# SAP VENDOR MASTER DATA AND ONBOARDING - TECHNICAL

# WELCOME

This is part two of a two-part Learning Series for employees to receive the role and myUK tab to access SAP Vendor Master Data and the PaymentWorks onboarding application. The courses are:

- SAP Vendor Master Data and Onboarding – Concepts
- SAP Vendor Master Data and Onboarding – Technical

Be sure to complete both courses in myUK Learning in conjunction with submission of an [SAP Access Request Form](#) if you are applying for the role and myUK tab on behalf of your department.

Both courses can also be taken on demand, as needed, as refreshers or by any employee for general knowledge purposes.

# WHAT TO EXPECT IN THIS COURSE

Topics:

- Refresher: What Triggers Need for the Vendor Number(s)
- Searching SAP Vendor Master Data for Vendor Number(s)
- TIPS for Searching SAP Vendor Master Data
- Stakeholder Roles & Responsibilities – PaymentWorks New Vendor Onboarding
- PaymentWorks Invitations – How to Send
- PaymentWorks Invitations – Monitoring Onboarding Progress
- Support Needs During New Vendor Onboarding
- Other Things to Know: Vendor Address Changes, Duplicate Invitation Sends
- Key Items to Remember
- Resources for Help and Support

# REFRESHER: WHAT TRIGGERS NEED FOR THE VENDOR NUMBER

Vendor numbers typically are used on any type of Shopping Cart or Requisition (both of which evolve into purchase orders) and Payment Request Documents.

Assignment of a correct and active number is required on a procurement transaction identical to the entry of the item description, catalog numbers, quantities, prices, etc. Vendor numbers are not used with procurement card transactions.

**Best practice**: Check for availability of the needed vendor number in SAP Vendor Master Data _before_ beginning the Shopping Cart, Requisition, or Payment Request Document. This will save time and effort from starting the procurement transaction to perhaps learn during the process that there is not a valid vendor number to use on it.

# SEARCHING SAP VENDOR MASTER DATA FOR VENDOR NUMBER(S)

Before performing a search for an existing, active vendor number to use on your procurement transaction or sending a PaymentWorks invitation, let's refresh on two key concepts from the first course in the Learning Series:

- SAP Vendor Master Data is the official repository for vendor information. It is the single point of truth for all vendor master data and where all true and current vendor data resides.

- PaymentWorks is a secondary third-party platform, contracted by the University, for onboarding of new vendor registrations into the SAP Vendor Master Data. PaymentWorks _is not_ the official repository of the University's Vendor Master Data.

# TWO WAYS TO ACCESS SAP T-CODE XK03

Employees authorized to view SAP Vendor Master Data have two options for access:

1. Web-based link within Enterprise Services / PaymentWorks tab (planned for go-live May 2023), or

2. Traditional SAP users can access via T-code XK03

The following graphics are based on the web-based browser access. If desired, traditional SAP users can simply access the T-code through their Launch Pad icon within myUK. Both approaches work for all authorized users.

General steps for both approaches are identical and navigation for both is similar.

# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

Check first to verify whether the desired vendor currently exists within the SAP Vendor Master Data. If the vendor is listed within SAP Vendor Master Data, and their information is current, the departmental user can move forward with completing the procurement document.

To search and verify whether the needed vendor is already available within SAP Vendor Master Data:

