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# VENDOR MAINTENANCE USER MANUAL

## THE VENDOR FORM STATUS SCREEN

Forms that have been created and are in draft, awaiting approval, or pending agency edits status will be seen on the Vendor Form **Status** screen.

From the Vendor Maintenance main menu, click **Vendor Form**.

1. Click the **Status** tab.
2. The forms you have in process will be displayed. Click **Select** next to the form you wish to view or complete.
3. Complete the form as needed.

Figure 1 - Vendor Form Status

The screenshot shows the Vendor Form Status screen. At the top, there are two tabs: 'Status' (selected) and 'Vendor'. Below the tabs, there are two search fields: 'Vendor' and 'Status'. To the right of these fields are 'Find' and 'Reset' buttons. Below the search fields is a table with the following data:

	Agency	Action	EditDate	Vendor	Sfx/Name	Status	Contact
Select	190	Add Vendor	05/03/2013	190110123	00 SURVIOR ETC	Draft	KAREN
Select	190	Add Vendor	05/10/2013	190000190	00 TOY TRUCK INC	Awaiting Approval	MARK
Select	190	Add Sfx	05/20/2013	190201234	03 HALTE CAUSINE	Awaiting Approval	NANCY

You can search for a specific vendor number, for forms with a particular status, or for a specific vendor number with a particular status:

1. Enter the nine digit vendor number in the **Vendor** field. Do not enter a suffix.
2. Select a status from the **Status** drop down menu:
  - **Awaiting Approval** – Waiting for State Controller’s Office (SCO) approval.
  - **Draft** – A form started by the agency but not yet submitted for approval. You must complete and submit these for approval within 30 days from the day the draft was last saved. After that time they will be removed from the application.
  - **Pending Agency Edits** – a form returned to the agency for updates or corrections. You must complete and submit these for approval within 60 days from the last day the form was initially submitted to SCO. After that time they will be removed from the application.
3. Click **Find**.
4. Click **Select** next to the form you wish to view or complete.
5. Complete the form as needed, save and submit it.