FMMI PVND REQUEST PROCESS For Customers

QUICK REFERENCE GUIDE

INTRODUCTION

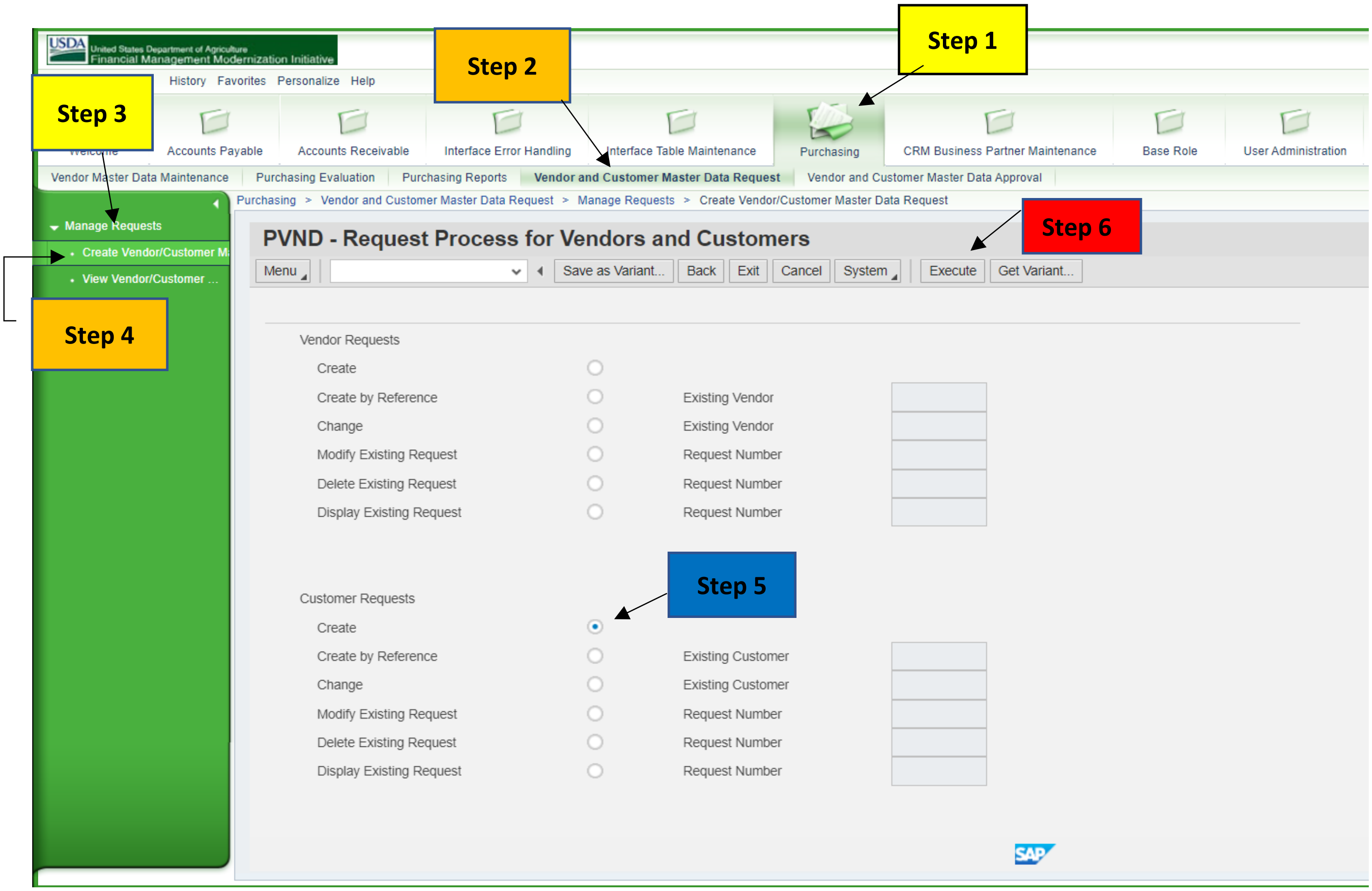
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval customer request (PVND) for customers.

QUICK STEPS

Login to the FMMI Web site at https://portal.fms.usda.gov/

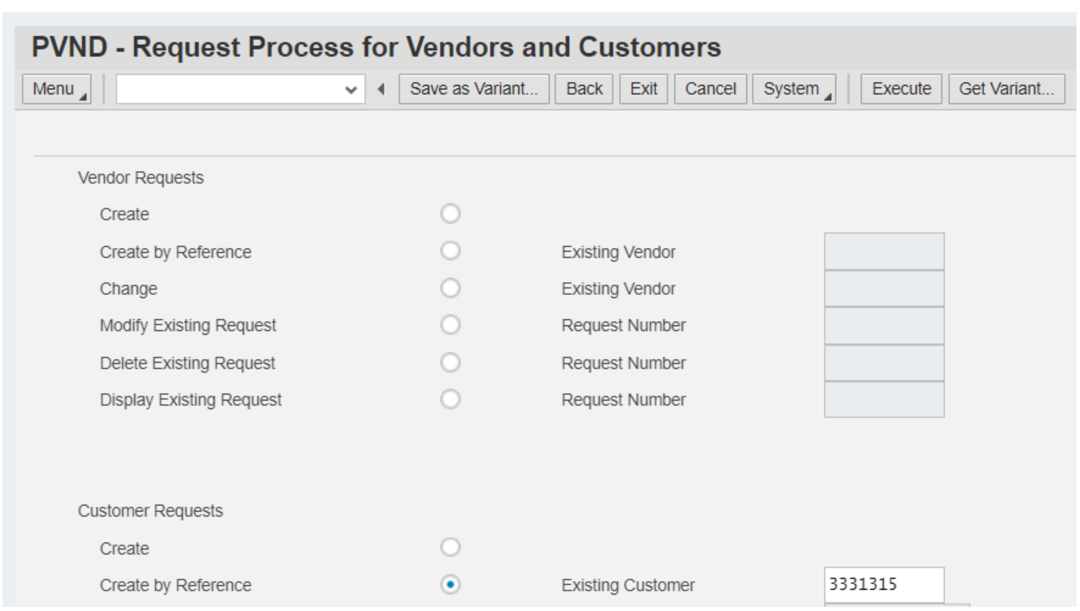
Follow the below steps to initiate a (PVND) request:

Click: **Step 1**. Purchasing Tab
Step 2. Vendor and Customer Master Data Request
Step 3. Manage Requests
Step 4. Create Vendor/Customer Master Data Request
Step 5. Create
Step 6. Execute



