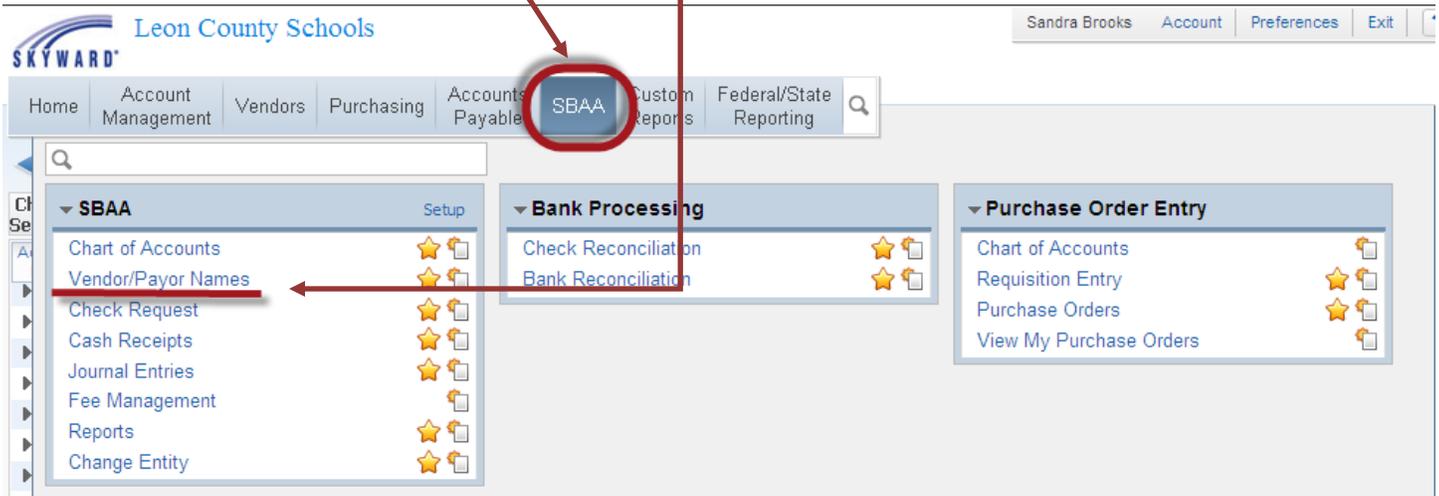
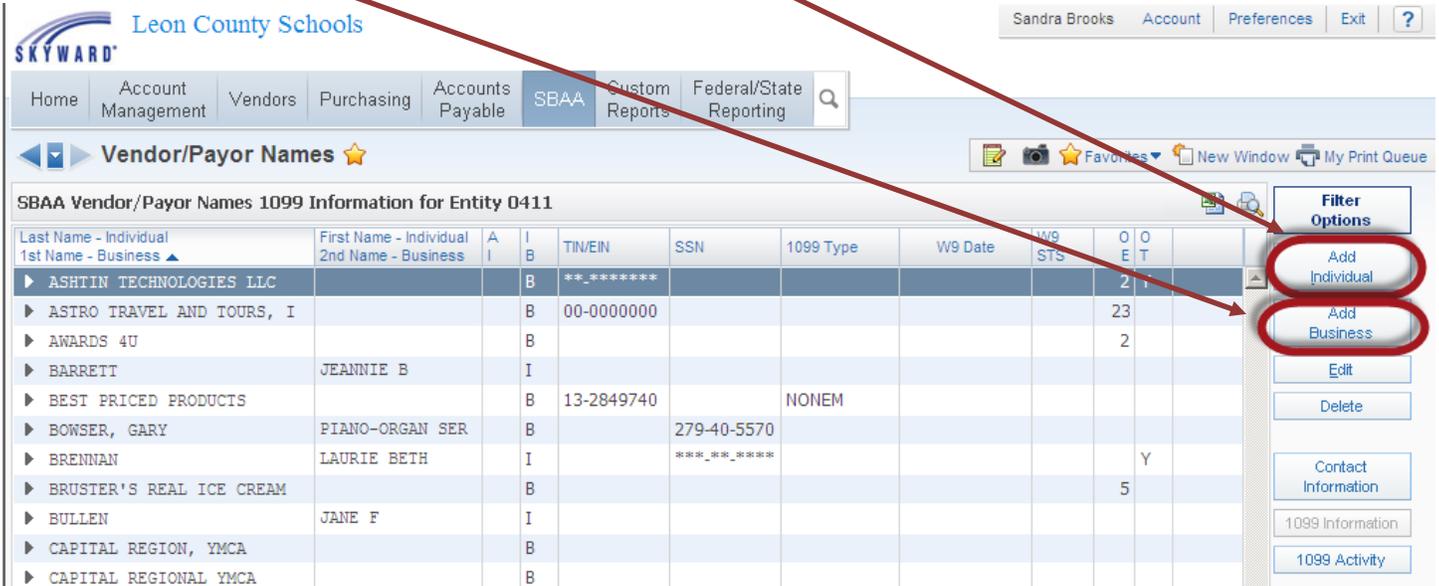


