



## FMMI PVND REQUEST PROCESS For Customers

### QUICK REFERENCE GUIDE

#### INTRODUCTION

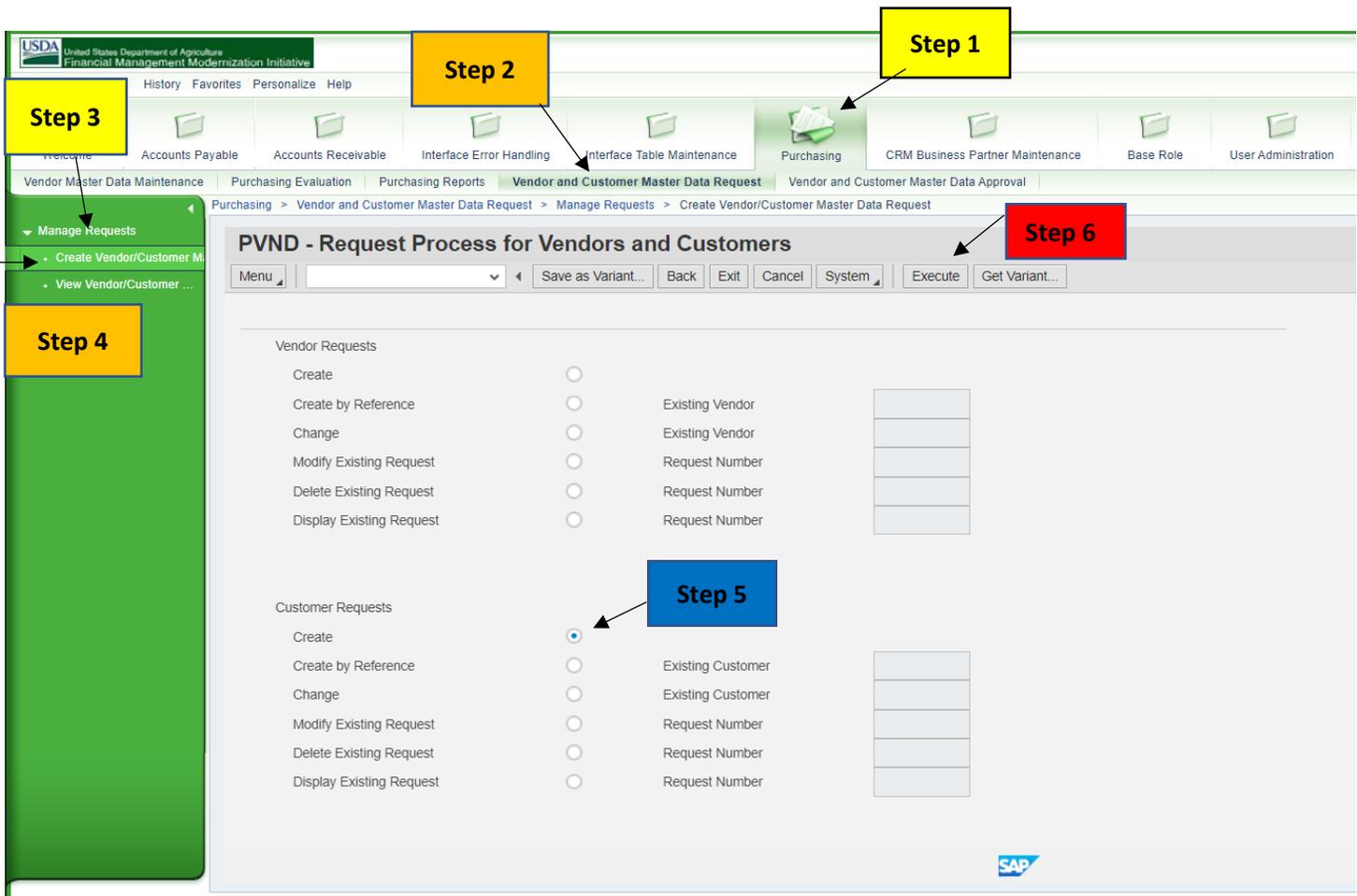
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval customer request (PVND) for customers.

