



PROCEDURE 13: ESTABLISHING A VENDOR MODEL

AP01

Job Aid AP01-13

The purpose of this job aid is to explain how to establish a vendor model in NCAS.

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press **ENTER** to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.
2. Type the **paying entity** in the PAY ENTITY field.
3. Type **V** for *vendor* in the first blank of the MODEL INV NUMBER field.
4. Type the **model number** in the second blank of the MODEL INV NUMBER field. (Model numbers are determined by agency.)
5. Type the **vendor's shortname@** (e.g., Sams@) in the SHORT NAME field or type the vendor's number in the VENDOR NUMBER field.
6. Press **ENTER** to verify the information.
 - a. Enter more or less information depending on the purpose of the model.
7. Type **terms code** in the TERMS CODE field, if applicable.
8. Type **your company number** in the CO field.
9. Type the **account number** in the ACCOUNT field.
10. Type the **center number** in the CENTER field.
11. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to establish this model in the NCAS for your paying entity.