

ADDING NEW VENDORS

to

ADPICS

Instructions

for

Agency Personnel

SYSTEM DESCRIPTION AND FUNCTIONS

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

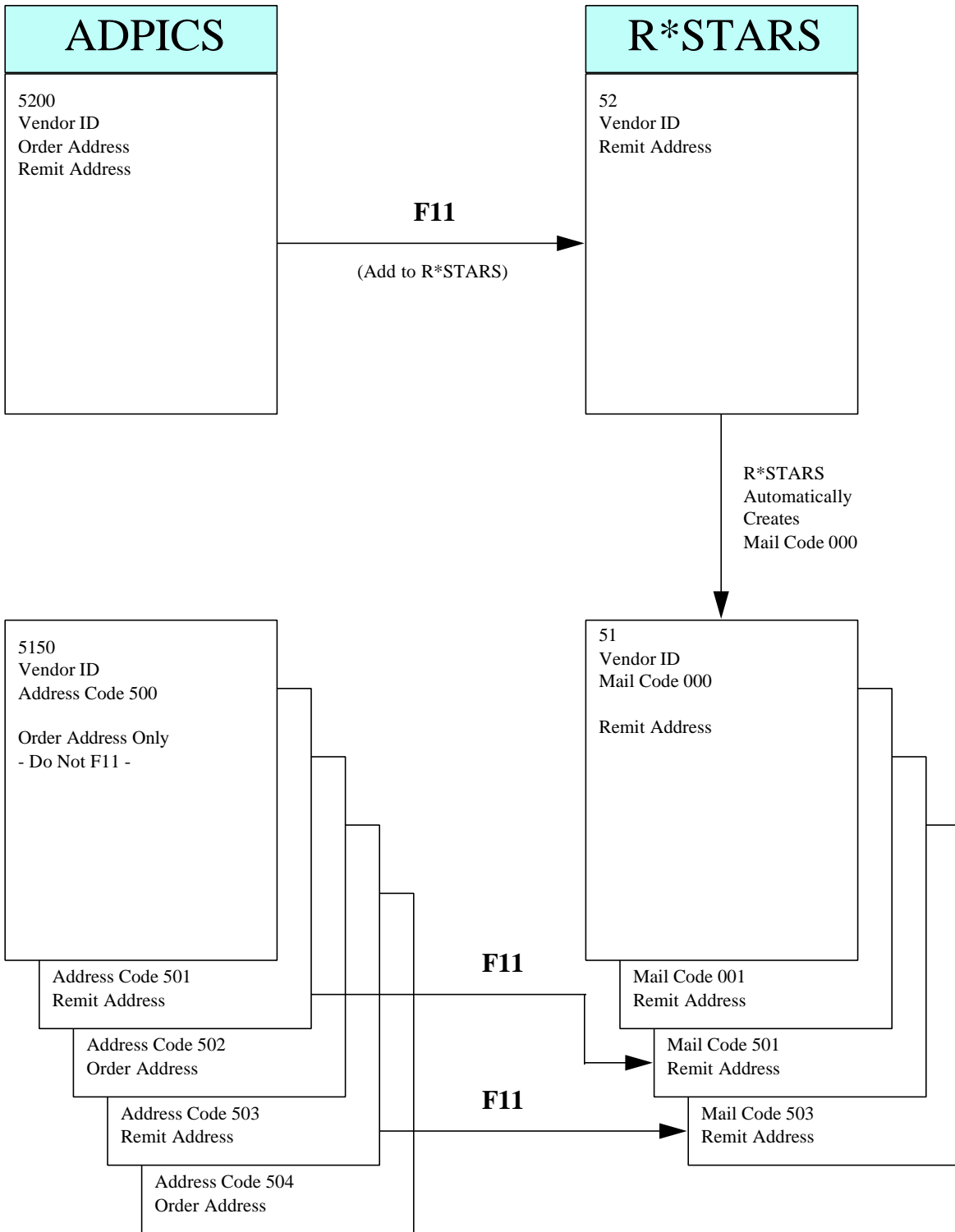
The purpose of SFMS Central Vendor Maintenance is to assure that all active vendor records in the system are valid, correct, and as complete as possible. The procedures described on the following pages are intended to avoid the introduction of erroneous records. From time to time conflicting information may be received including different tax identification numbers for the same vendor. When this occurs, Central Vendor Maintenance will make appropriate efforts to determine which information is correct. 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. In the ADPICS vendor table records for invalid numbers will be marked for deletion with a similar message in the REASON FOR DELETION field.

The following descriptions reflect the nature of each type of SFMS 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.
- 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.