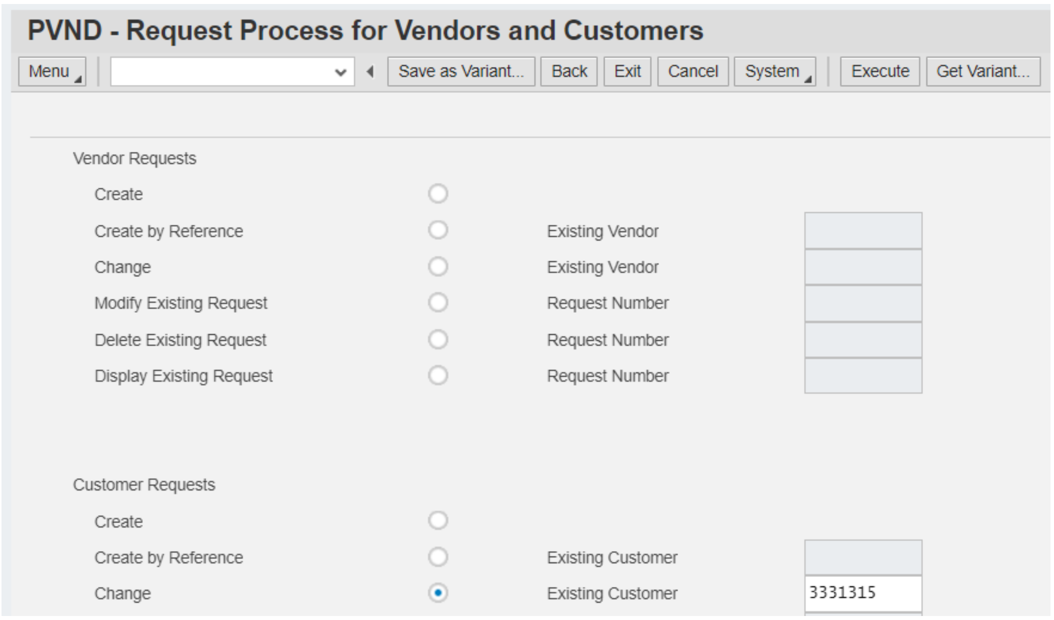
To create a (PVND) Customer Request by Referencing an existing Customer Number:

- Click Create by Reference and in the Existing Customer field enter the Existing Customer Number. Then Click Execute



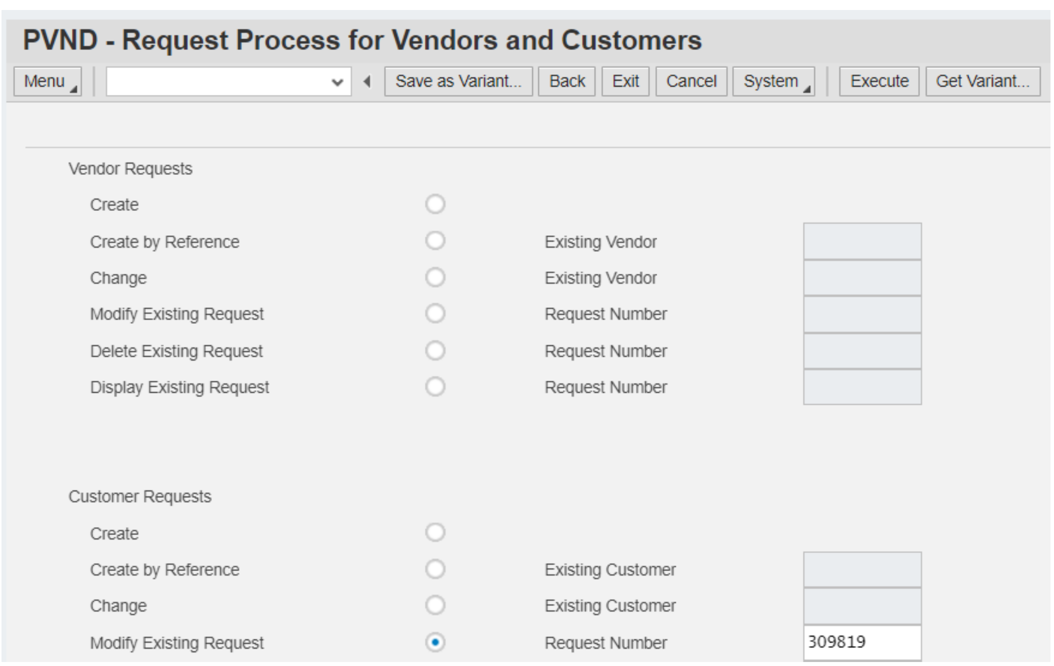
To change an existing Customer Record by (PVND) request:

- Click Change and in the Existing Customer field enter the Existing Customer Number. Then Click Execute



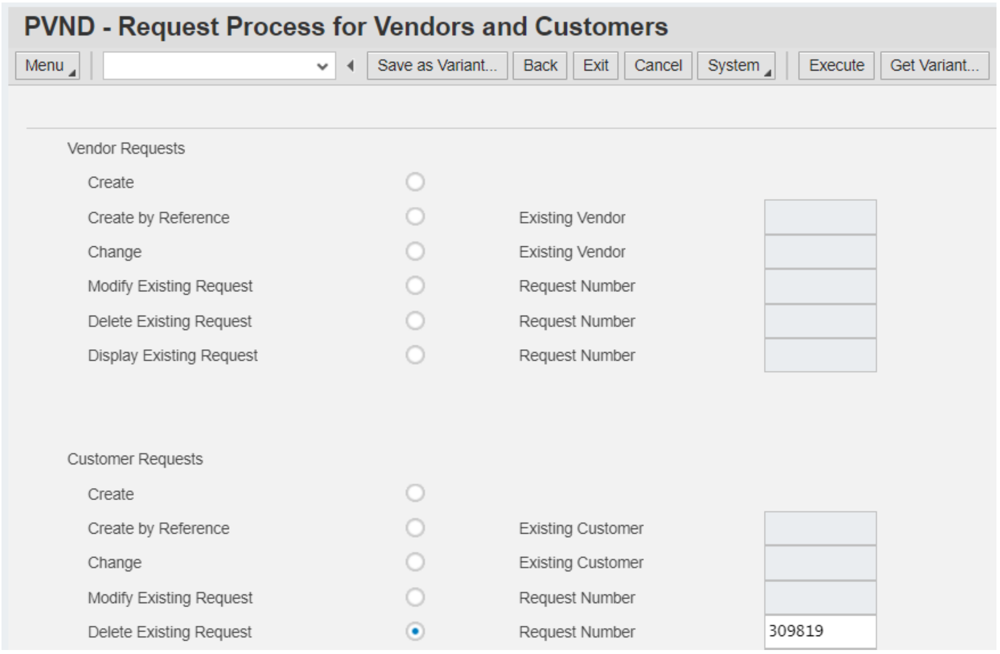
To modify an existing (PVND) Customer Request:

- Click Modify Existing Request and in the Request Number field enter the Existing Request Number. Then Click Execute



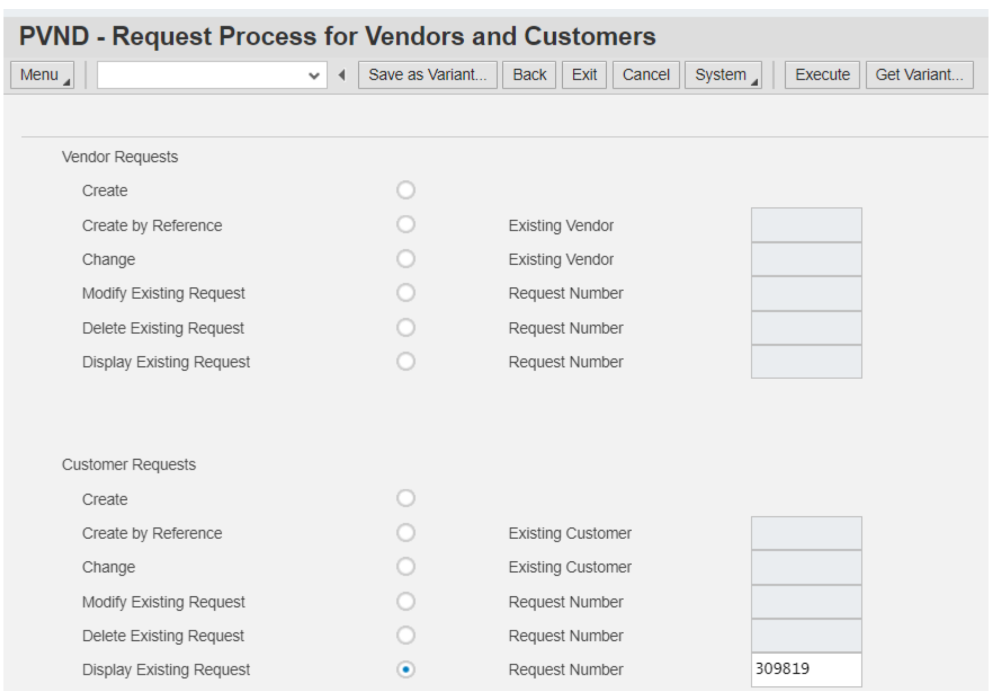
To delete an existing (PVND) Customer Request:

- Click Delete Existing Request and in the Request Number field enter the Existing Request Number. Then Click Execute

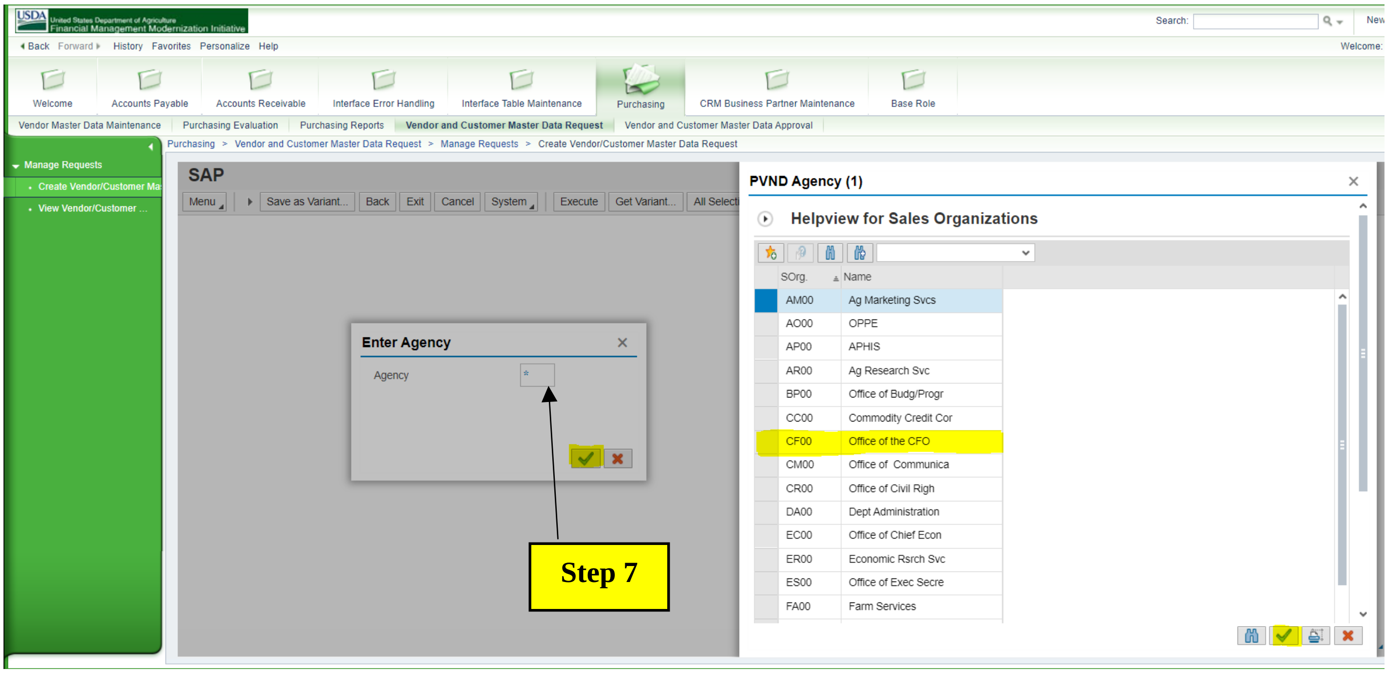


To display an existing (PVND) Customer Request:

- Click Display Existing Request and in the Request Number field enter the Existing Request Number. Then Click Execute



Step 7: Enter the Agency code or select the Agency by clicking on box for the drop-down list. Once the Agency is selected, click green check mark, or enter button.



Follow below Steps for 1st screen of the (PVND) Request:

Requestor information: Step 8. Auto populated with the requestor name, agency and email address.

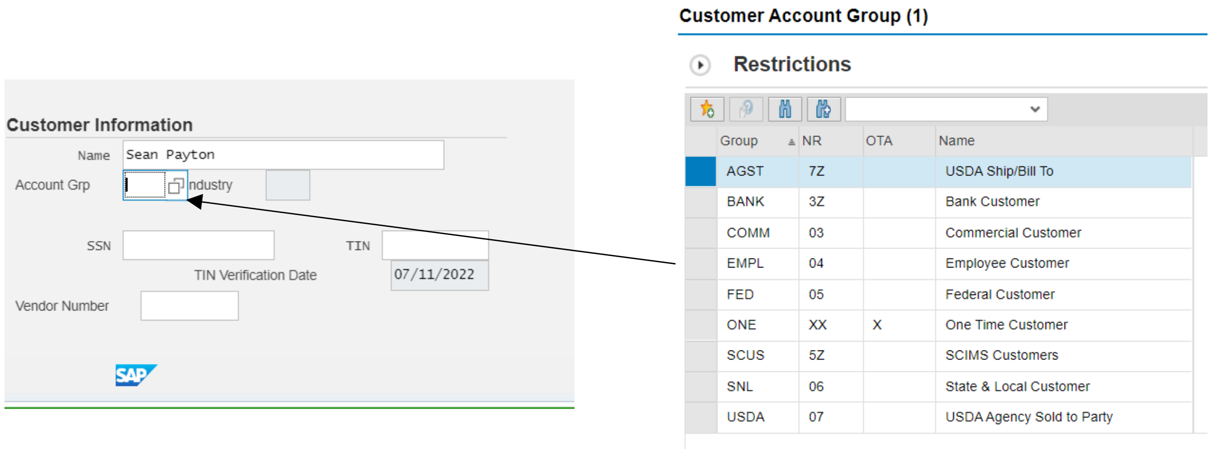
Request information : **Step 9**. Auto populated depending on if it is a create or change (PVND) request.

Additional requestor information: **Step 10.** Fill in additional requestor name, email and phone number, optional fields.

Cod Reviewer Information: Step 11. Auto populated with the approvers name, email address and phone number when the request is processed.

Vendor Information: Step 12. Fill in the Customer Name, required field.
Step 13. Fill in the Account Group or click on the box to select from the drop-down list, required field.

