



Process

Documentation

Department:

Customer Support

Last Updated:

3/13/2026 8:56 AM

NAME OF PROCESS

Adding a New Vendor [Roleplay]

Use Case / Objectives

This article will walk you through [adding a new vendor](#), entering [multiple remit to addresses](#) for a vendor, and [adding or viewing comments](#) to the Vendor profile.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

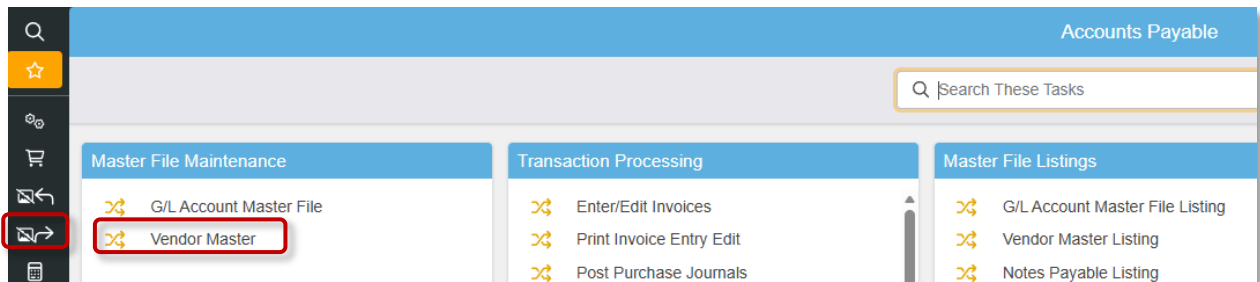
Accounts Payable => Master File Maintenance => Vendor Master

Purchasing Operations => Maintenance/Inquiry => Vendor Comments

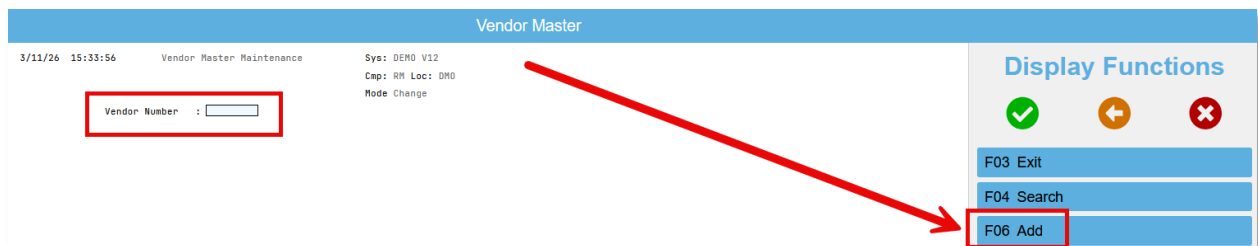
Adding a New Vendor

Process Steps

1. Log into the [RolePlay environment](#) using your credentials.
2. Click on the **Accounts Payable** menu option and in the **Master File Maintenance** section, click on the **Vendor Master** option.



3. On the **Vendor Master Maintenance - Launch** screen, press F6 on your keyboard or click on F06 Add in the **Display Functions** menu to add the new vendor. **NOTE:** The system will assign the next available vendor number.



4. Press Enter to advance to the next screen.

- On the **Vendor Master Maintenance** screen, type in the information for the vendor to setup their profile. **NOTE:** To find your company requirements, you can view the master file for a current vendor and add the same fields that vendor has.

The screenshot shows the 'Vendor Master Maintenance' screen with the following data entered:

- 3/11/26 15:35:49 Vendor Master Maintenance
- Vendor Number : 188 Alt Vnd# 75001 Type: A Mode Add
- Sequence Name : Vendor ABC Group: HA Nat. Acct: Y/N
- Name (Printed) : Vendor ABC Rgn: Loc: DMO
- Address : 123 MAIN ST Date opened: 3/11/26
- City/State/Zip : MORRISVILLE NC 27560 Limit Amt:
- Phone Number : Alt Fax
- Contact Name : Tax percent:
- Account Number : 75001 Dft # dys for PO: 30 PyAdv: P
- Resale Card Sent: (Y/N) Date Sent: Last Prc. Chg. :
- Term Days : 30 Fed Id #: Send 1099: (Y/N)
- Payment Terms : Last Pmt. Date : 0/00/00
- Additional Terms : Disc Days: 10 Disc %: 2.00
- NIC code: HAAD
- Bus entity: Routing Group:
- Cash Account # : 11200000001000 Disc date same as due: N Sep Checks: N
- G/L Distribution: 12450100000000 10000001000500 55000001000000
- 22400000001000
- A/P Account # : 21000001000000
- Req Deliver Note: N Pay Meth: K Vendor option/debit Y:
- Currency: USD