# Adding Vendors

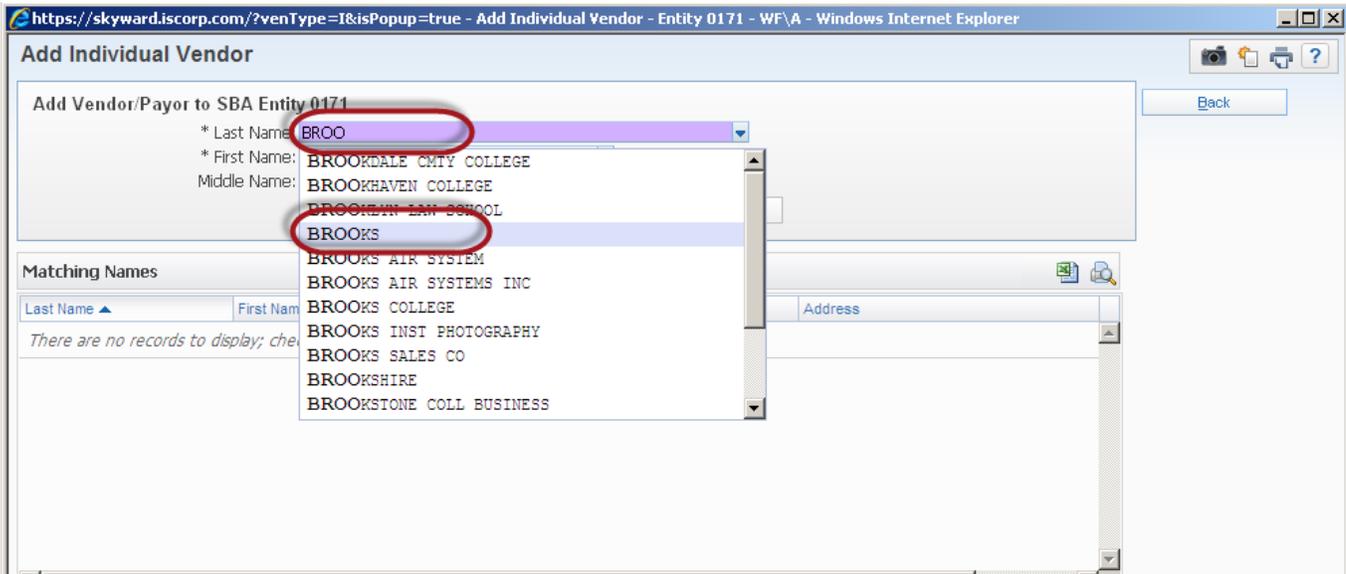
Click on **School Based Activity Accounting** and **Vendor/Payor Names**



On the right side of the next screen click on **ADD INDIVIDUAL** if adding an individual. If adding a business click on **ADD BUSINESS**

