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.fms.usda.gov/

Click:  Purchasing Tab
1. Purchasing
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.
Vendor information box expanded to show details of the account group to the right.

Tab must be selected to expand additional account groups.
Pseudo should mirror GovTrip

Required for ZNFV-Z001, Z003, Z007 ZSAL

Drop downs appear from selection boxes above.

<table>
<thead>
<tr>
<th>No Bank Account</th>
<th>Block purchase order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardship</td>
<td>Block quot request and purchase order</td>
</tr>
<tr>
<td>Foreign Entity</td>
<td>Block quot req., order, goods receipt</td>
</tr>
<tr>
<td>Disaster Area</td>
<td>Block source determination</td>
</tr>
<tr>
<td>Military Ops</td>
<td>Total block</td>
</tr>
<tr>
<td>National Security</td>
<td>CCR Registration Expired</td>
</tr>
<tr>
<td>One Time Payment</td>
<td>Vendor Record Deleted in CCR</td>
</tr>
<tr>
<td>Emergency Payment</td>
<td>No bank information available.</td>
</tr>
<tr>
<td></td>
<td>Invalid banking information</td>
</tr>
</tbody>
</table>
Waiver code is added based on Acct Group

Click Save & Submit

Record has been submitted for approval
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 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.

Please direct any questions to VCM at 1-(800)-421-0323 option #3.