

Changing Supplier Data

Scope

This procedure covers changing supplier information in the database.

Policy

Supplier information in the database

- is maintained for only 24 months beyond the date of the supplier's last activity with the Company
- for 1099's is maintained for seven years
- is exclusively maintained by authorized individuals within Accounts Payables.

Individuals entering and maintaining supplier information cannot approve PO's and/or process vouchers.

Persons entering supplier information must adhere to the defined Supplier Naming Convention standards. Refer to [Standard Naming Conventions \[../FND/@REF4504Y\]](#).

Persons entering supplier information must adhere to the [Procure to Pay Matrix \[../FND/@REF4506Y\]](#) when determining supplier types, requisition and PO requirements and invoice matching rules.

Suppliers Report is reviewed weekly and reconciled to Supplier Maintenance Forms received and filed.

A [Supplier Maintenance Form \[../FND/@FOR3502Y\]](#)

- is required for all updates to supplier information in the database
- must be retained for a period of two years
- requires the necessary approval signatures, including the Requestor or Requestor's Manager, as well as either the Buyer or Purchasing Manager.
- persons entering supplier information must adhere to the defined Supplier Naming Convention standards

The Company's **standard payment terms**

- are established by the Associate Director of Treasury Operations

- can be changed only with the appropriate approvals, including the Associate Director of Treasury Operations
- always take precedence over the terms reflected on the supplier's invoice

The Associate Director of Treasury Operations or above must approve all payment terms change requests that are unfavorable to the Company prior to entry into the system.

IRS 1099-MISC forms (1099s) are required for certain payments to individuals, partnerships, and corporations, specifically

- approved independent contractors
- royalty payments (of \$10 or more)
- rent payments
- prize or award payments
- non-employee compensation
- medical payments
- certain corporations including attorneys
- payments to Board of Directors

Payments for which an W-9 form is not required include

- most payments to corporations (refer to the latest IRS codes for exceptions)
- payments for merchandise
- travel allowances paid to employees

All new suppliers are placed on hold until they are approved and documentation has been received by AP.

Payment method definitions include the following

- EFT = ACH to vendor/employee
- Wire = Wire transfer
- Check = checks in payment batches and QuickChecks.

Responsibility

The **AP Accountant** (**AP Senior** serves as backup) is responsible for

- updating the supplier database with pay site information and purchase order site information, following the standard naming convention
- ensuring the accuracy of the supplier database
- obtaining all 1099 information (**AP Senior** will also assist with this effort)
- weekly review and follow up on missing 1099 information

The **AP Specialist** is responsible for

- reconciliation and filing of newly defined Suppliers and Supplier Sites identified on the Suppliers Report to the Supplier Maintenance Form.

The **Director Treasury Operations** is responsible for

- establishing and communicating standard supplier payment terms
- approving all changes and exceptions to the standard payment terms

Distribution

AP Accountant*

AP Manager*

AP Senior

AP Specialist*

AP Supervisor*

Director Treasury Operations

Buyer*

Purchasing Manager*

Requisitioner

Treasurer

Ownership

The Payables Manager [xxx@yourcompany.com?Subject=PRO1508Y Changing Supplier Data] is responsible for ensuring that this document is necessary and reflects actual practice.

Activity Preface

This activity is performed whenever an update to supplier information in the database is required.

The request is to be documented on a Supplier Maintenance Form and submitted to the Accounts Payable department.

Most often, changes in supplier information will involve a new address or a new contact name. The change may also involve a new remit-to address - the address to which payments are sent.

The job title **Requester** refers to one of the following:

- Purchasing Manager
- Buyer
- AP Manager
- AP Supervisor
- AP Specialist

Prior Activity

Adding Suppliers [../FND/@PRO1506Y]

Requester

1. Fill out a Supplier Maintenance form to note the information to be updated within Oracle.
 - Update the Supplier Maintenance form as appropriate to reflect the new information.
 - Complete name of supplier (no acronyms)
 - Purchase Address
 - Remittance address
 - Phone number
 - Contact Name
 - Contact phone number
 - Pay site (if for non-purchasing supplier – employee, other)
 - Supplier fax number (if it's a PO supplier)
 - Tax information (FEIN or SS#)
 - E-mail contact information
2. Obtain proper approvals for the requested change(s).
3. Forward the Supplier Maintenance form to the AP Accountant.

AP Accountant

4. Review Supplier Maintenance form for completeness and follow-up, as necessary.

When the maintenance involves an address change, verify the supplier is not actually adding a new remit-to address or a new order-from address to an existing supplier.

A simple change of address is updated under the current supplier name and number.

If the Supplier Maintenance form is complete, goto task #8. Otherwise, goto task #5.

5. Return the Supplier Maintenance Form to the Requester, as needed.

Requester

6. Update the form as instructed.
7. Return the Supplier Maintenance form to the AP Accountant.

AP Accountant

8. Update the supplier information following the standard naming convention.

Oracle Payables

N > Suppliers > Entry

Suppliers

Refer to the following:

- *Update Supplier Information [../FND/@NAV2510Y]*
- *Entering Suppliers [../AP/@t_supplier]*
- *Adding a New Supplier Site [../AP/@t_supsite_new]*
- *Standard Naming Conventions [../FND/@REF4504Y]*
- *Procure to Pay Matrix [../FND/@REF4506Y]*

9. Notify the Requester of the results of the supplier change request, via email, as needed.

AP Specialist

10. File the supplier file maintenance documentation alphabetically by supplier name.
 - Sign and date the Supplier Maintenance Form

End of activity.

Goto *Adding Suppliers [../FND/@PRO1506Y]*, as needed.

Goto *Clearing Supplier Payment Holds [./FND/@PRO1510Y], as needed.*



