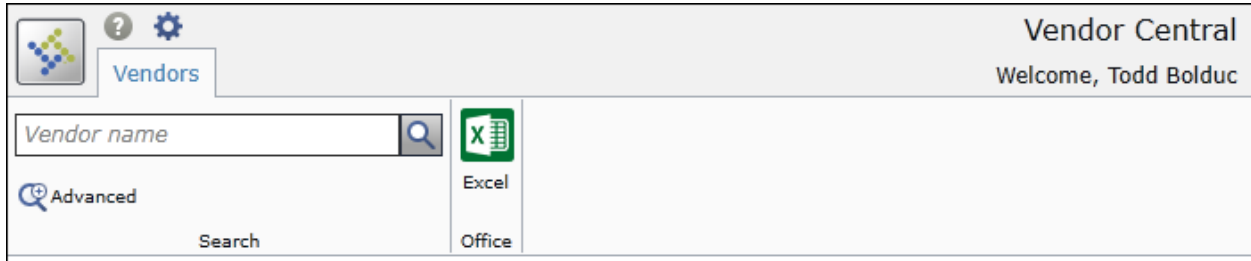


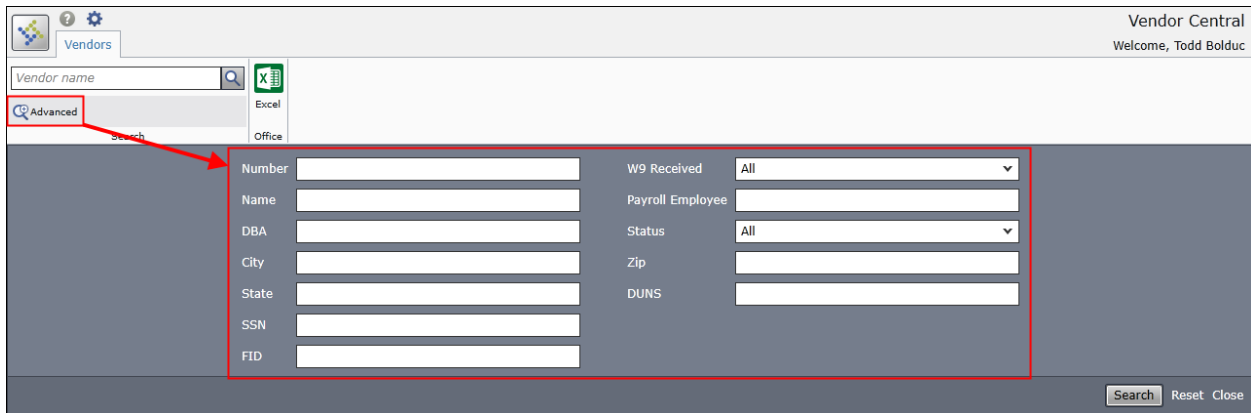
Vendor Central

The Vendor Central program provides access to information about vendors. This program is intended for use by purchasing personnel who need to view and maintain vendor information on a regular basis. The program initially displays a Search box, the Excel button, and a blank screen.



The screenshot shows the top section of the Vendor Central application. On the left, there is a logo and a 'Vendors' tab. In the center, there is a search box labeled 'Vendor name' with a magnifying glass icon. Below the search box is an 'Advanced' button with a magnifying glass icon. To the right of the search box is an 'Excel' button with an Excel icon and an 'Office' button. On the far right, the text 'Vendor Central' and 'Welcome, Todd Bolduc' is displayed.

To view vendor records in Vendor Central, enter a full or partial vendor name in the **Search** box. Alternatively, click **Advanced** to expand the ribbon and display additional search fields.



The screenshot shows the Vendor Central application with the 'Advanced' search options expanded. A red box highlights the 'Advanced' button and the expanded search fields. A red arrow points from the 'Advanced' button to the search fields. The search fields include: Number, Name, DBA, City, State, SSN, FID, W9 Received (dropdown menu), Payroll Employee, Status, Zip, and DUNS. At the bottom right, there are buttons for 'Search', 'Reset', and 'Close'.

After performing the search, the program displays a list of matching vendor records.

The screenshot shows the 'Vendor Central' search interface. At the top right, it says 'Vendor Central Welcome, Todd Bolduc'. Below the header is a search bar with 'Vendor name' and an 'Excel' icon. There are 'Advanced Search' and 'Office' options. The main area contains search filters for Number, Name (with 'A*' entered), DBA, City, State, SSN, FID, W9 Received (set to 'All'), Payroll Employee, Status (set to 'All'), Zip, and DUNS. A 'Search' button is highlighted with a red box and an arrow. Below the filters, a list of vendors is shown under the heading 'Vendors (10)'. The list includes:

- ABC SUPPLY COMPANY (Sort Name: ABC SUPPLY COMPANY, ID: 1000, Status: ACTIVE)
- ABLE CONCRETE (Sort Name: ABLE CONCRETE, ID: 1002, Status: ACTIVE)
- ADAMS TREE SERVICE (Sort Name: ADAMS TREE SERVICE, ID: 1025, Status: ACTIVE)
- ACE TOWING

 Each entry has a 'Details' link and a 'More' button. A navigation bar at the bottom shows page numbers 1, 2, 3, 4, and a 'Summary' button.

