



# PROCEDURE 48:

## ADDING A TRADE NRA VENDOR

### Job Aid AP01-48

AP01

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

Complete the NCAS Backup Withholding form and forward to the OSC Support Services Center via [osc.support.services@osc.nc.gov](mailto:osc.support.services@osc.nc.gov).

NOTE: Before entering any invoices, check the Statewide trade vendor file to see if the vendor exists. If it does not, then request the Office of State Controller to add the vendor to the file.

#### After accessing the Accounts Payable module:

1. If the vendor is not listed on the *VSL* screen, type **VSU** (Vendor Setup) in the NEXT FUNCTION field and press **ENTER** to access the *VSU* screen to request the addition of an NRA trade vendor.
2. Type **VADD** in the PAY ENTITY field. VADD stores vendor names temporarily until they can be added to the Statewide trade vendor file.
3. Type the word **foreign** in the VENDOR NO field.
  - a. When an NRA vendor is added to NCAS, there will not be a standard tax identification number (TIN) as with US vendors.
4. Type the **vendor name** in the VENDOR NAME field.
5. Type a **valid vendor type code** in the VENDOR TYPE field.
  - a. The following types are valid codes:
    - D** = Direct vendor (no purchase order issued)
    - M** = Matching vendor
6. Type the **vendor's fax number** in the FAX field, if available.
  - a. This field is not required.
7. Type the **vendor's phone number** in the PHONE field in the REMIT TO section of the screen.
8. Type the **vendor's address** (PO box or street address) in the ADDR LINE 2 field.
9. Type the correct **state code** in the STATE CODE field.
  - a. If this address is located outside the US, leave this field blank.

10. Type the **correct code** in the VAL field
  - a. For US addresses, type a Y. For foreign addresses, type an N.
11. 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.
12. Type the **postal code** (zip) in the POSTAL CODE field.
13. Type the message **VENDOR IS A NON-RESIDENT ALIEN** in the OPT ADDR 1 or OPT ADDR 2 field to notify OSC Support Services Center that the *VGN* and *VPN* screens need to be completed to begin the withholding for this trade vendor.
14. Press **ENTER**. The following message is displayed on the screen: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!**
15. Press **ENTER** to send the request to the OSC Support Services Center for further processing.