THE DIFFERENT TYPES OF VENDOR NUMBERS

"1" Vendors….
VENDOR #s BEGINNING WITH A "1" ARE FOR PURCHASE ORDERS / SHOPPING CARTS
- Shopping cart vendors are created/updated by and sent to the Purchasing department, http://ssc.jhmi.edu/supplychain/index.html
- Shopping carts ONLY accept vendor numbers beginning with a "1" and approved "19" vendors.

"19" Vendors….
VENDOR #s BEGINNING WITH A "19" ARE FOR INDEPENDENT CONTRACTORS WHICH CAN BE PROCESSED EITHER WAY it all depends on the amount…
- IC Vendors **Over $5K** accumulatively, forward ALL relevant paperwork to the Purchasing Department to process Shopping Cart Request Vendor request. http://ssc.jhmi.edu/supplychain/index.html
- IC Vendors **Under $5K** accumulatively, forward ALL relevant paperwork to the Account Payable Department to process Online Check/Payment Request Vendor request. http://ssc.jhmi.edu/accountspayable/index.html

"2" Vendors….
VENDOR #s BEGINNING WITH A "2" ARE FOR AP REMITS/ ONLINE PAYMENT REQUESTS
- NON-PO vendors are created by and sent to the Accounts Payable department, as stated on their form, http://ssc.jhmi.edu/accountspayable/index.html
- Online check/payment requests accept vendor numbers beginning with a "1", "19" and "2" as long as the SAP address matches the Vendor's invoice payment/remit address **and** type of payment is within our policies. See the PO Exception List for your payment type, http://ssc.jhmi.edu/supplychain/exceptions.html

"29" Vendors….
VENDOR #s BEGINNING WITH A "29" ARE FOR PAYROLL GARNISHMENT VENDORS ….USE IS RESTIRICTED
- Do **NOT** use these vendor numbers **UNLESS** you are authorized payroll personnel.

"3" Vendors…
VENDOR #s BEGINNING WITH A "3" ARE FOR PAYROLL ….USE IS RESTIRICTED
- Online Check/Payment Request system does **NOT** accept vendor numbers beginning with a "3"

"4" Vendors…
VENDOR #s BEGINNING WITH A "4" ARE MANUFACTURERS …USE IS RESTRICTED
- Online Check/Payment Request system does **NOT** accept vendor numbers beginning with a "4"