#### QUICK STEPS

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

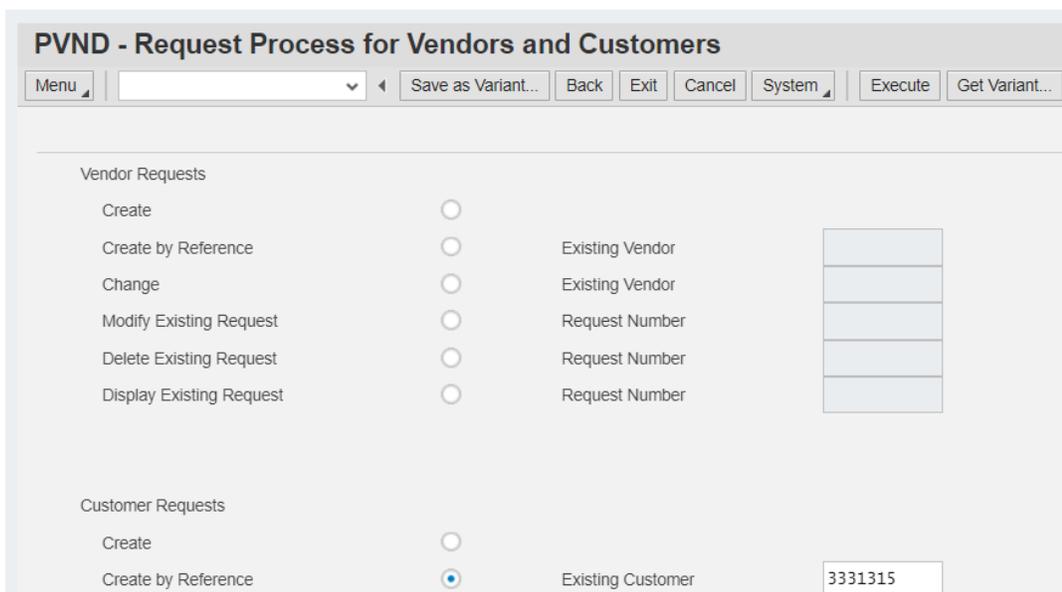
**Follow the below steps to initiate a (PVND) request:**

- 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

**PVND - Request Process for Vendors and Customers**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

**Vendor Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	<input type="text"/>
Change	<input type="radio"/>	Existing Vendor	<input type="text"/>
Modify Existing Request	<input type="radio"/>	Request Number	<input type="text"/>
Delete Existing Request	<input type="radio"/>	Request Number	<input type="text"/>
Display Existing Request	<input type="radio"/>	Request Number	<input type="text"/>

**Customer Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Customer	<input type="text"/>
Change	<input checked="" type="radio"/>	Existing Customer	3331315

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

**PVND - Request Process for Vendors and Customers**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

**Vendor Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	<input type="text"/>
Change	<input type="radio"/>	Existing Vendor	<input type="text"/>
Modify Existing Request	<input type="radio"/>	Request Number	<input type="text"/>
Delete Existing Request	<input type="radio"/>	Request Number	<input type="text"/>
Display Existing Request	<input type="radio"/>	Request Number	<input type="text"/>

**Customer Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Customer	<input type="text"/>
Change	<input type="radio"/>	Existing Customer	<input type="text"/>
Modify Existing Request	<input checked="" type="radio"/>	Request Number	309819

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

**PVND - Request Process for Vendors and Customers**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

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**Vendor Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	[Text Box]
Change	<input type="radio"/>	Existing Vendor	[Text Box]
Modify Existing Request	<input type="radio"/>	Request Number	[Text Box]
Delete Existing Request	<input type="radio"/>	Request Number	[Text Box]
Display Existing Request	<input type="radio"/>	Request Number	[Text Box]

