

15.2 Vendor Master File Policy

Policy Statement

The purpose of this policy is to maintain an accurate database on vendor master records, with effective internal controls, within the SAP financial module. By adhering to this policy, the Department of Service Nova Scotia can streamline vendor-related activities, minimize errors, and maintain data integrity.

Definitions

SAP

The province's integrated financial software modules

AP

Accounts payable

ESS

Employee Self Service

Policy Objectives

This policy was created to standardize the Vendor Master process that contain essential information about vendors, including contact details, address, payment terms, bank information and tax data. Maintaining accurate and up-to-date records is crucial for smooth procurement and payment processes.

Application

This policy applies to all SAP user departments, agencies, boards, commissions, and Crown corporations of the province using the SAP system for settlement of their vendor accounts.

Policy Directives

If processing a payment in SAP, vendor information should be updated to reflect the most up-to-date records to ensure a smooth procurement and payment process.

When editing the vendor list you must request one of the following:

1. Vendor Create Request,
2. Vendor Change Request
3. Vendor Block Request

1. “VENDOR CREATE REQUEST”

If the department is paying a new vendor, the vendor must be created within SAP. A request with the vendor information must be submitted electronically through the ESS SAP Portal with the approval of the authorized signing authority of the requesting department. All requests must include attachments that consist of an approved invoice, GST/HST number and Registry of Joint Stock number. Any requests received that are missing an approved invoice, GST/HST number and Registry of Joint Stock Number will be returned for resubmission.

2. “VENDOR CHANGE REQUEST”

If the vendor’s information has changed, it must be updated within SAP. A request with the updated information must be submitted electronically through the ESS SAP Portal with the approval of the authorized signing authority of the requesting department. All requests must include attachments that consist of an approved invoice to support the change in information and if there is banking related change, they must also attached an updated EFT form with void cheque or EFT form completed and stamped by their bank Any requests received that are missing supporting documentation will be returned for resubmission.

3. “VENDOR BLOCK REQUEST”-

If a vendor is no longer valid, it must be blocked from SAP. The Operational Accounting, Financial Services Division of Service Nova Scotia may only block vendors for posting with the most common reasons being vendor duplication or inactive vendor account. Before any vendor is blocked, an examination should be done to determine if there are any open items that need to be addressed.

Policy Guidelines

The following guidelines should be used while editing or entering new vendor information:

- All names and addresses are to be entered in all capital (upper case) letters.
- The name field (four lines) is to include only the vendor's name. No part of the address is to appear in the name field under any circumstances.
- All payments made to the federal government are made payable to the Receiver General. However, for Supplement to the Public Accounts purposes the area of government is reported, and therefore these transactions must be supplementary coded. To assist the users in selecting the proper supplement code, the text field should contain the full name of the department being paid and the corresponding supplement code to use.
- When requesting a vendor for a legal firm/lawyer "in trust" for an individual or company, the vendor should be created in the name of the Legal firm/Lawyer "in trust" only.
- When a vendor is created for an individual, the first and last names are essential. Additional names should also be provided, when possible, to avoid duplication. Under no circumstances will the vendor be created using only initials and the last name. The Social Insurance Number is also required if you are making taxable benefit payments to ensure tax compliance and issue of tax slips.
- When "Nova Scotia" appears in a vendor's name, it will be printed in full (no abbreviations).
- When the word "and" appears in a vendor's name, it will be typed in full unless the symbol (&) appears in the company's invoice/letter, in which case the symbol will be used in the vendor master. Vendor master accounts created for joint payees must have "and" typed in full between the two names.
- When entering an individual's name in the vendor master, the use of initials will be acceptable only for the second, third, etc., names (first and last names must be complete). These initials will have spaces between them with no periods.

Standard Abbreviations

If the vendor's name ends with:

NOTE: If these words are not at the end of the vendor's name, the word should be typed in full.

There are no periods after these abbreviations.

<u>Term</u>	<u>Abbrev</u>	<u>Term</u>	<u>Abbrev</u>
Association	Assoc	Department	Dept
Company	Co	Incorporated	Inc
Company Limited	Company Ltd	Limited	Ltd
Corporation	Corp	Society	Soc

For address:

NOTE: In the street field, there are no periods after these abbreviations.

Avenue	Ave	Building	Bldg
Boulevard	Blvd	Centre	Ctr
Circle	Cir	Floor	Fl
Court	Crt	Room	Rm
Crescent	Cres	Site	Site
Highway	Hwy	Suite	Ste
Lane	Lane	Unit	Unit
Place	Pl	Compartment	Comp
Road	Rd	Station	Stn
Street	St	Parkway	Pky
Terrace	Terr	Post Office Box	PO Box
Subdivision	Subdiv	Rural Route	RR#
Drive	Dr	Apartment Number	Apt#
Way	Way	Third Floor	3 rd Fl
Square	Sq	Suite No. 100	Ste#100
Apartment	Apt	Station A	Stn A

For individuals with titles:

NOTE: These titles will be before the given name with no periods used.

Doctor	Dr	Reverend	Rev
Honourable	Hon	Sister	Sister

For directions:

North	N	Northwest	NW
South	S	Southeast	SE
East	E	North Northeast	NNE

Accountability

Operational Accounting, Financial Services Division of Service Nova Scotia is responsible for the creation and maintenance of the vendor master records within SAP.

Monitoring

Operational Accounting, Financial Services Division of Service Nova Scotia will monitor the application of the Accounts Payable policy on vendor master records for value-added changes as required. Maintaining centrally the vendor master records will reduce database storage requirements as well as duplication of vendor records.

All departments will access the central records and will request additional vendor master records to be set up as needed.

Enquiries

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