

AP VENDOR REQUEST FAQ'S (3 Pages)

Q: How long will it take to get a vendor into Lawson?

A: The time it takes to get a vendor into Lawson is dependent upon how long it takes a vendor to respond to the request for forms to be completed and returned. New vendor requests for PO's, SAF and CAF payments must be approved by the Executive Director of Procurement. Once the request is approved, it comes to Accounts Payable. That is when the forms are emailed to the vendor. It is imperative that all contact information for the vendor is correct, especially the email address, so there are no delays in contacting the vendor. If the addition of the vendor is urgent, please contact the vendor directly and let them know to be on the lookout for an email from the AP Compliance Technician and to return the paperwork promptly. Paperwork that is completed correctly and returned quickly will ensure the vendor is input into Lawson promptly.

Q: Can I send the paperwork to the vendor myself?

A: The forms must be submitted by Accounts Payable so they can be reviewed for completion and accuracy. Accounts Payable is responsible for inputting the vendors and should be the point of contact for all forms sent out to avoid any delays in processing.

Q: The vendor is on bid, but I can't find them in Lawson. Why?

A: Vendors are awarded bids but aren't automatically uploaded into Lawson. They are only input into Lawson when a campus or department requests that vendor be used. So, if the vendor is on bid, but not in Lawson, please submit an AP Vendor Request to add a new vendor and in the notes section indicate the vendor is on bid to assist the Executive Director of Procurement in their approval process.

Q: Can I use vendor XYZ?

A: That is a question for Procurement. Accounts Payable can let you know if a vendor is in Lawson but Procurement handles questions regarding **IF** a vendor can be utilized for purchases. Procurement approves the use of vendors. Accounts Payable adds the vendors to Lawson.

Q: Has the bid expired for vendor 123?

A: This is a question for the Bid Coordinator. Accounts Payable does not have bid information.

Q: Do you know if vendor ABC is the same as vendor DEF?

A: In some instances, a vendor is set up in Lawson under one name for ordering, but the invoices come in under another name for payments. There are some vendors such as San Antonio College that are found under another name (Alamo Community College). The vendor is set up under one name, but they may have several different remittance names and addresses. If you search for a vendor and cannot find it in Lawson, submit an AP Vendor Request and if the vendor is in Lawson, you will receive an automated email indicating the correct vendor to use.

Q: Vendor ABC isn't in Lawson, but I know I've used them before. Why aren't they in Lawson?

A: Lawson went live in February of 2013. There may be some vendors that were utilized in the old Mainframe system, but because they hadn't been used in a while, they weren't pulled into

Lawson. There are also vendors that may have been in the SAF/CAF system, but because they were awarded a bid they need to be added into Lawson. In both instances, an AP Vendor Request to add a new vendor would be need to be submitted.

Q: Bids aren't awarded until a certain date, when can I start adding them to Lawson?

A: This is a question for Procurement. The Vendor Request goes to the Executive Director of Procurement before it comes to Accounts Payable. Procurement must approve the use of the vendor before they can be added to Lawson. Procurement will let you know if the Vendor Request can be submitted before the bid is awarded.

Q: The vendor was awarded the bid and already filled out paperwork for the bid process. Why do they have to fill out paperwork for Accounts Payable also?

A: The bid process and the process to get a vendor input into Lawson are separate. Accounts Payable has forms needed to get the vendor into Lawson and to comply with IRS regulations.

Q: What kind of forms do I need to upload with my AP Vendor Request?

A: You can upload a quote, invoice, page from the vendor's website, or vendor's business card. Anything that will assist the Executive Director of Procurement in their approval process.

Q: I tried uploading a form to the AP Vendor Request, but it won't upload. What went wrong?

A: The maximum file length is 4MB. Anything larger than that will not upload. The supported file types are '*.doc, *.docx, *.xls, *.xlsx, *.pdf, *.tif, *.tiff, *.txt, *.rtf'. Any other file type will not upload.

Q: I don't have a fax number for the vendor, but the system won't let me bypass that field. What do I do?

A: You can either input 999-999-9999 or N/A. A fax number isn't necessary as long as there's a valid email address for the vendor.

Q: I can't find vendor ABC in Lawson. Could they be under a different name?

A: If you can't find the vendor you are looking for in Lawson, please submit an AP Vendor Request. Do not email or call Accounts Payable. The AP Vendor Request is needed so the vendor can be researched. If they are under a different name, the request will be disapproved, and an email will be sent indicating which vendor to use. If they aren't under a different name, then the process to get them set up will begin.

Q: I have searched for a particular vendor, and I know I they were in Lawson, but I can't find them. Is there a list of abbreviations used when building a vendor in Lawson?

A: There are several abbreviations we use when building a vendor. Lawson is very literal when it comes to searching. One example of an abbreviated vendor is University of Texas at Austin. University will always be abbreviated as Univ. So you would search "Univ of Texas at Austin". The list of abbreviations used when building a vendor are:

University - Univ	National - Natl	And - &
Association - Assn	Department - Dept	Incorporated - Inc
Company - Co	International - Intl	Limited Liability Company - LLC
Corporation - Corp	Limited - Ltd	Limited Partnership – LC

Q: I complete an AP Vendor Request and I'm wondering where it is in the process.

A: The status of an AP Vendor Request can be checked by accessing the AP Vendor Request app and looking at the status field of the request. If it shows "In process (Procurement)" then the Executive Director of Procurement has that request in their queue. If it shows "In process (Accounts Payable)" then it's with the AP Compliance Technician and they are reviewing it. You can select the "review" button and look at any notes that were entered. The AP Compliance Technician will put notes each time they work on your request. Once your request is approved/disapproved you will get an automated email from the AP Vendor Request system which will provide a link for you to view the approval/disapproval.