

TIPS & TECHNIQUES

A SFMS Desk Manual

R*STARS: PROF. 8
Revised: 07/01/2008

ADPICS VENDOR PROFILES

SYSTEM DESCRIPTION AND FUNCTIONS

Significance, Purposes, & Functions of ADPICS & R*STARS Vendor Records

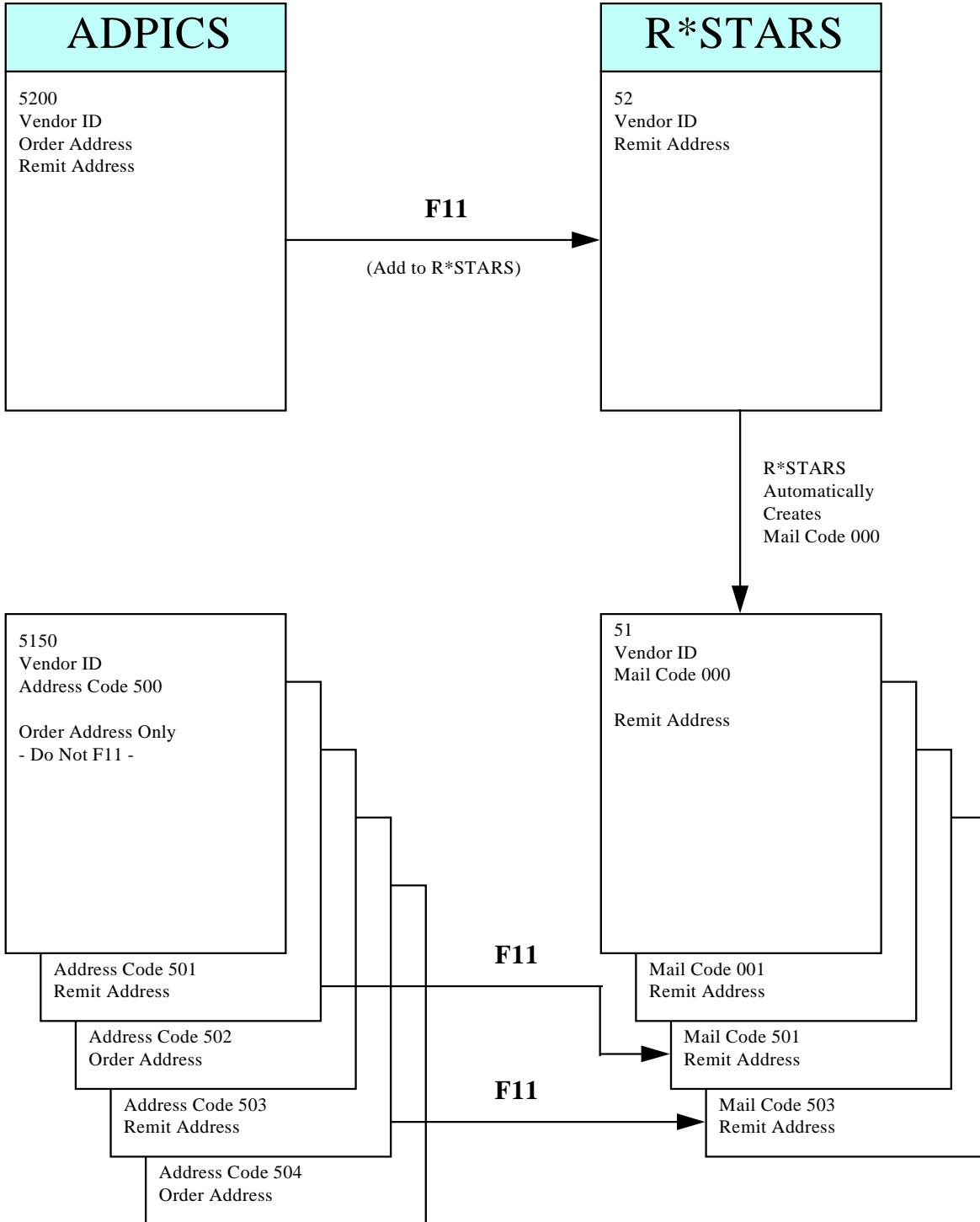
The purpose of SFMS Central Vendor Maintenance is to ensure that all active vendor records in the system are valid, correct, and as complete as possible. The procedures described on the following pages are intended to avoid the introduction of erroneous records. From time to time conflicting information may be received including different tax identification numbers for the same vendor. When this occurs, it is the responsibility of the paying agency to contact their vendor to determine and obtain the correct information. If the tax identification number or vendor legal name has changed, a new Form W-9 is required. In the case of different tax identification numbers, the records for invalid numbers will be retained in the R*STARS vendor table in an INACTIVE status with a message referring users to the correct vendor number. ADPICS vendor table records for invalid numbers will be marked for deletion and a message will be added to the REASON FOR DELETION field.

