

FMMI PVND REQUEST PROCESS FOR VENDORS

QUICK REFERENCE GUIDE

INTRODUCTION

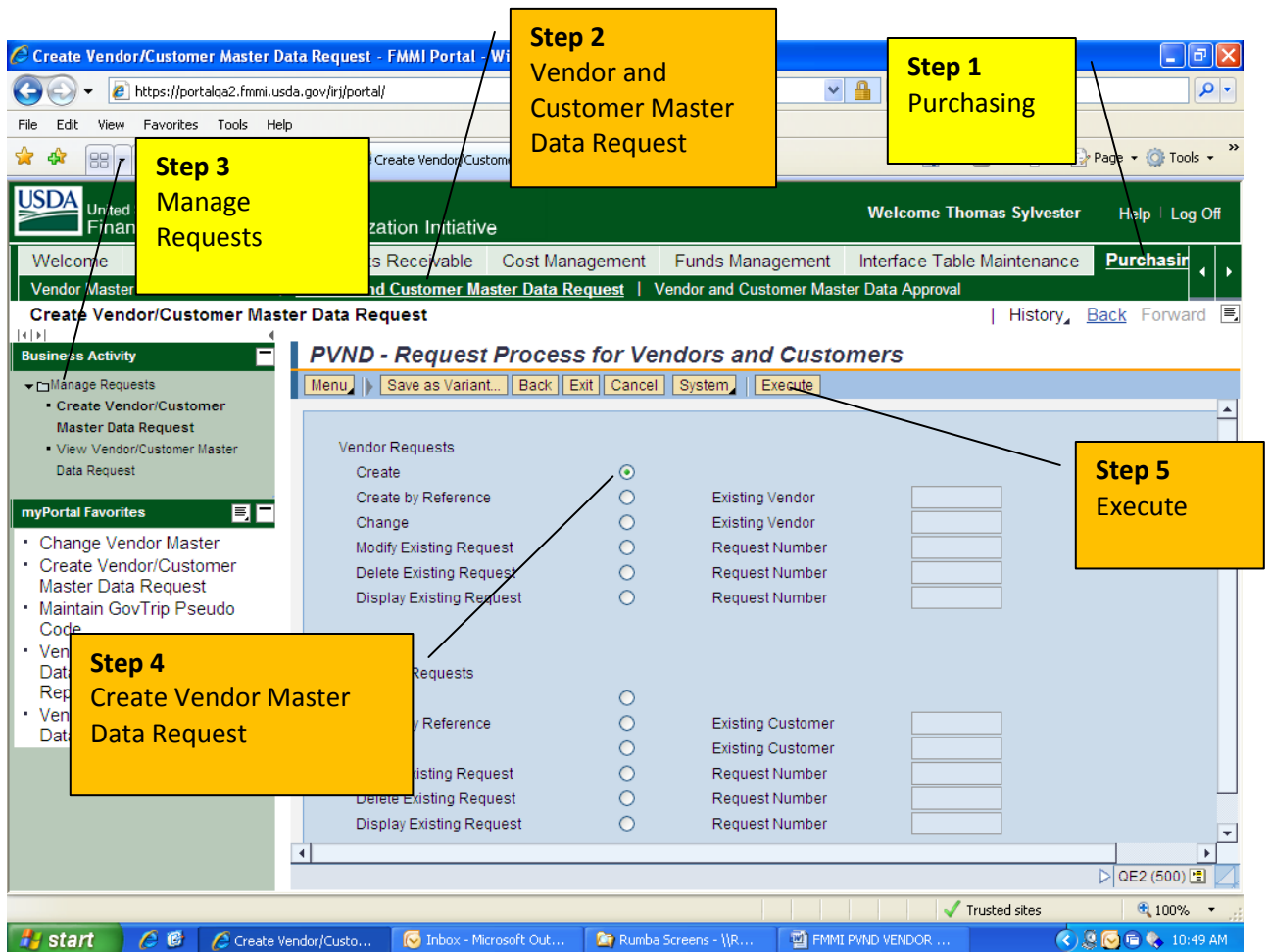
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval vendor request (PVND) for vendors.