Example:



Group	NR	OTA	Name
AGST	7Z		USDA Ship/Bill To
BANK	3Z		Bank Customer
COMM	03		Commercial Customer
EMPL	04		Employee Customer
FED	05		Federal Customer
ONE	XX	X	One Time Customer
SCUS	5Z		SCIMS Customers
SNL	06		State & Local Customer
USDA	07		USDA Agency Sold to Party

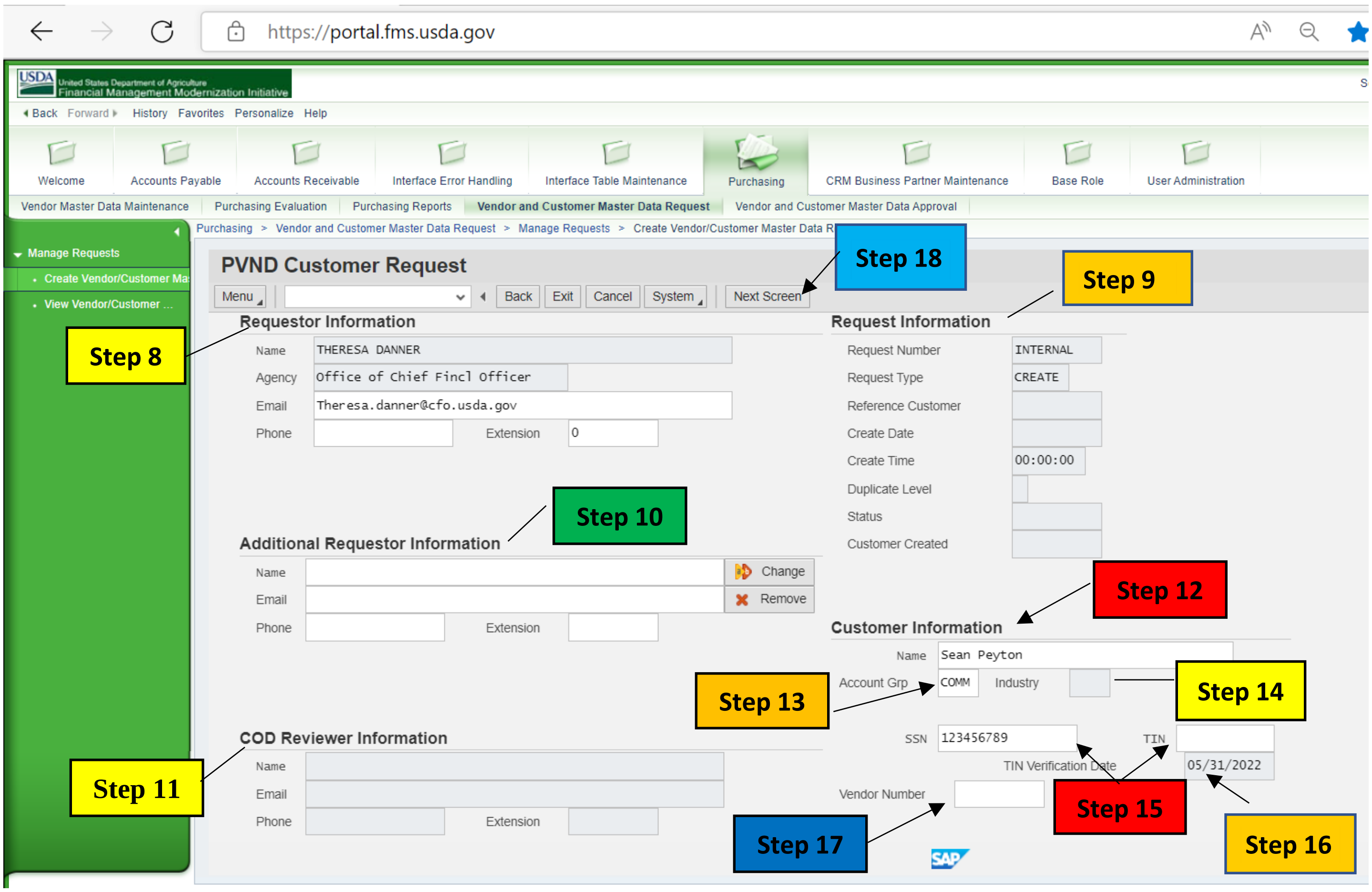
Step 14. The Industry field is not required.

Step 15. Fill in SSN or TIN of Vendor**,** required field.

Step 16. Fill in Tin Verification Date, required field. The current date autopopulates unless a change request then please add the date.

Step 17. Fill in Vendor Number if you would to link an existing Vendor Record, optional field.

Step 18. Click Next Screen when all necessary areas are filled**.**

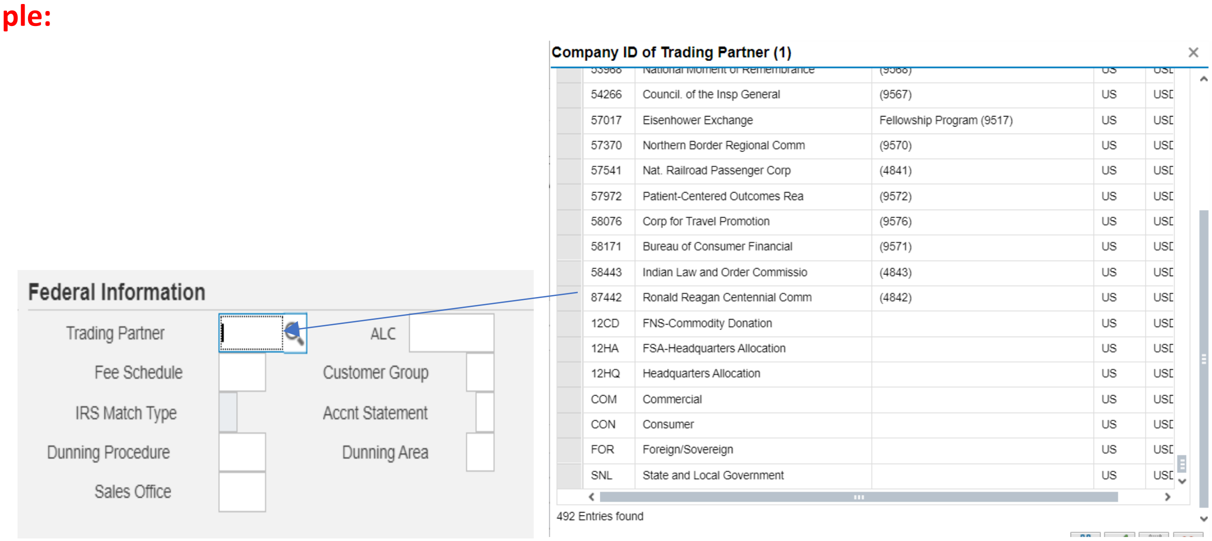


Follow below Steps for 2nd screen of the (PVND) Request:

Partner Funtions: **Step 19.** Auto populated with the customer name for Bill To, Pay To and Ship To.