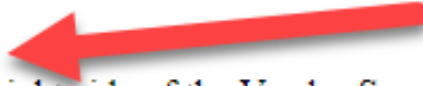1. Navigate to the Enterprise Services tab and select PaymentWorks from the menu.
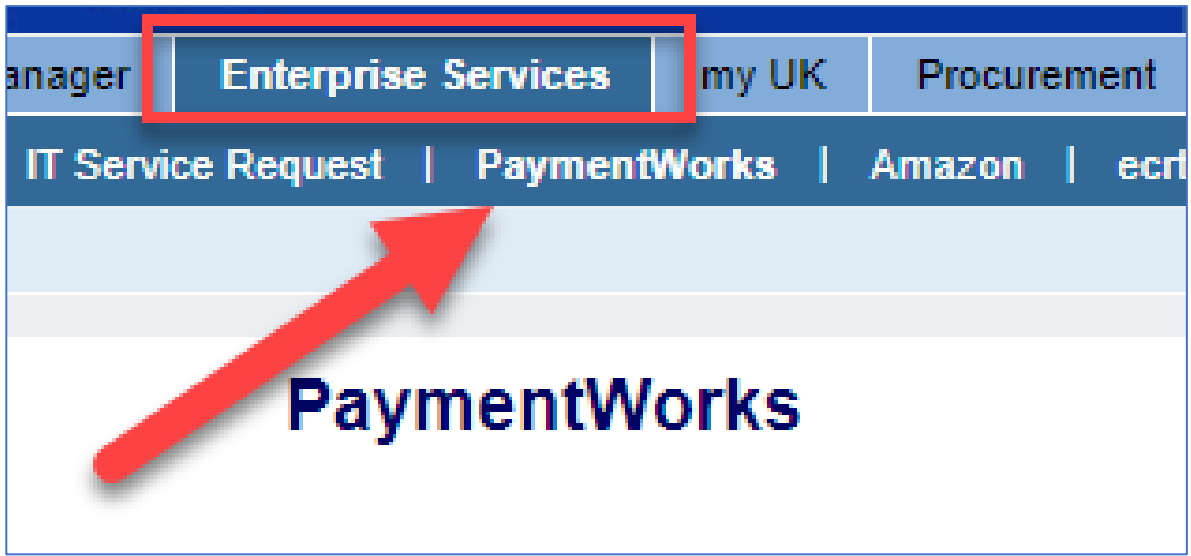
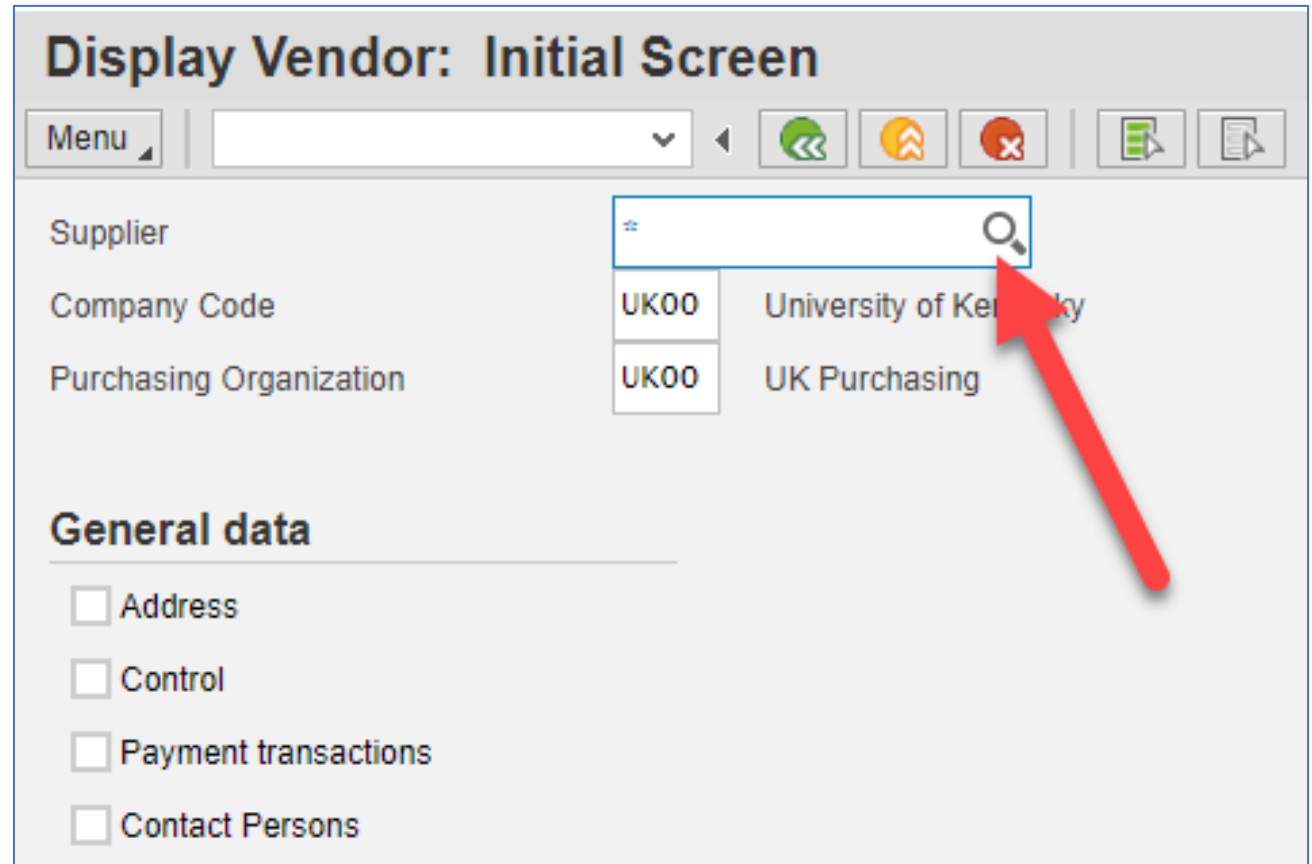# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

2. On the landing screen, click link for Access SAP T-code XK03.

1. **Verify whether the needed vendor is already available within SAP Vendor Master Data:**

   A. Access **SAP T-code XK03**
   B. Click the Search icon on the right side of the Vendor Search box.
   C. Using the top right icon, navigate on the resultant box to select the UK Vendor Search tab for current active vendors. **Important:** There will be multiple tabs here; be sure to use only the tab labeled UK Vendor Search; all other tabs will display incorrect results.
   D. Search for your needed vendor using a wildcard format under the name or other search criteria. Wildcard formats use asterisks around name components such as: *John*Smith*Contracting*.
   E. Review the list of search results to determine whether your vendor currently exists within the SAP Vendor Master Data and to obtain the vendor number.

# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

3. Click the Search icon on the right side of the Supplier Search box

# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

4. Using the top right menu icon, navigate on the resultant box to select the UK Vendor Search tab for current active vendors.

**Important:** There will be multiple tabs here; be sure to use only the tab labeled UK Vendor Search. All other tabs will display incorrect results including blocked/inactive vendors.

**Account Number of Supplier (1)**

UK Vendor Search

| | |
|---|---|
| Name | |
| Name 2 | |
| Supplier | |
| Street | |
| City | |
| Region | |
| Postal Code | |
| Country | |
| PO Box | |
| FEIN Tax Code | |
| Account Group | |
| Search term | |
| Deletion Flag | |
| Company Code | UK00 |
| Personnel Number | |
| Maximum No. of Hits | 500 |

A: Vendors (General)
I: Vendors by Country/Company Code
K: Vendors by Company Code
L: Vendors by Country
P: Vendors by Personnel Number
T: Vendors by Tax Information
Y: Vendors by Address Attributes (Fuzzy Search)
X: Vendors by Address Attributes
V: Proceed Initially According to Creditor Sub-Ledger Account
C: Vendors by Class
E: Vendors: Purchasing
M: Vendors by Material
W: Vendors with Plant Reference
I: Supplier by Real Estate Contract
✔ UK Vendor Search

# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

5. Search for your needed vendor using a wildcard format under the name or other search criteria. Wildcard formats use asterisks around name components such as: *Smith* or *Smith*Medical*.
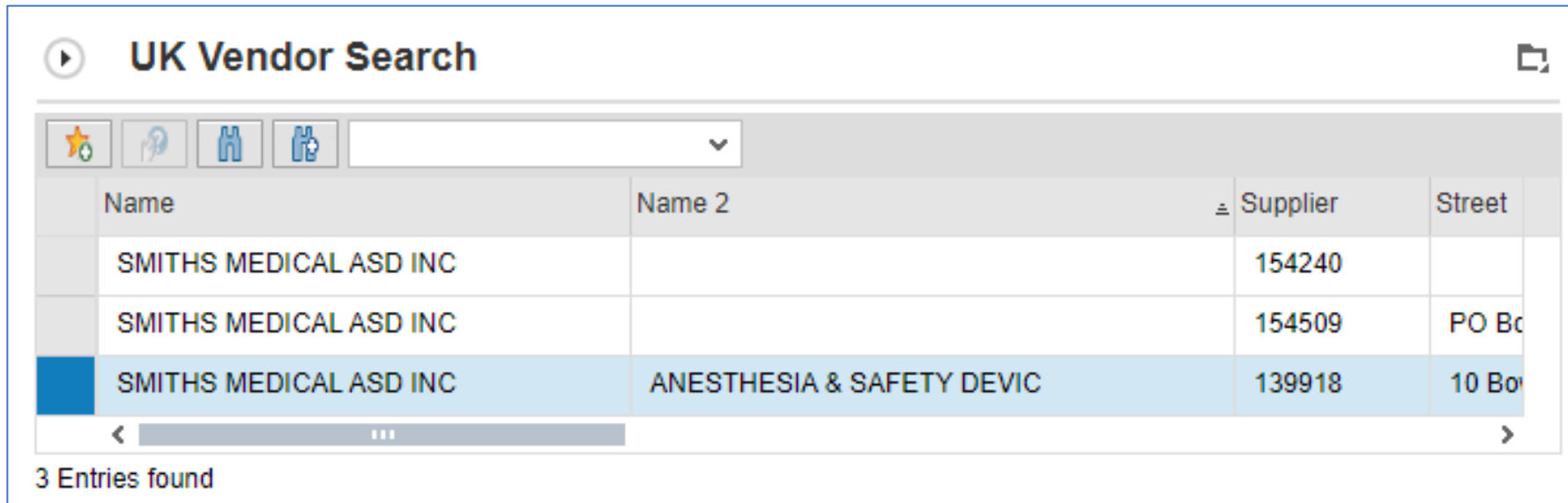
**TIP**: A smaller number of wildcard search terms will produce a larger number of potential results.



UK Vendor Search

| Name | *smith*medical* |
| Name 2 | |
| Supplier | |
| Street | |
| City | |
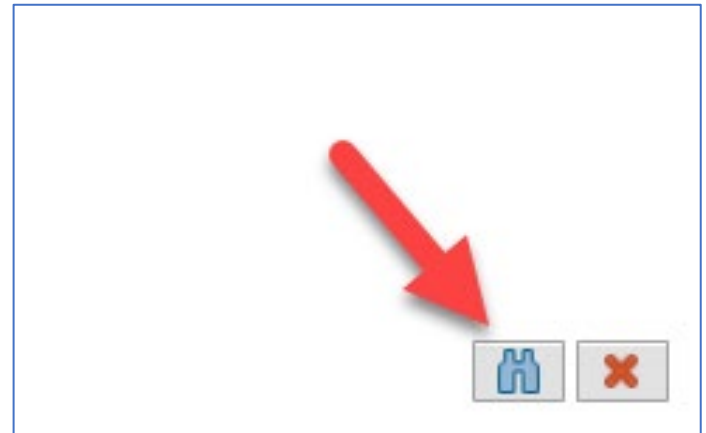
# HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

6. Review the list of search results to determine whether your vendor currently exists within the SAP Vendor Master Data and to obtain the vendor number. Ensure to conduct an exhaustive search from the UK Vendor Search tab active master data.



If the needed active vendor is not listed, you will use the PaymentWorks platform to send the vendor an invitation for new vendor onboarding.

# TIPS FOR SEARCHING SAP VENDOR MASTER DATA

- Use the vendor address on the quote (or the invoice in case of creating a Payment Request Document) as the guide to perform searches.

- Use alternate search terms such as street address, city, ZIP code, etc. Manipulating wildcard (*) searches may also return better results, e.g., *123*Main* or 123*Main or *Main*. Note: Street and city search fields are case sensitive.

- Some businesses use a DBA, or Doing Business As, business name format. Search for their name or a portion of it on the Name 2 field using a wildcard search format. Use asterisks with the search terms, example *Smith*Plumbing*.

# TIPS FOR SEARCHING SAP VENDOR MASTER DATA

- Search on other data, for example: portions of the street address, PO box, city, ZIP code, etc. Search results show all vendors meeting the search criteria; identify and select the correct entry. Search data most unique in nature (e.g., tax ID number) returns best results.

- When performing searches, be sure to use T-code XK03 and the UK Vendor Search tab. Using other T-codes and tabs will return inaccurate results, including blocked/inactive vendors.

- Many common vendors are used across multiple depts; check before sending them an invite.

