



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.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

The screenshot shows the SAP PVND - Request Process for Vendors and Customers interface. The interface includes a top navigation bar with the USDA logo and menu options like Back, Forward, History, Favorites, Personalize, and Help. Below this is a menu bar with various transaction codes such as Accounts Payable, Accounts Receivable, Interface Error Handling, Interface Table Maintenance, Purchasing, CRM Business Partner Maintenance, and Base Role. A breadcrumb trail indicates the current path: Purchasing > Vendor and Customer Master Data Request > Manage Requests > Create Vendor/Customer Master Data Request. The main title is "PVND - Request Process for Vendors and Customers". Below the title is a toolbar with buttons: Menu, Save as Variant..., Back, Exit, Cancel, System, Execute, and Get Variant... The main content area is divided into two sections: Vendor Requests and Customer Requests. Each section has a list of actions with radio buttons and corresponding fields. In the Vendor Requests section, the "Create by Reference" option is selected, and the "Existing Vendor" field is highlighted. In the Customer Requests section, the "Create" option is selected. The SAP logo is visible in the bottom right corner.

Step 1: Clicking on the "Purchasing" folder in the top menu bar.

Step 2: Clicking on the "Vendor and Customer Master Data Request" folder in the top menu bar.

Step 3: Clicking on the "Manage Requests" folder in the left sidebar.

Step 4: Clicking on the "Create Vendor/Customer Master Data Request" option in the left sidebar.

Step 5: Clicking on the "Create by Reference" radio button in the Vendor Requests section.

Step 6: Clicking on the "Execute" button in the toolbar.

To create a (PVND) Vendor Request by Referencing an existing Vendor Number:

- Click Create by Reference and in the Existing Vendor field enter the Existing Vendor Number. Then Click Execute.

This is a close-up screenshot of the SAP PVND - Request Process for Vendors and Customers interface. The title bar shows "PVND - Request Process for Vendors and Customers". Below the title bar is a toolbar with buttons: Menu, Save as Variant..., Back, Exit, Cancel, System, Execute, and Get Variant... The main content area is divided into two sections: Vendor Requests and Customer Requests. In the Vendor Requests section, the "Create by Reference" radio button is selected, and the "Existing Vendor" field is populated with the value "1200274313". The "Create" radio button is unselected. The "Customer Requests" section is visible below, with the "Create" radio button selected.

To change an existing Vendor Record by (PVND) request:

- Click Change and in the Existing Vendor field enter the Existing Vendor Number. Then Click Execute

PVND - Request Process for Vendors and Customers

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

Vendor Requests

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	
Change	<input checked="" type="radio"/>	Existing Vendor	1200000154

To modify an existing (PVND) Vendor 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 | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Vendor Requests

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	
Change	<input type="radio"/>	Existing Vendor	
Modify Existing Request	<input checked="" type="radio"/>	Request Number	0000303577

To delete an existing (PVND) Vendor 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 | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Vendor Requests

Create	<input type="radio"/>		
Create by Reference	<input type="radio"/>	Existing Vendor	
Change	<input type="radio"/>	Existing Vendor	
Modify Existing Request	<input type="radio"/>	Request Number	
Delete Existing Request	<input checked="" type="radio"/>	Request Number	0000303577

To display an existing (PVND) Vendor 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 | 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 checked="" type="radio"/>	Request Number	<input type="text" value="0000303577"/>

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.

The screenshot shows the SAP interface for 'PVND Agency (1)'. A dialog box titled 'Enter Agency' is open, with a search field and a list of agencies. The 'Office of the CFO' (CF00) is highlighted in yellow. A yellow box labeled 'Step 7' points to the search field in the dialog box.

