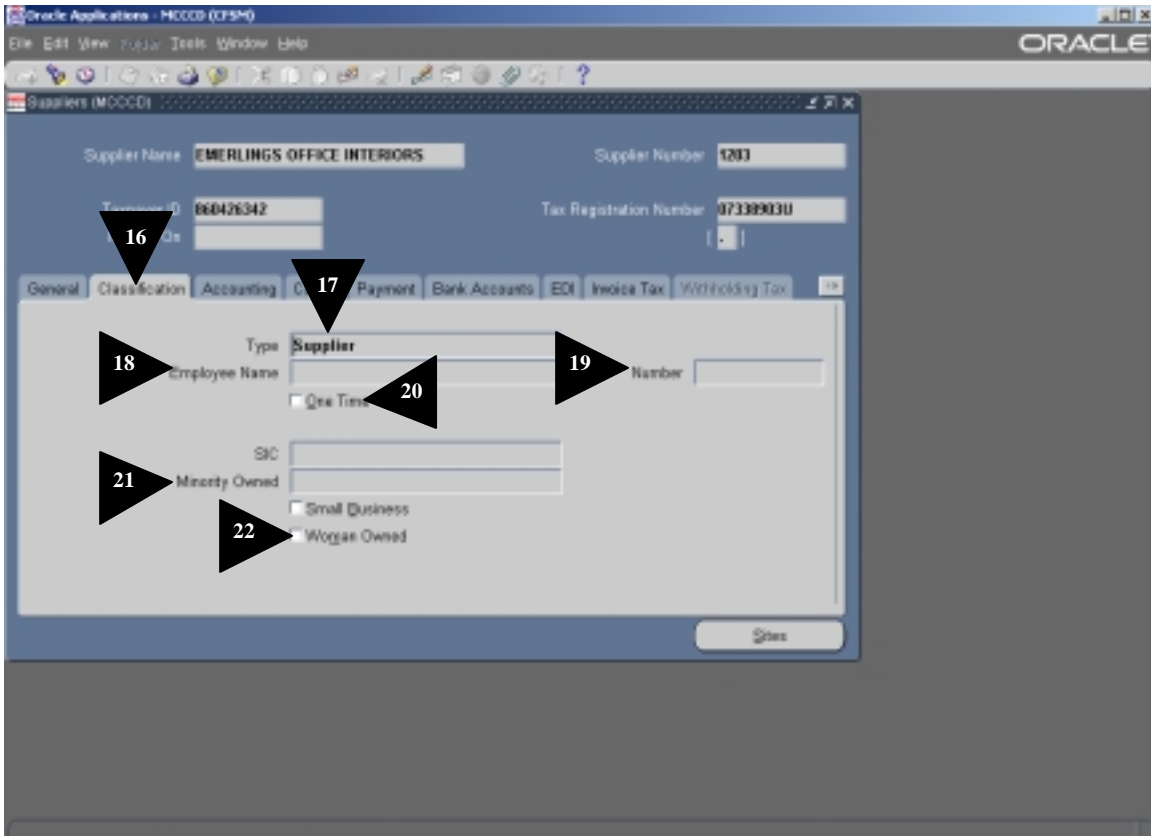


If you want to view the supplier sites at any time, click the **SITES** button in the lower right corner of the “Suppliers” window.

Field Name	Description/Action
13. Parent Supplier Name	The parent supplier name will appear in this field (if applicable).
14. Parent Supplier Number	The parent supplier number will appear in this field (if applicable).
15. Customer Number	The MCCCD customer number will appear in this field (if applicable).

Window Name:

Suppliers – Classification Tab



16. Click on the **CLASSIFICATION** tab.

Field Name

Description/Action

17. Type

The supplier type will appear in this field.

18. Employee Name

The employee name will appear in this field (if the supplier type is “employee”).

19. Employee Number

The employee number will appear in this field (if the supplier type is “employee”).

20. One-Time

This box designates that the supplier is a “one-time” supplier.