**Reminder:** Only use PaymentWorks to onboard a new vendor who is not currently in the SAP Vendor Master Data.

# STAKEHOLDER ROLES AND RESPONSIBILITIES IN PAYMENTWORKS NEW VENDOR ONBOARDING

**Refresher:** There are four stakeholders in the PaymentWorks new vendor onboarding process:

1. Departmental user
2. New vendor being onboarded
3. PaymentWorks
4. Purchasing

# DEPARTMENT'S ROLES AND RESPONSIBILITIES

Department's roles and responsibilities are:

1. Establish need for a vendor number based on a pending procurement transaction
2. Search and validate first in the SAP Vendor Master Data that the needed vendor is not currently available for use
3. Send PaymentWorks invitation for new vendor registration
4. Monitor PaymentWorks dashboard console for onboarding progress
5. Once vendor has status of *Approved*, identify the vendor number in SAP Vendor Master Data and apply it to the pending procurement transaction.

# VENDOR'S ROLES AND RESPONSIBILITIES

During the onboarding process, the vendor's roles and responsibilities are:

1.  Receives the invitation to register via PaymentWorks after submitted
2.  Follows directions provided within PaymentWorks email to create an account
3.  Receives PaymentWorks verification email and link to complete online registration form
4.  Completes online form and Submits
5.  Contacts PaymentWorks for support if needed

# PAYMENTWORKS' ROLES AND RESPONSIBILITIES

PaymentWorks provides and manages the platform and provides support to vendors:

1. Facilitates the invitation delivery via email
2. Facilitates the online registration form after the vendor creates account
3. Provides automatic reminders if supplier has not completed all steps
4. Provides support information and access to vendors as needed and upon request
5. Provides automated dashboard for departments to monitor onboarding progress

# PURCHASING DIVISION'S ROLES AND RESPONSIBILITIES

Purchasing's role in the onboarding process:

1. Reviews and provides final approval (or rejection) of each vendor at conclusion of onboarding process

2. Ensures all vendors meet required University business protocols and validations, particularly those directly related to risks

3. Provides internal support information and access to departments as needed and upon request

4. Manages overall process including management of all onboarding processes across other stakeholders

5. Manages all aspects of SAP Vendor Master Data post-onboarding

# SUMMARY ROADMAP - ROLES AND RESPONSIBILITIES

| | Department | Vendor | PaymentWorks | Purchasing Division |
|---|---|---|---|---|
| 1 | Establish need for a vendor number based on a pending procurement transaction | Receives the invitation to register via PaymentWorks after submitted | Facilitates the invitation delivery via email | Reviews and provides final approval (or rejection) of each vendor at conclusion of onboarding process |
| 2 | Search and validate first in the SAP Vendor Master Data that needed vendor is not currently available for use | Follows directions provided within PaymentWorks email to create an account | Facilitates the online registration form after the vendor creates account | Ensures all vendors meet required University business protocols and validations including those directly related to risks |
| 3 | Send PaymentWorks invitation for new vendor registration | Receives PaymentWorks verification email and link to complete online registration form | Provides automatic reminders if supplier has not completed all steps | Provides internal support information and access to departments as needed and upon request |
| 4 | Monitor PaymentWorks dashboard console for onboarding progress | Completes online form and Submits | Provides support information and access to vendors as needed and upon request | Manages overall process including management of all onboarding processes across other stakeholders |
| 5 | Once vendor has status of Approved, identify the vendor number in SAP Vendor Master Data and apply it to the pending procurement transaction. | Contacts PaymentWorks for support | Provides automated dashboard for departments to monitor onboarding progress | Manages all related aspects of SAP Vendor Master Data post-onboarding |

# PAYMENTWORKS INVITATIONS – HOW TO SEND

To send a PaymentWorks invitation for a new vendor registration:

1. Access myUK:

# PAYMENTWORKS INVITATIONS – HOW TO SEND

2. Navigate to the Enterprise Services tab and select PaymentWorks from the menu. On the landing screen, click link for Access the PaymentWorks Onboarding Platform.

| anager | Enterprise Services | my UK | Procurement |
|---|---|---|---|
| IT Service Request | PaymentWorks | Amazon | ecr |
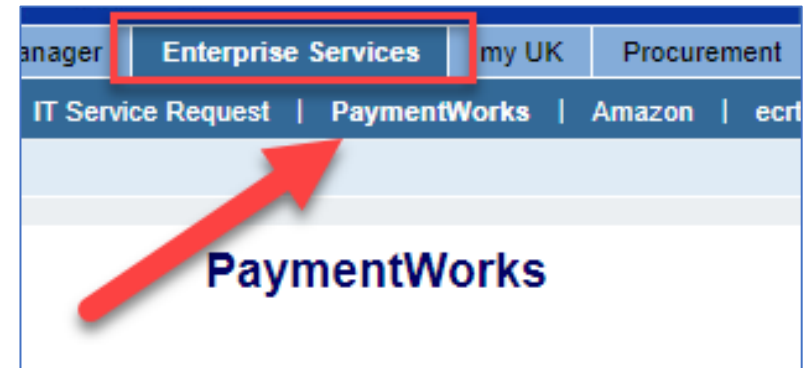
**PaymentWorks**

2. If the vendor is not found using the UK Vendor Search tab active master data in SAP T-code XK03, send the vendor a new invitation using the PaymentWorks onboarding platform.

   A. Access the PaymentWorks Onboarding Platform.
   B. Upon arrival at the PaymentWorks landing page, click the Vendor Master Updates tile.
   C. Select the New Vendors tab.
   D. From the Show menu at the upper left, change the selection from Requests to Onboarding Tracker.
   E. Click the Send Invitation button at the lower left of the Onboarding Tracker.
   F. Enter name and email address (twice) for the supplier to be onboarded. There is an optional field for Personalized Message, if needed.
   G. Click the Send button to send the invitation.