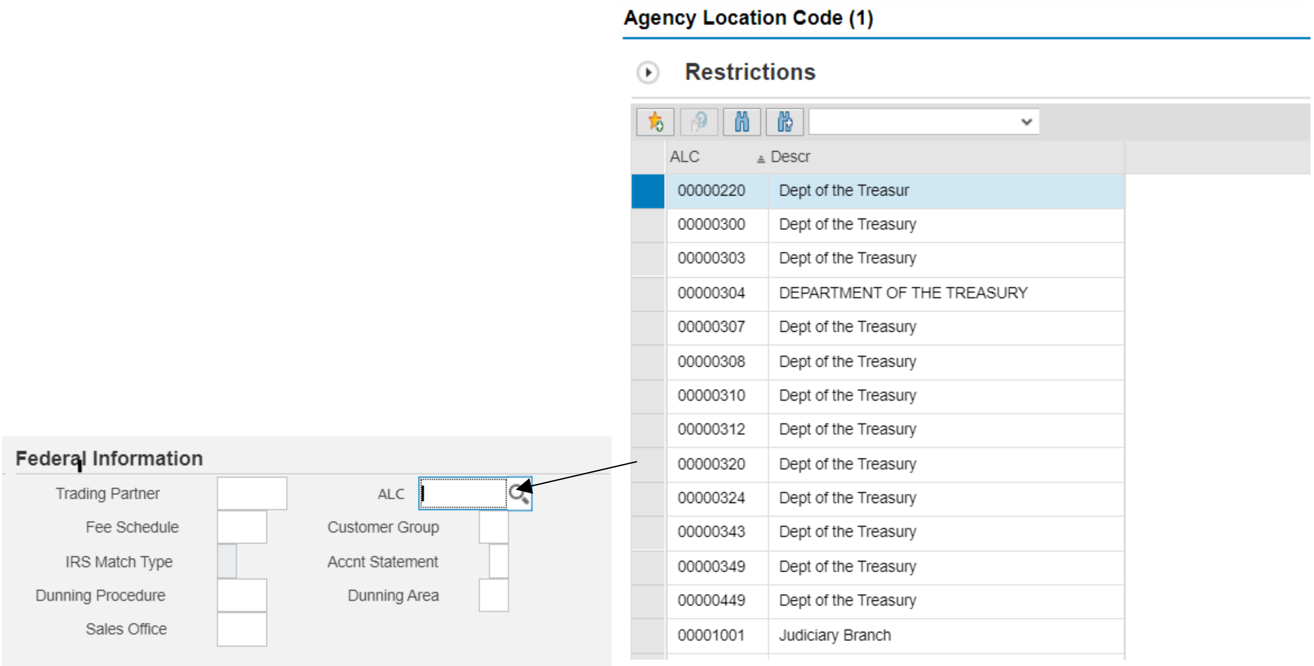
Federal Information: **Step 20.** Fill in or Select Trading Partner by clicking on the magnifying glass for the drop- down list, required field.

Example:



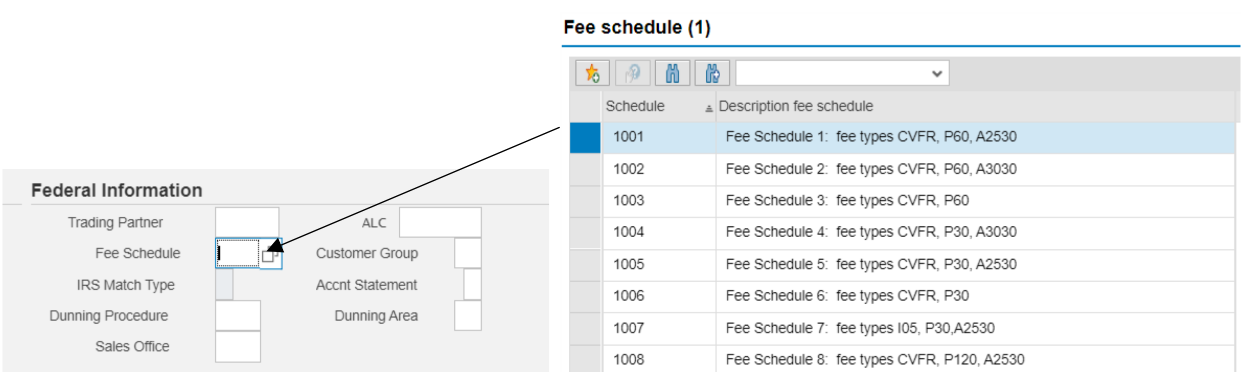
Step 21. Fill in the ALC if the Customer is a Federal Customer or click the magnifying glass to select from the drop-down list, required field for Federal Customers.

Example:



Step 22. Fill in the Fee Schedule or click on the box to select from the drop down list, option field. The Fee Schedule is a combination of one or more fee types.

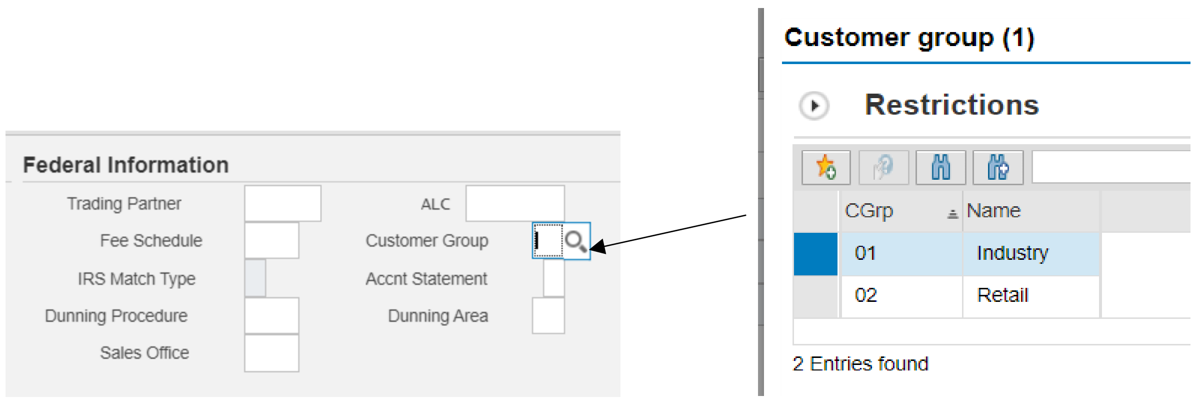
Example:



Step 23. The IRS Tin Match is filled in by the approver. If a 6, 7 or 8 is entered the Name and Tin or SSN matches IRS records. If the NAME and Tin/SSN does not Tin Match, the approver will put a 2 or 3 in the field. The request will be approved and a payment block will be placed on the Customer Record if we do not have a good match. The 2 represents the Tin is not currently issued. The 3 represents that the Name and Tin/Social Security Number does not match IRS records.

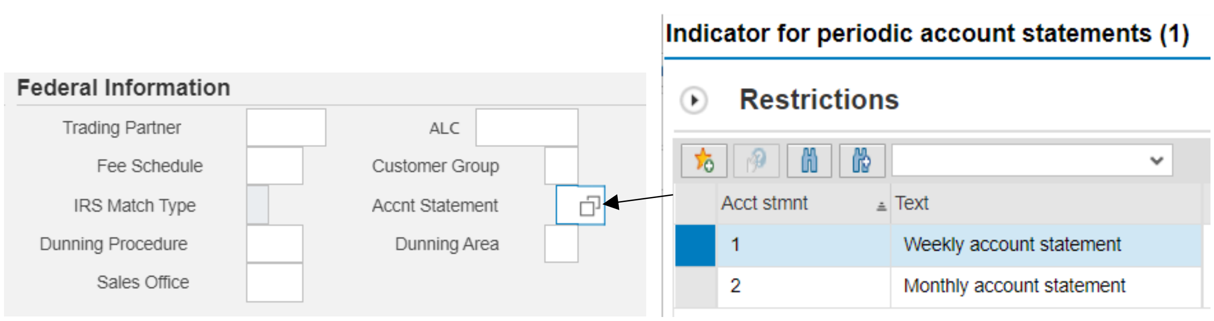
Step 24. Fill in Customer Group or click on magnifying glass to select from drop-down list, optional field. The number 01 represents Industry and the number 02 represents Retail.