The following descriptions reflect the nature of each type of SFMA ADPICS vendor records.

- 5200 This is the primary ADPICS record for the vendor. It should correspond to the R*STARS 52 record. If this record is successfully saved from ADPICS to R*STARS the remittance address will be copied to R*STARS.
- 5150 This is an alternate order or remittance address for the vendor (number and name) identified in the corresponding 5200 record. Remittance addresses should also be saved from ADPICS to R*STARS. Order addresses should not be saved from ADPICS to R*STARS.

The next page shows the relationship between ADPICS and R*STARS vendor screens.

ADPICS/R*STARS SCREEN RELATIONSHIPS



5200 screen

Adding New Vendors

Agency personnel may enter ADPICS vendor profiles (5200) and if desired the vendor profile can be interfaced to R*STARS 52 screen by pressing the F11 key. Both the F10 SAVE and F11 ADD TO R*STARS key will create a new vendor record. Only SFMS Central staff can update a vendor record after pressing F10 or F11.

If the vendor number already exists in R*STARS, error message "VENDOR ALREADY EXISTS" will display.

Always perform an alphabetic search on the vendor name on screen 1200 prior to adding a new vendor.

There are two addresses on the ADPICS 5200 screen. Only the REMIT address will interface to R*STARS. The Remit Address is the valid address for payments. The Order Address is for order information, i.e. POs, only. If the Order address is not different from the Remit address, you may enter the same address in both fields.

Changing Vendors

Only SFMS Central staff can update or change existing vendor record information on the 5200 screen. Both vendor records that have not been interfaced to R*STARS and vendor records that have been interfaced to R*STARS can be updated by SFMS Central staff only.

- New vendor records interfaced to R*STARS by 9:00 am will be processed by 12:00 pm.
- Vendor records interfaced to R*STARS by 2:00 pm will be processed by 5:00 pm.
- The STATUS CODE on the 5200 profile will update to 'A' (active) after the vendor profile has been activated on R*STARS.

Changes to the payment address on the 5200 screen should be emailed or faxed to SFMS Central. Do not email vendor change information if the vendor number contains a social security number. The preferred method of updating the order address is to add a mail code on the 5150 screen. Contact SFMS Central Vendor desk to request an update to an existing vendor payment or order address.

SFMS Vendor desk email	Vendor SFMS 1 * DAS SCD
SFMS Vendor desk fax	503-378-8940 (preferred)
SFMS Vendor desk	503-373-1044 x240

Deleting Vendors

Vendor records on the 5200 screen cannot be deleted. If a vendor number becomes invalid, contact SFMS Vendor Desk. A message will be added to the DELETE REASON field and the vendor DELETE (Y/N) code will be updated to 'Y'.

Status Code

The Status Code field on the 5200 screen will reflect the vendor status on R*STARS. When a vendor is added to ADPICS the status code will be blank. After the vendor profile has been interfaced to R*STARS, the status code will update to the status on R*STARS with the next successful inquiry.