# PAYMENTWORKS INVITATIONS – HOW TO SEND

3. Upon arrival at the PaymentWorks landing page, click the Vendor Master Updates tile:
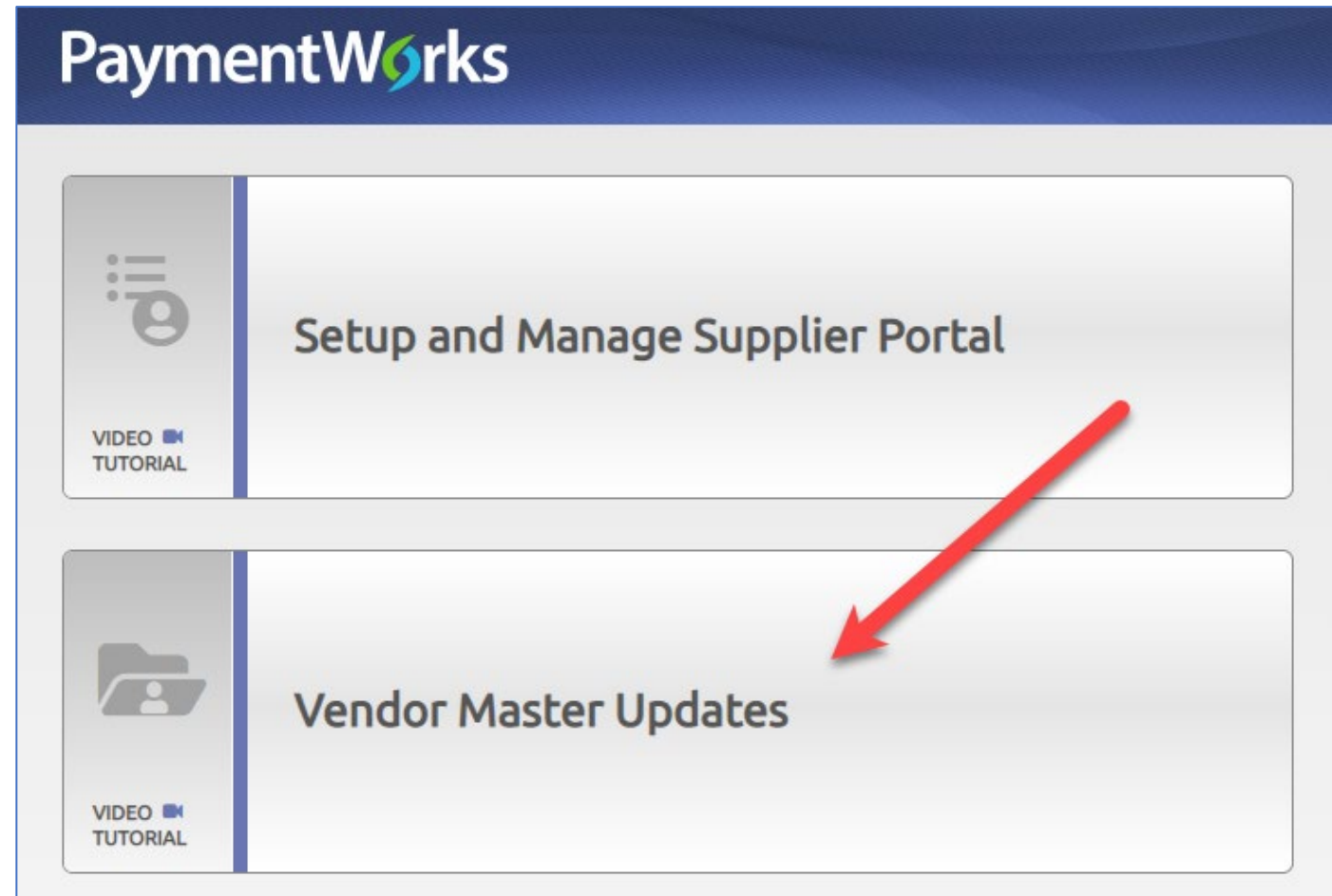
# PAYMENTWORKS INVITATIONS – HOW TO SEND

4. Select the New Vendors tab:

# PAYMENTWORKS INVITATIONS – HOW TO SEND

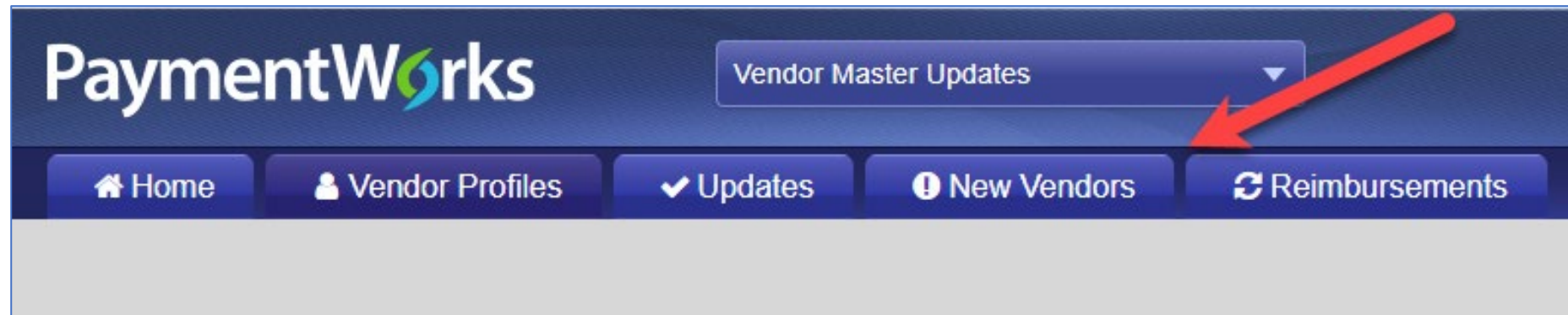5. From the Show menu at the upper left, change the selection from Requests to Onboarding Tracker:

6. Click the Send Invitation button at the lower left of the Onboarding Tracker:

# PAYMENTWORKS INVITATIONS – HOW TO SEND

7. Enter name and email address (twice) for the supplier to be onboarded.

There is an optional field for personalized message if needed.

