This user guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with guidance on searching for existing vendor records in FMMI.

Use the following menu path to begin a vendor search:

- Purchasing ➔ Vendor Master Data Maintenance ➔ Maintain Vendor Master Data ➔ Display Vendor Master ➔ Dropdown option

The vendor search categories are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR Remit-To Vendors</td>
<td>Enables a search for a vendor record by DUNS number or CAGE Code, or any Central Contractor Registration (CCR)-related term. The results provide the vendor’s name, address, city, state, zip code, the corresponding DUNS number, flag selections, account group, the remit-to acronym, mailing address’ vendor code, and remit-to vendors code.</td>
</tr>
<tr>
<td>TIN and FFIS Vendor ID</td>
<td>Enables a search for a vendor by TIN (Federal Tax Identification Number) or SSN (Social Security Number). It also allows a search by the Foundation Financial Information System (FFIS) legacy record. The results provide the vendor’s name, city, state, zip code, external (ext.) manufacturer. SSN/TIN, FFIS vendor code, flag selections, and FMMI vendor code.</td>
</tr>
<tr>
<td>Tele and Utility Vendors</td>
<td>Enables a search for telephone and utility vendors only. The results provide vendor’s name, city, state, zip code, ext. manufacturer, flag selections, and FMMI vendor code.</td>
</tr>
<tr>
<td>VADR Vendor</td>
<td>Enables a search by vendor records used to record disbursements made by the State Department. The results provide the vendor’s name, city, state, zip code, ext. manufacturer, flag selections, and FMMI vendor code.</td>
</tr>
<tr>
<td>IPAC Federal and USDA Vendors ZFDU and ZFDN</td>
<td>Enables a search by both USDA (ZFDU) and non-USDA (ZFDN) Account Group only. The results provide the name, city, state, zip code, ext. manufacturer, account group, flag selections, agency location code, and FMMI vendor code. This selection will benefit those searching for a specific agency location code (ALC).</td>
</tr>
</tbody>
</table>
**NEMP Employees**  Enables a search by NEMP (Employee Name Inquiry Table) Account Group only. The results provide vendor’s name, city, state, zip code, tax4 FFIS vendor, flag selections, and FMMI vendor code.

**Z Pseudo Code Table and Vendor Master**  Enables a search by pseudo code. The results provide the Z table’s pseudo code, search2 pseudo code (which is on the search 2 field in the vendor record), search 1 (which is usually the vendor’s last name), vendor’s name, flag selections, account group, and FMMI vendor code. This is an extremely valuable query because the Z Table Pseudo Code does not reside on the vendor master. It is the value used to cross-walk GovTrip pseudo codes to the appropriate vendor master.

**Banking Details**  Enables a search by banking information. The results provide vendor’s name, city, state, zip code, ext. manufacturer, TIN/SSN, account group, bank key (routing number), bank account number, DUNS number, and FMMI vendor code.

**Note:** This search category currently displays only CCR vendor EFT information.

**All Account Groups**  Enables a search by Account Group and/or industry. The results provide the vendor’s name, city, state, zip code, ext. manufacturer, flag selections, account group, industry, and FMMI vendor code.

**Note:** This search category provides all results fields, however, the query will take longer to process than other, more specific search categories. Searching on an individual account group, e.g., NEMP, will provide results more quickly, but the results are more limited.

### TERMINOLOGY

**Ext. Manufacturer**  Shows which record is FFIS converted and which record is CCR converted. If this tab is blank, the record was entered manually or via FMMI PVND. This term appears on several search selection results.

**Flag Selections**  Three tabs that show whether a record has a purchasing block, posting block, and/or a deletion flag.

**Tax4 FFIS Vendor**  Contains the legacy FFIS vendor number. This field is populated in conversion. If the vendor field does not contain a 10th position, include that space in tax4 FFIS vendor (e.g., “123456789 A”).

**Remit-To**  Displayed on the results of the CCR Remit-To Vendors selection. This identifies which address the vendor record contains. It contains the acronyms OA (ordering number) and PI (invoicing party). Ordering number is the vendor number with the physical address and invoicing party is the vendor number with the remit-to address.
There are various ways to use the vendor search categories. Multiple fields can be used within each category to search for a vendor. Some choices will return negative results. Use varying search criteria until the query returns the desired results. **Note:** When negative results occur consistently, it may be that the record is not yet established in FMMI.

The following examples are provided to illustrate how to use the vendor search selections.

**USING THE CCR REMIT-TO VENDORS CATEGORY**

The CCR Remit-To Vendor would be the best selection to search by DUNS number or any CCR-related term.

**Search by DUNS Number**

The screen below displays the CCR Remit-To Vendors category using the DUNS Number search criteria.

The screen below displays an example of the results using the DUNS Number search criteria.
Search by TIN and State

If the DUNS number is unknown, but the TIN and vendor’s state are available, these criteria can be searched simultaneously. See the screen below.

