

PROCEDURE FOR ENTERING NEW VENDORS and ACCOUNT CODES INTO SkyWard REQUISITIONS

ENTERING NEW VENDORS

BEFORE adding a new vendor:

Evaluate whether the product can be purchased from an existing vendor. (There are approximately 8,000 active and inactive vendors.) Search the vendor file for the vendor under several derivations. For example, The Mother Goose Company may be listed as:

The Mother Goose Company
Mother Goose Company
Goose Company
TMGC

ADDING a new vendor:

Enter "New Vendor" in the vendor field. The resulting vendor line will read "NEW VENDOR – ATTACH VENDOR INFO. On the Requisition Master Information screen, click on [Notes](#). Add a new note. Type in COMPLETE information for the vendor. Include order from address, remit to address (if different), phone, fax, and tax ID number**.

IMPORTANT:

- If the vendor is for contracted services with an individual, please include the social security number.
- If the vendor is a business, please include the tax ID number if possible.

When the purchasing office receives the requisition, the information in the notes section will be loaded into the system as a vendor, and no further action is required on your part.

** The social security number and tax ID information are necessary for the business office at the end of the year when they must prepare a 1099 form for any individual or business that has received funds from the Marysville School District.

ENTERING NEW ACCOUNT CODES

If an account code you need to use is not included in your list of account codes, enter account code "10 E 530 1111 11 1111 111 1111 1111" as a placeholder to proceed with your requisition entry. On the Requisition Master Information screen, click on [Notes](#). Add a new note and indicate the account code you need to use. Purchasing will add the new account code and insert it into the requisition prior to generating a purchase order.

Please call the Purchasing Office at Ext 20106 if you have any questions.