Click the Send button to send the invitation.



Invite New Vendor

Company/Individual Name:*
Smith and Johnson Products Inc

Contact E-Mail:*
doug@smithjohnsonproducts.com

Verify Contact E-Mail:*
doug@smithjohnsonproducts.com

Is this for a University of Kentucky employee reimbursement?:*
If yes, please use this link for further instruction:
www.uky.edu/Purchasing/docs/employeepernerform.pdf

*Required Field

Cancel    Send



Personalized Message:

Please complete the registration steps you will receive from PaymentWorks to be on onboarded as a new vendor at the University of Kentucky. Thank you.

# PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS
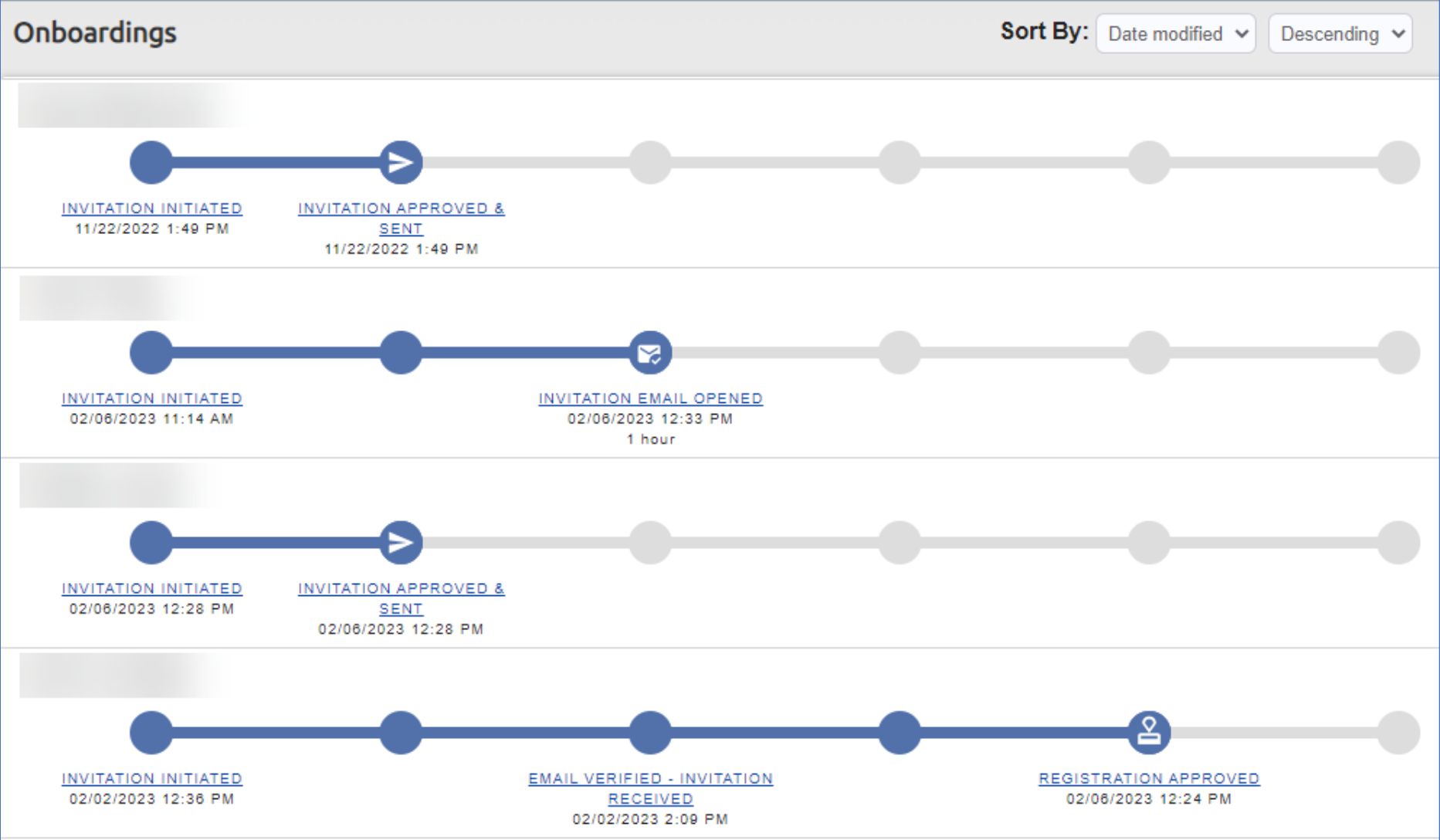
# PAYMENTWORKS STATUS INDICATORS