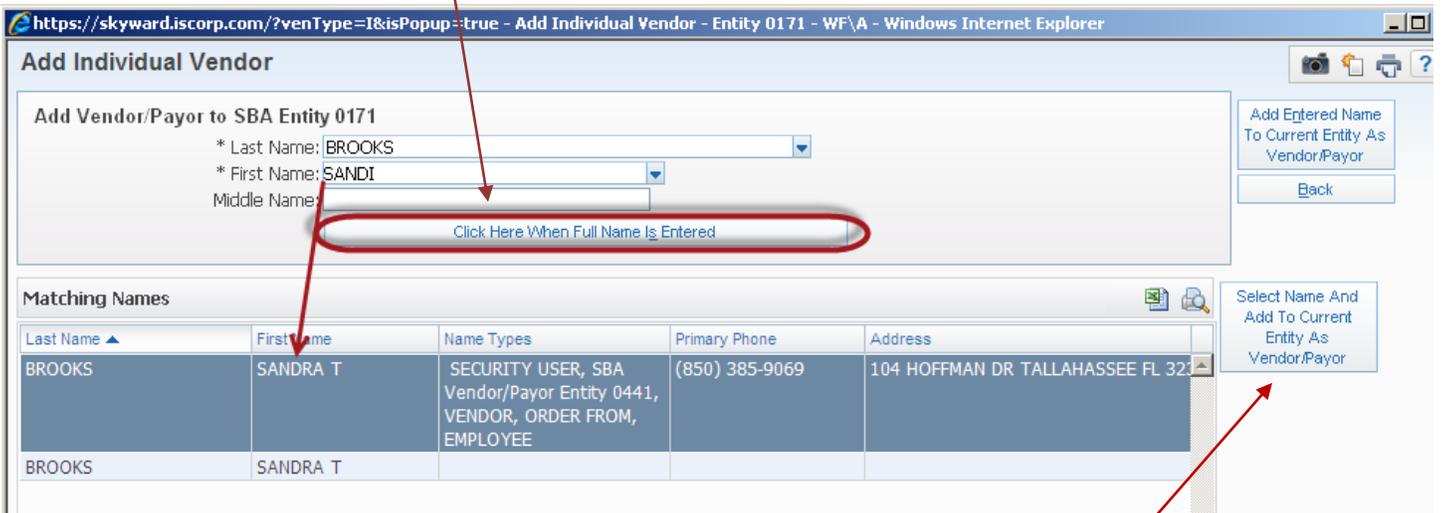


Type the first few letters of the person's last name. Suggestions will appear. Pick the one to finish out the last name.



Tab to and enter the First name and Middle Name (if known)

Click "CLICK HERE WHEN FULL NAME IS ENTERED"



Vendor names close to what you typed in will be shown below. If you see the name you want highlight it and click on "SELECT NAME AND ADD TO CURRENT ENTITY AS VENDOR/PAYOR"

You will be asked if you are sure you want to add the vendor to your entity. If yes click on OK.

It will now be added to you vendor list for your entity

https://skyward.iscorp.com/?venType=I&isPopup=true - Add Individual Vendor - Entity 0171 - WF\A - Windows Internet Explorer

### Add Individual Vendor

Add Vendor/Payor to SBA Entity 0171

\* Last Name: BROOKS  
\* First Name: SANDI  
Middle Name:

Click Here When Full Name Is Entered

Add Entered Name To Current Entity As Vendor/Payor  
Back

Matching Names

Last Name	First Name	Name Types	Primary Phone	Address
BROOKS	SANDRA T	SECURITY USER, SBA Vendor/Payor Entity 0441, VENDOR, ORDER FROM, EMPLOYEE	(850) 385-9069	104 HOFFMAN DR TALLAHASSEE FL 323
BROOKS	SANDRA T			

Select Name And Add To Current Entity As Vendor/Payor

If the name is NOT listed then click on "ADD ENTERED NAME TO CURRENT ENTITY AS VENDOR/PAYOR"

On the next screen you will add their information including SSN if they are providing a service (1099 information). Click on SAVE

https://skyward.iscorp.com/ - Add Vendor Information - Entity 0171 - WF\AC\VP - 7483 - 05.12.06 - Windows Internet Exp...

### Add Vendor Information

Name: SANDI BROOKS

Check Spelling  
Save  
Cancel Add and Remove Name

#### Contact Information

Phone #: [ ] Ext: [ ] Fax #: [ ] [ ]  
Email: [ ]  
House # Dir Street  
Address: [ ] [ ] [ ]  
Address 2: [ ]  
SUD: [ ] PO Box: [ ]  
Zip Code: [ ] City/State: [ ]  
County: [ ] Township: [ ]

#### Extended Vendor Information

PO Contact: [ ]

#### 1099-M Information

TIN: EIN: [ ] SSN: [ ]  
Doing Business As: [ ]  
1099-M Recipient Box: [ ]  
1099-M Dollar Amount Type: [ ]  
W9 Date: [ ] [ ] Requested [ ] Received [ ]

Click on SAVE and you will be taken to the next screen. Then click on BACK if you are finished adding Vendors

If you are adding a BUSINESS click on ADD BUSINESS

Type in the name of the business and click on CLICK HERE WHEN FULL NAME ENTERED

**Add Business Vendor**

Add Vendor/Payor to SBA Entity 0171

\* 1st Name (Business): STAPLES

2nd Name (Business):

Click Here When Full Name Is Entered

Add Entered Name To Current Entity As Vendor/Payor

Back

Matching Names

1st Name (Business)	2nd Name (Business)	Name Types	Primary Phone	Address
STAPLES		SBA Vendor/Payor Entity 1091		2345 APALACHEE PARKWAY TALLAHAS

Select Name And Add To Current Entity As Vendor/Payor

1 records displayed

If that's the one you want highlight it and click on SELECT NAME AND ADD TO CURRENT ENTITY AS VENDOR/PAYOR

If not click on ADD ENTERED NAME TO CURRENT ENTITY AS VENDOR/PAYOR

Complete Address, etc as you did with INDIVIDUAL