

MULTI-VENDORS vs MULTI-PO'S – Classic vs Redesign

In **Classic**, you could enter a PO with a “Multi-Vendor” against which you could pay different vendors, as selected during the A/P Invoice process. The PO would always show the selected “Multi-Vendor,” but each invoice or check would be associated with the specific vendors paid.

A multi-vendor was designated with a flag when the vendor was created and that flag could not be changed after the new vendor was saved.

Vendor Address Information		Check Address Information	
Vendor Number	105 Active		
Name	MULTI-VENDOR	Check Name	MULTI-VENDOR
2nd Name		Check 2nd Name	
Address		Check Address	
2nd Address		Check 2nd Address	
City		Check City	
State		Check State	
Postal Code		Check Postal Code	
Country		Check Country	
Phone () -		Check Phone () -	
Fax () -			
1099 Information		Year-To-Date Totals	
1099 Type	Non-1099	Calendar YTD Total	0.00
ID#		Fiscal YTD Total	0.00
Override			
Other Information			
Account Number		Category	
Last Activity	02/02/2021	Minority Vendor	N
Creation Date	10/26/2017	Multi-Vendor Flag	Y
Email Address		Child Support Flag	N

In **Redesign**, there are no longer multi vendors, but rather, multi PO's. The Multivendor checkbox is found on the PO itself and is set when a **requisition**, on which **NO vendor** is selected, is **Saved**. The checkbox is checked by the system upon **Save**; it is not checked manually.

Requisition #

Description

Terms

Multivendor

Date

Deliver By Date

Attention

Created Date

Vendor

Delivery Address

Converted

Template

The same functionality is found when a PO is created directly without a requisition. The Multivendor checkbox is checked by the system upon **Save** when the vendor is left blank.

PO #

Description

Terms

Summary

Invoiceable

Date

Deliver By Date

Attention

Created Date

Multivendor

Vendor

Delivery Address

Source

Created Date

Multivendor

The A/P invoice process will allow selection of specific vendors when invoicing a multivendor PO, just as it allowed in Classic.

In the following example, you can see how the multivendor PO 2820704 displays on the PO grid and how invoices to multiple vendors display on the A/P Invoices grid.

Vendor #	Primary Name	PO #	Date	Description
		=2820704		
		2820704	02/01/2021	Blanket PO - Cafeteria

Vendor #	Primary Name	Invoice #	PO #	Date	Invoice Total
			=2820704		
133	Offerman Bakery	21121-A	2820704	02/11/2021	275.00
1000002	Restaurant Equippers Inc	RE453620	2820704	02/11/2021	109.00
1000001	Smith Dairy	SD00243	2820704	02/11/2021	325.00

Recommendation:

Before migration from Classic to Redesign, close out all multi-vendor PO's. If a multivendor PO is needed in Redesign, create a new PO or clone the closed PO in Redesign, after migration.

After migration, inactivate any multi-vendors in your vendor files to prevent their use in the future. Redesign will see them *only* as ordinary vendors which, if not inactivated, could still be selected by requisitioners, though they will NOT be able to be used in the same way as they had been in Classic.