SOrg	Name
AM00	Ag Marketing Svcs
AO00	OPPE
AP00	APHIS
AR00	Ag Research Svc
BP00	Office of Budg/Progr
CC00	Commodity Credit Cor
CF00	Office of the CFO
CM00	Office of Communica
CR00	Office of Civil Righ
DA00	Dept Administration
EC00	Office of Chief Econ
ER00	Economic Rsrch Svc
ES00	Office of Exec Secre
FA00	Farm Services

Follow below Steps for 1st 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 request (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 Vendor Name, required field.

Step 13. Fill in Account Group select it by clicking on magnifying glass for the drop-down list, required field.

Example:

Vendor Information

Name: SEAN PEYTON

Account Grp: ZINT

SSN: 123456789

TIN Verification Date: 02/14/2022

Not CCR?

Permitted Payee

Customer Number: []

EZ Fed Vendor

Supplier Account Group (1)

Group	NR	Name
SVEN	5Z	SCIMS Vendors
ZBNK	Z9	Bank Vendors
ZEMP	Z2	Employees
ZFCR	ZA	Foreign Currency Vendors
ZFDN	Z3	Non-USDA Agencies
ZFDU	Z4	USDA Agencies
ZFOR	Z6	Foreign Vendors
ZINT	Z1	Invitational Traveler
ZNFV	Z1	Non-Federal Vendors
ZPFD	Z8	Producers
ZSAL	Z5	State and Local Government
ZSET	Z1	Settlement and Injuries
ZTPA	Z7	Non-Federal 3rd Party Assignee

13 Entries found

Step 14. Fill in the Industry or select it by clicking on the magnifying glass for the drop-down list, required for some Account Groups.

Example: Account Group ZNFV has an Industry of Z001.

Vendor Information

Name: SEAN PEYTON

Account Grp: ZNFV

SSN: 123456789

TIN Verification Date: 04/21/2022

Not CCR?

Permitted Payee

Customer Number: []

EZ Fed Vendor

Industry (1)

Restrictions

Indus.	Name (in language of country)
GRNW	Non-Taxable Grants
GRNT	Taxable Grants
NPDF	Not Per Default
VADR	Foreign Posts
Z001	Commercial/Consumer
Z002	Sovereign
Z003	Non-Profit Entity
Z004	Permits
Z005	Settlements/Injured
Z006	Supplemental Employee
Z007	Telephone/Utility
Z008	RMA Only - Producers
Z009	RMA - RAS & State
Z010	RMA - Debt

Step 15. Fill in SSN or TIN of Vendor, required field unless a Federal or ZFCR Account Group.

- Step 16.** Click box to add check-mark for Not CCR , required.
- Step 17.** Fill in Tin Verification Date. The current date autopopulates unless a change request then please add the date.
- Step 18.** For NRCS agency use, Click the box to add check-mark for Permitted Payee, only if an Assignment Record.
- Step 19.** Fill in Customer Number if you want to link an existing Customer Record.
- Step 20.** For FNS agency use, Click box to add check-mark for EZ Fed Vendor.
- Step 21.** Click Next Screen when all necessary areas are filled.

The screenshot shows the SAP web interface for 'Create Vendor/Customer Master'. The browser address bar is 'portal.fms.usda.gov'. The page title is 'PVND Vendor Request'. The interface is divided into several sections with data entry fields:

- Requestor Information:** Name (THERESA DANNER), Agency (Office of Chief Fincl Officer), Email (Theresa.danner@cfo.usda.gov), Phone, and Extension (0).
- Request Information:** Request Number (INTERNAL), Type (CREATE), Reference Vendor, Create Date, Time (00:00:00), Duplicate Level, and Status.
- Additional Requestor Information:** Name, Email, and Phone fields with 'Change' and 'Remove' buttons.
- COD Reviewer Information:** Name, Email, and Phone fields.
- Vendor Information:** Name (SEAN PEYTON), Account Grp (ZINT), Industry, SSN (123456789), TIN, TIN Verification Date (02/04/2022), and checkboxes for 'Not CCR?' (checked), 'Permitted Payee', 'Customer Number', and 'EZ Fed Vendor'.