QUICK STEPS

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

Click:

1. Purchasing Tab
2. Vendor and Customer Master Data Request
3. Manage Requests
4. Select Vendor Requests (Create)
5. Execute



Select radio button to:

Create – Create a new request

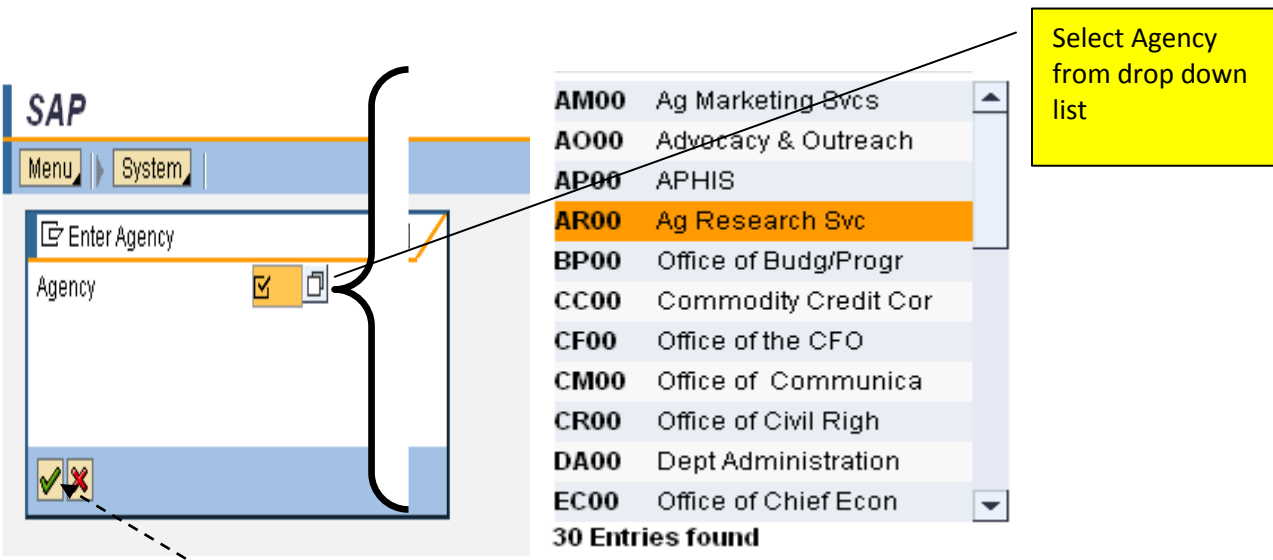
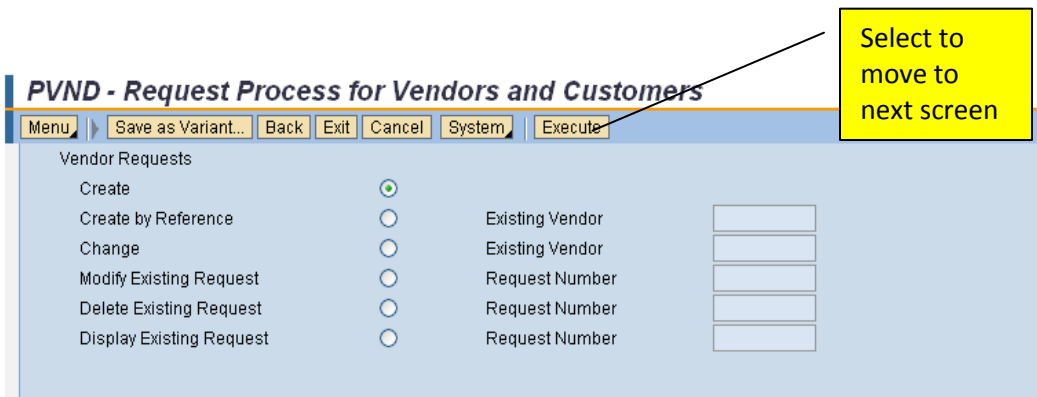
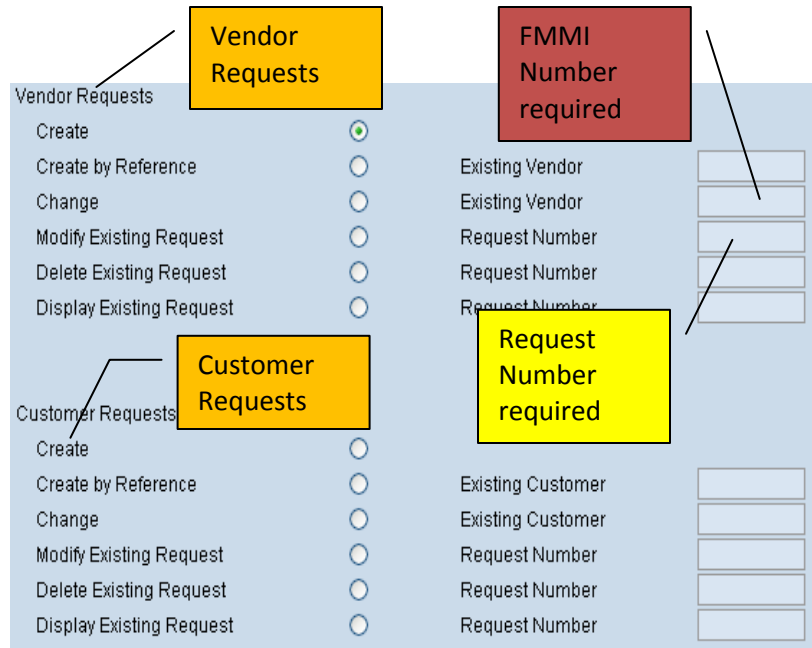
Create by Reference – Use an existing request to create a new one

