Adding an IBuyNU Vendor in PeopleSoft

This job aid describes the process for updating an IBuyNU vendor’s information. The location “MARKTPLACE” is for use in IBuyNU.

Vendor Set-Up

1. From the Menu, click Vendors → Vendor Information → Add/Update → Vendor

2. Confirm SetID = “SHARE”.
3. Enter Vendor ID or Short Vendor Name (no spaces).
4. Click Search.
5. Click on the desired Vendor ID.
6. Verify that you have opened the correct vendor’s **Summary**. To make changes, click the **Correct History** button on the lower right.

7. Click on the **Location** tab.

8. **Location “001” is the Default.**
   Additional locations can be accessed by clicking the right arrow >. Verify that a “MARKPLACE” **location** does not already exist.
   To add a new **Location**, click the +.
9. Enter *Location: “MARKTPLACE” (with no “e” in market).
10. Ensure that Default is left unchecked.
11. Enter Description “DO NOT USE – MARKETPLACE”. End users will see this message and learn not to select this location.
12. Click Save.

To update the dispatch method, click the Procurement link. See page 4.

To update payment method from check to ACH, click Payables link. See page 5.
1. Click **Dispatch Methods**.
2. On the "PO" row, select dispatch method "Specify" "EDX" from drop-down menus.
3. For "Transmit Change Orders" select "Specify" "NO" from drop-down menus for all **iBuyNU** vendors.
4. Click **OK**.
5. Go to page 6.
Update Payment Method (this must be done for every location)

1. Click **Additional Payables Options**.

2. **Additional Payment Information**

   This set of options is used to define payment information at the vendor level. Change the "Payment Method" from "Default" to "Specify" and select "ACH" as the method. **Handling Options** should remain as Default since the ACH layout will be determined at the bank level as will the handling options.

3. Click **Vendor Bank Account Options**.

   This is the other section where you must add the **Vendor Bank Account** information. For most vendors, you will not need the DFI or IBAN information. If needed, the vendor should supply it.

4. When updates are complete, click **OK**.
6. When updates are completed, Click **Save**.