| Dashboard Status | Definition |
|---|---|
| Invitation Initiated | PaymentWorks invitation has been initiated by department |
| Invitation Approved and Sent | Invitation approved and delivered by PaymentWorks to vendor's email inbox |
| Invitation Email Opened or Invitation Link Clicked | Vendor has opened invitation email initially and, if indicated, clicked the PaymentWorks link to visit platform. |
| Email Verified – Invitation Received | Vendor has completed initial account creation with their email address and established their password. Second email is delivered to vendor's inbox to log in and complete the registration form. |
| Registration In Progress | Vendor is in process of completing registration but has not yet submitted. |
| Registration Submitted – Pending Internal Review | Vendor has completed registration form; registration in process of review by Purchasing Division. |
| Registration Returned – Pending Resubmission | Registration returned to vendor for possible corrections or other need. Vendor must update and resubmit the form with the corrected information. |
| Registration Approved | Registration Approved – <u>This is the final step in the formal onboarding process</u>. The vendor number will be available in SAP Vendor Master Data within one-half day. |
| Onboarding Complete | Onboarding Complete – Optional information provided by PaymentWorks; will not show for all registrations. <u>Above status of Registration Approved is the final onboarding step in the formal process</u>. |
| Registration Rejected | Registration rejected by the Purchasing Division and cannot be resubmitted. |

# PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS

*"Submitted – Pending Internal Review":* indicates vendor has submitted their registration and is currently under further validation.

Vendors here are actively monitored by both PaymentWorks and Purchasing; there is no need to follow up on the status of vendors while within this status.

If a vendor's registration is showing *"In-Progress"* and they are not sure what to do, they will contact PaymentWorks directly to submit a help ticket. PaymentWorks Support will walk the vendor through the registration process upon request.

# PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS

"*Approved*" means the vendor onboarding has been completed and the vendor number is being loaded into the SAP Vendor Master Data for use on a procurement transaction.

The vendor number is typically available to use on procurement documents approximately one-half day after approval.

PaymentWorks may or may not reflect the SAP vendor number in its console status bar.

Both the Purchasing Division and PaymentWorks have continual access to status bar progress for all vendors being onboarded University-wide.

# PAYMENTWORKS INVITATIONS – MONITORING ONBOARDING PROGRESS

PaymentWorks users may see a vendor's registration with a status of Returned in their dashboard console. Typically, this is due to:

- Vendor is already in SAP with the same information/ registration was not needed

- Vendor has provided information to be corrected before it can be approved

- Vendor's legal name and FEIN #/SSN are invalid and must be corrected

"_Returned_" does not necessarily represent rejection or denial from the SAP Vendor Master Data. Vendor is informed of a needed change or update on their registration and receives instructions to complete change and resubmit registration.

If the department has questions for a registration returned to a vendor, contact vendorhelp@l.uky.edu; don't contact PaymentWorks support.

# SUPPORT NEEDS DURING NEW VENDOR ONBOARDING

| | Department | New Vendor | | Purchasing Division |
|---|---|---|---|---|
| **Onboarding Process** | **Sends Invitation** | **Part 1: Receives Email Invitation / Creates Account** | **Part 2: Completes/Submits Registration Form** | **Review, Approval/Rejection, Final Onboarding** |
| **Common Questions or Support Needs That May Arise During Onboarding Phase** | Question(s) whether needed vendor number is already available in SAP Vendor Master Data to use | Issues with receiving email invitation | Technical issues completing the online registration form | "Pending Internal Review" Invitation (Remember: this simply means registration is under review and awaiting one or more validations) |
| | Invitation response email address already in use | Issues logging in through the email invitation | Online registration form requirements | "Returned" Invitation (Remember: this typically means the vendor is instructed to correct their registration and re-Submit) |
| | Duplicate/multiple invite(s) sent in error | | Password reset needed for access | Questions regarding remit-to address loads |
| | | | Updating address on an existing account (post onboarding) | Questions locating SAP Vendor Master Data number after Approval (Remember, after dashboard shows "Approved", number will appear in Vendor Master Data in approximately one-half day) |
| | | | Update payment type (post-onboarding) | |
| **Responsible Support Provider** | Department self-empowers via Purchasing Learning Resources page, Vendor FAQs (1st resource), vendorhelp@l.uky.edu (2nd resource) | Vendor contacts PaymentWorks Support - Access instructions provided in PaymentWorks email communications | | Department self-empowers via Purchasing Learning Resources page, Vendor FAQs (1st resource) vendorhelp@l.uky.edu (2nd resource). It's important the department not contact PaymentWorks Support. |

# OTHER THINGS TO KNOW – VENDOR ADDRESS CHANGES

Change requests for a current vendor (e.g., address change) are also conducted via PaymentWorks.

If a vendor has registered previously through PaymentWorks and needs to update their address for their existing record, it's important not to send them a new invitation.

The vendor logs into their PaymentWorks account to update their address and submit. Once the new address is validated and approved, it will reflect in the SAP Vendor Master Data.

Address updates to SAP Vendor Master are manual; there is a short delay from the update in PaymentWorks until reflected in SAP Vendor Master Data.

# OTHER THINGS TO KNOW – DUPLICATE INVITATION SENDS

It's important not to send multiple or duplicate invitations to the same vendor.

Please send only one PaymentWorks invitation to a vendor to complete a registration unless there is a valid reason otherwise.

Sending multiple invitations for the same vendor onboarding creates confusion for all parties and extends the time for onboarding.

If you have sent multiple or duplicate invitations to the same vendor in error, please contact the [vendorhelp@l.uky.edu](mailto:vendorhelp@l.uky.edu) email to request cancellation of the unneeded invitation(s).

# KEY ITEMS TO REMEMBER

- Check for availability of the needed vendor number in SAP Vendor Master Data before starting the Shopping Cart, Requisition, or Payment Request Document.

- SAP Vendor Master Data is the official repository for vendor information. Single point of truth for all vendor master data and where all true and current vendor data resides.

- PaymentWorks is a secondary third-party platform for onboarding of new vendor registrations into the SAP Vendor Master Data. PaymentWorks is not the official repository of the University's Vendor Master Data.