**Customer Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Customer	[Text Box]
Change	<input type="radio"/>	Existing Customer	[Text Box]
Modify Existing Request	<input type="radio"/>	Request Number	[Text Box]
Delete Existing Request	<input checked="" type="radio"/>	Request Number	309819

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

**PVND - Request Process for Vendors and Customers**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

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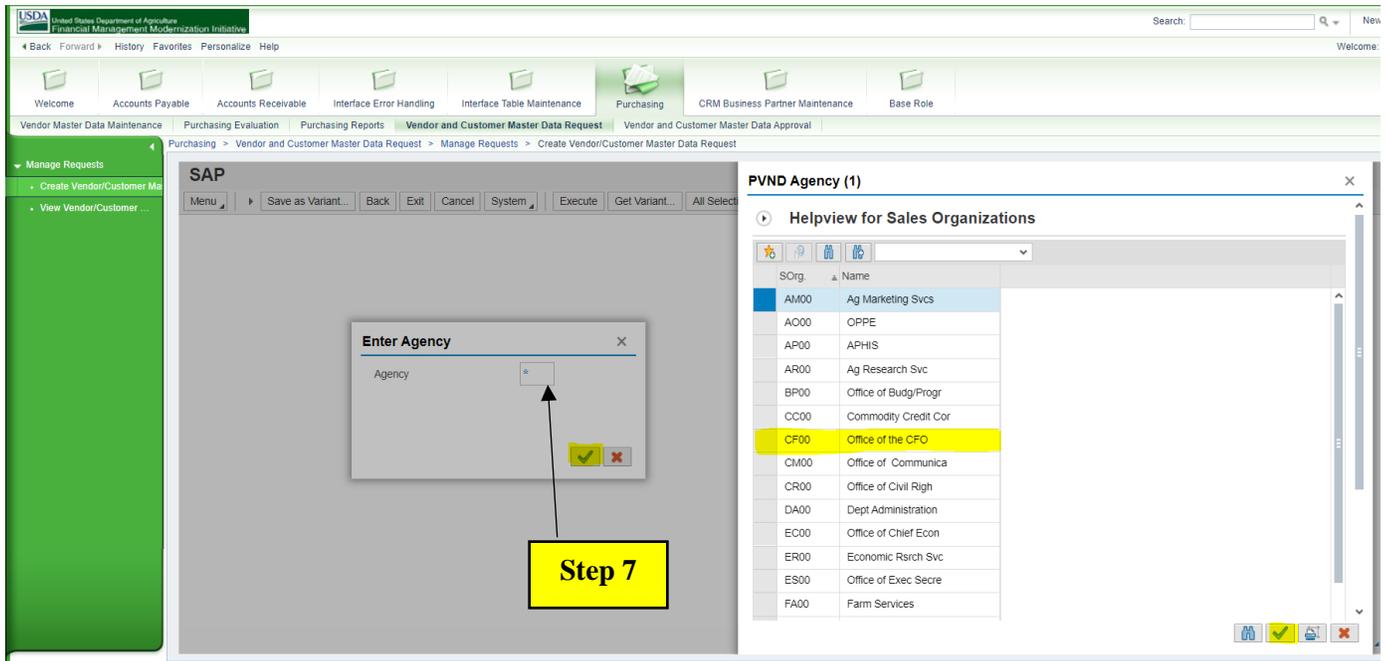
**Vendor Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	[Text Box]
Change	<input type="radio"/>	Existing Vendor	[Text Box]
Modify Existing Request	<input type="radio"/>	Request Number	[Text Box]
Delete Existing Request	<input type="radio"/>	Request Number	[Text Box]
Display Existing Request	<input type="radio"/>	Request Number	[Text Box]

**Customer Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Customer	[Text Box]
Change	<input type="radio"/>	Existing Customer	[Text Box]
Modify Existing Request	<input type="radio"/>	Request Number	[Text Box]
Delete Existing Request	<input type="radio"/>	Request Number	[Text Box]
Display Existing Request	<input checked="" type="radio"/>	Request Number	309819