The screen below displays the results containing the requested TIN in the state of Virginia.

**Using the TIN and FFIS Vendor ID Category**

The TIN and FFIS Vendor ID category is beneficial to locate the same record that was in FFIS.
Search by Tax4 FFIS Vendor

See the screen below using the Tax4 FFIS Vendor search criteria.

The screen below displays the results of the query using the Tax4 FFIS Vendor search criteria.

In the example query above using the Tax4 FFIS Vendor search criteria, to search for an FFIS “A” record, replace “ES” with “A” with no spaces between the SSN/TIN and alpha.
Search by Name and City

The screen below displays a query using name and city search criteria.

The screen below displays the results of the query in the screen above. The results returned 12 records that have “Charles” in the name and that are located in the city of Austin.
USING THE TELE AND UTILITY VENDORS CATEGORY

The Tele/Utility Vendors category would be beneficial to locate a telephone vendor that has a feeder ID.

Search by Search 1

The screen below displays a search by name in the Search 1 field where the TIN is unknown.

The results, as displayed in the screen below, returned 58 records that have Verizon in the Search 1 field on the vendor record.
**USING THE VADR VENDORS CATEGORY**

You can search a VADR vendor by using the VADR Vendors category.

**Search by Tax4 FFIS Vendor**

In the screen below, the Tax4 FFIS Vendor search criteria is used.

![Display Vendor: Initial Screen](image)

The results screen, displayed below, returns the vendor record with the requested digits.

![Display Vendor: Initial Screen](image)

**USING THE IPAC FEDERAL AND USDA VENDORS ZFDU AND ZFDN CATEGORY**

**Search by Account Group and ALC**

To search for a record by ALC where the full ALC is unknown, search on the partial ALC (Department and Bureau codes), using a wildcard such as an asterisk, as shown in the screen below.

![Display Vendor: Initial Screen](image)
The screen below displays the result containing the requested Department and Bureau codes. The result also provides the full ALC.

**USING THE NEMP EMPLOYEES CATEGORY**

**Search by Search2 Pseudo Code (GovTrip Pseudo Code)**

The following screen displays a query for an employee in a particular agency where the SSN is unknown. The search criteria used is Search 2 Pseudo Code (GovTrip pseudo code).
The screen below displays the results of the above inquiry.

**Display Vendor: Initial Screen**

1 Entry found

**Using the Z Pseudo Code Table and Vendor Master Category**

**Search by Z Pseudo Code**

Search by pseudo codes using the Z Pseudo Code Table and Vendor Master category.
This selection will provide all the records with the requested pseudo code record regardless of the account group, as shown in the screen below.

**Display Vendor: Initial Screen**

![Vendor Search Screen](image)

- **Search Criteria**
- **Vendor Account Number**: (1)
- **Search Criteria**
- **Vendor Search by Banking Details**
- **Vendor Name**
- **City**: NEW ORLEANS
- **Account Group**
- **Bank Key**

This is the best selection to choose to verify banking information without opening and closing each vendor record.

**Search on one criteria at a time**

The screen below displays the Vendor Search by Banking Details category using City search criteria.

**Display Vendor: Initial Screen**

![Vendor Search Screen](image)

The screen below displays an example of the results using the City search criteria.
Search on multiple criteria

The screen below displays the Vendor Search by Banking Details category using Name and Bank Key search criteria.

The screen below displays an example of the results using the Name and Bank Key search criteria.
Search by FMMI Vendor Code

The screen below displays the Vendor Search by Banking Details category using Vendor search criteria. Using the Vendor search criteria will save time as the results provide all pertinent information without using the next screen button to tab through the record.

The screen below displays an example of the results using the Vendor search criteria.
Press the **Tab** key to get to start search button or press **Enter** on the keyboard.

**Using the All Account Groups Category**

The All Account Groups category provides the most information; however, the query will take longer to process than other, more specific categories.

**Search by SSN and Postal Code**

The following screen displays a search for a vendor where the full SSN is unknown. The SSN begins with the number “5,” and the zip code is available.
The screen below displays the records returned using the query illustrated above.

**Helpful Hints**

- Determine a unique identifier. Using wildcards (asterisks) can be helpful as they allow a search on the identifier, but will include any identifier/information before or after the asterisk. For example, if the customer’s last name is Goldenviz, and the first name is unknown (or vice versa), search on the name using wildcards before and after the last name (*GOLDENVIZ*). In this case, the search will be performed on “Goldenviz,” but the results will include all possible options before and after “Goldenviz,” e.g., Lisa Goldenviz or Goldenviz Brown.

- To narrow the results returned as much as possible, provide as much information as possible in the search.

- Some search combinations will return negative results. Use varying search criteria until the query returns the desired results; however, when negative results occur consistently, it may be that the record is not yet established in FMMI.

**Inquiries**

Please direct any questions to the Accounting Processing Branch, Table Maintenance Section, at 504-426-5377.