# KEY ITEMS TO REMEMBER

- Conduct an exhaustive search for the vendor from the UK Vendor Search tab master data in SAP T-code XK03 before sending a new vendor invitation.

- Only use PaymentWorks to onboard a new vendor who is not currently in the University's system.

- Don't assume because you haven't used a vendor previously that the University as a whole has not conducted business with them.

- Monitor your PaymentWorks console status bar for progress during the onboarding process and use it as the primary tool to monitor onboarding progress.

# KEY ITEMS TO REMEMBER

- **Reminder:** Departmental end-user cannot complete an application on behalf of a vendor; the registration can only be completed by the vendor.

- Vendor must complete their registration independently without departmental assistance or intervention.

- Vendor should contact PaymentWorks directly for support during onboarding. Instructions for support are provided directly to vendors during onboarding.

- If the department needs internal support, contact vendorhelp@l.uky.edu for questions. Departments should not contact PaymentWorks Support for assistance.

# RESOURCES FOR HELP AND SUPPORT

The Purchasing Division, along with PaymentWorks as it relates to new vendor onboarding, provides support related to SAP Vendor Master Data:

For departments:

- Help email for support and questions related to SAP Vendor Master Data and department needs during the onboarding process: vendorhelp@l.uky.edu.

- Purchasing Learning and Training Page: Section (D) (Requires linkblue login)

- SAP Vendor Master Data and PaymentWorks Onboarding Frequently Asked Questions (Requires linkblue login)

- SAP Vendor Master Data and PaymentWorks Onboarding Learning Series in myUK Learning – Can be booked and taken on demand as refresher.

# RESOURCES FOR HELP AND SUPPORT

For new vendor support during the onboarding process:

- PaymentWorks provides all support to new vendors during their account creation and registration processes. Vendors are provided email notifications with all support resources listed.

- **Important:** Please be sure to contact the vendorhelp@l.uky.edu email for any departmental questions or needs related to SAP Vendor Master Data or the PaymentWorks Onboarding Process. In keeping with separation of duties and to ensure expedient problem resolution, it's important that departments not contact PaymentWorks directly for support needs.

# IMPORTANT NOTE

This course is available for any employee to book and take the course within myUK Learning.

If you are planning to receive the Vendor Master Data role and myUK tab to send PaymentWorks invitations, remember to request your department complete and submit an SAP Access Request Form to formally request the role.

**Reminder:** This course is one of a two-part course requirement to receive the role. Be sure to complete both vendor master data courses in conjunction with submission of the SAP Access Request Form.

# Printing Course Manual (Optional)

If desired, a printable (Adobe PDF) version of this course manual is available for your convenience.

To access and print the manual:

1. Click on the printer (the manual will open in a separate browser window)
2. Print the course manual
3. Close the separate browser window
4. Return to this course window
5. Click on the Next button below

To proceed without printing, click on the Next button below.

# Check for Understanding

In order to receive full credit for this course, you must now successfully complete the Check for Understanding
– a quiz covering the main concepts presented in this course.

## ASSESSMENT QUESTIONS

Question 1: When is the appropriate time to check for availability of the needed vendor number in the procurement transaction:

Select one:

1. As soon as the purchase need is discussed in my department.
2. Before beginning the Shopping Cart, Requisition or Payment Request Document (Correct)
3. PaymentWorks will notify me when it is time to add it to the transaction.
4. There is no requirement or best practice. It can be added later in the procurement transaction process.

# ASSESSMENT QUESTIONS

Question 2: True or False: When I search for my needed vendor in the SAP Vendor Master Data, I can use any vendor number found within any of the tabs in T-code XK03.

Select one:

1. True

2. False (Correct - there will be multiple tabs here. Be sure to use only the tab labeled UK Vendor Search; all other tabs will display incorrect results.)

## ASSESSMENT QUESTIONS

Question 3: Which statement best describes the roles and responsibilities across stakeholders in the new vendor onboarding process?

Select one:

1.  Roles and responsibilities are aligned with specific stakeholders (Correct)

2.  Roles and responsibilities are intermingled across stakeholders to allow for cross coverage if needed

3.  The department can intervene across other stakeholder areas if needed to ensure the onboarding progresses as quickly as possible

4.  PaymentWorks is responsible for overseeing all activities in the onboarding process.

Question 4: My PaymentWorks dashboard shows a status of Registration Returned – Pending Resubmission. What is my role to ensure the onboarding continues to progress?

Select one:

1. Contact the vendor to see what needs done and how I can assist

2. Contact PaymentWorks to see if something may be needed for the vendor to continue onboarding

3. Contact Purchasing to inform them of the Pending Resubmission status

4. No action is needed from me. This status is common and the vendor has been notified to make changes and resubmit their registration. (Correct)

# ASSESSMENT QUESTIONS

Question 5: My dashboard shows a status of Approved, but the vendor number is not present. I continue to check it occasionally, but the number does not show and the onboarding complete indicator does not show. What do I do?

Select one:

1. Continue to check it daily until the vendor number shows in PaymentWorks

2. A status of Approved is the final step in the formal process; the vendor number will soon show in the SAP Vendor Master Data. (Correct)

3. Contact the vendor to let them know they have not completed all steps.

4. Contact the Purchasing vendor help email to notify them and request assistance.

# CONGRATULATIONS!

**YOU HAVE COMPLETED THE COURSE:**
**SAP VENDOR MASTER DATA AND ONBOARDING - TECHNICAL**

**PLEASE CLOSE THIS BROWSER WINDOW TO RECEIVE CREDIT.**

University of Kentucky

AN EQUAL OPPORTUNITY UNIVERSITY