Use the navigation bar at the bottom of the screen to view additional pages of vendor records or to change the display format of the vendor list.

This screenshot illustrates two different display formats for the vendor list. The top view is labeled 'Summary Format' and shows a table with columns: Number, Name, Status, Address 1, Address 2, City, State, and Zip. The data rows are:


Number	Name	Status	Address 1	Address 2	City	State	Zip
1000	ABC SUPPLY COMPANY	ACTIVE	100 MAIN STREET		BOSTON	MA	02201
1002	ABLE CONCRETE	ACTIVE	3610 NORTH ELM STREET		HIGH POINT	NC	12412
1005	CRYSTAL DECISIONS	ACTIVE	840 CAMBIE STREET	VANCOUVER	BRITISH COLUMBIA	CN	V0B 4J2
1007	FORD MOTOR COMPANY	ACTIVE	P.O. BOX 6248		DEARBORN	MI	48126
1009	GENERAL MOTORS	ACTIVE	P.O. BOX 828		DETROIT	MI	

 The bottom view is labeled 'Detail Format' and shows the same vendor records as the first screenshot, with expanded details for each entry. A navigation bar at the bottom of the summary view shows page numbers 1, 2, 3, 4, and a 'Summary' button.


When viewing vendors in the summary format, click the column titles to sort the list by that column's values.

Vendors (10)								
Number	Name	Status	Address 1	Address 2	City	State	Zip	
1068	AA	ACTIVE						Details
1114	ABLE	SELF SERVICE	ABLE		ABLE	ME	04072	Details
1000	ABC SUPPLY COMPANY	ACTIVE	100 MAIN STREET		BOSTON	MA	02201	Details
1025	ADAMS TREE SERVICE	ACTIVE	137 WOODBINE DRIVE		GREENSBORO	NC		Details
8019	AETNA	ACTIVE	120 STORRS AVE		HARTFORD	CT	012992	Details
1002	ABLE CONCRETE	ACTIVE	3610 NORTH ELM STREI		HIGH POINT	NC	12412	Details
1112	ABC SUPPLY COMPANY	ACTIVE	123 Main Street		NORTH CHARLESTON	SC	29405	Details
1120	ANDREW KONSTANOPOLIS	SELF SERVICE	13 HELENIC WAY		ROME	NJ	01010	Details
1029	ACE TOWING	ACTIVE	500 WEST GRIMES AVE		RYE BEACH	NH	03871	Details
1030	AIRBORNE EXPRESS INC	ACTIVE	3101 WESTERN AVE		SEATTLE	WA	98111-0662	Details


When you are viewing vendors in the detail format, click **More** to view additional information about the vendor. The record pane expands to display the General, Remits, Tax/Retainage, Terms/Payment, Contacts, Misc, and User Defined tabs.

 **ABC SUPPLY COMPANY**

[Details](#)

 Sort Name **ABC SUPPLY COMPANY**

ID **1000**

 Status **ACTIVE**

Performance

- More

General

Remits

Tax/Retainage

Terms/Payment

Contacts

Misc.

User Defined


Address [View Map](#)

Other Name


100 MAIN STREET
 BOSTON MA 02201
 Foreign Entity

DBA **ABC SUPPLY**
 Website www.abcsupply.com
 Email email0@abcsupply.com


Clicking the **notes** button causes the program to display associated notes in a dialog box. Click the **email** button to create an email message to the vendor using the default email address on the vendor record. Click the **website** button to open the vendor's website in your browser. The website is defined as part of the vendor record in the Vendors program.

 **ABC SUPPLY COMPANY**

[Details](#)

 Sort Name **ABC SUPPLY COMPANY**

ID **1000**

 Status **ACTIVE**

Performance

+ More

The Remits tab displays the remit address and delivery methods for the vendor. If there is more than one remit address for the vendor, use the **Up** and **Down** buttons to view more addresses. Click the email address to create an email message to the vendor.

