SUGGESTIONS FOR THE FIELD

1. VENDOR CODING
   - When creating a vendor request, input in the **description field**, **FA Code**, (if it is a foreign vendor or foreign person input **NRA**,) short description of what you want done.
   - **USE UPPER CASE LETTERING FOR EVERYTHING**.
   - Create Division to a Parent vendor code, list down actual vendor code. For example, “**CREATE DIVISION 2628-0,**” For editing an existing vendor, “**EDIT VENDOR 2628-1.**”
   - When searching for an existing vendor, use the **TAX NUMBER**, if you have an IRS Form W-9 or UH WH-1. It is easier than typing in the name field.
   - If creating a REFUND vendor, **DO NOT** input the SSN or FEIN number.
   - If you don’t see the vendor in KFS, please **DO NOT** keep inputting the same vendor request.

2. DISBURSEMENT VOUCHERS
   - **USE UPPER CASE FOR EVERYTHING (ALL CAPS)**
   - DVs are the equivalent of FMIS AFPs, Relocations, Scholarships, Fellowships, Stipends, Employee Mileage and Non-employee Travels (when non-employees are representing the UH). Disbursing APM A8.861, Authorization for Payment further identifies the types of payments allowed using the former AFP and now DVs. At no time does the AFP or DV replace the Procurement policies and procedures. Payment of goods and services are unilateral contracts between the payee and UH.
   - For Fellowship/Scholarship, when creating a DV, input in the **description field**, **FA Code**, **NRA** (if foreign), **FELLOWSHIP** or **SCHOLARSHIP**, **PERSON’S LAST NAME**, **FIRST NAME**. For example, **068 NRA FELLOWSHIP SMITHSKY, ROMAN**
   - Fellowship DVs must use a standard KFS vendor codes. **DO NOT use employee vendor codes**.
   - DISB 36 form address must match DV vendor address. Verify address first.
   - When creating DVs for mileage reimbursement, the KFS employee address must match the address on the mileage voucher form.
   - Have your personnel officer verify if your home address is correct in Peoplesoft. Employee travel advances/reimbursements are being returned by the post office as address unknown.

3. PURCHASE ORDER/CONTRACTS (PREQ)
   - When creating a PO requisition, ensure you check the vendor code being selected has the correct remit address. The KFS system does not allow any change of the vendor code remit address. Once the invoice is received, the PREQ is created based on the original PO vendor.
   - **USE UPPER CASE FOR EVERYTHING (ALL CAPS)**
   - If your department continues to receive invoices from the vendor, please mark on the invoices as before, **circle** the **invoice number**, **invoice date**, **invoice amount**, **remittance address**, and **aging start dates**. Mark on the invoice the account code, object code, and dollar amount. This is especially critical if payment is split among multiple accounts. When you scan and save the invoice, please mark the scan image in the following manner:
     - Purchase Order Number _ UH Contract Number (if applicable) _ Invoice Number _ First 3 letters of the Vendor Name (Upper Case Lettering)
     - For example, **3609_C090055_100018004_SOD**
- For non-contract PO example, **3609_100018004_SOD**
  - Ensure that your vendor has a completed PO #, (Open Status). Contact Dept Name & Requisitioner’s Name when ordering. Attach all the supporting documentation required for PO issuance. This includes invitation letter, Hawaii Compliance Express (HCE), departmental approvals (e.g. – facilities mgmt for A/Cs, OHR for independent contractors, etc.)
  - Invoices received without a PO #, Dept Name, or contact name will be returned to the vendor or fiscal authority for that department.

4. **GENERAL COMENTS**

  - Vendor inquiries to the department should be communicated through your fiscal office to Disbursing. Please do not give your Disbursing clerk telephone number to the vendor and refrain from directing them to contact the Disbursing Office.
  - Delivery of boxes from vendors to Hemenway Hall by FEDEX and UPS will no longer be accepted. If the vendor fails to follow the purchase order deliver address and ships the product to the billing address, the box will not be accepted.