21. Minority Owned

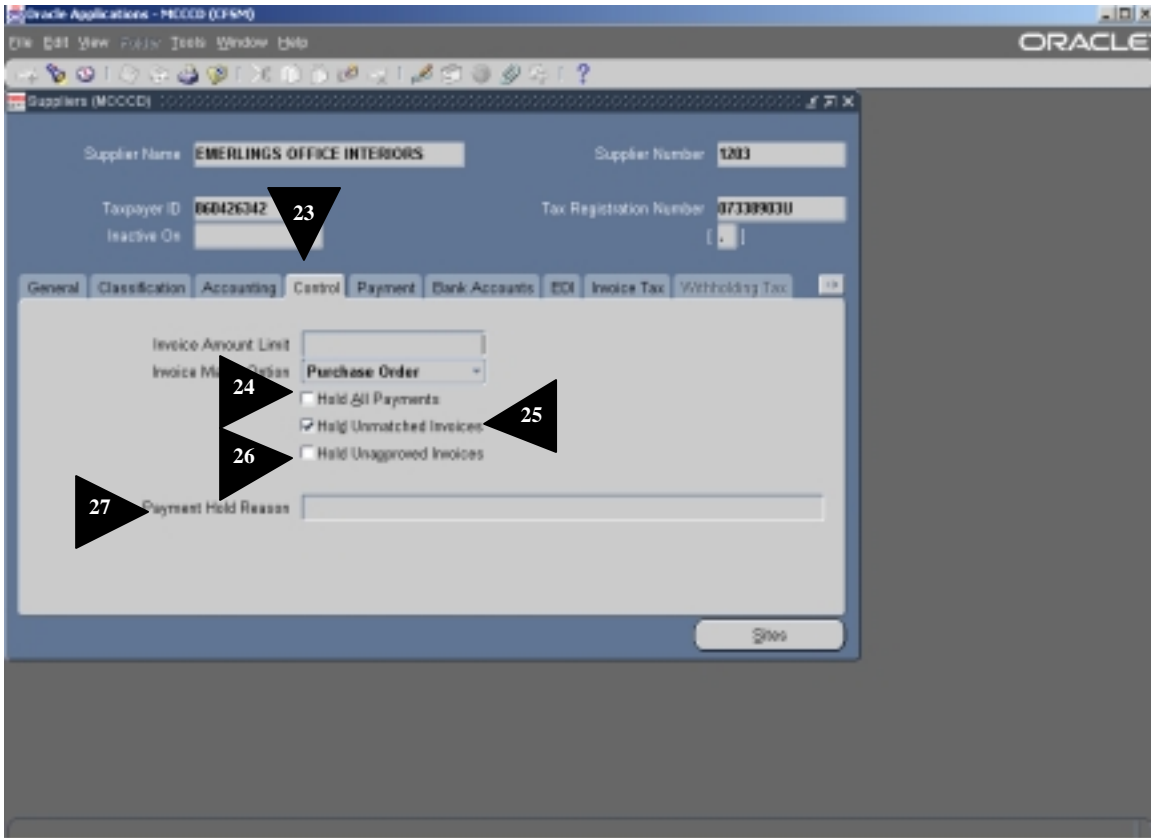
“MBE” will be in this box to designate that the supplier is minority owned.

22. Woman Owned

This box will be checked to designate that the supplier is woman owned.

Window Name:

Suppliers – Control Tab

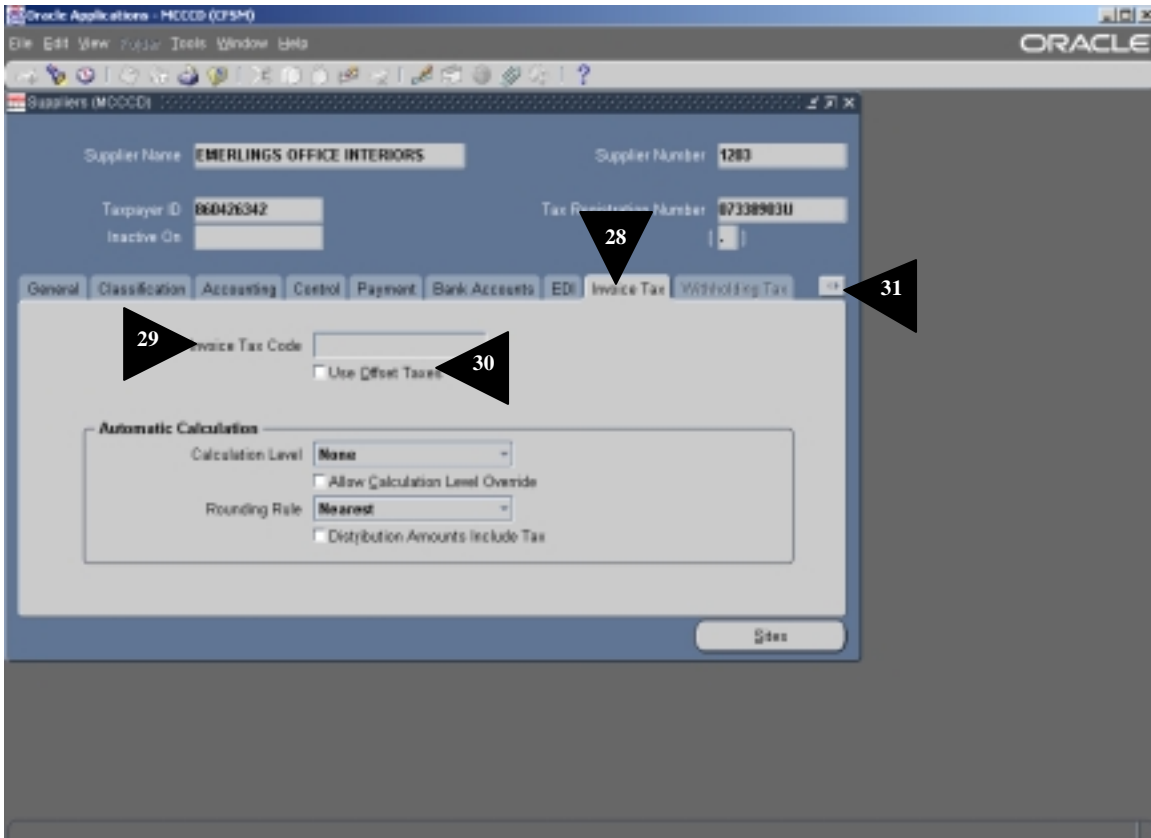


23. Click on the **CONTROL** tab.

Field Name	Description/Action
24. Hold All Payments	This box will designate whether or not to hold all payments on a supplier.
25. Hold Unmatched Invoices	This box will designate whether or not to hold unmatched invoices on a supplier.
26. Hold Unapproved Invoices	This box will designate whether or not to hold unapproved invoices on a supplier.
27. Payment Hold Reason	This box will contain a reason for holding payments (if applicable).

Window Name:

Suppliers – Invoice Tax Tab

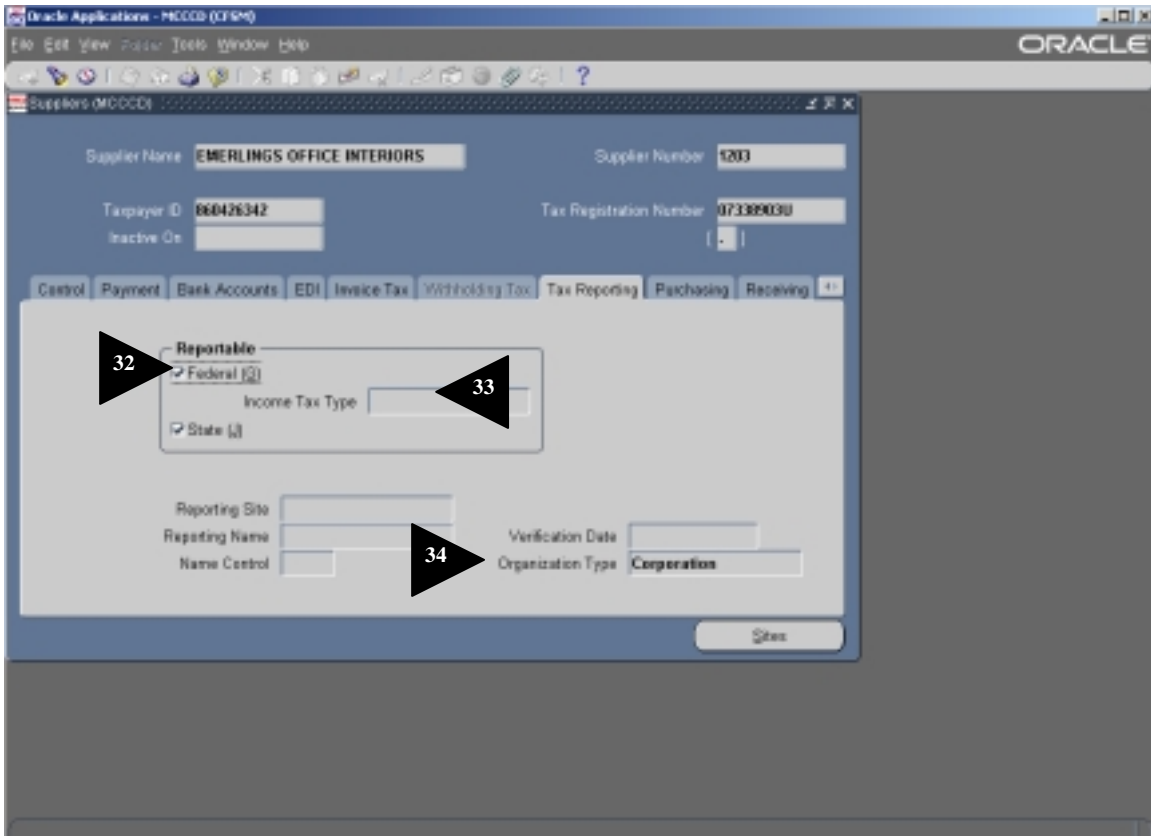


28. Click on the **INVOICE TAX** tab.

Field Name	Description/Action
29. Invoice Tax Code	This will only be populated for out of state suppliers who have not supplied an AZ Transaction Privilege Tax Number. Note: This does not necessarily mean that the supplier does not have an AZ Transaction Privilege Tax Number.
30. Use Offset Taxes	This box will be checked if the “Invoice Tax Code” field has information in it.
31. Click on the ARROW button	to view the “Tax Reporting” and “Purchasing” tabs. A menu will pop up with the names of the tabs. Select “Tax Reporting.”

