



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Steven L. Valasek, Director of State Accounting
DATE: August 3, 2006
SUBJECT: New Vendor Entry Screen
NUMBER: 133

On July 3, 2006, the Illinois Office of the Comptroller (IOC) implemented a New Vendor Entry screen (NVEN). This screen allows agencies to enter new vendors directly into SAMS in a non-certified status. As with most SAMS entries, the agencies must maintain all supporting documentation for new vendor entries. Supporting documentation may consist of, but is not limited to, W-9s, applications, certifications, or other statements of identification.

NVEN consists of two mandatory input fields: Vendor Number and Vendor Name. There is also one optional input field for entities with a DBA name: LOC Name. All vendors entered on this screen will automatically be added to VEN2 and be forwarded to the Illinois Department of Revenue for purposes of certifying the vendor record.

Agencies cannot use NVEN to inquire, change, or delete any vendor information.

The VEN2 screen on SAMS will have two additional fields populated when the vendor is entered through NVEN. The NV field will be populated with the 3-digit number of the agency that entered the vendor information and the date that the entry was made (e.g., 360/07282006) and the VEND TYP field will be populated with "NV".

The Vendor_Type field on the warehouse WH_VENDOR reference table will also be populated with "NV". In addition, two new fields have been added to this table. The New_Vendor_Agency field will show the 3-digit number of the agency that entered the vendor information and the New_Vendor_Date field will show the date that the entry was made.

NVEN is available during normal SAMS hours - 8:00 AM to 5:00 PM each State business day. To apply for authorization to add vendors on this screen, please complete the attached "Request for Access to the New Vendor Entry Screen". Completed forms should be submitted to the IOC Security Administrator at 325 West Adams, Springfield, Illinois 62704-1871.

If you have any questions pertaining to this bulletin, please contact Karla Grigsby at (217) 557-3376. Agencies may access this and other Accounting, SAMS and Payroll Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library



Request for Access to the New Vendor Entry Screen

In order to perform my official duties on behalf of the (name of agency), I hereby request access to the SAMS New Vendor Entry screen (NVEN) for the purpose of adding new vendors.

With respect to this request, I make the following representations and acknowledgements:

1. I understand that all of the information entered into SAMS is confidential and is to be used only for official State of Illinois business.
2. I will comply with the applicable requirements of SAMS (Procedure 19.10.16) with respect to Vendor name and Taxpayer Identification Number (TIN).
3. I will enter only those vendors that have provided goods or services or will provide goods or services within a reasonable period of time following the addition of the vendor information,
4. I will not, during or any time following the termination of my employment, disclose or divulge any names and/or TINs of vendors I have entered on NVEN. I understand that such disclosure shall be grounds for progressive discipline, discharge, and/or criminal charges. I further agree that, upon termination of my employment, I shall not retain copies, notes or abstracts of the foregoing.

Employee Name: _____
Title: _____
SAMS ID#: _____
Employee Signature: _____
Date: _____
E-Mail Address: _____
Phone Number: _____

Agency Head Signature: _____
Date: _____

IOC approval: _____
Date: _____

Please forward the completed form to: IOC Security Administrator, 325 West Adams, Springfield, Illinois 62704-1871.