- Once all required information has been entered, press enter twice to create the profile.
- Once completed, you will be redirected back to the **Vendor Master Maintenance - Launch** screen.

The screenshot shows the 'Vendor Master Maintenance - Launch' screen with the following information:

- 3/11/26 15:44:57 Vendor Master Maintenance Sys: DEMO V12
- Cmp: RM Loc: DMO
- Mode Add
- Vendor Number : _____

- From here you can add additional vendors or click on the **X** to return to the **Accounts Payable** menu screen.

Adding Vendor Remit Sequences (AKA. Multiple Remit to Addresses for One Vendor)

1. Navigate back to the **Vendor Master Maintenance - Launch** screen (Accounts Payable => Master File Maintenance => Vendor Master) and type in the *Vendor Number* for the vendor you would like to update and press Enter. **NOTE:** If you do not know the vendor number, with your cursor in the *Vendor Number* field, press F4 to search.

2. On the **Vendor Master Maintenance** screen, press F5 on your keyboard or click on F05 Address in the **Display Functions** menu to add multiple remit to addresses.

3. On the **Vendor Master - Address Information** screen, type in the additional address(es) for the vendor or update existing, as necessary.

4. Once completed, press enter twice to save the new address(es).
5. You will be redirected back to the **Vendor Master Maintenance** screen.

Vendor Master

3/11/26 15:55:56 Vendor Master Maintenance

Vendor Number : 188 Alt Vnd# 75001 Type: A Mode Change
 Sequence Name : Vendor ABC Group: HA Nat. Acct: Y/N
 Name (Printed) : Vendor ABC Rgn: Loc: DMO
 Address : 123 MAIN ST Date opened: 3/11/26
 Require PO: Send PO: N
 City/State/Zip : MORRISVILLE NC 27560 Limit Amt:
 Phone Number : Alt Fax
 Contact Name : Tax percent:
 Account Number : 75001 Dft # dys for PO: 30 PyAdv: P
 Resale Card Sent: (Y/N) Date Sent: Last Prc. Chg. :

6. On this screen, you can press F5 again to verify the address(es) updated as entered.

Vendor Master

3/11/26 15:58:00 Vendor Master Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Change

Vendor #: 188 Name: Vendor ABC
 Options: 1=Select 2=Extended address

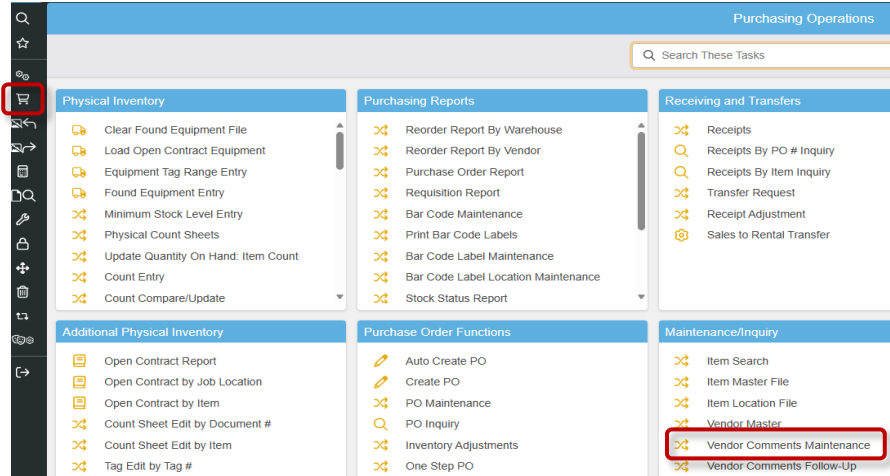
D/s# Address information

<input type="checkbox"/>	Add 1: 456 LAWRENCE ST	St: NC	Zip: 27560
1	Add 2:	Phn: 9199199191	
	City: MORRISVILLE	Fax:	
	Email:	NIC:	Status:
<input type="checkbox"/>	Add 1: 789 WEST AVE	St: NC	Zip: 37703
2	Add 2:	Phn: 9199988888	
	City: DURHAM	Fax:	
	Email:	NIC:	Status:

