

Creating a Vendor with a Foreign Address

Please note this is for a Vendor with a United States tax ID (SSN or FEIN) but an address outside of the United States.

•	From the Google search browser, type: <u>https://kualifinancial.umd.edu/</u>	Goliege Park, Mayand 20742 Contact KFS Support Team 301-405-2603 Email: Kfs@umd.edu		
•	Click on the (GO TO KFS) Tab	Home About KFS • Training • Reference • FAQ • Calendars/Schedules • Contacts •		
•	Enter your login credentials: (Username and Password).	Welcome to the Kuali Financial System! The Kuali Financial System (KFS) is used to process accounting transactions, purchasing and accounts payable, asset management, labor distribution as well as other financial functions. The data from KFS is exported to JasperSoft for the creation of University reports such as account transactions, month end, encumbrances, statement of payroll charges and a large selection of other financial reports by division, department, sub- department and account that are accessed through KFS Web. KFS is accessible by the staff for the University of Maryland, College Park (UMCP), University of Maryland, Eastern Shore (UMES), University of Maryland Center for Environmental Science (UMCES), and University of Maryland System Office (USMO).		
•	To scroll down, click the scrollbar .	financial systems KFS 5.0.1-SR97.4 09/15/2023 10:43 AM (Oracles)		
•	Navigation: Main Menu > Lookup and Maintenance > Vendor > Vendor Click the Vendor link.	<image/> Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant Instant		
		Vendor · Vendor · Vendor · Vendor · Vendor Contracts · Vendor/IVV Batch Process System Control Reconciliation · PAY006 Report · Inter Agency Redistributions		
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Prior to creating a new Vendor , you should always conduct a search to verify the vender you are creating doos					
not already exist in the KES system	User keite ann				
 The best way to search is to use the 	Search Tip: Place an * before/after a word or phrase for which you are searching.				
U.S. Tax ID Number (For creating a	Vendor Name: Tax Number: 333224444				
new vendor with Tax ID.	Vendor #: Active Indicator: O Yes O No O Both				
Click Search button.	Vendor Type:				
• If no values match this search, then	Commodity Code:				
click create new button.	Supplier Diversity:				
	Freeze Flag:				
	search clear cancel				
	No values match this search				
Complete the *Description tab:	Complete the Document Overview Section				
Complete the *Description tab:					
• For creating a New Vendor,	Document Overview				
"New FV + Vendor Name"	* Description:				
• For Vendor Edit,	Organization Document Explanation:				
"Edit FV + Vendor Name"	Number:				
	Complete the Mandem's News's Company Information Continu				
• The Vendor # field is a display only.	Complete the vendor > New > General Information Section				
The field is populated with the	Vendor • hide				
unique, system generated number	Res.				
that identifies the vendor after the	New Consel Information				
document is submitted, and the	Vendor #:				
new vendor is created and	Vendor Parent Indicator: Yes				
approved.	Vendor Name:				
• Enter the Vendor Name for a	Vendor Last Name:				
company or an individual's (First	Vendor First Name:				
Name, Middle Name(s), Last Name) in the Vendor Name Tab.	Note: The Vendor Name field is limited to 45 characters.				
All tabs with asterisk are required and	Complete Corporate Information Section				
must be completed/selected from the	Corporate Information				
Vendor Type	* Vendor Type: 🗸 🗸				
 Disbursement Voucher, or 	* Is this a foreign vendor: No 🗸				
Purchase Order.	Tax Number:				
Is this a foreign vendor: No	Tax Number Type: O FEIN O SSN				
Tax Number: Enter# from W-9 or W-8	* Ownership Type:				
Tax Number Type:	* Ownership Type Category:				
Entities: select FEIN	W9 Received: 🗸				
Individuals: select SSN	W-8BEN Received:				
Ownership Type:	Backup Withholding Begin Date:				
Incorporation: select Corporation	Backup Withholding End Date:				
All other. Select 1033 Ownership Type Category: Vendor	Freeze Flag:				

