



PROCEDURE 49:

ADDING A NON-TRADE NRA VENDOR

AP01

Job Aid AP01-49

The purpose of this job aid is to explain how to add a non-trade NRA vendor in NCAS.

When an NRA vendor is added as a non-trade vendor, the addition is similar to adding a trade vendor except that the agency is responsible for completing the withholding information required for the NRA. The agency must complete the information for non-trade vendors in the same manner that OSC does for trade vendors. Non-trade vendors are not shared with other agencies.

After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press **ENTER** to access the *VSU* (Vendor Setup) screen to add an NRA non-trade vendor.
2. Type the *non-trade paying entity (XXPN)* in the PAY ENTITY field.
 - a. The agency and OSC have determined the non-trade paying entity code.
3. Type **the numbering scheme** utilized by the agency for non-trade NRA vendors in the VENDOR NO field. (Do not type hyphens.)
 - a. When an NRA vendor is added to NCAS, there is not a standard tax identification number (TIN) as the US vendors. OSC suggests using a ten-digit numbering scheme such as FOR0000001, FOR0000002, etc.
4. Type the **vendor group number** in the GROUP field, if applicable.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
 - a. For an individual, type the last name first followed by the first name.
8. Type the **vendor's fax number** in the FAX field, if available.
 - a. This field is not required.
9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field of the REMIT TO section.
11. Type the correct **state code** in the STATE CODE field.
 - a. If the address is located outside the US, leave this field blank.

12. Type the **correct validation code** in the VAL field.
 - a. For US addresses, type a Y. For foreign addresses, type an N.
13. Type the **vendor’s city** in the ADDR LINE 3 field of the REMIT TO section.
 - a. If the address is located outside of the US, type the city name, province (if applicable) and nation in the ADDR LINE 3 field of the REMIT TO section.
14. Type the **vendor’s postal code** (zip) in the POSTAL CODE field. (Use the “plus 4” zip)
15. Type a **contact name** at the vendor’s company in the CONTACT field.
16. Press **ENTER** to add this vendor to the non-trade paying entity and to clear the screen.
17. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.
18. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.
19. Type the **vendor’s business characteristic** in the CATEGORY CODES 1 field.

Locate the corresponding Category Codes on the *DTL (Description Table)* screen.

- Type **DTL** in the NEXT FUNCTION field and press **ENTER** to access the Description Table (DTL) screen.
- Type the **paying entity (XXPN)** in the ENTITY field.
- Type **pay** in the ENTITY TYPE field and press **ENTER**.
- Once the appropriate code has been located, access the *VGN* screen to add the code.

NOTE: An example of an often-used Category Code is TAX.
This code is used to describe a “Tax Exempt, Non-Profit Vendor.”

An abbreviated list of the most-used Category Codes can be found in **QRG 4: 1099 Codes List**.

20. Type the remit-to county code in the CATEGORY CODE 5 field.
 - a. Type **999** in the CATEGORY CODE 5 field to indicate that a vendor is an out-of-state vendor.

If the city in the remit-to address is on the VSU screen, identify the county code using **QRG 2: Post Office and Incorporated Cities and Towns**.

If the county name is known, find the corresponding code on the *Description Table (DTL)* screen.

Once the appropriate code has been located, access the *VGN* screen to add the code.

21. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.
 - a. This date must be entered in MM/DD/YYYY format.
22. Press **ENTER** to process the *VGN* screen.
23. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.
24. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *VPN (Vendor Payable Information)* screen.
25. To initiate withholding for a non-trade vendor, type **yesterday's date** in the TAX ID EXPIRATION DATE field.
 - a. This date must be entered in MM/DD/YYYY format.
26. Type **30.00** in the 1099 WITHHOLDING RATE field.
 - a. This is the rate (30%) for NRA withholding.
27. Type the **1099 code** in the 1099 CODE field.
 - a. The code for NRA withholding is NR.
28. Press **ENTER** to process the *VPN* screen.
29. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.
30. Type **VDD** in the NEXT FUNCTION field and press **ENTER** to access the *VDD (Vendor Default Distribution)* screen.
31. Type the **appropriate mini-chart indicator** in the 1099 WITHHOLD field.
 - a. The mini-chart indicator determines how the accounting entries will post. The indicator for NRA withholding is 953.
32. Press **ENTER** to process the *VDD* screen.