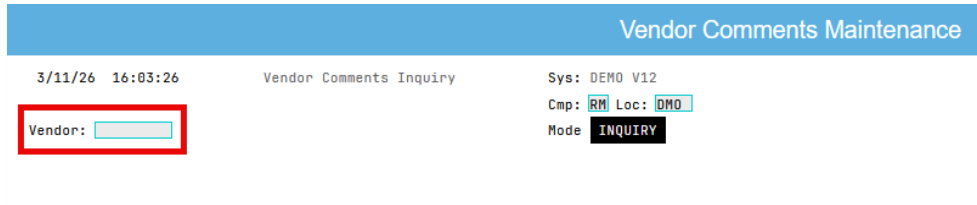
Adding Vendor comments

Process Steps

1. Click on the **Purchasing Operations** menu option and in the **Maintenance/Inquiry** section, click on the **Vendor Comments Maintenance** menu option.



1. On the **Vendor Comments Inquiry - Launch** screen, you can type in the **Vendor** number or press F4 to search.



2. For the purposes of this article, we are going to use the F4 - Search option to open the **Vendor Search** screen.



- If you see any vendor number that is highlighted, that means the vendor has existing comments.

Type option, press Enter.

1=Select 2=Change 4=Delete 5=Display 6=Alt Address 7=Comments

Vend #	Vendor name	Address	ZipCd	SI	Rgn	Loc
168	A-1 AUTO PARTS	910 E. GEER STREET	27705	NC		DMO
179	Aviejo Auto Parts	1234 MAIN ST	97254	CA		DMO
49	ACTEK, CORP	17181 GALE AVE, UNIT C	91745	CA	100	DMO
22	ADP PAYROLL SERVICES	52123 BAYOU WAY	90801	CA		
58	AIR CONDITIONER.COM	4444 4TH STREET	99501	AK		
20	AIRTOUCH CELLULAR	9900 W BEVERLY BLVD	90802	CA		
21	ALLSTATE INSURANCE	25256 WEST LN	92500	CA		
147	ALVEY'S SIGN INC	13100 HWY 57 NORTH	47725	IN		DMO
50	ARROW MECH. CONTRACTOR	10330 SW TUALATIN RD	97062	OR		
65	ATLAS COPCO COMPRESSORS	PO BOX 79	22222	NJ		
145	AUTO WHEEL & RIM SERVIC	1208 E. MORGAN AVE	47711	IN		DMO
112	Belgische test leveranc	HENEGOUWSE KAAI 7	2000			
185	Best Parts Ever	100 MAIN STREET	46278	IN		DMO
5	BILLY'S EQUIPMENT FLUID	5863 LONGLY AVE	91302	CA		

- Type 7 in the 0 field next to the Vendor # and press enter to view those comments.

Vendor Comments Maintenance

3/11/26 16:06:26 Vendor Comment Inquiry Sys: DEMO V12
Cmp: RM Loc: DMO

Vendor: 20 AIRTOUCH CELLULAR Mode: INQUIRY
Phone: 213-555-1212

Date	User	Tr	F/Up	Dt	Comment
2/17/16	W6201MH	EM			
11/07/08	JEFF		11/11/08		WELCOME BIRCH EQUIPMENT
11/07/08	JEFF		11/07/08		WELCOME BIRCH EQUIPMENT

- If you are adding comments to the selected vendor, press F6 on your keyboard or click on F06 Add in the **Display Functions** menu to add new comments.

Vendor Comments Maintenance

3/11/26 16:06:26 Vendor Comment Inquiry Sys: DEMO V12
Cmp: RM Loc: DMO

Vendor: 20 AIRTOUCH CELLULAR Mode: INQUIRY
Phone: 213-555-1212

Date	User	Tr	F/Up	Dt	Comment
2/17/16	W6201MH	EM			
11/07/08	JEFF		11/11/08		WELCOME BIRCH EQUIPMENT
11/07/08	JEFF		11/07/08		WELCOME BIRCH EQUIPMENT

Display Functions

- F03 Exit
- F06 Add
- F09 Vendor Maintenance

- Type in the comment on the **Vendor Comment Maintenance** screen and press Enter to save.