Numbered callout boxes are placed over the interface to indicate the following steps:

- Step 8:** Points to the 'Create Vendor/Customer Master' link in the left sidebar.
- Step 9:** Points to the 'Next Screen' button at the top of the form.
- Step 10:** Points to the 'Additional Requestor Information' section.
- Step 11:** Points to the 'COD Reviewer Information' section.
- Step 12:** Points to the 'Vendor Created' field.
- Step 13:** Points to the 'Account Grp' field.
- Step 14:** Points to the 'Industry' field.
- Step 15:** Points to the 'TIN Verification Date' field.
- Step 16:** Points to the 'Not CCR?' checkbox.
- Step 17:** Points to the 'TIN Verification Date' field.
- Step 18:** Points to the 'Permitted Payee' checkbox.
- Step 19:** Points to the 'Customer Number' field.
- Step 20:** Points to the 'EZ Fed Vendor' checkbox.
- Step 21:** Points to the 'Next Screen' button.

Follow below Steps for 2nd screen of the (PVND) Request:

Supplemental Employee Name:

Step 22. Fill in First Name, Middle Initial, Last Name- required for ZEMP and ZINT Records.

Step 23. Fill in Psuedo Code required for ZEMP and ZINT records. The pseudo code should mirror Concur.

The Pseudo code is 11 character long consisting of:

Position 1: First initial of the first name

Position 2: First initial of the middle name or 9 for no middle initial

Position 3 to 7: First five positions of the last name

Position 8 to 11: Last four of Social Security Number

Example: Name is Sean N Peyton, and the Social Security Number is 123456789.

The pseudo code would be: **SNPEYTO6789**

Address Information: Step 24. Fill in Address, City, Country, State, Zip Code, Phone (optional) and Fax Number (optional).

Additional Information: Step 25. For NRCS agency use, Permitted Payee, Fill in Assignor's Vendor Number.

Federal Information: Step 26. Fill in EFT Waiver code or select it by clicking on the box for the drop-down list. Required for Account Groups ZNFV and ZSAL if the Vendor has no banking.

Example:

Federal Information

EFT Waiver

Trading Partner ALC

IRS Match Type

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

Step 27. The Trading Partner autopopulates depending on the Account Group. If the Vendor is a Federal Vendor then fill in or select Trading Partner by clicking magnifying glass for the drop- down list.

Example:

Federal Information

EFT Waiver

Trading Partner

IRS Match Type

Company ID of Trading Partner (1)	
1245	Agricultural Marketing Service
1247	Risk Management Agency
1249	Farm Service Agency
1253	Natural Rsrcs Conservation Svc
1255	Rural Development

Step 28. Fill in or select the ALC if the Vendor is a Federal Vendor by clicking on the magnifying glass for the drop-down list.

Example:

The screenshot shows a software interface with two main sections. On the left, under the heading "Federal Information", there are three input fields: "EFT Waiver", "Trading Partner", and "IRS Match Type". The "Trading Partner" field is currently empty and has a magnifying glass icon to its right. An arrow points from this magnifying glass icon to a larger window on the right. This window is titled "Agency Location Code (1) Restrictions" and contains a table with two columns: "ALC" and "Descr". The table lists various Agency Location Codes and their corresponding descriptions, such as "00000220 Dept of the Treasur" and "00001001 Judiciary Branch".

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 29. The IRS Tin Match is filled in by the approver. If a 6, 7 or 8 is entered then the Name and Tin or SSN matches IRS records. If the NAME and Tin/SSN does not Tin Match, the approver will put 2 or 3 in the field. The request will be rejected by the approver and the requestor will need to resubmit the request with the correct Name and Tin or SSN. The 2 represents that the Tin is not currently issued. The 3 represents that the Name and Tin/Social Security Number does not match IRS records.