**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 1<sup>st</sup> 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:**

**Customer Information**

Name: Sean Payton

Account Grp: [ ] Industry [ ]

SSN: [ ] TIN: [ ]

TIN Verification Date: 07/11/2022

Vendor Number: [ ]



**Customer Account Group (1)**

**Restrictions**

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

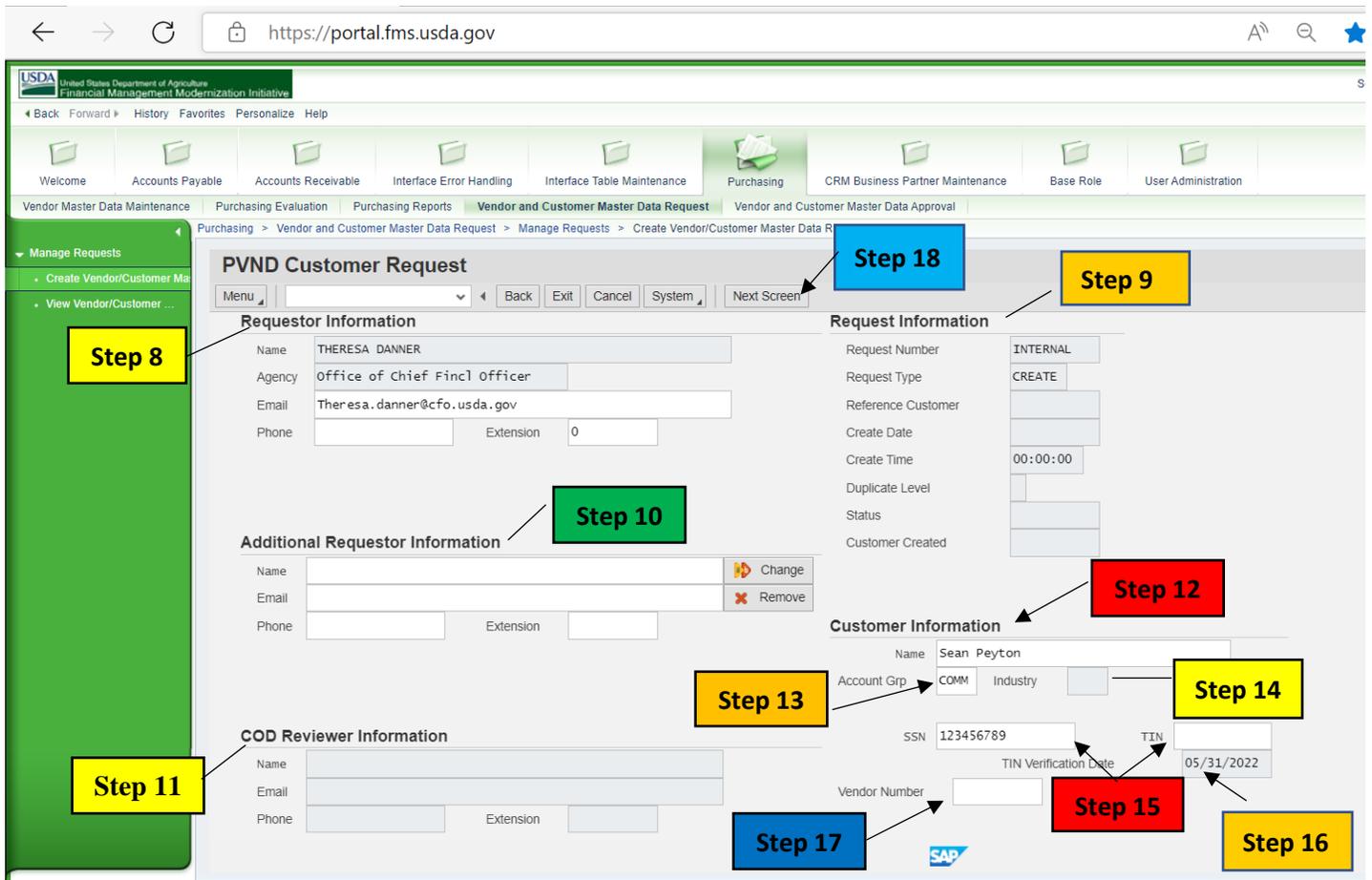
**Step 14.** The Industry field is not required.