Vendor Comment Maintenance

3/11/26 16:08:49 Vendor Comment Maint Sys: DEMO V12
Cmp: RM Loc: DMO

Vendor: 20 AIRTOUCH CELLULAR Mode: ADD
Phone: 213-555-1212

Date	User	Tr	F/Up	Dt	Comment
3/11/26	W6515LS				NEW COMMENT AAA BBB CCC

7. The entry will save and you will see the new comment has been added.

Vendor Comments Maintenance

3/11/26 16:09:49 Vendor Comment Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Vendor: 20 AIRTOUCH CELLULAR Mode: INQUIRY
 Phone: 213-555-1212

Date	User	Ip	F/Up	Dt	Comment
3/11/26	WG515LS				NEW COMMENT AAA BBB CCC
2/17/16	WG201MH		EM		
11/07/08	JEFF			11/11/08	WELCOME BIRCH EQUIPMENT
11/07/08	JEFF			11/07/08	WELCOME BIRCH EQUIPMENT

8. To add a new comment to a vendor who does not already have comments in the system, return to the Vendor Search screen, type 1 in the 0 field next to the *Vendor #* and press Enter.

Type option, press Enter.

1=Select 2=Change 4=Delete 5=Display 6=Alt Addresses 7=Comments

0	Vend #	Vendor name	Address	ZipCd	ST	Rgn	Loc
<input type="checkbox"/>	119	PLETTAC	87799 S. CHURCH	01236	NY	100	DMO
<input type="checkbox"/>	183	PORTAGAS	100 MAIN ST	46278	IN		DMO
<input type="checkbox"/>	1	11 POWER PLUS ELECTRICAL E	123 LONG BEACH BLVD	90803	CA		
<input type="checkbox"/>	71	PRAMAC (UK) LTD	CROWN BUSINESS PARK	NP22	UK		
<input type="checkbox"/>	24	S & J LAW FIRM	8975 CARSON ST	90752	CA		
<input type="checkbox"/>	100009	Scania CV AB	NYKÖPINGSV. 33	SE-15		100	DMO
<input type="checkbox"/>	92	Scott's Construction	12345 MAIN STREET	77701	TX		
<input type="checkbox"/>	152	Skyjack	1234 COLUMBUS CIRCLE	46201	IN		DMO

9. On the Vendor Comment Inquiry screen, press F6 on your keyboard or click on *F06 Add* in the Display Functions menu to add a new comment.

Vendor Comments Maintenance

3/11/26 16:13:02 Vendor Comment Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Vendor: 11 POWER PLUS ELECTRICAL EQUIPMEN Mode: INQUIRY
 Phone: 562-222-1212

*** No comments found ***

Display Functions

F03 Exit

F06 Add

F09 Vendor Maintenance

10. Type in the new comment on the Vendor Comment Maintenance screen and press Enter once completed.

Vendor Comments Maintenance

3/11/26 16:14:01 Vendor Comment Maint Sys: DEMO V12
 Cmp: RM Loc: DMO
 Vendor: 11 POWER PLUS ELECTRICAL EQUIPMEN Mode: ADD
 Phone: 562-222-1212

Date	User	Ip	F/Up	Dt	Comment
3/11/26	WG515LS				TEST COMMENT 9876543210

11. The entry will save and you will see the new comment has been added.

Vendor Comments Maintenance

3/11/26 16:15:16 Vendor Comment Inquiry Sys: DEMO V12
 Cmp: RM Loc: DMO
 Vendor: 11 POWER PLUS ELECTRICAL EQUIPMEN Mode: INQUIRY
 Phone: 562-222-1212

Date	User	Ip_ F/Up Dt	Comment
3/11/26	WGS15LS		TEST COMMENT 9876543210

Reference Glossary

Field Definitions for Tasks

Vendor Master Maintenance - Launch

- *Vendor Number* - Enter the number of the vendor whose master record you want to update. If you do not know the number, press F4 to search for it. If you want to add a new vendor master record, first press F6=Add to change to **ADD** mode.

