

**ACCOUNTS PAYABLE
VENDOR FORM:**
located at [http://ssc.jhmi.edu/
accounts payable/forms.html](http://ssc.jhmi.edu/accounts payable/forms.html)

PURCHASING/SHOPPING CART ONLY

Vendor – Data Entry Sheet

(FOR SHOPPING CART VENDORS ONLY)

SAP VENDOR #

ADD CHANGE BLOCK

(PROVIDE SAP VENDOR #) (MUST SELECT REASON BELOW)

PLEASE CHECK ONE OF THE FOLLOWING:

JHHS JHU

PLEASE CHECK THIS BOX IF APPLICABLE:

INDEPENDENT CONTRACTOR
(MUST RECEIVE APPROVAL FROM HR AND SUPPLY W9)

**DOES VENDOR HAVE THE ABILITY FOR
ELECTRONIC ORDERING AND/OR BILLING?**

YES NO

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTRY: _____ (FILL IN IF OTHER THAN US)

International Wire Information required for all new foreign vendors
(FIND FORM AT <http://ssc.jhmi.edu/accounts payable/Data%20Files/INTL%20WIRE%20INFO.doc>)

PHONE: _____ EXT: _____ FAX: _____

EMAIL ADDRESS: _____
(PROVIDE ONLY IF VENDOR PREFERS ORDER TO BE SENT VIA EMAIL)

REQUESTOR INFORMATION:

REQUESTED BY: _____ PHONE & FAX: _____

EMAIL ADDRESS: _____ DATE REQUESTED: _____

Reason for vendor block:

PAYMENT ONLY (allows PO's and Invoices to be entered, but prevents payment)

DUPLICATE VENDOR

ALL AP (allows PO's but prevents any invoices from being parked against a vendor)

OTHER: _____

PURCHASING ONLY (allows existing PO's & invoices to be processed, NO new PO's can be created)

Notes/Helpful Hints regarding vendors:

1. Do a complete alpha search for your vendor, include an * in front, middle, and behind. Also try to limit your query information by using only the first 4 letters of the first 2 words of the vendor name. (ex. JOHNSON CONTROLS type in query JOHN*CONT*)
2. When searching for vendors be aware that punctuation marks are not used (ex. & is found as AND)
3. Vendors that the name begins with "THE", this will be excluded. (ex. THE SNACK SHACK will be entered as SNACK SHACK)
4. All Independent Contractors must be approved by Human Resources prior to entry.
(JHU – contact Pam Weissman at 410-516-8123, JHHS – Contact JHHS Legal Department at 410-735-6500)
5. Check SAP in 1 to 2 days after form is sent to see if your vendor is set up, **confirmation email replies and calls will not be made.**
6. When filling out this form, spell out the full name of vendor, do not include initials for the name.
7. **If this situation is of an urgent nature, for Shopping Cart Vendors ONLY please call Supply Chain Shared Svc 443-997-5600**
8. Any questions regarding Accounts Payable/Online Payment vendors please contact Angela Moultrie at 443-997-8943

FAX THIS COMPLETED FORM TO 443-997-5639