Blank	-	vendor has not been interfaced to R*STARS
P	-	vendor has been interfaced to R*STARS but is still in 'partial' status
A	-	vendor is active in R*STARS
I	-	vendor is inactive in R*STARS

ADPICS VENDOR PROFILE SCREEN (5200)

Always perform an alphabetic search on the vendor name on screen 1200 prior to adding a new vendor

VENDOR # "1" and the FEIN or SSN or OR# (except for foreign vendors)

VENDOR NAME No periods or commas.
No spaces between initials or acronyms (i.e. J. C. Adams = JC Adams)
Individuals = First name, then last name

SEARCH NAMES See the instructions below concerning search names.

ORDER ADDRESS Use "%" for "in care of" rather than "C/O"
No periods or commas.
Use standard abbreviations.
Must be a valid mailing address.
PO BOX (if present) must be below any street address
Fill in city, state, zip code, and country (if not USA).

REMIT ADDRESS Use "%" for "in care of" rather than "C/O"
No periods or commas.
Use standard abbreviations.
Must be a valid mailing address.
PO BOX (if present) must be below any street address
Fill in city, state, zip code, and country (if not USA).

CONTACT Vendor contact name if known.

TELEPHONE Vendor contact phone #. Enter zeros if actual number is unknown. This is a required field.

FAX Vendor FAX number if known.

AGY/CONTACT/PHONE Enter your agency number, your name, and your work phone number.
SFMS Central Staff will update this information to reflect the last agency person to request an update to the vendor profile.

UPDATED BY This field will reflect the SFMS Central Staff person who processed the last update or change to the vendor record.

STATUS CODE The status code will reflect the vendor status on the 52 Vendor Maintenance Screen in R*STARS

PRESS F10 TO SAVE RECORD.
PRESS F11 TO SAVE RECORD TO R*STARS.

5150 screen

Adding Vendor Mail Codes

Agencies may enter new order or payment addresses on the 5150 screen and, if desired, the payment address can be interfaced to R*STARS 51 screen by pressing the F11 key. If the vendor mail code already exists in R*STARS, error message "VENDOR ALREADY EXISTS, UPDATE NOT ALLOWED" will display.

- Verify the information in R*STARS (51 screen) for the vendor mail code.
- If they are different, change the ADPICS address to match R*STARS and add a new mail code for the new address that you need.

Agencies cannot process changes to the order address on the 5200 screen. Only SFMS Central staff can update an existing 5200 screen vendor profile. The preferred method to create an order address that is different from the 5200 screen is to add the order address as a mail code on the 5150 screen. A purchase order can be generated with the mail code address and the payment issued to the 5200 payment address.

Only new vendor payment addresses should be interfaced to R*STARS. **Do not** interface vendor order address mail codes.

- Vendor records interfaced to R*STARS by 9:00 am will be processed by 12:00 pm.
- Vendor records interfaced to R*STARS by 2:00 pm will be processed by 5:00 pm.
- The STATUS CODE on the 5150 profile will update to 'A' (active) after the vendor profile has been activated on R*STARS.

Changing Vendor Order or Payment Addresses

To process a vendor change on the 5150 screen, type your changes into the appropriate fields and press F10. You will get the message "RECORD ALREADY EXISTS ON FILE, PRESS F10 TO REPLACE", **STOP**. Do not press F10, unless you are deliberately changing an existing mail code. If you press F10 twice to save the record and receive a message indicating that the mail code was replaced, then you have overwritten an existing mail code address in ADPICS. If the mail code is overridden by mistake, look up the corresponding record in R*STARS (51 screen) and change the ADPICS mail code back to its original form. Then add your address with a new mail code.

Agencies may process changes to existing vendor information on the 5150 screen. Vendor change information cannot be interfaced to R*STARS. Contact SFMS Central Vendor desk if you process an update to a vendor payment address. Request an update to the corresponding R*STARS vendor record.

SFMS Vendor desk email	Vendor SFMS 1 * DAS SCD (if vendor number is not SSN)
SFMS Vendor desk fax	503-378-8940 (preferred)
SFMS Vendor desk	503-373-1044 x240

Deleting Vendor Order or Payment Addresses

Agency may delete vendor records from the 5150 screen. Press the F3 key to delete a vendor mail code. This will delete the mail code in ADPICS only. ****WARNING**** There is no 'undo' for this action. The vendor information will be deleted by pressing F3 once only.