Change – Update an existing request

Modify Existing Request – Change a request before approval

Delete Existing Request – Delete a request before approval

Display Existing Request – View a request before approval



Once agency is selected, click green check or enter button.

Prepopulated with FMMI Requestor's info

Required fields

Optional to fill with additional requestor, e.g. supervisor/co-worker

Non-CCR vendors must check

Required for ZNFV, ZTPA only, usually Z001

Requestor Information:
 Name: Thomas Sylvester
 Agency: Agricultural Research Service
 Email: thomas.sylvester@usda.gov
 Phone: [] Extension: []

Additional Requestor Information:
 Name: [] Change
 Email: [] Remove
 Phone: []

COD Reviewer Information:
 Name: []
 Email: []
 Phone: [] Extension: []

Request Information:
 Request Number: INTERNAL Type: CREATE
 Reference Vendor: []
 Create Date: 12/07/2010
 Duplicate Level: [] Status: []
 Vendor Created: []

Vendor Information:
 Name: SEAN PEYTON
 Account Grp: ZINT Industry: []
 SSN: 123456789 TIN: []
 Not CCR? TIN Verification Date: 12/07/2010

Vendor information box expanded to show details of the account group to the right.

Tab must be selected to expand additional account groups.

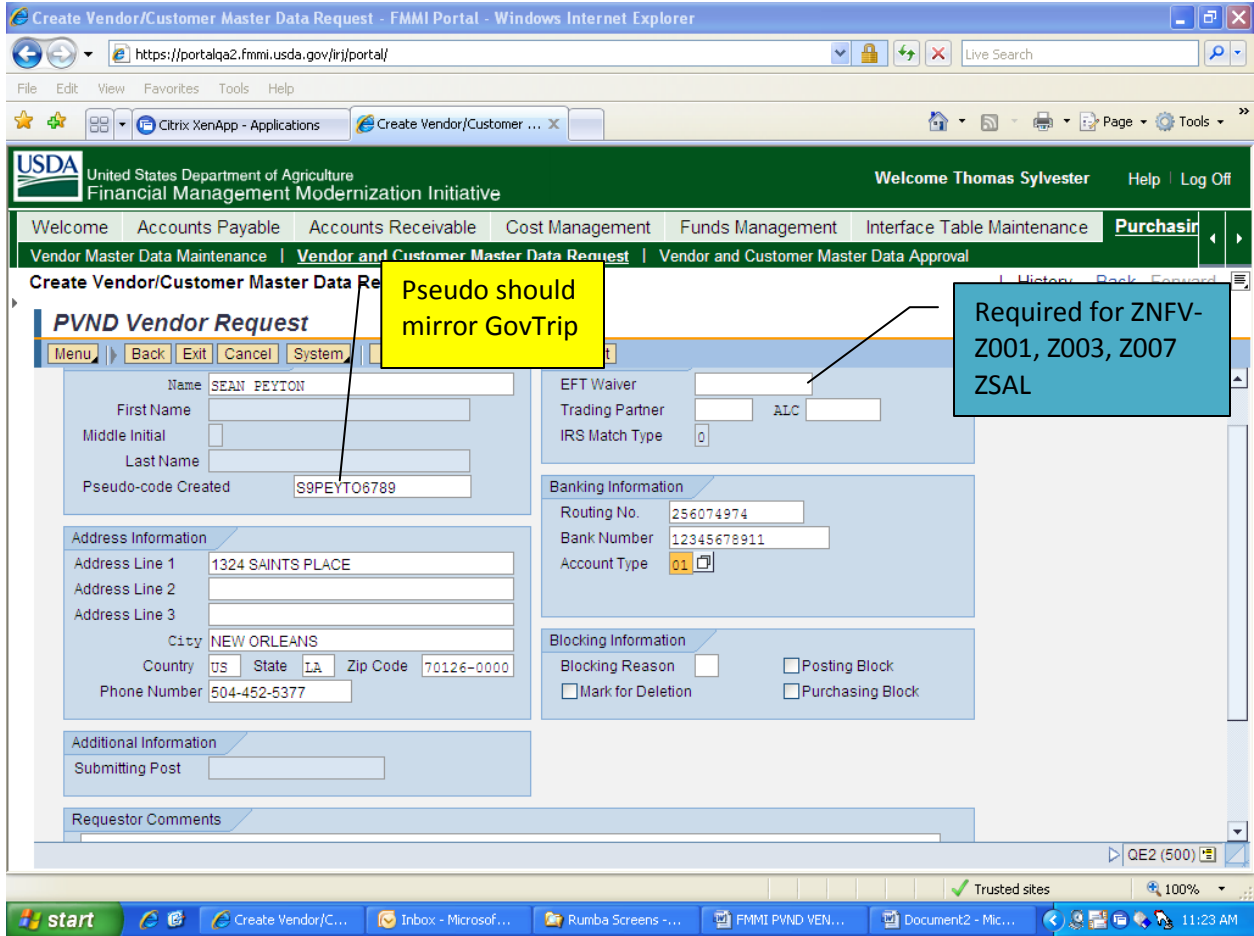
Vendor Information
 Name: SEAN PEYTON
 Account Grp: ZINT
 SSN: 123456789 Industry: []
 Not CCR? TIN Verification Date: 12/07/2010

Vendor account group (1)

Search Criteria

Group	NR	O...	Name
ZBNK	Z9	<input type="checkbox"/>	Bank Vendors
ZEMP	Z2	<input type="checkbox"/>	Employees
ZFDN	Z3	<input type="checkbox"/>	Federal Non-USDA Vendors
ZFDU	Z4	<input type="checkbox"/>	Federal USDA Vendors
ZFOR	Z6	<input type="checkbox"/>	Foreign Vendors
ZINT	Z1	<input type="checkbox"/>	Invitational Traveler
ZNFV	Z1	<input type="checkbox"/>	Non-Federal Vendors
ZPFD	Z8	<input type="checkbox"/>	Producers
ZSAL	Z5	<input type="checkbox"/>	State and Local Government
ZSET	Z1	<input type="checkbox"/>	Settlement and Injuries
ZTPA	Z7	<input type="checkbox"/>	Non-Federal 3rd Party Assignee

11 Entries found



Federal Information

EFT Waiver

Trading Partner ALC

IRS Match Type

Blocking Information

Blocking Reason

Mark for Deletion Posting Block Purchasing Block

Drop downs appear from selection boxes above.