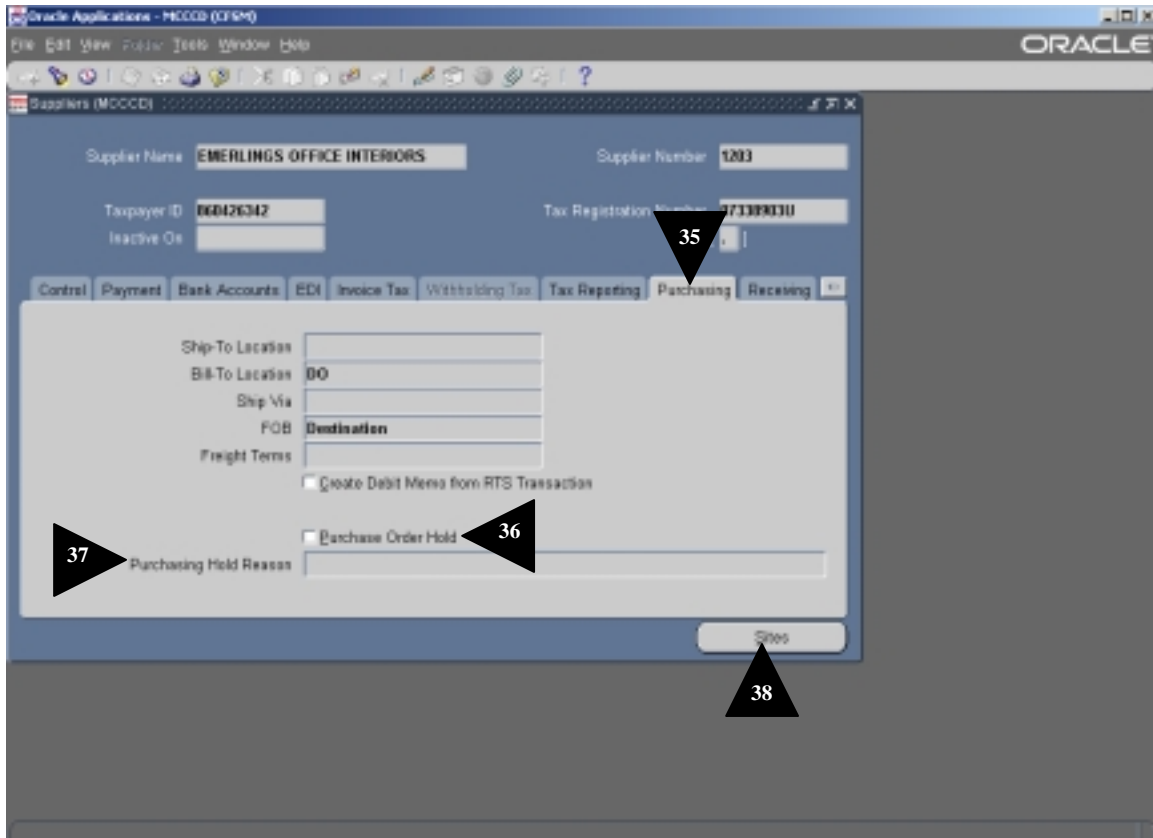
Window Name:

Suppliers – Tax Reporting Tab




Field Name	Description/Action
32. Reportable - Federal	This box designates whether or not the supplier is federally reportable.
33. Income Tax Type	If the supplier is federally reportable, then the “income tax type” will appear here (if applicable).
34. Organization Type	The supplier’s organization type will be displayed here.

Window Name:
Suppliers - Purchasing



35. Click on the **PURCHASING** tab.

Field Name	Description/Action
36. Purchase Order Hold	This designates whether or not there is a hold on Purchase Orders on a supplier.
37. Purchasing Hold Reason	This displays the reason for the Purchase Order hold.
38. Click on the SITES button once all tabs have been reviewed if you want to view information on the supplier sites.	

 **Note:** If you would like to view the supplier sites fields, then please read on, if not, then you are finished with this procedure.