ADPICS VENDOR ADDRESS CODE PROFILE SCREEN (5150)

Always perform an alphabetic search on the vendor name on screen 1200 prior to adding a new vendor name

VENDOR #	"1" and the FEIN or SSN or OR# (except for foreign vendors)
ADDRESS CODE	Remember to change the address code to the next consecutive unused number when adding a new address code record.
VENDOR NAME	No periods or commas.

No spaces between initials or acronyms (i.e. J. C. Adams = JC Adams)
Individuals = First name, then last name

SEARCH NAMES	See the instructions below concerning search names.
ADDRESS	Use "%" for "in care of" rather than "C/O" No periods or commas. Use standard abbreviations. Must be a valid mailing address. PO BOX (if present) must be below any street address Fill in city, state and zip code.
CONTACT	Vendor contact name if known.
TELEPHONE	Vendor contact phone #. Enter zeros if actual number is unknown.
FAX	Vendor FAX number if known.
AGY/CONTACT/PHONE	Enter your agency number, your name, and your work phone number. Update this information for each change entered.
UPDATED	This field will reflect date of the last update or change to the vendor profile.
UPDATED BY	This field will reflect the SFMS Central Staff person or agency person who processed the last update or change to the vendor record.

Note that the R*STARS vendor status does not exist for ADPICS mail codes.

PRESS F10 TO SAVE RECORD.
PRESS F11 TO SAVE RECORD TO R*STARS.

FOREIGN VENDOR ADDRESSES

VENDOR NUMBER:

Foreign vendor numbers begin with a "2", followed by any numbers you wish to create. Because foreign vendor numbers are not specific to the vendor, always do an alpha search on R*STARS and ADPICS before adding the vendor. When assigning a new foreign vendor number, check R*STARS' 52 screen for the next consecutive number for your agency. Even if the foreign vendor has a U.S. issued tax identification number, the vendor number must begin with a '2'. The standard foreign vendor number is '2' followed by your agency number, incrementing the remainder of the number by one. i.e. 2107000001.

Foreign vendors must return a Form W-8 before activation. SFMS will determine which Form W-8 is appropriate. If the Form W-8 is returned with a valid U.S. tax identification number, the vendor number will be updated with the FEIN on Form W-8. The vendor will remain in inactive status. Each subsequent payment to the vendor will be required to be evaluated for tax and reporting liabilities before the vendor is activated for payment.

ENTERING THE ADDRESS

Enter the order and remit addresses

For Canadian addresses

Enter the city in the CITY field

Enter the province identifier in the ST field

Enter the first three characters of the postal code in the first portion of the ZIP field. Enter the second 3 characters of the postal code in the second portion of the ZIP field.

Canadian zip codes are "alpha/numeric/alpha numeric/alpha/numeric".

For non Canadian addresses

Enter city, province and zip code information as the last line in the address fields.

Enter the country name in the CITY field

Enter 'XX' in the ST field

Enter 'XXXXX' in the ZIP field.

For ALL foreign vendors, enter the 3-character Country Code into the CTRY field. Country Codes can be found on screen 5875.

SAMPLES:

CANADA

CITY: VICTORIA

ST: BC ZIP: V8V 3K3 CTRY: CAN

ENGLAND

CITY: ENGLAND

ST: XX ZIP: XXXXX CTRY: UK

1200 SCREEN

ADPICS VENDOR ALPHABETICAL VENDOR SEARCH

Link to the alpha search screen (1200) (F9).

- Locate the VENDOR NAME: field and type the vendor name or the beginning characters of the vendor name to be found.
- Clear any extraneous characters from the remainder of the field.
- You must have at least 3 characters entered to perform a search.
- Press **ENTER** to activate the search.

