**VENDORING:  -** Please remember that KFS is not case sensitive….how you enter the information is exactly how it will look.  For vendoring please **do not use only lower case letters.  Use upper and lower case or all caps.  How you key it is how it will print on the check**.  Please note all new and edited vendors must be approved by Accounts Payable before you can use them in KFS.  Accounts Payable will approve new vendors throughout the day as time permits.  Please note new vendor submits late in the day may not be approved until the following day.  When searching for vendors be sure to use the \* as a wildcard.  Please be sure to try the wildcard before and after the name or part of the name you are searching (i.e. \*smith\*).  Please remember you will not be able to search for employees in a vendor search – only actual vendors are in the vendor search. Please do not use an apostrophe in a vendor name. An apostrophe causes problems with our check file. We will not approve a vendor with an apostrophe. **Please attach backup (i.e. invoice, quote, etc.) in the notes section when creating a new vendor.** Accounts Payable will **disapprove** any vendor request submitted without a W-9 in place.

**EMPLOYEE VENDORS:** Occasionally an employee will not be in Kuali when you are creating a DV.  An employee must have the following to be in Kuali as an employee:

1. An ename
2. Be an active employee (in the current employee table – not in as an ex-employee, retiree or an associate).

If you know your employee has an ename and is active but you still are not finding them.  Please contact Jackie Riba by email and she will have the employee reactivated in Kuali.