**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 2<sup>nd</sup> screen of the (PVND) Request:

**Partner Functions:** 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:**

**Federal Information**

Trading Partner:

Fee Schedule:

IRS Match Type:

Dunning Procedure:

Sales Office:

Customer Group:

Acct Statement:

Dunning Area:

**Company ID of Trading Partner (1)**

Company ID	Company Name	Company Type	Country	State
33988	National Women's or Remembrance	(9088)	US	USC
54266	Council of the Insp General	(9567)	US	USC
57017	Eisenhower Exchange Fellowship Program (9517)	(9517)	US	USC
57370	Northern Border Regional Comm	(9570)	US	USC
57541	Nat. Railroad Passenger Corp	(4841)	US	USC
57972	Patient-Centered Outcomes Rea	(9572)	US	USC
58076	Corp for Travel Promotion	(9576)	US	USC
58171	Bureau of Consumer Financial	(9571)	US	USC
58443	Indian Law and Order Commissio	(4843)	US	USC
87442	Ronald Reagan Centennial Comm	(4842)	US	USC
12CD	FNS-Commodity Donation		US	USC
12HA	FSA-Headquarters Allocation		US	USC
12HQ	Headquarters Allocation		US	USC
COM	Commercial		US	USC
CON	Consumer		US	USC
FOR	Foreign/Sovereign		US	USC
SNL	State and Local Government		US	USC

492 Entries found

**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:**

**Federal Information**

Trading Partner	<input type="text"/>	ALC	<input type="text"/>
Fee Schedule	<input type="text"/>	Customer Group	<input type="text"/>
IRS Match Type	<input type="text"/>	Acct Statement	<input type="text"/>
Dunning Procedure	<input type="text"/>	Dunning Area	<input type="text"/>
Sales Office	<input type="text"/>		

**Agency Location Code (1)**

Restrictions

ALC	Descr
00000220	Dept of the Treasur
00000300	Dept of the Treasury
00000303	Dept of the Treasury
00000304	DEPARTMENT OF THE TREASURY
00000307	Dept of the Treasury
00000308	Dept of the Treasury
00000310	Dept of the Treasury
00000312	Dept of the Treasury
00000320	Dept of the Treasury
00000324	Dept of the Treasury
00000343	Dept of the Treasury
00000349	Dept of the Treasury
00000449	Dept of the Treasury
00001001	Judiciary Branch

**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:**

**Federal Information**

Trading Partner	<input type="text"/>	ALC	<input type="text"/>
Fee Schedule	<input type="text"/>	Customer Group	<input type="text"/>
IRS Match Type	<input type="text"/>	Acct Statement	<input type="text"/>
Dunning Procedure	<input type="text"/>	Dunning Area	<input type="text"/>
Sales Office	<input type="text"/>		

**Fee schedule (1)**

Schedule	Description fee schedule
1001	Fee Schedule 1: fee types CVFR, P60, A2530
1002	Fee Schedule 2: fee types CVFR, P60, A3030
1003	Fee Schedule 3: fee types CVFR, P60
1004	Fee Schedule 4: fee types CVFR, P30, A3030
1005	Fee Schedule 5: fee types CVFR, P30, A2530
1006	Fee Schedule 6: fee types CVFR, P30
1007	Fee Schedule 7: fee types I05, P30,A2530
1008	Fee Schedule 8: fee types CVFR, P120, A2530

**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:**

The screenshot shows a 'Federal Information' form with fields for Trading Partner, Fee Schedule, IRS Match Type, Dunning Procedure, Sales Office, ALC, Customer Group, Acct Statement, and Dunning Area. The 'Customer Group' field has a magnifying glass icon. An arrow points from this icon to a 'Restrictions' window titled 'Customer group (1)'. This window contains a table with the following data:

CGrp	Name
01	Industry
02	Retail

Below the table, it says '2 Entries found'.