ABC SUPPLY COMPANY Details	
Sort Name ABC SUPPLY COMPANY	ID 1000
Status ACTIVE	Performance
<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> More </div>	
<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> General Remits Tax/Retainage Terms/Payment Contacts Misc. User Defined </div>	
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="text-align: center; border-bottom: 1px solid #ccc;"> ▲ </div> <div style="border-bottom: 1px solid #ccc;"> <p>1 DEF SUPPLY COMPANY PO BOX 348992 WILLIAMSBURG VA 02201</p> </div> <div> <p>2 ABC SUPPLY COMPANY 123123 WILLOWBROOK AVENUE PORTLAND ME 02434</p> </div> <div style="text-align: center; border-top: 1px solid #ccc;"> ▼ </div> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <p>1 DEF SUPPLY COMPANY</p> <hr/> <p>Address PO BOX 348992 WILLIAMSBURG VA 02201</p> <p>Fax</p> <p>Email email1@abcsupply</p> <p>DUNS</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Delivery Methods</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Payables</p> <p><input checked="" type="checkbox"/> - Email</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Purchasing</p> <p> - print mail</p> </div> </div>

The Tax/Retainage tab displays tax retainage information for the vendor, including the AP retainage status, use tax percent, and sales tax percent.

ABC SUPPLY COMPANY Details	
Sort Name ABC SUPPLY COMPANY	ID 1000
Status ACTIVE	Performance
<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> More </div>	
<div style="border: 1px solid #ccc; padding: 2px; background-color: #f0f0f0;"> General Remits Tax/Retainage Terms/Payment Contacts Misc. User Defined </div>	
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;"><input type="checkbox"/> Use Tax Vendor</p> <p>Use Tax % 0</p> <p>Sales Tax % 0</p> <p>AP Retainage Status Never Retain</p> </div>	




The Terms/Payment tab displays the terms of payment for the vendor, including payables and purchasing delivery methods, discount information, and minimum order amounts. This tab also displays payment information for the vendor, including payment method, bank and routing information, and ACH information.

ABC SUPPLY COMPANY Details																									
Sort Name ABC SUPPLY COMPANY	ID 1000																								
Status ACTIVE	Performance																								
More																									
General Remits Tax/Retainage Terms/Payment Contacts Misc. User Defined																									
Terms	Payment																								
<table border="0"> <tr><td>Early Payment Discount %</td><td>5.000</td></tr> <tr><td>Days to Discount</td><td>5</td></tr> <tr><td>Days to Net</td><td>10</td></tr> <tr><td>Minimum Order</td><td>0</td></tr> <tr><td>Freight %</td><td>0</td></tr> <tr><td>Freight Terms/Discount</td><td></td></tr> </table>	Early Payment Discount %	5.000	Days to Discount	5	Days to Net	10	Minimum Order	0	Freight %	0	Freight Terms/Discount		<table border="0"> <tr><td>ACH Override ID</td><td></td></tr> <tr><td>ACH Override Name</td><td></td></tr> <tr><td><input type="checkbox"/> Separate check for each invoice</td><td></td></tr> <tr><td>Pay Vendor Using</td><td>Printed Check</td></tr> <tr><td>Bank</td><td></td></tr> <tr><td>Bank Routing #</td><td></td></tr> </table>	ACH Override ID		ACH Override Name		<input type="checkbox"/> Separate check for each invoice		Pay Vendor Using	Printed Check	Bank		Bank Routing #	
Early Payment Discount %	5.000																								
Days to Discount	5																								
Days to Net	10																								
Minimum Order	0																								
Freight %	0																								
Freight Terms/Discount																									
ACH Override ID																									
ACH Override Name																									
<input type="checkbox"/> Separate check for each invoice																									
Pay Vendor Using	Printed Check																								
Bank																									
Bank Routing #																									

The Contacts tab displays contact information for the primary and secondary contact for the vendor. Click an email address to create an email message addressed to the contact.

ABC SUPPLY COMPANY Details																					
Sort Name ABC SUPPLY COMPANY	ID 1000																				
Status ACTIVE	Performance																				
More																					
General Remits Tax/Retainage Terms/Payment Contacts Misc. User Defined																					
Contact 1	Contact 2																				
<table border="0"> <tr><td>Name</td><td>KELLY SMITH</td></tr> <tr><td>Description</td><td>ACCT. REP</td></tr> <tr><td>Phone</td><td>617-234-1234</td></tr> <tr><td>Fax</td><td>617-234-2321</td></tr> <tr><td>Email</td><td>ksmith@abcsupply.com</td></tr> </table>	Name	KELLY SMITH	Description	ACCT. REP	Phone	617-234-1234	Fax	617-234-2321	Email	ksmith@abcsupply.com	<table border="0"> <tr><td>Name</td><td>SAMUEL L. SMITH</td></tr> <tr><td>Description</td><td>SALES MAN</td></tr> <tr><td>Phone</td><td>617-234-1234</td></tr> <tr><td>Fax</td><td>617-234-2321</td></tr> <tr><td>Email</td><td>ssmith@abcsupply.com</td></tr> </table>	Name	SAMUEL L. SMITH	Description	SALES MAN	Phone	617-234-1234	Fax	617-234-2321	Email	ssmith@abcsupply.com
Name	KELLY SMITH																				
Description	ACCT. REP																				
Phone	617-234-1234																				
Fax	617-234-2321																				
Email	ksmith@abcsupply.com																				
Name	SAMUEL L. SMITH																				
Description	SALES MAN																				
Phone	617-234-1234																				
Fax	617-234-2321																				
Email	ssmith@abcsupply.com																				

The Misc tab displays miscellaneous information about the vendor, such as entity and allocation code, accounts receivable customer number, and geographic code.