Example:



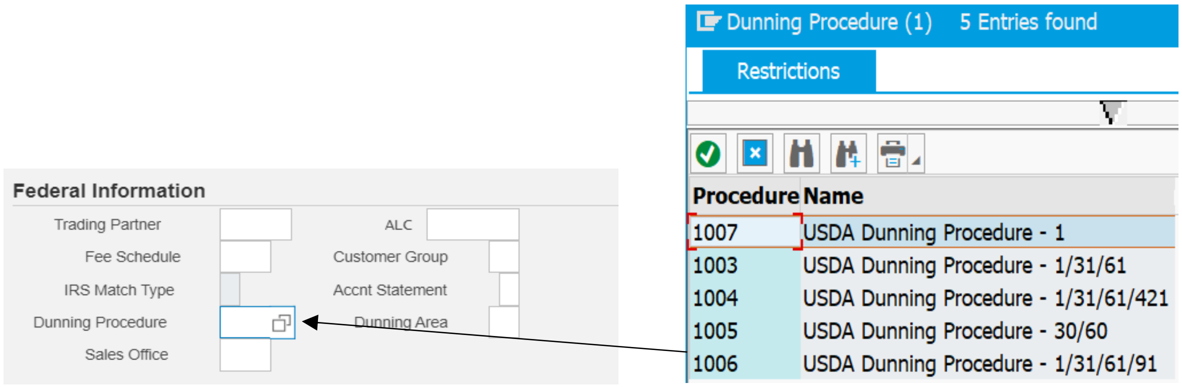
Step 25. Fill in Account Statement or click on box to select from drop-down list, optional field. The number 1 represents the weekly account statement and the number 2 represents the monthly.

Example:



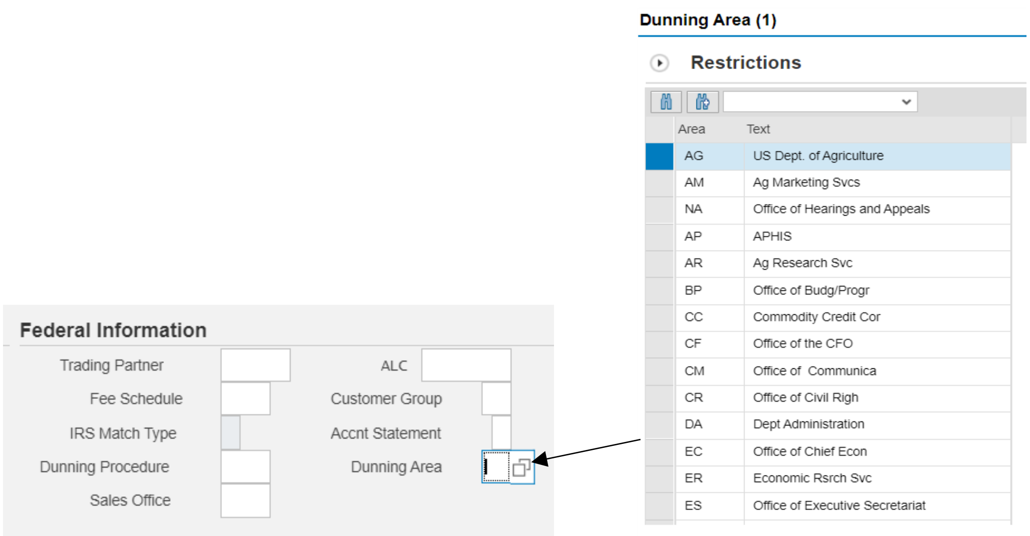
Step 26. Fill in Dunning Procedure or click on box to select from drop down list, optional field.

Example:



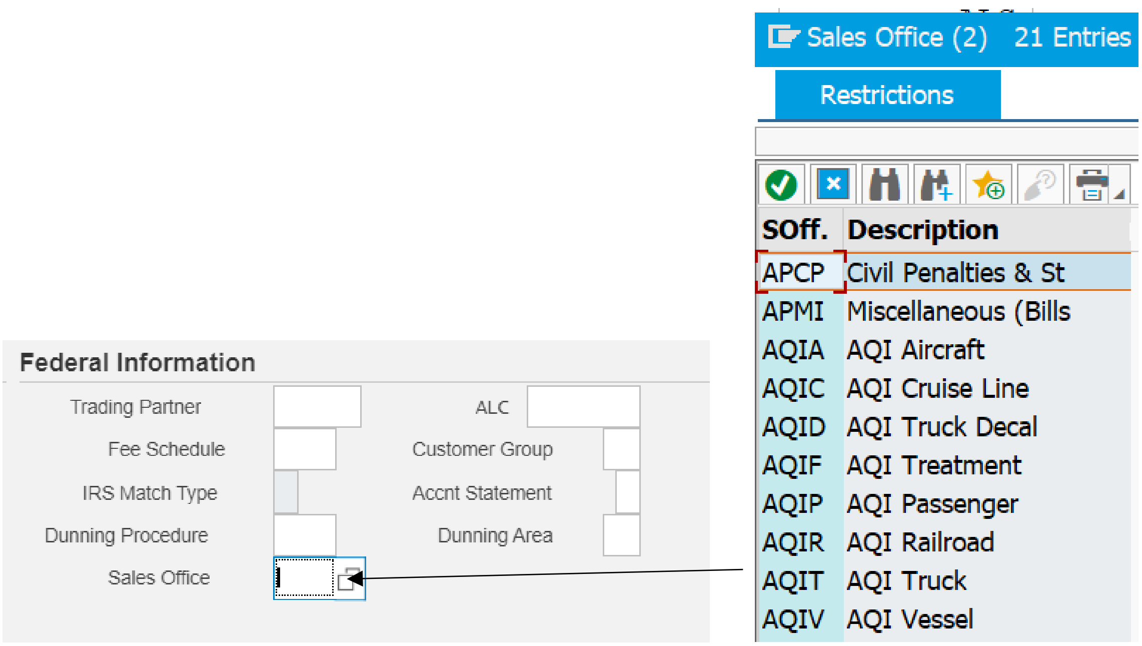
Step 27. Fill in Dunning Area or click on box to select from drop-down list. This field is required if a Dunning Procedure is added.

Example:



Step 28. Fill in Sales Office or click on box to select from drop-down list, optional field. This field is required if a Dunning Procedure is added.

Example:

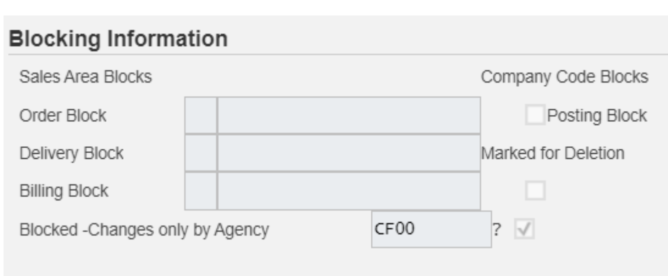


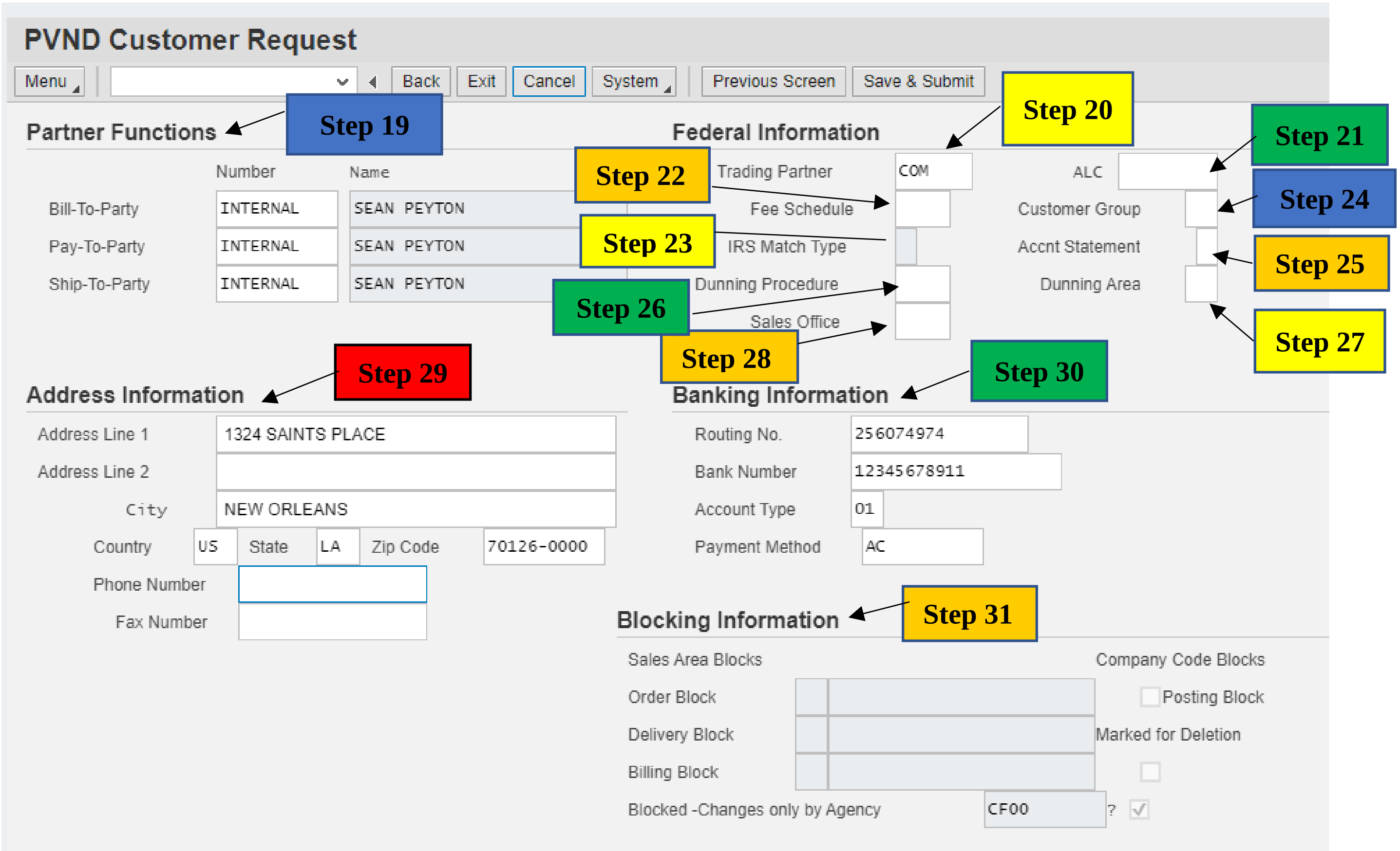
Address Information: Step 29. Fill in Address, City, Country, State and Zip Code, required fields. Fill in Phone Number (optional) and Fax Number (optional).

Banking Information: Step 30. Fill in the Routing Number, Bank Account Number, Account Type- 01 for Checking or 02 for Savings, Payment Method autopopulates or you may select a method from the drop-down.

Blocking Information: Step 31. The Blocking Reason Code will appear in the Order Block box, Delivery Block box, and Billing Block box if the Customer record is blocked. The Mark for deletion and Purchasing Block will have a check mark in the box if either of them are blocked on the Customer Record. These fields can only be changed by the approver. To have the blocks remove please ask in the Requestor comments for them to be. The requestors agency code is automatically placed in the Blocked-Changes only by Agency box.

Example:



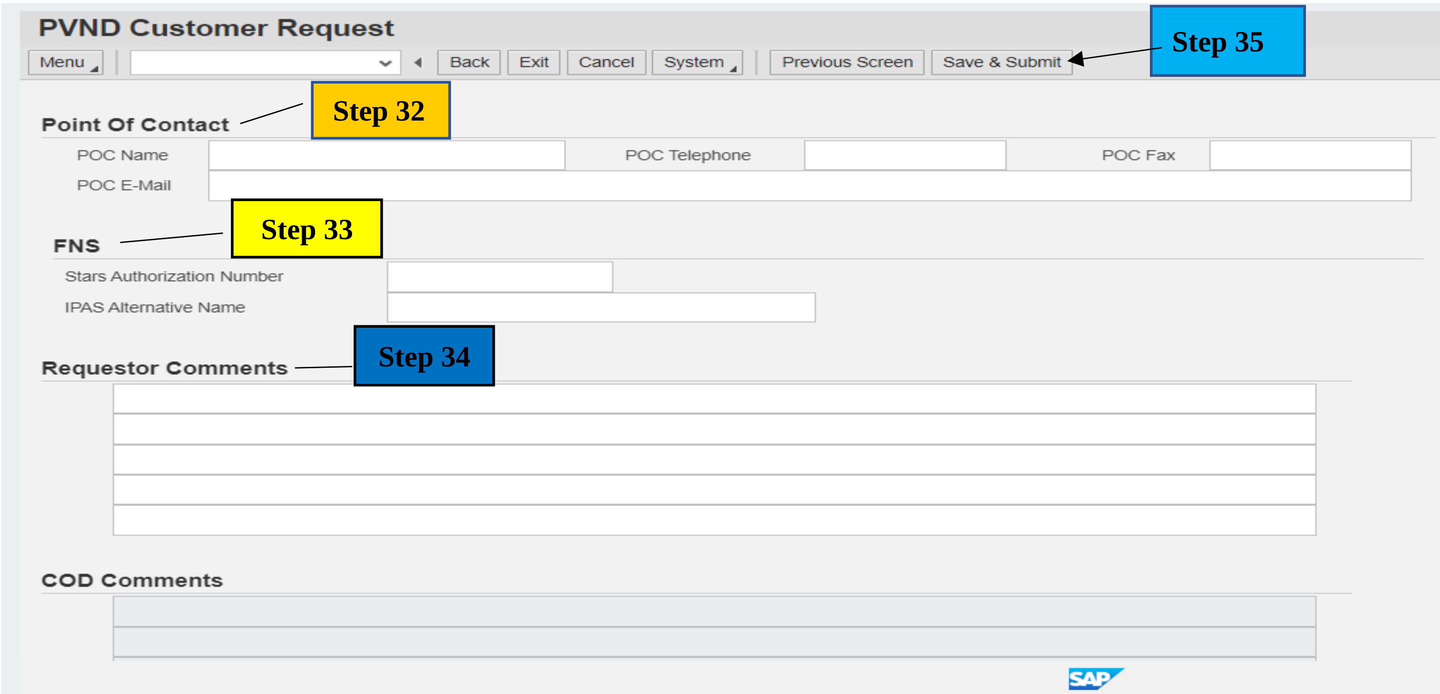


Point of Contact (POC): Step 32. Fill in POC Name, POC Telephone, POC Fax, or POC E-mail, optional fields.

