

▶ Adopted Date 10/12/04
 ▶ Amended Date _____
 ▶ Review Cycle _____

Attachments:
 Create a Procurement Vendor Request

PURCHASING DEPARTMENT CREATE / MAINTAIN SAP VENDOR

PURPOSE:

This procedure is to create/maintain an SAP vendor account. There are two main reasons for creating such an account: (a) to initiate a purchase order or contract with an organization and/or individual or (b) to receive reimbursement as a District/college employee for conference-related expenses.

An SAP vendor account must be maintained (i.e., modified/revised) if any of the following situations occur: a) the vendor/contractor has another location from which you want to do business; and/or b) the vendor has changed its address. SAP vendor accounts for District/college employees are usually not changed since their primary location will always be designated as their work location (i.e., District Office or college).

For informational purposes, vendor accounts are usually a seven-digit number starting with the number one (1). If it has multiple locations, they are listed as an account beginning with the number nine (9). District/college employees are listed with their employee numbers (i.e., a six-digit code). For IRS Form 1099 vendors (vendors that provide personal services and use their social security numbers as their tax ID number), accounts will begin with the number five (5). Other SAP vendor accounts fall under the purview of the accounts payable department and begin with the number three (3).

NOTE: Initiators of any procurement document must ensure that they do NOT select an accounts payable vendor beginning with the number three. Otherwise, an action cannot be initiated until the appropriate account code is identified.

INITIATOR

- The initiator verifies through the SAP web site (sap.laccd.edu/sap) under the "Reporting" link if a vendor account currently exists or needs to be created and/or revised. (Note: the initiator must have a current and valid SAP ID and password.) Under the "Reporting" section, he/she then clicks on the "Vendor Search" option. In the field, the initiator should type a key word (e.g., "office") of the vendor's name (it is recommended to enter a minimum entry so that a comprehensive list of all vendors that contain that key word will be displayed). The initiator should next click on the "Submit Query" to display the available vendor options. If the desired vendor does not appear, then the initiator should continue with this procedure to create the vendor account.

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DATE: _____



- The initiator obtains the Create a Procurement Vendor Request form (“Form”) under the “Forms” link from the SAP web site (sap.laccd.edu/sap). The initiator is responsible for following specific directions (located within that document) to complete the Form.

RESPONSIBILITY

- The initiator may perform one of the following actions: (a) forward the Form to the vendor to complete; (b) if he/she has the information, complete the Form on behalf of the vendor; or (c) inform the vendor of the LACCD web site (www.laccd.edu) and refer him/her to the “Business Opportunities” link which will provide a vendor cover letter and the Form and instructions. (Note: if the initiator completes the Form, then he/she is responsible for verifying that all information is up-to-date and complete. Deficient information may result in additional delays.)
- After completion of the form, the initiator/vendor must forward the form to the following e-mail address: ProcurementVendorMaintenance@email.laccd.edu (note: NO spaces should be placed in this e-mail address).
- Within five to seven business days of submitting the e-mail, the initiator can verify if the vendor account has been created and/or revised through the SAP web site (sap.laccd.edu/sap) under the “Reporting” link.

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