



STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Marvin Becker, Assistant Comptroller - Operations
DATE: September 30, 2016
SUBJECT: NVEN Address Requirements
NUMBER: 207

The Illinois Office of the Comptroller (IOC) is implementing a change to the NVEN (New Vendor Entry) screen in SAMS. This enhancement will be effective on October 3, 2016. The NVEN screen is used to enter new non-business vendors using an SSN. Please reference Accounting Bulletins 153 and 166 for additional details on the NVEN screen.

Address Changes to the NVEN Screen:

- The NVEN screen will require a valid address, city, state and nine-digit zip code.
- The zip code must be in XXXXX-XXXX format. The hyphen must be entered on the screen. See the example below.
- There is no action required for vendors that are currently on VEN2 with a five-digit zip code.
- All other NVEN requirements will remain unchanged.

```
VENDOR= 123456789      LAST NAME SMITH  
                FIRST NAME MI SUFFIX JOHN B  
  
ADDRESS: 123 N MAIN STREET  
CITY   : SPRINGFIELD  
STATE  : IL  
ZIP    : 62704-1234
```

These changes are being made in conjunction with the SAP implementation. The IOC is leading an effort to improve the quality of vendor master data prior to converting records into SAP.

If you have questions concerning this Accounting 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 <http://illinoiscomptroller.gov/agencies>.