- The system will display vendor profiles (5200) and address codes (5150) that have the string of characters requested in any of the search name fields.
- Vendor numbers from the 5200 screen will not have a mail code in the ADDR CODE field.
- Vendor numbers from the 5150 screen will have the associated mail code in the ADDR CODE field.
- Type an 'S' on the requested line in the 'S' (select) field. Press F2 to recall the requested vendor and mail code on the 5200 or 5150 screen.
- Use the F8 key to display the next page or the F7 key for the previous page if necessary.

When searching for a vendor on ADPICS where there are many addresses, i.e. Best Western, search for the standard search name. The standard search name is made up of the first five digits of the vendor name, a space and the zip code, i.e. Best 97303. "Best" is a 4-digit word, so there are 2 spaces between the 't' and '9'. Widening the search to Best 97, for example would find all vendors that begin with the word 'Best' in Oregon. It is helpful to experiment with different levels of search names. If your search is too detailed, you may miss some records. If it is too wide, you may get too many records. For example, Best 97302, does not include Best Western Inn at Mill Creek in Salem (too limited), but Best 973 would, if it was in ADPICS.

The ADPICS Vendor Table Inquiry (1200) screen lists the vendor by the search name, not the vendor name itself. Inquiring on Best 97, for example would list the following vendors BEST 97031 , BEST 97035 , BEST 97124 , BEST 97138-6042, BEST 97141, BEST 97141-2315, etc.. Vendor are listed alpha before numeric, therefore BEST WESTERN PONDEROSA-SISTER will be listed before BEST 97739.

Vendors on the 5200 screen that are 'marked for deletion' (i.e. inactivated) will not appear on the Vendor Table Inquiry (1200) screen. If you know a vendor was in ADPICS but can't find it, type in the vendor number on the 5200 screen, and press enter to see if the record was marked for deletion. The vendor status is included on the 1200 Vendor Inquiry screen for vendor records that also exist on the 52 screen in R*STARS.

Search Names

Search names or alternate vendor names are provided for cross reference purposes to facilitate finding a vendor by alphabetic search when the exact name entered in the system may not be known. In both R*STARS and ADPICS the vendor name is automatically inserted as the first search name.

In ADPICS the 5200 and 5150 screens each contain user enterable second, third, and fourth alternate name fields and may be reached by pressing the <Tab> key. The first alternate name field is protected and defaults to the vendor name. The positions of the search fields on each screen are shown below.

5200 screen

VENDOR : 1234567890 NAME: VENDOR NAME
ALT. NAMES : VENDOR NAME
SEARCH FIELD 2
SEARCH FIELD 3
SEARCH FIELD 4

5150 screen

VENDOR : 1234567890 NAME: VENDOR NAME
ALT. NAMES : VENDOR NAME SEARCH FIELD 2
SEARCH FIELD 3 SEARCH FIELD 4

Always add search names using the following conventions on both the 5200 and 5150 screens. This will facilitate searching and finding the correct vendor and mail code on the 1200 screen. Avoid entering search names that will not be used to facilitate searching for a vendor number on an alphabetic search.

The following conventions have been adopted for creating search names and alternate vendor names:

PERSONS - In the fourth search name field, enter the following format required by the IRS for 1099 electronic reporting:

LASTNAMEcommaFIRSTNAMEcommaMIDDLENAMEORINITIAL

Both commas are required even if no middle name or initial is used. No spaces or other punctuation marks are permitted. The last name must have at least 1 and not more than 13 characters, the first name may have up to 10 characters, and the middle name up to 7. Names that are longer must be truncated.

ORGANIZATIONS - The second search name field will contain the first five characters of the organization name (including spaces), a space, and the zip code (i.e., for Pitney Bowes, Pitne xxxxx). The third and fourth search name fields may include another name or set of initials which may facilitate finding the vendor on any alphabetic search (i.e., IBM for International Business Machines, UPS for United Parcel Service, etc.).

SOLE PROPRIETORSHIPS - These entities are a cross between persons and organizations. Because the proprietor is the person responsible for paying taxes, the vendor name and the 4th search name field are entered as for a PERSON. The business name is entered in the second search name field as for an ORGANIZATION. The full business name is also entered in the third search name field and as the first line in the remit address field.