Window Name:

Supplier Sites

The screenshot shows the Oracle Supplier Sites window for 'EMERALDAS OFFICE INTERIORS, 1303'. The window title is 'Supplier Sites (MCCCD)'. The fields are as follows:

- 39: Site Name: PHOENIX
- 40: Country: (blank)
- 41: Address: 3508 N 7TH ST, NO 3
- 42: City: PHOENIX
- 43: State: AZ
- 44: Postal Code: 85014
- 45: Province: (blank)
- 46: County: (blank)
- 47: Inactive On: (blank)
- 48: Customer Number: MAB15A

Below the fields are sections for 'Site Uses' (with checkboxes for Pay, BFD Only, Purchasing, Procurement Card) and 'Communication' (with fields for Area Code, Number, Telex, Fax, E-mail).

On some suppliers, there is more than one site. Only one site is shown when you enter the “Supplier Sites” window. To view other sites, click once within the “Site Name” field at any time, and press the down arrow on your keyboard.

Field Name

Description/Action

39. Site Name

The site name is displayed in this field.

40. Country

The country is displayed in this field. If the site is in the United States, then this field will be blank.

41. Address

The site’s address is displayed in this field (there are four address lines).

42. City

The site’s city is displayed in this field.

43. State

The site’s state is displayed in this field.

44. Postal Code

The site’s zip code is displayed in this field.

45. Province

The site’s province is displayed in this field (if applicable).

46. County

The site’s county is displayed in this field (if applicable).

Field Name	Description/Action
47. Inactive On	If the site has been inactivated, that date will be displayed here.
48. Quotation Lists	All quotation lists for the supplier will be displayed here.

Window Name:

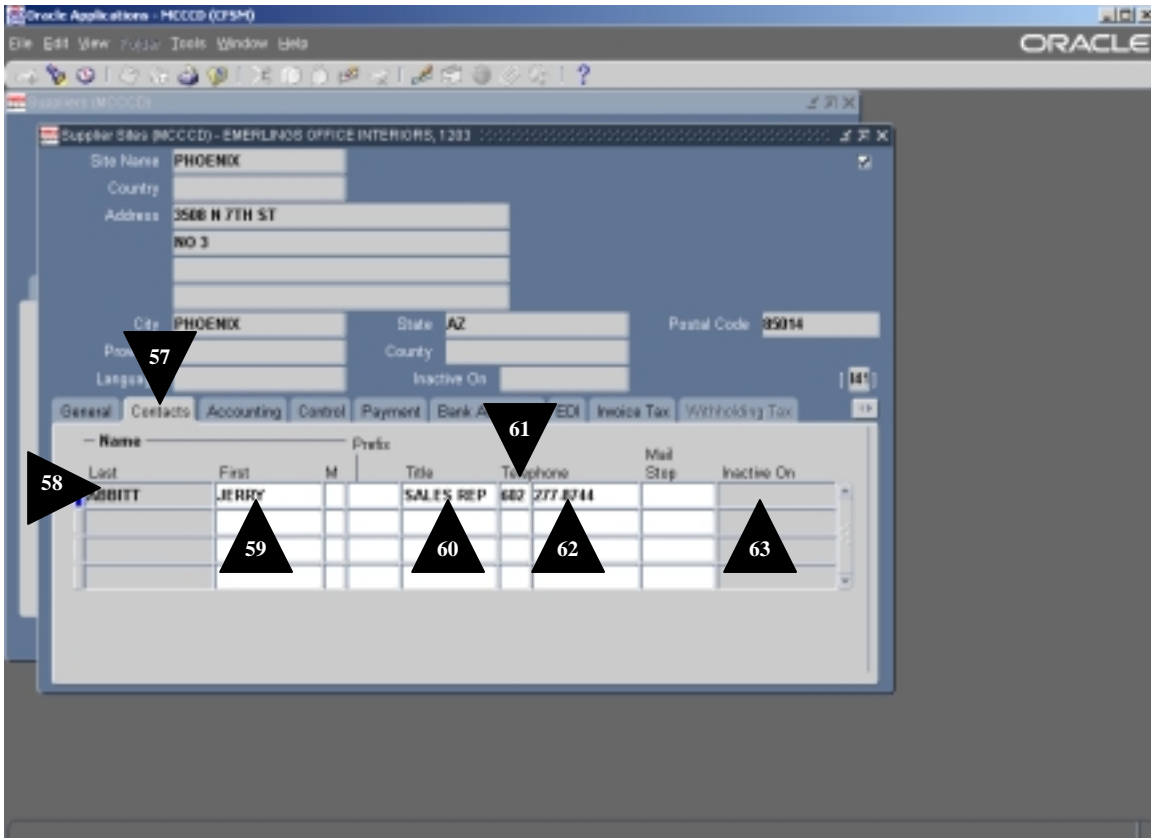
Supplier Sites – General Tab

Oracle Applications - MCCCD (CP5M)
File Edit View Tools Window Help ORACLE
Supplier Sites (MCCCD)
Supplier Sites (MCCCD) - EMERALDAS OFFICE INTERIORS, 1303
Site Name: PHOENIX
Country:
Address: 3508 N 7TH ST
NO 3
City: PHOENIX State: AZ Postal Code: 85014
Province: Country: Language: Inactive On: [14]
General Contacts Accounting Control Payment Bank Accounts Invoice Tax Withholding Tax
Site Uses: Pay Purchasing BFO Only Procurement Card
Customer Number: MAB15A
Shipping Network Location:
Supplier Notification Method:
Communication:
Area Code: 602 Number: 277.8744
Fax: 602 Telex:
E-mail:
F786-41851: You cannot create records here.