Vendor Master Maintenance

- *Vendor Number* - Displays the number of the vendor you are updating or adding.
- *Alternate Vendor Number* - Enter an alternate number for this vendor that you can use as a cross-reference with other systems you use to process purchase orders or accounts payable.
- *Type* - Enter a user-defined code that categorizes the vendor. This is code **VT** that is set up in **Cross Application Maintenance**. If you do not know the code, press F4 to search for it.
- *Sequence Name* - Enter the vendor's name that is used by the **Vendor Search** program. If this name is the same as the one that you want to print on accounts payable checks, leave the field blank, and the system will populate it with the name you enter on the **Extended Information** screen. **DO NOT** change the name in this field when there are open invoices for the vendor. Accounts payable checks are sorted and printed by this name, so if it is changed when there are open invoices, some checks will print with the old sequence name, and some will print with the new sequence name.
- *Group* - Enter a user-defined code that further categorizes the vendor for analysis and reporting purposes. You can also choose invoices to pay by vendor group code in the **Payment Selection** program. This is code **VG** that is set up in **Cross Application Maintenance**. If you do not know the code, press F4 to search for it.
- *National Account* - Indicate whether this vendor acts as a national account for other vendors in your system. A national account is similar to a parent-child relationship where the national account receives all payments made to the child vendors.
- *Name (Printed)* - Displays the vendor name that was entered on the **Extended Information** screen. This is the name that prints on accounts payable checks and on reports. If the *Sequence Name* field is left blank, this name is populated in that field.
- *Region* - Enter the region that purchases from this vendor. Based on settings in the **CXVNDI** control record, the system checks the **Region** and **Location** settings in the vendor master record during vendor search to determine which vendors to display in the results list.
- *Location* - If applicable, enter the location that purchase from this vendor. Based on settings in the **CXVNDI** control record, the system checks the **Region** and **Location** settings in the vendor master record during vendor search to determine which vendors to display in the results list.

- **Address** - Displays the street address for the vendor that was entered on the **Extended Information** screen.
- **Date Opened** - Displays the date the vendor master record was created.
- **Require Purchase Order** - Indicate whether a purchase order is required to place an order with this vendor.
- **Send Purchase Order** - Indicate whether purchase orders must be physically sent to the vendor to place an order.
- **City/State/Zip** - Displays the vendor's city, state, and postal code that was entered on the **Extended Information** screen.
- **Monetary Limit** - If applicable, enter the amount that represents the monetary limit for ordering from this vendor.
- **Phone Number** - Displays the main telephone number for the vendor as entered on the **Extended Information** screen.
- **Alternate Phone Number** - Displays an alternate phone number for the vendor.
- **Fax Number** - Displays the fax number for the vendor as entered on the **Extended Information** screen.
- **Contact Name** - Enter the name of the main contact for the vendor. Use F17 (Shift + F5) to enter information for multiple contacts. If you do not enter a name here, the system populates the field with the first name you enter on the **Vendor Maintenance - Contacts Information (F17)** screen.
- **Tax Percent** - If applicable, enter the percent of tax applied to a purchase order placed with this vendor.
- **Account Number** - Enter the account number the vendor has assigned to your organization.
- **Default Number of Days for a Purchase Order** - Enter the average number of days it takes to receive an order from this vendor once the purchase order has been placed. This number is used to calculate reorder quantities for items that use the EOQ (economic order quantity) reorder point method.
- **Resale Card Sent** - Indicate whether a resale certificate was sent to the vendor. A resale certificate indicates that your organization will be reselling what they purchase from the vendor; therefore, all purchase should be tax exempt.
- **Date Sent** - If a resale certificate was sent to the vendor, enter the date that it was sent.
- **Last Price Change** - Enter the date that the most recent price update from the vendor was received and entered in the system.
- **Term Days** - Enter the number of days in which payment must be sent to the vendor once an invoice is received. When entering a vendor invoice in the **Accounts Payable** application, if the **Due Date** field is left blank, the system adds the number of days in this field to the invoice date to determine the due date. The value entered in this field defaults in the header of purchase orders for this vendor, but it can be changed on a purchase order by purchase order basis.

