



Business Matters @ Sac State

Topic: Vendor Data Record (204 Form)
Replacing the current 204 vendor data record paper form

DATE: November 21, 2017

TO: Campus Business Partners, Administrative Council, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Daljit Khangura, Director of Accounts Payable & Travel.

Accounts Payable has developed a web-based Vendor Data Record that will submit information directly into the On-Base data system. This will streamline the supplier registration process and eliminates paper forms, mailing, and the re-keying of data for the suppliers which is used for financial transactions and internal & external business services. The direct data entry improves accuracy, provides for timely supplier updates, and shortens the supplier's registration, purchase order, and payment processes.

The new form should be used for registering all *new* domestic & international disbursement vouchers. Procurement Services will continue to set up all purchase orders.

The new [Vendor Data Record web form](#) is now active on the Administration & Business Affairs Forms webpage; and, a link on the [Accounts Payable \(AP\) webpage](#), under AP Quick Links.

Contact Information:

If you have any questions or concerns, please contact the Accounts Payable Office at ext. 86476; or, via email at aba-fin-ap-travel@csus.edu. Thank you.

Financial Services and Budget Planning & Administration

Administration and Business Affairs Families

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