Field Name	Description/Action
49. Site Uses - Pay	This designates whether or not the site is a “pay” site.
50. Site Uses - Purchasing	This designates whether or not the site is a “purchasing” site.
51. Customer Number	The site’s customer number is displayed in this field.
52. Voice – Area Code	The site’s area code for the phone number is displayed in this field.
53. Voice – Number	The site’s telephone number is displayed in this field.
54. Fax – Area Code	The site’s area code for the fax number is displayed in this field.
55. Fax – Number	The site’s fax number is displayed in this field.
56. E-mail	The site’s e-mail address is displayed in this field (if known).

Window Name:

Supplier Sites – Contacts Tab

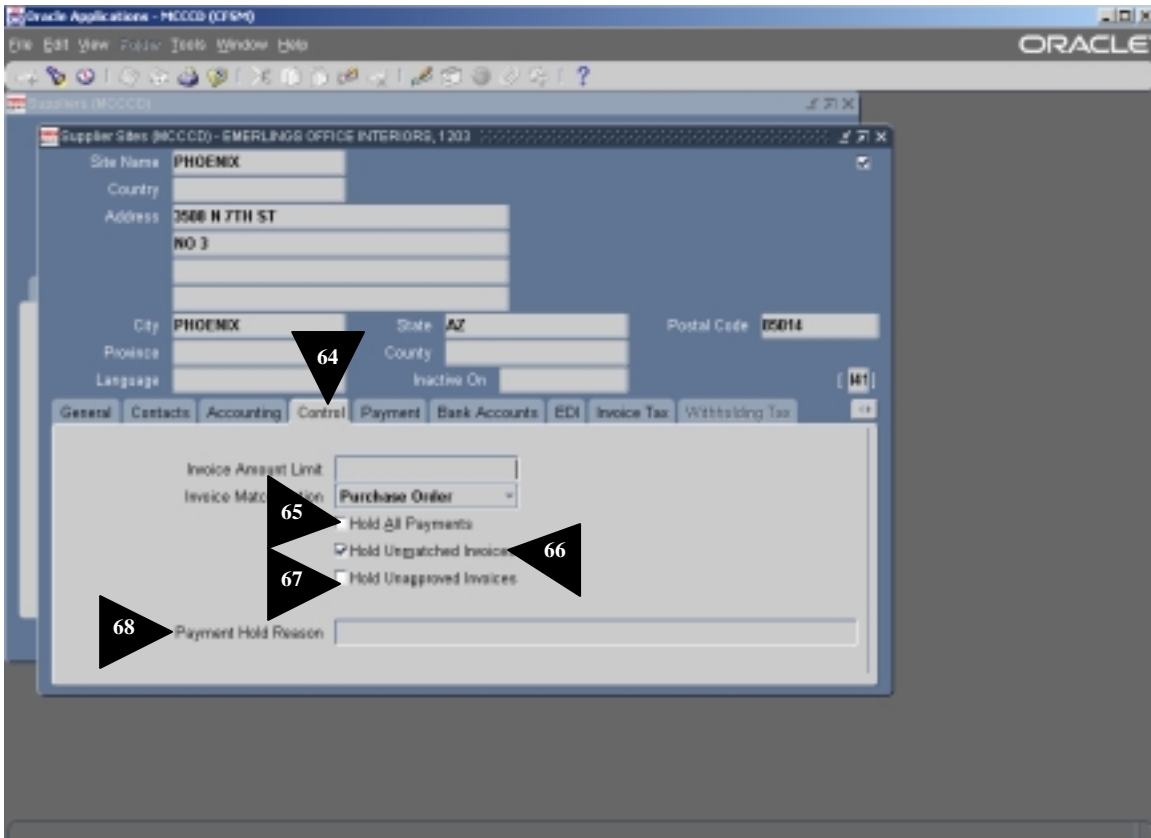


57. Click on the **CONTACTS** tab.

Field Name	Description/Action
58. Last Name	This field displays the site contact's last name.
59. First Name	This field displays the site contact's first name.
60. Title	This field displays the site contact's title.
61. Area Code	This field displays the site contact's area code.
62. Phone Number	This field displays the site contact's telephone number.
63. Inactive On	This field displays the date that the contact was no longer with the supplier.