PARTNERSHIPS - Enter the business name in the second search name field as for an ORGANIZATION. In addition, two partners' names (if known) may be entered in the third and fourth search name fields as for a PERSON.

GOVERNMENT AGENCIES and POLITICAL SUBDIVISIONS - There are a number of special codes pertaining to these entities that are entered in place of standard search names. See below for further instructions for entering these special records.

LIENS, LEVIES, GARNISHMENTS, and ASSESSMENTS - Mail codes for payees receiving monies diverted by these orders must also contain a search name for the vendor named on the related 52 screen.

POST OFFICES and POSTMASTERS - Enter US PO, space, zip code in the fourth search name field.

SEARCH NAMES / ALTERNATE VENDOR NAMES for OREGON STATE GOVERNMENT AGENCIES and POLITICAL SUBDIVISIONS

Oregon State government agencies and political subdivisions are generally entered only in R*STARS, although certain entities (i.e. water districts) are also entered in ADPICS to facilitate routine payments such as utility bills. Certain conventions have been adopted with respect to vendor names and search names in these records to assure consistency of format and completeness of information.

POLITICAL SUBDIVISIONS -

Political subdivisions are counties, cities, and special districts that either have taxing authority or receive tax distributions from the state. Vendor names for counties and cities will begin with "COUNTY OF" or "CITY OF" respectively. Vendor names for all Oregon school districts will begin with the name of the related county (i.e. "MARION CO SCH DIST 24J"). Special district vendor names may be adjusted by Central Vendor Maintenance to conform to official listings. Additional mail codes may contain other appropriate vendor names.

Each political subdivision is assigned a political subdivision (PSD) number. This number, with the prefix "PSD", will become the second search name (the first enterable search name) in every record for that vendor (i.e., for Marion County School District 24J, "PSD240340"). Each PSD number is composed of three pairs of digits. The first pair indicates the county in which the subdivision is found (i.e. "24xxxx" for Marion County). The second pair indicates what type of subdivision is represented (i.e. "xx03xx" for school district). The final pair of digits is a sequence number to differentiate similar subdivisions in the same county. The political subdivision number must be entered as a search name on every mail code. This enables the payments made to each political subdivision to be correctly captured for the required annual listing.

OREGON STATE GOVERNMENT AGENCIES -

Oregon state government agencies are assigned numbers for identification in interagency transactions. Vendor records for state agencies will include the appropriate agency number with the prefix "AGY" in the last search name field (i.e., for DAS, "AGY107"). Records for agencies whose status has changed due to reorganization and which have only obsolete three digit numbers will contain the obsolete agency number with the prefix "OBAGY" in the last search name field (i.e., for Department of General Services, "OBAGY125").

Standard Abbreviations

States (Postal - 2 letter)

Alabama.....	AL
Alaska.....	AK
Arizona.....	AZ
Arkansas.....	AR
California.....	CA
Colorado.....	CO
Connecticut.....	CT
Delaware.....	DE
Florida.....	FL
Georgia.....	GA
Hawaii.....	HI
Idaho.....	ID
Illinois.....	IL
Indiana.....	IN
Iowa.....	IA
Kansas.....	KS
Kentucky.....	KY
Louisiana.....	LA
Maine.....	ME
Maryland.....	MD
Massachusetts.....	MA
Michigan.....	MI
Minnesota.....	MN
Mississippi.....	MS
Missouri.....	MO
Montana.....	MT
Nebraska.....	NE
Nevada.....	NV
New Hampshire.....	NH
New Jersey.....	NJ
New Mexico.....	NM
New York.....	NY
North Carolina.....	NC
North Dakota.....	ND
Ohio.....	OH
Oklahoma.....	OK
Oregon.....	OR
Pennsylvania.....	PA
Rhode Island.....	RI
South Carolina.....	SC
South Dakota.....	SD
Tennessee.....	TN
Texas.....	TX
Utah.....	UT
Vermont.....	VT
Virginia.....	VA
Washington.....	WA
West Virginia.....	WV
Wisconsin.....	WI
Wyoming.....	WY

