FMMI Automated PVND Process Access
Reference Guide

INTRODUCTION

This guide provides FMMI agencies with instructions on how to attain access to the FMMI PVND process for both customers and vendors.

ROLE DESCRIPTIONS

To use the FMMI automated PVND process, the user is required to have the following role:

Vendor and Customer Master Data Requester (Z0000UMMDR:ES_MD_REQUESTER)

Responsible for both creating and managing requests referencing customer and vendor master data. This user will create new requests to make adjustments to the data tables for customer and vendor master data. They will also manage the requests for adjusting the data tables for customer and vendor master data.

OBTAINING THE REQUIRED ROLES

The process to obtain these roles is described below:
- The user contacts the agency's FMMI Requester or Security Administrator to request the role.
- The agency FMMI Requester or Security Administrator generates a Governance, Risk and Compliance (GRC) request for approval.
- The GRC system notifies the agency's Security Department that a request is ready for approval and continues through the workflow until all role approvers have approved the request.
- The user corresponds with the agency's Security Department to ensure the requested roles have been granted.

September 12, 2022

VIEWING PII

To view PII, one or more of the following roles is required:

Commercial Vendor/Customer Master Data Evaluator <u>Unmasked PII</u>
Z0000RXCOM:ES_CMM_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to foreign (ZFOR), invitational travelers (ZINT), commercial (ZNFV), producers (ZPFD), and third-party assignments (ZTPA). The account group for customers is

COMM. These records contain the customer/vendor name, address, Taxpayer Identification Number (TIN), Social Security Number (SSN), and bank account information. PII *is not* masked for this role.

* ZTPA account group should only be used by the certification group.

Employee Vendor/Customer Master Data Evaluator <u>Unmasked PII</u>
Z0000RXEMP:ES_EPL_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to employees. The account group for vendors is ZEMP and the account group for customers is EMPL. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

Fed-State-Local Vendor/Customer Master Data Evaluator <u>Unmasked PII</u>
Z0000RXFSL:ES_FSL_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to federal, state, and local. The account groups for vendors are ZFDN (federal non-USDA agencies), ZFDU (federal USDA agencies), ZSAL (state and local), and ZTPA (federal third-party assignments). The account groups for customers are FED (corresponds with ZFDN), SNL (corresponds with ZSAL), and USDA (corresponds with ZFDU). For this role, there is no corresponding customer account group for ZTPA. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

* ZTPA account group should only be used by the certification group.

Settlement Vendor/Customer Master Data Evaluator Unmasked PII
Z000RXSET:ES_SET_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to settlements. The account group for vendors is ZSET. The account group for customers is COMM. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

September 12, 2022

To obtain these roles, the user must contact the agency's Security Administrator. The Security Administrator will determine whether or not granting these roles will conflict with the user's existing roles in compliance with Systems, Applications, and Products in Data Processing (SAP) GRC.

INQUIRIES

Please direct additional questions to the Vendor Customer Maintenance Section at 1-800-421-0323 Option 3.