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

R*STARS/ADPICS SCREEN RELATIONSHIPS



TIPS AND HINTS FOR ADPICS VENDORS

SEARCHING

ADPICS VENDOR ALPHABETICAL VENDOR SEARCH (1200)

1. Link to the alpha search screen (1200).
2. 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.
4. Press **ENTER** to activate the search. The system will display vendor profiles (5200) and address codes (5150) beginning with the first one having the same character string at the beginning of a search name.
5. Use the F8 key to display the next page or the F7 key for the previous page if necessary.
6. Copy the vendor number (and mail code if not "000") for use in recalling the desired record.

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..

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. Mail codes on the 5150 screen in ADPICS are deleted outright, not marked for deletion.

See the section on "Search Names / Alternate Vendor Names" on pages 8 and 9 for additional search instructions.

ADD/CHANGE/ DELETE VENDOR PROFILES

Agency personnel may enter and change ADPICS vendor profiles (5200) and address codes (5150), and may create new R*STARS vendor profiles from ADPICS by pressing the **F11** key. However, only the SFMS Central Vendor Desk can change an existing R*STARS record. New records entered by 11:00 a.m. each day will be activated the same day. Change requests received by 11:00 a.m. each day will be entered the same day. Assistance with vendor entry is available by phone from the SFMS Central Vendor Desk.

ADDING

To add a new mail code, type in the vendor number on the 5150 screen, space through the mail code and press F5. This will bring up the first mail code for this vendor. Continue scrolling through the mail codes until you reach the last mail code for the vendor. Add the next consecutive mail code. If you want the new mail code to be in R*STARS, press F11.

If you add a mail code on the 5150 screen, press F10 and you get the message "Record already exists on file, press F10 to override an existing record", 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 and change the ADPICS mail code back to its original form. Then add your address with a new mail code.

If you interface a mail code on the 5150 screen to R*STARS and you get the message "VENDOR ALREADY EXISTS IN R*STARS, UPDATE NOT ALLOWED", look up the corresponding record in R*STARS and verify that the addresses are the same. If they are different, change the ADPICS address to match R*STARS and add a new mail code.

FOREIGN VENDOR ADDRESSES

Foreign vendor numbers begin with a "2", followed by your agency number and any numbers you wish to create. Because foreign vendor numbers are not specific to the vendor, always do an alpha search on R*STARS before adding the vendor. When assigning a new foreign vendor number, check R*STARS' 52 screen for the next consecutive number for your agency.

ENTERING THE ADDRESS

1. If the second address line is not used, enter the city, province and postal or zip code on the line and enter the country in the CITY field.
2. If the second address line is used, enter the city, province and country in the CITY field. If there is space in the field, try to move the country as far right as possible.
3. If Canada, enter the province identifier (listed on page 11) in the ST field. For other countries, enter "XX" in this field.
4. If Canada, enter the first three characters of the postal code into the first portion of the ZIP CODE field. Enter the last three characters into the second portion of the "Zip Code" field. For other countries, enter "X"'s into the first part of the field.
5. Type the 3-character Country Code into the CTRY field. To find the codes, look at screen 5875. If not listed, call the SFMS Vendor Desk at 373-1044 x240 or Help Desk, x304.

CHANGING

If you change the address on the 5150 or 5200 screen, send the information to the SFMS Vendor Desk by e-mail, mail or fax (see below) so that corresponding changes can be made in R*STARS. This will help keep the integrity between the two vendor profiles.

If the W9 form is returned with differing name or address information than was entered in ADPICS, SFMS Vendor Desk will look at the "Reason Code" on the 52 screen. If it says "ADPX", SFMS will change the ADPICS 5200 screen to match the 52 screen on R*STARS and add a mail code on the 5150 screen to match the payment address on the W9 form. This happens frequently for sole proprietors. The sole proprietors name will become the vendor name on the 5200 screen. Do not change the name or address on the 5200 screen, the business name will be mail code 500.

DELETING

If a vendor number on the 5200 screen is no longer valid, type in a message in the DELETE REASON field and press <F3> to delete. This will mark the vendor for deletion and change the Delete (Y/N) field

from an N to a Y. If you would like to undelete, remove the message in the DELETE REASON field and press <F3>.

If you would like to delete a mail code on the 5150 screen, press <F3> and the address will be completely deleted. There is no undelete on the 5150 screen. If you delete an address on the 5150 or 5200 screen, send the information to the SFMS Vendor Desk by e-mail, mail or fax (see below) so that corresponding changes can be made in R*STARS. This will help keep the integrity between the two vendor profiles.

