

Is your Vendor's record managed through VSS?

The following information is intended for Departmental and Program use only:

The CMU makes all vendor record modifications for non-VSS managed records and only EFT modification for both VSS and non-VSS vendor records.

This job aid will help you to identify if your vendor's record is VSS managed and who the account administrator's are for your VSS managed accounts.

- 1) Open the VCUST record for your vendor
- 2) In the VCUST record check the status of the *Restrict VSS Access* field.

The screenshot shows the 'Vendor/Customer' record for 'Fuji Electric Corp. of America'. The 'Restrict VSS Access' field is highlighted in yellow and set to 'No'. Other fields include Vendor Active Status (Active) and Customer Active Status (Inactive).

Vendor/Customer	Legal Name	Vendor Active Status	Customer Active Status
VS50000000000062	Fuji Electric Corp. of America	Active	Inactive

General Info:

Vendor/Customer: VS50000000000062
 Legal Name: Fuji Electric Corp. of Ame
 Alias/DBA:
 Vendor Active Status: Active
 Vendor Approval Status: Complete
 Customer Active Status: Inactive
 Customer Approval Status: Incomplete
 Location Name: Headquarter
 First Name:
 Middle Name:
 Last Name:
 Company Name: Fuji Electric Corp. of Ame
 PERA Status Flag:
 Retirement Date:
 Restrict Use by Department:
 Miscellaneous Account:
 Internal Account:
 Third Party Only:
 Third Party Vendor:
 Third Party Customer:
 Inventory Customer:
 Never Archive:
 Restrict VSS Access: No
 Discontinue - No New Business:
 Prevent MA Reference:
 PunchOut Enabled:
 Re-PunchOut Enabled:
 Electronic Order Enabled:

- 3) If *Restrict VSS Access* is **Yes** – send your vendor modifications to state_centralapproval@state.co.us.
- 4) If *Restrict VSS Access* is **No** – click to open the Vendor User Information tab in the left margin
- 5) If the Vendor User Information tab is populated then this would represent a VSS managed vendor record. Please have your vendor contact their administrator to make all non-EFT record changes. VSS vendor support can be reached by contacting dpa_vsshel@state.co.us or by phone at 303-866-6464.

The screenshot shows the 'Vendor User Information' tab for the vendor 'fujielectric'. The 'Master User' field is checked.

User Id	Last Name	First Name	Master User
fujielectric	Sato	Arisa	Yes

User Id : fujielectric
 Last Name : Sato
 First Name : Arisa
 HQ Master User :
 Master User :
 Email : bid@fecoa.fujielectric.com
 Phone : 201-490-3935
 Extension :
 Fax : 201-368-8258

- 6) If the Vendor User Information tab is left blank then treat the vendor as any non-VSS record and send vendor modification requests to state_centralapproval@state.co.us.