Canadian Provinces (2 letter)

Alberta.....	AB
British Columbia.....	BC
Manitoba.....	MB
New Brunswick.....	NB
Newfoundland.....	NF
Northwest Territories.....	NT
Nova Scotia.....	NS
Ontario.....	ON
Prince Edward Island.....	PE
Quebec.....	PQ
Saskatchewan.....	SK
Yukon Territory.....	YT

US Possessions (2 letter)

American Samoa.....	AS
District of Columbia.....	DC
Fed States Micronesia.....	FM
Guam.....	GU
Marshall Islands.....	MH
N Mariana Islands.....	MP
Palau.....	PW
Puerto Rico.....	PR
Virgin Islands.....	VI

Military (Postal - 2 letter)

Zip Code 340.....	AA
Zip Codes 090-098.....	AE
Zip Codes 962-966.....	AP

Foreign Countries

Austria.....	AU
Australia.....	AUS
Canada.....	CAN
Cayman Islands.....	CAY
Czech Republic.....	CZE
Denmark.....	DEN
France.....	FRA
Germany.....	GER
Hong Kong.....	HK
Ireland.....	IRE
Japan.....	JAP

Nederlands (Netherlands).....NDR
Norway.....NOR
New Zealand.....NZD
Switzerland.....SWI
United Kingdom.....UK

Secondary Address Indicator

Apartment.....APT
Box (not Post Office).....BOX
Building.....BLDG
Department.....DEPT
Floor.....FL
Hospital.....HOSP
Institute.....INST
Post Office (not box).....PO
Post Office Box.....PO BOX
Rural Free Delivery.....RR
Room.....RM
Route.....RR
Rural Route.....RR
Star Route (Highway Contract Route).....HC
Suite.....STE

Street Indicators

Alley.....ALY
Annex.....ANX
Avenue.....AVE
Beach.....BCH
Bend.....BND
Bluff.....BLF
Boulevard.....BLVD
Branch.....BR
Bridge.....BRG
Brook.....BRK
Bypass.....BYP
Camp.....CP
Canyon.....CYN
Center.....CTR
Circle.....CIR
Cliffs.....CLFS
Corner.....COR
Corners.....CORS
Course.....CRSE
Court.....CT
Cove.....CV
Creek.....CRK
Drive.....DR
Estates.....EST
Expressway.....EXPY

Extension.....EXT
Ferry.....FRY
Field.....FLD

Flats.....FLT
Fork.....FRK
Fort.....FT
Freeway.....FWY
Gardens.....GDNS
Gateway.....GTWY
Grove.....GRV
Harbor.....HBR
Haven.....HVN
Heights.....HTS
Highway.....HWY
Inlet.....INLT
Island.....IS
Isle.....ISLE
Junction.....JCT
Knolls.....KNLS
Lake.....LK
Lakes.....LKS
Landing.....LNDG
Lane.....LN
Locks.....LCKS
Lodge.....LDG

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Loop.....LOOP
MallMALL
ManorMNR
Meadows.....MDWS
MountMT
Mountain.....MTN
Orchard.....ORCH
OvalOVAL
PalmsPLMS
Park.....PARK
ParkwayPKY
PassPASS
Path.....PATH
PinesPNES
PlacePL
Plain.....PLN
PlainsPLNS
PlazaPLZ
Point.....PT
PortPRT
Ranch.....RNCH
Rapids.....RPDS
RidgeRDG
RiverRIV
Road.....RD
RowROW
RuralR
Shoal.....SHL
ShoalsSHLS
Shore.....SHR
ShoresSHRS
SpringSPG
Springs.....SPGS
Square.....SQ
Station.....STA
Stream.....STRM
Street.....ST
SummitSMT
Terrace.....TER
Track.....TRAK
TrailTRL
Tunnel.....TUNL
TurnpikeTPKE
UnionUN
ValleyVLY
ViewVW
VillageVLG
Vista.....VIS
WalkWALK
WayWAY