VENDOR HELP DESK CONTACT INFORMATION

E-Mail	
Global Address List:	VENDOR Sfms 1 * DAS SFMS
Internet Address:	SFMS.1.Vendor@State.Or.US
Vendor Desk Phone	373-1044 ext 240
Fax	378-8940
Mail Address	SFMS Vendor Desk Dept. of Admin. - S.C.D. 155 Cottage St NE 1 st floor Salem OR 97310

ADPICS VENDOR PROFILE SCREEN (5200)

VENDOR # "1" and the FEIN or SSN (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 concerning search names on pages 8 and 9.

ORDER ADDRESS Use "%" for "in care of" rather than "C/O"
No periods or commas.
Use standard abbreviations from pages 10 and 11.
Must be a mailable 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 from pages 10 and 11.
Must be a mailable 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 #.

FAX Vendor FAX number if known.

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

If an ADPICS 5200 record is saved to R*STARS the system will use the REMIT ADDRESS to make the R*STARS 52 record.

ADPICS VENDOR ADDRESS CODE PROFILE SCREEN (5150)

VENDOR #	"1" and the FEIN or SSN
ADDRESS CODE	Remember to change the address code to the next consecutive unused number when adding a new address code record. To determine which mail code numbers have already been used, enter the vendor # in the Vendor ID field, blank out the mail code and press <F5>. Scroll (using the <F5> key) through existing mail codes until you come to the end of the records for the vendor number you are searching on. Assign your new record to the next, unused mail code available.
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 concerning search names on pages 8 and 9.
ADDRESS	Use "%" for "in care of" rather than "C/O" No periods or commas. Use standard abbreviations from pages 10 and 11. Must be a mailable 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 #.
FAX	Vendor FAX number if known.

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

SEARCH NAMES / ALTERNATE VENDOR NAMES

Search names (R*STARS) or alternate vendor names (ADPICS) 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 to both the 5200 and 5150 screens using the following conventions. This will facilitate searching and finding the correct vendor and mail code on the 1200 screen.

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 sort of cross between persons and organizations. Because the proprietor is the person responsible for paying taxes, the vendor name and the last search name are entered as for a PERSON. The business name is entered in the second search name field as for an ORGANIZATION. The business name is also entered in the third search name field and as the first line in the address field.

PARTNERSHIPS - Enter the business name in the second search name field as for an ORGANIZATION. In addition two partners names (if known) are 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 certain search names. For further details see the instructions on the next page 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 with 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" is in Marion County). The second pair indicates what type of subdivision is represented (i.e. "xx03xx" is a 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, "AGY10700"). 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

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	Loop.....	LOOP
Annex	ANX	Mall.....	MALL
Avenue.....	AVE	Manor	MNR
Beach.....	BCH	Meadows.....	MDWS
Bend	BND	Mount.....	MT
Bluff.....	BLF	Mountain	MTN
Boulevard.....	BLVD	Orchard.....	ORCH
Branch	BR	Oval.....	OVAL
Bridge	BRG	Palms	PLMS
Brook.....	BRK	Park.....	PARK
Bypass	BYP	Parkway.....	PKY
Camp	CP	Pass	PASS
Canyon.....	CYN	Path	PATH
Center.....	CTR	Pines	PNES
Circle	CIR	Place.....	PL
Cliffs	CLFS	Plain	PLN
Corner.....	COR	Plains	PLNS
Corners	CORS	Plaza	PLZ
Course.....	CRSE	Point.....	PT
Court.....	CT	Port.....	PRT
Cove	CV	Ranch.....	RNCH
Creek.....	CRK	Rapids	RPDS
Drive	DR	Ridge.....	RDG
Estates	EST	River	RIV
Expressway.....	EXPY	Road	RD
Extension.....	EXT	Row	ROW
Ferry	FRY	Rural.....	R
Field	FLD	Shoal.....	SHL
Flats	FLT	Shoals.....	SHLS
Fork	FRK	Shore.....	SHR
Fort.....	FT	Shores	SHRS
Freeway	FWY	Spring.....	SPG
Gardens	GDNS	Springs	SPGS
Gateway.....	GTWY	Square.....	SQ
Grove	GRV	Station.....	STA
Harbor.....	HBR	Stream.....	STRM
Haven	HVN	Street	ST
Heights.....	HTS	Summit	SMT
Highway.....	HWY	Terrace	TER
Inlet.....	INLT	Track	TRAK
Island	IS	Trail	TRL
Isle	ISLE	Tunnel.....	TUNL
Junction.....	JCT	Tumpike	TPKE
Knolls.....	KNLS	Union	UN
Lake.....	LK	Valley.....	VLY
Lakes	LKS	View	VW
Landing	LNDG	Village.....	VLG
Lane	LN	Vista	VIS
Locks	LCKS	Walk	WALK
Lodge.....	LDG	Way.....	WAY

