

SP.020.020 – ADDING A SINGLE PAYMENT SUPPLIER

Purpose	<ul style="list-style-type: none"> • To describe the purpose of a Single Payment Supplier. • To describe the setup for a Single Payment Supplier. • To create a Single Payment supplier.
Description	<p>The ability to enter a Single Payment Supplier is useful for payments to suppliers the institution is unlikely to do business with again, such as refund payments. Single Payment Suppliers avoids unnecessary rows in the supplier tables.</p> <p>The Single Payment Supplier functionality requires that at least one Single Payment supplier be established. This Supplier ID is used as the default master supplier record for single payment vouchers.</p> <p>The Single Payment supplier setup includes general information that will be used for all vouchers created using this supplier, such as payment terms. All other information, such as supplier name and address, is added directly on the voucher.</p> <p>-The purpose of Single Payment Supplier is to create a supplier record for suppliers the institution is unlikely to deal with again, such as suppliers receiving refunds. The Single Payment Supplier functionality avoids unnecessary rows in the supplier tables.</p> <p>- In setting up a Single Payment supplier, only general information is entered, such as Voucher Terms Options and Voucher Terms. All other information, such as supplier name and address, payment method, etc., is added directly on the voucher.</p>
Security Role	BOR_PO_VENDOR_MAINT
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to add a Single Payment Supplier.

Step	Action
1.	From the Navigator menu, click the Suppliers link.
2.	Click the Supplier Information link.
3.	Click the Add/Update link.
4.	Click the Supplier link.
5.	Click the Add a New Value tab.
6.	In the SetID field, click on the search icon and select your SetID.
7.	In the Supplier ID field, type NEXT to have the system assign the next available supplier ID.
8.	Select Single Payment Supplier in the Persistence drop down menu.
9.	Click the Add button.
10.	Enter the supplier short name in the Supplier Short Name field. (Ex: for Master Single Payment Supplier, you could enter MSTRSPS for the short name.) (See the <i>Supplier Naming Conventions and Best Practices</i> job aid for short name specifications.)
11.	Enter a generic name in the Supplier field. (Ex: Master Single Payment Supplier)
12.	Enter a description in the Description field. (Ex: Master Single Payment Supplier)
13.	In the Voucher section, select Specify from the Terms Options drop down menu.
14.	In the Terms field, click on the search icon and select NOW , for the Due Now payment term.
15.	Click the Save button.
16.	Once saved, the Summary tab is added to the page. Click on the Summary tab to review all supplier data entered on a single page.
17.	The Supplier will be saved with a status of Unapproved and an approval notification will be sent to the approvers. Once approved, the Supplier will be available for use.