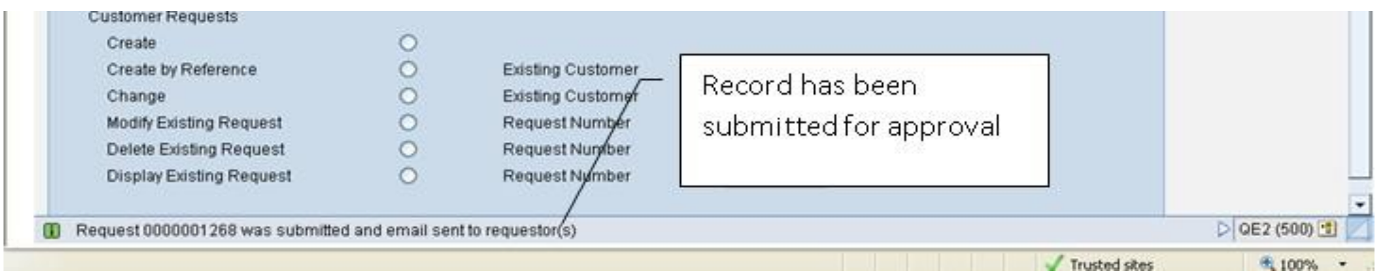
FNS: Step 33. FNS Agency only, Fill in Stars Authorization Number, IPAS Alternative Name.

Requestor Comments: Step 34. Fill in any comments or instructions for the approver.

Step 35. **Click SAVE & SUBMIT**



Once Saved, the Request Number will appear at the bottom of the screen as well as submitted and email sent to requestor (s).



An automatically generated e-mail will be issued to the requestor and any additional requestors that are added, notifying them that the request has been submitted.

Example:

From: THERESA DANNER <Theresa.danner@cfo.usda.gov>
Sent: Monday, May 16, 2022 11:59 AM
To: Alphonse, Tammy - OCFO-FMS, New Orleans, LA <tammy.alphonse@usda.gov>; Danner, Theresa - OCFO-FMS, New Orleans, LA <theresa.danner@usda.gov>
Subject: PVND Request 0000308646 - NEW

The Subject CUSTOMER request is in the STATUS indicated below:
Request Number: 0000308646
Name: NAPA VALLEY FARMWORKER FOUNDATION
Action: CREATE
Status: NEW

When completed by the Master Data Management Branch, Vendor Customer Maintenance Section (VCM), an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been approved or rejected. If rejected the approver will provide comments.

Example:

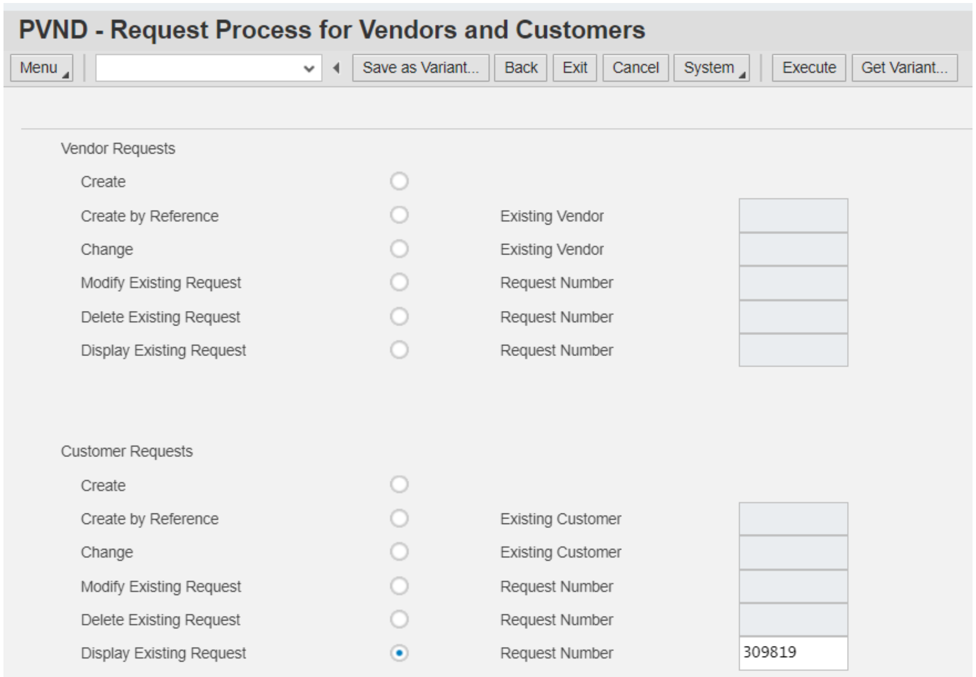
From: Sheila Butler <sheila.butler@usda.gov>
Sent: Monday, May 16, 2022 12:05 PM
To: Alphonse, Tammy - OCFO-FMS, New Orleans, LA <tammy.alphonse@usda.gov>; Danner, Theresa - OCFO-FMS, New Orleans, LA <theresa.danner@usda.gov>
Subject: PVND Request 0000308646 - APPROVED

The Subject CUSTOMER request is in the STATUS indicated below:
Request Number: 0000308646
Name: NAPA VALLEY FARMWORKER FOUNDATION
Action: CREATE
Status: APPROVED
Customer Created: 0003445071

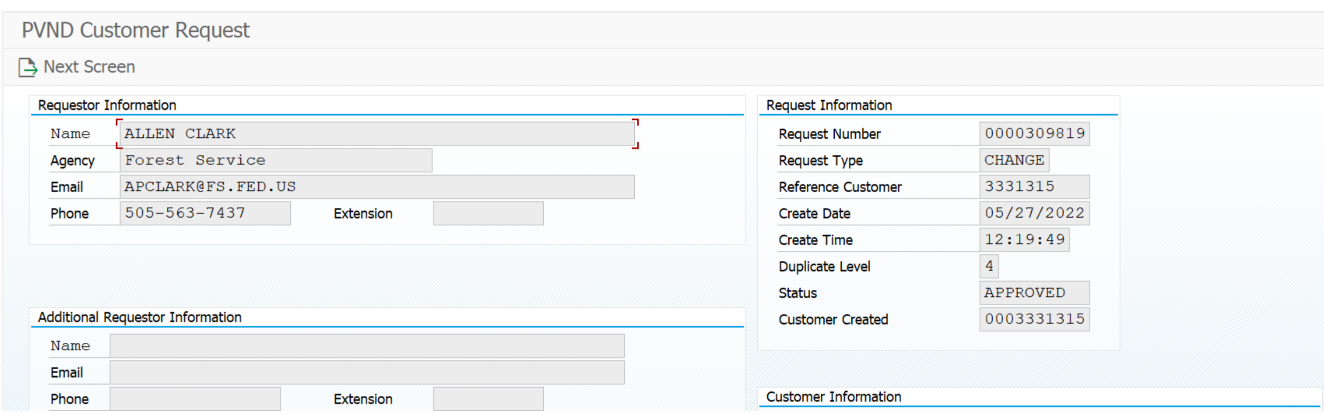
If you do not receive a confirmation email with the Customer number, then please search by Request Number under Display Existing Request to obtain it.

To delete an existing (PVND) Customer Request:

- Click Delete Existing Request and in the Request Number field enter the Existing Request Number. Then Click Execute



The Customer Number created will be in the Customer Created field under the Request Information on the PVND request.



Inquiries:

Please direct any questions to the Vendor Customer Maintenance Section at 1-(800)-421-0323 option #3.