**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:**

The screenshot shows a 'Federal Information' form with fields for Trading Partner, Fee Schedule, IRS Match Type, Dunning Procedure, Sales Office, ALC, Customer Group, Acct Statement, and Dunning Area. The 'Acct Statement' field has a box icon. An arrow points from this icon to a 'Restrictions' window titled 'Indicator for periodic account statements (1)'. This window contains a table with the following data:

Acct stmt	Text
1	Weekly account statement
2	Monthly account statement

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

**Example:**

The screenshot shows a 'Federal Information' form with fields for Trading Partner, Fee Schedule, IRS Match Type, Dunning Procedure, and Sales Office. The 'Dunning Procedure' field is highlighted with a blue box and a dropdown arrow. An arrow points from this field to a dropdown menu titled 'Dunning Procedure (1) 5 Entries found'. The menu shows a list of procedures:

Procedure Name	Procedure Name
1007	USDA Dunning Procedure - 1
1003	USDA Dunning Procedure - 1/31/61
1004	USDA Dunning Procedure - 1/31/61/421
1005	USDA Dunning Procedure - 30/60
1006	USDA Dunning Procedure - 1/31/61/91

**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:**

The screenshot shows the 'Federal Information' form with the 'Dunning Area' field highlighted. An arrow points from this field to a dropdown menu titled 'Dunning Area (1)'. The menu shows a list of areas:

Area	Text
AG	US Dept. of Agriculture
AM	Ag Marketing Svcs
NA	Office of Hearings and Appeals
AP	APHIS
AR	Ag Research Svc
BP	Office of Budg/Progr
CC	Commodity Credit Cor
CF	Office of the CFO
CM	Office of Communica
CR	Office of Civil Righ
DA	Dept Administration
EC	Office of Chief Econ
ER	Economic Rsrch Svc
ES	Office of Executive Secretariat

**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:**

The screenshot shows a software interface with two main parts. On the left, under the heading "Federal Information", there are several input fields: "Trading Partner", "Fee Schedule", "IRS Match Type", "Dunning Procedure", "Sales Office", "ALC", "Customer Group", "Accnt Statement", and "Dunning Area". The "Sales Office" field is highlighted with a red box and has a cursor pointing to it. On the right, a dropdown menu titled "Restrictions" is open, showing a list of codes and descriptions. The first item, "APCP Civil Penalties & St", is highlighted in blue. The dropdown menu also includes a toolbar with icons for search, refresh, and other actions.

**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:**

The screenshot shows a software interface with the heading "Blocking Information". It is divided into two sections: "Sales Area Blocks" and "Company Code Blocks". Under "Sales Area Blocks", there are three rows: "Order Block", "Delivery Block", and "Billing Block", each with a corresponding input field. Under "Company Code Blocks", there are two rows: "Posting Block" and "Marked for Deletion", each with a checkbox. The "Blocked -Changes only by Agency" field is highlighted with a red box and contains the code "CF00". A checkmark is visible in the adjacent field.

**PVND Customer Request**

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Previous Screen] [Save & Submit]

Partner Functions		Federal Information	
Number	Name	Trading Partner	ALC
Bill-To-Party	INTERNAL SEAN PEYTON	COM	[Dropdown]
Pay-To-Party	INTERNAL SEAN PEYTON	Fee Schedule	[Dropdown]
Ship-To-Party	INTERNAL SEAN PEYTON	IRS Match Type	[Dropdown]
		Dunning Procedure	[Dropdown]
		Sales Office	[Dropdown]