- 01 No Bank Account
- 02 Hardship
- 03 Foreign Entity
- 04 Disaster Area
- 05 Military Ops
- 06 National Security
- 07 One Time Payment
- 08 Emergency Payment

- 01 Block purchase order
- 02 Block quot. request and purchase order
- 03 Block quot. req., order, goods receipt
- 04 Block source determination
- 99 Total block
- Z1 CCR Registration Expired
- Z2 Vendor Record Deleted in CCR
- Z3 No bank information available.
- Z4 Invalid banking information

Create Vendor/Customer Master Data Request - FMFI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

Citrix XenApp - Applications Create Vendor/Customer ...

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Thomas Sylvester Help Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management Interface Table Maintenance Purchasing

Vendor Master Data Maintenance Vendor and Customer Master Data Request Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Request | History Back Forward

PVND Vendor Request

Menu Back Exit Cancel System Previous Screen Save & Submit

Supplemental Employee Name
Name SEAN PEYTON
First Name
S9PEYTO6789

Federal Information
EFT Waiver 01
Trading Partner ALC
IRS Match Type 0

Banking Information
Routing No.
Bank Number
Account Type

Address Information
Address Line 1 1324 SAINTS PLACE
Address Line 2
Address Line 3
City NEW ORLEANS
Country US State LA Zip Code 70126-0000
Phone Number

Blocking Information
Blocking Reason Posting Block
 Mark for Deletion Purchasing Block

Additional Information
Submitting Post

Click Save & Submit

Waiver code is added based on Acct Group

Trusted sites 100%

start Create Vendor/Custo... Inbox - Microsoft Out... FMFI PVND process1... 8:00 AM

Customer Requests

Create Existing Customer

Create by Reference Existing Customer

Change Request Number

Modify Existing Request Request Number

Delete Existing Request Request Number

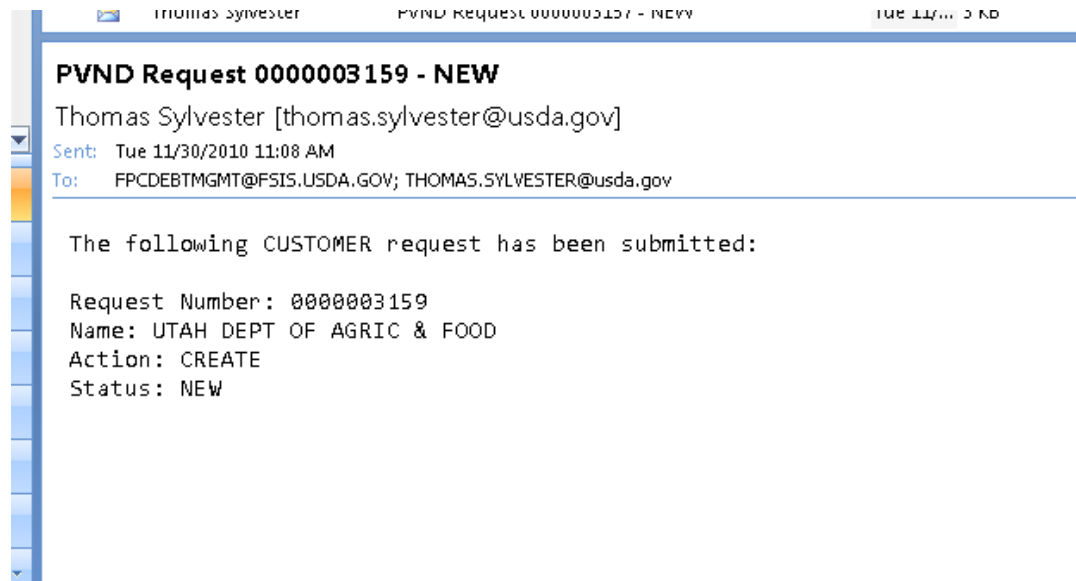
Display Existing Request Request Number

Record has been submitted for approval

Request 0000001268 was submitted and email sent to requestor(s)

Trusted sites 100%

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



When completed by the Accounting Processing Branch, Table Maintenance Section (TMS), an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been approved.



Please direct any questions to TMS at **504-426-5377**.