Window Name:

Supplier Sites – Control

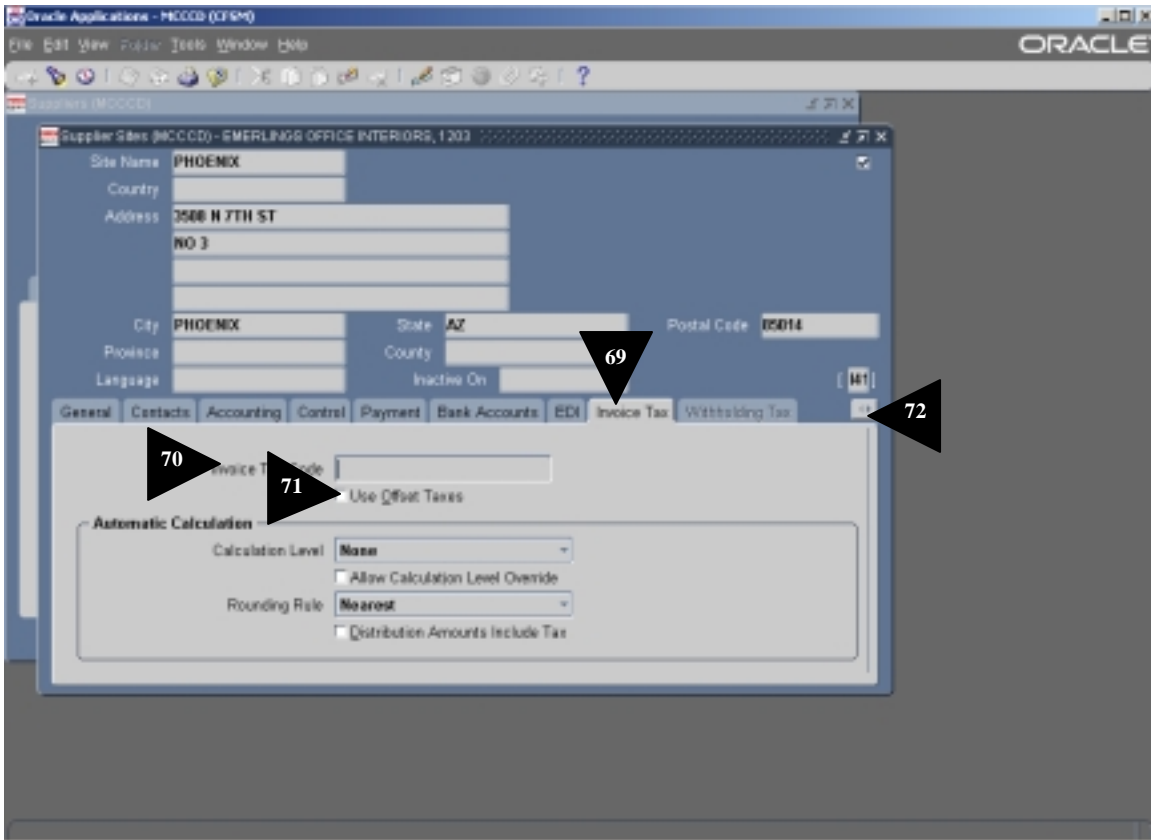


64. Click on the **CONTROL** tab.

Field Name	Description/Action
65. Hold All Payments	This box will designate whether or not to hold all payments on a supplier.
66. Hold Unmatched Invoices	This box will designate whether or not to hold unmatched invoices on a supplier.
67. Hold Unapproved Invoices	This box will designate whether or not to hold unapproved invoices on a supplier.
68. Payment Hold Reason	This box will contain a reason for holding payments (if applicable).

Window Name:

Supplier Sites – Invoice Tax Tab



69. Click on the **INVOICE TAX** tab.

Field Name	Description/Action
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70. Invoice Tax Code	This will only be populated for out of state suppliers who have not provided an Arizona Transaction Sales Tax Number.
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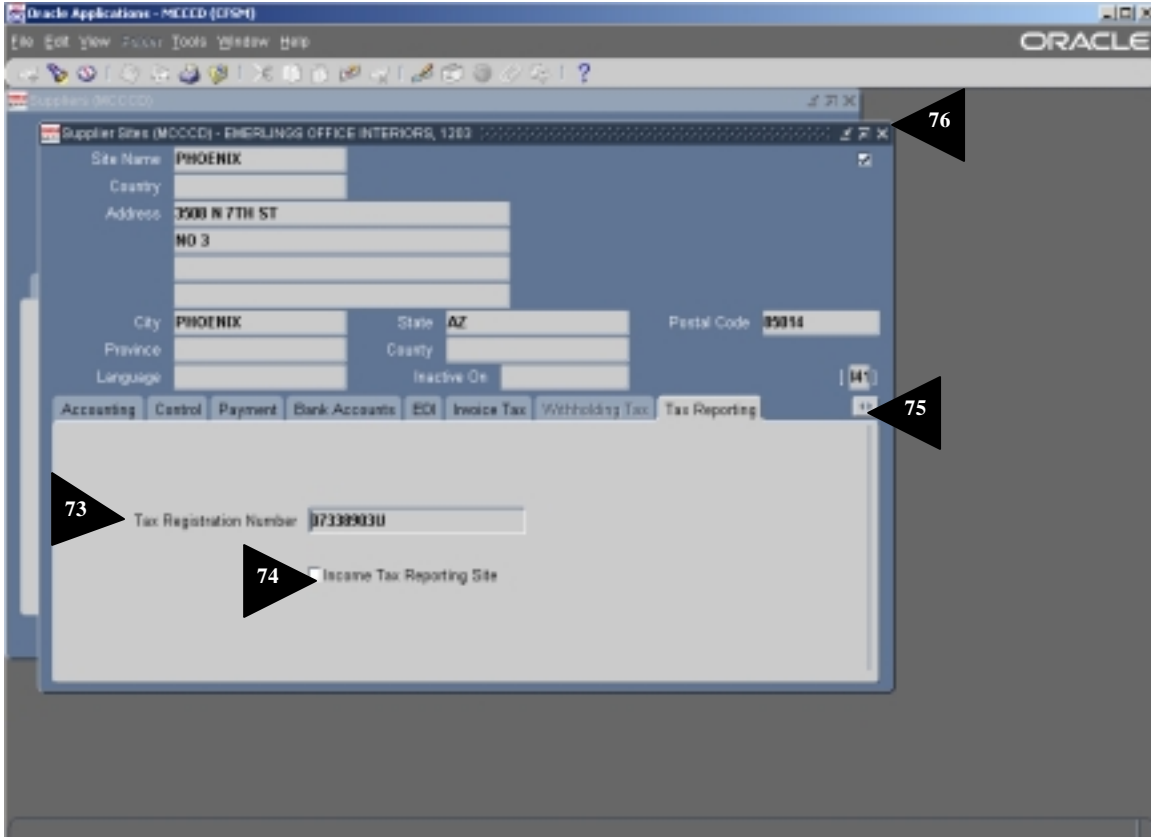
 **Note:** This does not necessarily mean that the supplier does not have one.

71. Use Offset Taxes	This box will be checked if the “Invoice Tax Code” field has information in it.
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72. Click on the **ARROW** button to view the “Tax Reporting” tab. A menu will pop up with the names of the tabs. Select “Tax Reporting” from it.

Window Name:

Supplier Sites – Tax Reporting Tab



- | Field Name | Description/Action |
|---|---|
| 73. Tax Registration Number | This field displays the AZ Tax Registration Number (if applicable). |
| 74. Income Tax Reporting Site | This designates whether or not the supplier site is an “income tax reporting site.” |
| 75. Click on the ARROW button | if you want to go back and view “General” or “Contacts” information. |
| 76. Click on the “X” | in the upper right corner of the window if you are finished looking up sites for this supplier. |


Window Name:

Suppliers

The screenshot shows the Oracle Applications interface for the 'Suppliers' window. The window title is 'Suppliers (MCCCD)'. The supplier name is 'EMERLINGS OFFICE INTERIORS' and the supplier number is '1203'. Other fields include Taxpayer ID '868426342', Tax Registration Number '073390310', and Inactive On. Below these fields are tabs for 'Control', 'Payment', 'Bank Accounts', 'EDI', 'Invoice Tax', 'Withholding Tax', 'Tax Reporting', 'Purchasing', and 'Receiving'. The 'Control' tab is active, showing a list of control parameters: Enforce Ship-To Location (Warning), Receipt Routing (Direct Delivery), Match Approval Level (3-Way), City Received Tolerance (0%), City Received Exception (Warning), Days Early Receipt Allowed (90), Days Late Receipt Allowed (90), and Receipt Date Exception (None). There are checkboxes for 'Allow Substitute Receipts' and 'Allow Upordered Receipts'. A 'Sites' button is at the bottom right. A black arrow with the number '77' points to the 'X' button in the upper right corner of the window.

Once you are finished looking at the sites for the supplier, you are returned to the “Suppliers” window.

77. Click on the “X” in the upper right corner of the window if you are finished looking up information for this supplier. You will return to the Navigator window.

 **Note:** If you want to look up another supplier, press F11 on your keyboard, enter the whole name of the supplier in the “supplier name” field, or enter a partial supplier name and use “%” symbols as wild cards. If the first supplier that appears is not the one you are looking for, press the down arrow on the keyboard until you find the supplier you are looking for.



End of procedure