Address Information				Banking Information	
Address Line 1	1324 SAINTS PLACE			Routing No.	256074974
Address Line 2	[Empty]			Bank Number	12345678911
City	NEW ORLEANS			Account Type	01
Country	US	State	LA	Zip Code	70126-0000
Phone Number	[Empty]			Payment Method	AC
Fax Number	[Empty]				

Blocking Information	
Sales Area Blocks	Company Code Blocks
Order Block	<input type="checkbox"/> Posting Block
Delivery Block	Marked for Deletion
Billing Block	<input type="checkbox"/>
Blocked -Changes only by Agency	CF00 ? <input checked="" type="checkbox"/>

**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**

**PVND Customer Request**

Menu | [Dropdown] | Back | Exit | Cancel | System | Previous Screen | Save & Submit

**Step 35** (points to Save & Submit)

**Point Of Contact** — **Step 32**

POC Name [Text Box] POC Telephone [Text Box] POC Fax [Text Box]  
 POC E-Mail [Text Box]

**FNS** — **Step 33**

Stars Authorization Number [Text Box]  
 IPAS Alternative Name [Text Box]

**Requestor Comments** — **Step 34**

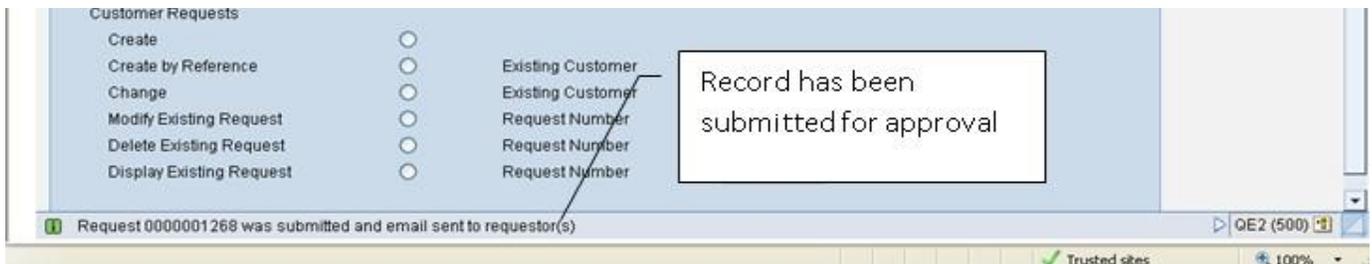
[Text Area]

**COD Comments**

[Text Area]

SAP

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

**PVND - Request Process for Vendors and Customers**

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

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**Vendor Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	[Input Field]
Change	<input type="radio"/>	Existing Vendor	[Input Field]
Modify Existing Request	<input type="radio"/>	Request Number	[Input Field]
Delete Existing Request	<input type="radio"/>	Request Number	[Input Field]
Display Existing Request	<input type="radio"/>	Request Number	[Input Field]

**Customer Requests**

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Customer	[Input Field]
Change	<input type="radio"/>	Existing Customer	[Input Field]
Modify Existing Request	<input type="radio"/>	Request Number	[Input Field]
Delete Existing Request	<input type="radio"/>	Request Number	[Input Field]
Display Existing Request	<input checked="" type="radio"/>	Request Number	309819

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

PVND Customer Request

Next Screen

<b>Requestor Information</b>		<b>Request Information</b>	
Name	ALLEN CLARK	Request Number	0000309819
Agency	Forest Service	Request Type	CHANGE
Email	APCLARK@FS.FED.US	Reference Customer	3331315
Phone	505-563-7437      Extension	Create Date	05/27/2022
		Create Time	12:19:49
		Duplicate Level	4
		Status	APPROVED
		Customer Created	0003331315

<b>Additional Requestor Information</b>	
Name	[Input Field]
Email	[Input Field]
Phone	[Input Field]      Extension      [Input Field]

<b>Customer Information</b>
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**Inquiries:**  
 Please direct any questions to the Vendor Customer Maintenance Section at 1-(800)-421-0323 option #3.