 **ABC SUPPLY COMPANY** [Details](#)
 Sort Name ABC SUPPLY COMPANY ID 1000
 Status ACTIVE Performance

More

General Remits Tax/Retainage Terms/Payment Contacts **Misc.** User Defined

Entity 1
 Type
 Status Reason
 Allow duplicate invoice numbers
 Allow blank invoice numbers
 Default Account - -
 Default Allocation Code 0

The User Defined tab displays the values for any user-defined fields that your organization has created in Munis that have been assigned to a vendor-related program.

 **ABC SUPPLY COMPANY** [Details](#)
 Sort Name ABC SUPPLY COMPANY ID 1000
 Status ACTIVE Performance

More

General Remits Tax/Retainage Terms/Payment Contacts Misc. **User Defined**

Field Name	Value	Description
D/M/WBE Indicator	L	WOMEN
D/M/WBE		
D/M/WBE Indicator		
D/M/WBE		
SHIPPING CHOICE	USPS	USPS

Clicking the **Details** link in a vendor record opens the detail view for that vendor.

The screenshot shows the Vendor Central interface for ABC SUPPLY COMPANY. At the top right, there is a header with the company name, sort name, status, ID (1000), and a 'Details' link. Below this is a navigation bar with icons for Vendor, Excel, Email, Notes, Attachments, and Return. The main content area is titled 'ABC SUPPLY COMPANY' and 'Vendor Id 1000, ACTIVE'. It features four main panes: '1099' (General/History), 'Commodities' (Code/Description/Updated), 'Purchase Orders' (PO/Date/Ordered), and 'Vendor' (General/Contacts/Terms/Payment/Misc.). The 'Commodities' pane lists items like ABRASIVES, PUMICE STONE, and ADDRESSING. The 'Purchase Orders' pane shows a list of POs with dates and amounts. The 'Vendor' pane shows contact information like address and email.

Available Panes

The following table provides a brief description of the available detail panes for the Vendor Central program.





The header of each pane contains an arrow button. Clicking the arrow button expands or collapses a pane. If no information is available for a pane, the program indicates that no records are found.



Pane	Description
1099	Displays a list of recent 1099 information for the vendor. Click General or History to view 1099 information of that type.
Checks	Contains a list of checks issued to the vendor during the timeframe selected from the Time Frame list. When you click the check number in the Check column, the Munis Checks Detail program opens. If your organization uses Tyler Content Manager (TCM), click the TCM button to view the check image in TCM.
Commodities	Displays a list of all of the awarded commodities for the vendor.
Contracts	Displays a list of recent contracts for the vendor. When you click a contract number in the Contract column, the Munis Contract

Pane	Description
	Inquiry program opens with that contract as the active record. If your organization uses TCM, click the TCM button to see document images associated with the contract.
Invoices	Displays a list of invoices dated within the time frame selected from the Time Frame list. When you click an invoice number in the Invoice column, the Munis Invoice Data program opens with that invoice as the active record. If your organization uses TCM, click the TCM button to view document images associated with the invoice.
Purchase Orders	Displays a list of purchase orders issued during the time frame selected from the Time Frame list. When you click a purchase order number in the PO column, the Munis Purchase Order Inquiry program opens with that purchase order as the active record. If your organization uses TCM, click the TCM button to view document images associated with the purchase order.
Remits	Displays information for each of the vendor's remit addresses. Use the navigation bar to view additional addresses. Clicking Address displays a map of the address location. To create an email message to the vendor, click the email address.
Vendor	Contains general information about the vendor. This information is divided into General, Contacts, Terms, payment, and Misc tabs.

Ribbon

The ribbon in Vendor Central provides the following options.

Option	Description
View/Maintain	
 Vendor	Opens the Vendors program with the current vendor as the active record.
Office	
 Excel	Exports the current vendor information to a Microsoft Excel spreadsheet.
 Email	Creates an email message using your default email program. The message contains a link to the vendor record in the message body.
Tools	
 Notes	Displays a dialog box that contains comments that have been entered about the vendor in Munis. You cannot enter new notes using the dialog box. It is for informational purposes only.

Option	Description
 Attachments	Opens Tyler Content Manager, which displays attached documents and files associated with the vendor record. If your organization does not use Tyler Content manager, this option does not function.
Return	
 Return to Search	Returns to the main Vendor Central program screen.