- **Federal ID Number/VAT Number** - Enter the vendor's federal tax ID number. This number is printed on 1099 forms. For vendors outside of the United States, this is the vendor's value-added tax (VAT) number.
- **Send 1099** - Indicate whether this vendor should receive a 1099 tax form at the end of the year.
- **Payment Terms** - Enter the payment terms the vendor has set for your organization. Payment terms state when an invoice amount is due and what discount percentages are given.
- **Last Payment Date** - Displays the date of the last payment made to the vendor. The date is updated when a payment is processed for this vendor using the Print Checks/Disburse Cash program in Accounts Payable.
- **Additional Terms** - If applicable, enter information regarding additional payment terms the vendor has set up for your organization.
- **Discount Days** - Enter the number of days your organization can take to pay the vendor's invoice and still receive the discount in the **Discount Percentage** field.
- **Discount Percentage** - Enter the discount percentage your organization can take on a vendor's invoice when they pay the invoice within the number of days in the **Discount Days** field.
- **Organization Number** - For European vendors, enter their unique business identity code that is integrated with credit history.
- **Business Entity** - Enter the code that represent the vendor's business entity type such as corporation or limited liability partnership (LLP). If you do not know the code, press F4 to search for it.
- **Cash Account Number** - Enter or accept the general ledger account to credit when cash is disbursed via the **Print Checks/Disburse Cash** program to pay invoices from this vendor.
- **Discount Date Same as Due Date** - Indicate whether the discount date for this vendor is the same as the due date. This information is used in **Accounts Payable** when the vendor invoice is entered.
- **Separate Checks** - If set to Y, the system will print a separate check for each invoice being paid for this vendor through **Accounts Payable**.
- **General Ledger Distribution** - Enter up to five general ledger accounts typically used for this vendor to default into the **invoice entry** screen in **Accounts Payable**. These accounts can be added to, changed, or deleted during invoice entry.
- **Accounts Payable Account Number** - Enter the default general ledger account number to use as the accounts payable trade account for this vendor.
- **Payment Method** - Enter the code that represents the method of payment your organization typically uses with this vendor. If you do not know the code, press F4 to search for it. These payment method codes (type **VP**) are different from the ones used for accounts receivable transactions (type **PC**).

- *Vendor Option/Debit* - This field is used only for French accounting. Enter Y if this vendor can only use a non-cash accounting VAT code on a purchase order or an A/P invoice.

Vendor Master - Address Information

- *Vendor Number* - Displays the number and name of the vendor for whom you are entering addresses.
- *Sequence Number* - Displays the sequence number associated with the address. Enter the sequence number during invoice entry in accounts payable to indicate which address to print on the check.
- *Address 1* - Enter the first line of the vendor's street address.
- *Address 2* - If applicable, enter the second line of the vendor's street address such as, Suite 101.
- *City, State, Zip Code* - Enter the city, state or province, and the postal code for the vendor's address.
- *Phone Number* - Enter the vendor's phone number for that address.
- *Fax Number* - Enter the vendor's fax number for this address.
- *Email* - Enter the vendor's email address for this location.
- *NIC* - Enter the vendor's National Industrial Classification code for this location/address.
- *Status* - Enter D to disable the address and prevent it from being displayed in the Vendor Address Search screen.

Vendor Comments Maintenance - Launch

- *Vendor* - Enter the number of the vendor for which you want to add, change, or inquire on comments. If you do not know the vendor number, press F4 to search for it.

Vendor Comments Maintenance

- *Vendor* - Displays the number and name of the vendor for which you are maintaining comments.
- *Phone* - Displays the vendor's phone number.
- *Date* - Displays the date that the vendor comment was entered.
- *User* - Displays the name of the user who entered the comment.
- *Type* - In **ADD** mode, enter the code that represents the type of comment you are entering for the vendor. This code is user-defined and not typically validated. However, when a vendor is put on hold in **Vendor Maintenance**, this screen appears with this *Type* field populated with the system-assigned code of **VH** for vendor hold.
- *Follow-up Date* - In **ADD** mode, enter a date on which you want to follow-up with the vendor regarding the comment you are entering. Use the **Vendor Comments Follow-up** program to review all of your vendor comments marked for follow-up.
- *Comment* - In **ADD** mode, enter text for a comment for the vendor.