12	Insert a copied line to create an Ordering address type.
	x Click the Copy icon on the Payment address type line in the upper portion of the page.
	x Click Insert Copied Line.
	x Select *Ordering* from the Address Type list on the General Information tab.
	x Click Save.
13	Complete the Taxpayer Information tab of the 1099 Reporting Information section.
	x Click 1099 Reporting Information in the Secondary Navigation Panel.
	x Complete the Address field.
	x Complete the City field.
	x Select a state from the State/Province pick list.
	x Complete the Zip/Postal Code field.
	x Select US from the Country pick list.
	x Select the 1099 Reportable check box (if not already selected).
	x Click Save.
14	Complete the Business Type section.
	x Click Business Type in the Secondary Navigation Panel.
	x Click Insert New Line.
	x Select COHQ from the Business Type ID pick list.
	x Click Save.
15	Complete the Certification Status tab of the Certification section.
	x Click Certification in the Secondary Navigation Panel.
	x Click Insert New Line.
	x Select *Active* from the Vendor Active Status list.
	x Select *Complete* from the Vendor Approval Status list.
	x Click Save.
16	Validate and submit the new VCC record.
	x Click Validate.
	x Correct errors as needed.
	x Click Submit.
17	Locate the new Vendor in the VCUST table.
	x Type *VCUST* in the Jump to field.
	x Click Go.
	x Use the Legal Name field to search for the new duplicate Vendor.
	x Click Go.

Add a New Vendor to an Existing Vendor Headquarters

Step	Action
1	Log on to CORE. • Enter a user ID and **User ID** field. • Enter a password and **Password** field. • Click **Login**.
2	Check to see if a duplicate Vendor exists. • Type *VCUST* in the **Jump to** field. • Click **Go**. • Use the **Taxpayer ID and Legal Name** fields to search for a duplicate Vendor. • Click **Go**.
3	Create a new Vendor. • Click **Create New Record**.
4	Create a new **VCC** document. • Type your dept code in the **Document Department Code** field. • Select the **Auto Numbering** check box. *Some departments require the unit to be entered in the DOC ID field which will add the unit to the Document ID* • Click **Create Document**.
5	Complete the **General Information** tab of the **Header** section. • Click **Header** in the **Secondary Navigation Panel**. • Enter a brief description of the **VCC** document in the **Document Description** field.
6	Complete the **General Information** tab of the **Vendor/Customer** section. • Click **Vendor/Customer** in the **Secondary Navigation Panel**. • Select the **Auto Generate** check box. • Select *Company* from the **Organization Type** list. • Enter the company name in the **Company Name** field. • Click **Save**.

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	Complete the **Headquarters** tab of the **Vendor/Customer** section. • Select the **Headquarters** tab. • Click the **Headquarters Account Code** pick list. • Use the **Legal Name** field to search for the existing Vendor's headquarters. o *Use one of the Vendor accounts you have already created.* • Review the results and click **Select**. • Click **Save**.
7	Complete the **Organization** tab of the **Vendor/Customer** section. • Select the **Organization** tab. • Select *Corporation* from the **1099 Classification** list. • Click **Save**.
8	Complete the **General Information** tab of the **Address** section. • Click **Address** in the **Secondary Navigation Panel**. • Click **Insert New Line**. • Select **Payment** from the **Address Type** list. • Click **Save**.
9	Complete the **Address Information** tab of the **Address** section. • Select the **Address Information** tab. • Select the **Auto Generate** check box. • Complete the **Street** field. • Complete the **City** field. • Select a state from the **State/Province** pick list. • Complete the **Zip/Postal Code** field. • Select **US** from the **Country** pick list. • Click **Save**.
10	Complete the **Contact Information** tab of the **Address** section. • Select the **Contact Information** tab. • Select the **Auto Generate** check box. • Enter a name in the **Primary Contact** field. • Select **Email** from the **Correspondence** pick list. • Enter an email address in the **Email** field (firstname.lastname@mail.com). • Click **Save**.

11	Complete the **Contact Address Information** tab of the **Address** section. • Select the **Contact Address Information** tab. • Complete the **Street** field. • Complete the **City** field. • Select a state from the **State/Province** pick list. • Complete the **Zip/Postal Code** field. • Select **US** from the **Country** pick list. • Click **Save**.
12	Insert a copied line to create an **Ordering** address type. • Click the **Copy** icon on the **Payment** address type line in the upper portion of the page. • Click **Insert Copied Line**. • Select *Ordering* from the **Address Type** list on the **General Information** tab. • Click **Save**.
13	Complete the **Business Type** section. • Click **Business Type** in the **Secondary Navigation Panel**. • Click **Insert New Line**. • Select **COHQ** from the **Business Type ID** pick list. • Click **Save**.
14	Complete the **Certification Status** tab of the **Certification** section. • Click **Certification** in the **Secondary Navigation Panel**. • Click **Insert New Line**. • Select *Active* from the **Vendor Active Status** list. • Select *Complete* from the **Vendor Approval Status** list. • Click **Save**.
15	Validate and submit the new VCC record. • Click **Validate**. • Correct errors as needed. • Click **Submit**.
16	Locate the new Vendor in the **VCUST** table. • Type *VCUST* in the **Jump to** field. • Click **Go**. • Use the **Legal Name** field to search for the new duplicate Vendor. • Click **Go**.

Create a Customer Record

Step	Action
1	Log on to CORE. • Enter a user ID and **User ID** field. • Enter a password and **Password** field. • Click **Login**.
2	Check to see if a duplicate Customer exists. • Type *VCUST* in the **Jump to** field. • Click **Go**. • Use the **Legal Name** field to search for the Customer. • Click **Go**.
3	Create a new Customer. • Click **Create New Record**.
4	Create a new **VCC** document. • Type your dept code in the **Document Department Code** field. • Select the **Auto Numbering** check box. *Some departments require the unit to be entered in the DOC ID field which will add the unit to the Document ID* • Click **Create Document**.
5	Complete the **General Information** tab of the **Header** section. • Click **Header** in the **Secondary Navigation Panel**. • Enter a brief description of the **VCC** document in the **Document Description** field.
6	Complete the **General Information** tab of the **Vendor/Customer** section. • Click **Vendor/Customer** in the **Secondary Navigation Panel**. • Select the **Auto Generate** check box. • Enter a **First Name** and **Last Name** or **Company Name**. • Click **Save**.
7	Complete the **General Information** tab of the **Address** section. • Click **Address** in the **Secondary Navigation Panel**. • Click **Insert New Line**. • Select *Billing* from the **Address Type** list. • Click **Save**.

8	Complete the **Address Information** tab of the **Address** section.
	• Select the **Address Information** tab.
	• Select the **Auto Generate** check box.
	• Complete the **Street** field.
	• Complete the **City** field.
	• Select a state from the **State/Province** pick list.
	• Complete the **Zip/Postal Code** field.
	• Select **US** from the **Country** pick list.
	• Click **Save**.
9	Complete the **Certification Status** tab of the **Certification** section.
	• Click **Certification** in the **Secondary Navigation Panel**.
	• Click **Insert New Line**.
	• Select *Active* from the **Customer Active Status** list.
	• Select *Complete* from the **Customer Approval Status** list.
	• Click **Save**.
10	Validate and submit the new VCC record.
	• Click **Validate**.
	• Correct errors as needed.
	• Click **Submit**.
11	Locate the new Vendor in the **VCUST** table.
	• Type *VCUST* in the **Jump to** field.
	• Click **Go**.
	• Use the **Last Name** field to search for the new duplicate Customer.
	• Click **Go**.