

NEW VENDOR REQUEST

Fill in the Payee information

The screenshot shows a web browser window with the URL `ferret.blackbaud.com/expenses/workcenter?tenantId=Sec780fb-2e16-4c7e-a510-67ac0b704bd8`. The page title is "Add invoice request". The form contains the following fields:

- Payee ***: A search field containing the text `**NEW VENDOR**`.
- Invoice number**: An empty text input field.
- Invoice date ***: A date picker field showing `MM/dd/yyyy`.
- Description ***: An empty text area.
- Approval rule ***: A dropdown menu showing `00.00.NV - New Vendor Request`.
- Expense detail/purpose**: An empty text area.

Below the form is a "Distribution" table with the following columns: Expense category, Description, Quantity, Rate, Line item total, and Date. At the bottom of the form are three buttons: "Submit", "Save Draft", and "Cancel".

Payee: ****NEW VENDOR****

Invoice number: Enter invoice/receipt number

****Note:** If no number is on the receipt enter the transaction date as the invoice number, ex. 20210928**

Invoice date: Enter invoice/receipt date

****Note:** If receipt has last month's date enter the current date**

Approval rule: **00.00 NV – New Vendor Request**

Expense detail/purpose: Write brief explanation of purchase and purpose of event

Fill in Distribution

Financial Edge NXT

fenxt.blackbaud.com/expenses/workcenter?svcid=fenxt&emvid=p-HxiM40CIQkYRlpjELFYUg&tenantid=5ec78e4b-2e16-4c7e-a510-67ac0b704bd8

Add invoice request

Expense category: Foundation Gen Exp | Description: General Expenses to be pa | Amount: \$1.00 | Date: MM/dd/yyyy

Apply account distribution set: Distribute evenly | Delete all distributions

Account: 030-5000 | Debit: \$1.00 | Project: | Class: With Donor Restrictions | University Impact Code: | College Impact Code: | Management Fee:

Custom fields:

Field	Value	Date	Comment
Invoice Number	Text value	Date	Comments
Changes Required to Vendor Record	<input type="radio"/> Yes <input type="radio"/> No	Date	Comments
Payment Type	-- Select value --	Date	Comments
Check requires a Remittance Advice	<input type="radio"/> Yes <input type="radio"/> No	Date	Comments

Attach receipt(s):

Drag a file here or click to browse

Paste a link to a file: Done

Submit Save Draft Cancel

Expense category: Select “Foundation Gen Exp” from dropdown

Rate: Enter dollar payment/reimbursement amount (\$)

****Note:** Confirm tips for meal reimbursements are no more than 20%**

Account: 030-5000 is your default, do not change

Project: Enter selected project ID, which will auto populate (DO NOT CLICK ON THE HOURGLASS)

Class, University Impact Code, College Impact Code, and Management Fee can be left blank

Fill in Custom fields

Value: Re-enter invoice number, then tab over to Date and enter invoice date

Change Required to Vendor Record: Select “No”

Payment Type: Select from dropdown

Check requires a Remittance Advice: Select “No”

Upload (or drag) invoice/receipt, signed W-9, and all supporting documents needed to fulfill payment

Click **Submit**

*****Once the vendor has been set up, the request will be sent back to you. Change the “Payee” to XXX and approval rule to your correct department. *****

PSST...MAKE SURE YOUR NOTIFICATIONS ARE SET UP!