 Employee Reimbursement: To be used when creating a UM employee as a vendor for reimbursement of out-of-pocket expenses. Petty Cash: To be used for Petty Cash custodian only. Vendor: To be used when creating any other vendor that is not a UM employee or student. 	 Note: For all vendors with an Ownership Type Category of Vendor, a completed and signed W-9 or W-8BEN is required to be attached to the document before it is submitted. KFS will display an error message if the form is not attached to the Vendor document. Please note, Freeze Flag tab must be blank. 		
*Payment Distribution Type: indicates	Complete the Detail Information Section		
how payment should be sent to the	Detail Information		
Vendor. From the drop-down menu	* Payment Distribution Type: Airmail Foreign Address		
select Airmail Foreign Address	Pre-Payment I erms:		
	Credit Card: V		
Domestic Mail (default)	Taxable Indicator:		
Domestic Mail (default)	Minimum Order Amount:		
Airmail Foreign Address	Shipping Itte:		
Check Return to A/P for Department Pickup Foreign Address w/Attachment	DUNS Number:		
Domestic Address w/Attachment	Vendor URL:		
Check Pickup in Annapolis	Confirmation: v		
GAD Registered Vendors	Sold To Vendor Number:		
Domestic EFT Payment	Restricted: V		
Electronic Funds Transfer	Restricted Date:		
Vendor Attach - Restricted Use Federal Funds	Restricted Person Name:		
1st Class Mail - Restricted Use Federal Funds	Destricted Passen		
Varify the Active Indicator has must be	Remit Name:		
verify the Active indicator box must be			
checked.			
*Address Type	Complete the Address Section.		
1- For the Disbursement Voucher	Address		
vendor type select: REMIT .	New Address		
2- For the Purchase Order vendor type	Mail Code:		
select: PURCHASE ORDER then	Address Type: Address Source Ind:		
complete REMIT section (conv &	* Address 1:		
paste from the completed and added	* City:		
DUDSHACE ODDED information	State: State:		
PURSHACE URDER Information.	Postal Code:		
Y.	* Country:		
	Attention:		
	Vendor Fax Number:		
	Email Address:		
REMIT	Active Indicator:		
*Address 1: Enter Street Address Address 2: Enter City, Province, Postal Codes, etc. *City: Enter the Country *Country: Click the Country drop-down menu, Select the Country. Click the add button.	Leave the State, Postal Code, and Province fields BLANK. Set as Default Address: Yes Active Indicator: check For each remit to Address Type added to a Vendor record, KFS generates a Mail Code starting with 000. Note: This is a State of Maryland requirement for payment distribution.		

Notes and Attachments tab will be	Complete Notes and Attachment Section					
used to attach the signed W-8 or W-9	Contact	▶ show				
Form and other required supporting	Supplier Diversity	▶ show				
Form, and other required supporting	Shipping Special Conditions	▶ show				
documentation showing the exact	Vendor Commodity Codes	▶ show				
same name and address to the Vendor	Search Alias	▶ show				
document.	Vendor Phone Number	▶ show				
For Wire Transfer Payment Type:	Customer Number	▶ show				
attach the GAD X-9 WIRE PAYMENT	Contracts	▶ show				
REOUEST form as a supporting	Notes and Attachments (0)	► show				
document	Ad Hoc Recipients	▶ show				
Other Supporting Documentation	Route Log	▶ show				
includes:	KFS will display an error message if the form is not at	tached to the				
Invoice	Vendor document.					
Vendor contract.						
Approved loan or grant application	NOTE: Please ensure that all vendor information	on across all				
Credentialing application.	documents aligns, including names, addresses, etc., as per the					
Or other independent source	State's request. Any discrepancies may result	in document				
(CJAMS, MMIS, Driver's License,	disapproval and potential delays in payment proce	essing.				
Household Mail supporting address)						
as approved by the State of						
Maryland.						
Note: Feilure to ad here neute man						
Note: Failure to ad-noc route may	Ad-hoc Recipients					
	Contact Supplier Diversity	► show				
DISAFFICOVED.	Shipping Special Conditions	> show				
	Vendor Commodity Codes	▶ show				
	Search Alias	▶ show				
	Vendor Phone Number	▶ show				
	Customer Number	▶ show				
	Notes and Attachments (0)	> show				
	Ad Hoc Recipients	▶ show				
	Route Log	▶ show				
	Use the Ad has Perinients section to allow the desur	ont routo to				
	Sustem Control Monogore before routing to LIMCD.					
Under Ad Hoc Group Requests:	System Control Managers before routing to UMCP, Ce	entral AP, or				
Select APPROVE	Procurement.					
Type KFS-SCR in Namespace Code	Ad Hoc Recipients					
Type System Control Managers in	Person Requests:					
Name	APPROVE	add				
Click add	Ad Hoc Group Requests:	A stime				
	APPROVE V	add				
Save and Submit the document.						
Submit Save Dianket approve Close Cancel						
End of Procedure.						