

FINDING/CREATING A VENDOR RECORD IN AASIS

Confirming an Existing Vendor Number

A vendor must have an established record in AASIS in order to create an OA or PO for that vendor. The AASIS record will assign a vendor number which must be entered in the OA or PO transaction.

When executing an AASIS contract, if an apparent successful contractor already has an AASIS vendor record established, the buyer will locate the number in AASIS and confirm it with the contractor.

To locate a vendor number in AASIS:

1. Go to AASIS transaction XK03.
2. Click on the white box to the right of the box labeled “vendor.” (See Image A below)
3. In the pop-up window, in the yellow box titled “Name,” enter a search word surrounded by asterisks. For example: *deloitte*
4. Click the green check mark in the bottom right of the pop-up box to display the list of vendor options, if there is one. (See Image B below)
5. Locate the correct vendor number by scrolling until you see the address that matches the address on the Bid signature page or the vendor’s email signature, then double-click the entry to populate the vendor number and name into your transaction.
 - It is best practice to call or email the vendor to confirm the vendor number before creating the PO or OA.

Image A

Display Vendor: Initial Screen

Vendor

Company Code State of Arkansas

Purchasing Organization

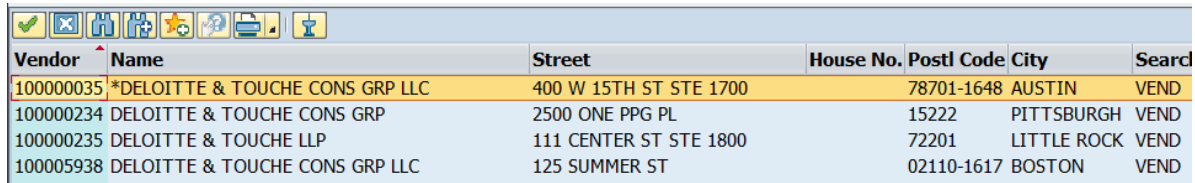
General data

- Address
- Control
- Payment transactions
- Contact Persons

Company code data

- Accounting info
- Payment transactions

Picture B



Vendor	Name	Street	House No.	Postl Code	City	Search
100000035	*DELOITTE & TOUCHE CONS GRP LLC	400 W 15TH ST STE 1700		78701-1648	AUSTIN	VEND
100000234	DELOITTE & TOUCHE CONS GRP	2500 ONE PPG PL		15222	PITTSBURGH	VEND
100000235	DELOITTE & TOUCHE LLP	111 CENTER ST STE 1800		72201	LITTLE ROCK	VEND
100005938	DELOITTE & TOUCHE CONS GRP LLC	125 SUMMER ST		02110-1617	BOSTON	VEND

Creating a New Vendor Record in AASIS

If there is not a vendor record in AASIS, the buyer must have a new AASIS vendor record established that will create an assigned vendor number for the contractor. The buyer will need this number to execute the contract award.

To establish a new vendor record for the apparent successful contractor:

1. Contact the prospective contractor by phone or email to request a copy of their W-9.
2. Complete the appropriate “Vendor Maintenance with W-9” form.
 - The form is available on the [Forms and Reporting](#) page of the OSP website.
 - The “Purchasing” form option is most often used as it sets up the contractor to receive payments, such as for a PO.
3. Have your agency’s authorized Agency Reviewing Official:
 - Verify that the contractor does not already have an existing record in AASIS. Submit the form to the OSP email address provided on the form to have the record established.

OSP will contact the buyer by email, typically the same day the request is submitted, with the new vendor number.

If you have any questions about finding or creating a vendor record in AASIS, call OSP at 501-324-9316 and ask to speak with someone on the administrative team about a vendor record in AASIS.