The purpose of this job aid is to explain how to add a non-trade vendor in NCAS.

NOTE: Non-trade vendors are not shared with any other agencies.

After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Setup (VSU)* screen.

2. Type **the non-trade paying entity (XXPN)** in the PAY ENTITY field.

    a. Your agency and OSC determine the non-trade paying entity code.

3. Type the **vendor's federal ID number OR social security number OR agency specific assigned number OR *(for auto generate)** in the VENDOR NO field. (Do not type the hyphens.)

> If agency wants to use the auto-generate feature in NCAS, OSC will need to be notified first in order to activate this feature for your non-trade pay entity.

4. Type the **vendor's group letter** in the GROUP field, if applicable.

5. Type the **vendor's name** in the VENDOR NAME field.

6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.

7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)

    a. For an individual, type the last name followed by the first name.

8. Type the **vendor's phone number** in the PHONE field.

9. Type the **vendor's street address** in the ADDR LINE 2 field of the REMIT TO section.

10. Type the **vendor's state** in the STATE CODE field.

    a. If this address is located outside the US, leave this field *blank*.

11. Type **Y** in the VAL field for US addresses.

    a. For foreign addresses, type an **N**.

12. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.

    a. If the address is located outside the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.

13. Type the **vendor's zip code** (including the "plus 4" zip) in the POSTAL CODE field.

14. Type a **contact name** at the vendor's company in the CONTACT field.

15. Press **ENTER** to add this vendor to your non-trade paying entity and to clear the screen.

16. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

17. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

18. Type the vendor's business characteristic in the CATEGORY CODES 1 field.

> You can locate the corresponding Category Codes on the *Description Table (DTL)* screen.
>
> - Type **DTL** in the NEXT FUNCTION field and press **ENTER** to access the *Description Table (DTL)* screen.
> - Type the **paying entity (XXPN)** in the ENTITY field.
> - Type **pay** in the ENTITY TYPE field and press **ENTER**.
> - Once you have located the appropriate code, access the *VGN* screen to add the code.
>   NOTE: An example of an often-used Category Code is **TAX**. This code is used to describe a "Tax Exempt, Non-Profit Vendor."

> An abbreviated list of the most used Category Codes can be found in **QRG 3: Post Office and Incorporated Cities and Towns.**

19. Type the remit-to county code in the CATEGORY CODE 5 field.

     a. Type **999** in the CATEGORY CODE 5 field to indicate that a vendor is an out-of-State vendor.

> If the city in the remit-to address on the VSU screen is known, identify the county code using **QRG 2: Post Office and Incorporated Cities and Towns.**
>
> If you know the county name, find the corresponding code on the *Description Table (DTL)* screen.
>
> Once the appropriate code is located, access the *VGN* screen to add the code.

20. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

21. Press **ENTER** to process the *VGN* screen.

22. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

23. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

24. Type **the vendor's tax identification number (TIN)** in the TAX ID NUMBER field to add the tax ID number.

    a. If there is no TIN in this field and this vendor has a 1099 transaction, an automatic 30% is withheld from that transaction.

25. Press **ENTER** to add the vendor as a non-trade vendor.