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 box if the Vendor record is blocked. Click on box for the drop down list of blocking reasons. The Mark for deletion, Posting Block and Purchasing Block will have a check mark in the box if any of them are blocked on the Vendor Record. If you need a record unblocked, please ask to have the blocks removed in the Requestor comments section.

Example:

Blocking Information

Blocking Reason  Posting Block

Mark for Deletion Purchasing Block

Function That Will Be Blocked (1) 27

Restrictions

BF Short text

01	Block purchase order
02	Block quot. request and purchase order
03	Block quot. req., order, goods receipt
04	Block source determination
10	NRCS ProTracts - Payment Limitations
11	NRCS ProTracts - Vendor Issues
12	NRCS ProTracts - BRC #12
13	NRCS ProTracts - BRC #13
14	NRCS ProTracts - BRC #14
15	NRCS ProTracts - BRC #15
16	NRCS ProTracts - BRC #16
17	NRCS ProTracts - BRC #17
18	NRCS ProTracts - BRC #18
19	NRCS ProTracts - BRC #19
99	Total block
A1	COD 1099 - Incorrect TIN
A2	COD 1099 - Name Change
A3	COD 1099 - Address Change
A4	COD 1099 - Business Status Change
DP	Appears on Do Not Pay List
NM	No Match
TM	TIN Match
UB	Agency DNP adjudication rcvd via SRQ
Z1	CCR Registration Expired
Z2	CCR Vendor Record Deleted
Z3	CCR No bank information available
Z4	CCR Invalid banking information

Puchasing Data: Step 32. Click box to add check-mark for Invoicing Plan. This is the evaluated receipt settlement (ERS) or the automatic generation of invoices.

PVND Vendor Request

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Previous Screen] [Save & Submit] [Step 26]

Supplemental Employee Name

Name: SEAN PEYTON

First Name: SEAN [Step 27]

Middle Initial: [Step 22]

Last Name: PEYTON [Step 23]

Pseudo-code Created: S9PEYTON6789 [Step 24]

Federal Information

EFT Waiver: [Step 28]

Trading Partner: COM ALC [Step 29]

IRS Match Type: [Step 30]

Address Information

Address Line 1: 1324 SAINTS PLACE [Step 24]

Address Line 2: [Step 24]

Address Line 3: [Step 24]

City: NEW ORLEANS

Country: US State: LA Zip Code: 70126-0000

Phone Number: [Step 24]

Fax Number: [Step 24]

Banking Information

Routing No.: 256074974 [Step 30]

Bank Number: 12345678911 [Step 30]

Account Type: 01 [Step 30]

Payment Method: AC [Step 30]

Additional Information

Permitted Payee for: [Step 25]

Submitting Post: [Step 25]


Blocking Information

Blocking Reason: [Step 31]

Mark for Deletion Purchasing Block Posting Block

Purchasing Data

Invoicing Plan [Step 32]



Point of Contact (POC): Step 33. Fill in POC Name, POC Fax, POC Telephone, POC Tel Ext or POC Email, optional fields.

FNS: Step 34. FNS Agency only, Fill in FPRS/NDB ID, ASAP Recipient ID, IPAS Alternative name, and Click box to add check mark to Convert Vendor to BP.

Requestor Comments: Step 35. Fill in any comments or instructions for the approver.

Point of Contact ← **Step 33**

POC Name POC Telephone POC Tel Ext
 POC Fax
 POC E-Mail

FNS ← **Step 34**

FPRS/NDB ID ASAP Recipient ID
 IPAS Alternative Name Convert Vendor to BP?

Requestor Comments ← **Step 35**

Step 36. Click SAVE & SUBMIT

Purchasing > Vendor and Customer Master Data Request > Manage Requests > Create Vendor/Customer Master Data Request

PVND Vendor Request ← **Step 36**

Menu | | |

Supplemental Employee Name

Name SEAN PEYTON
 First Name SEAN
 Middle Initial
 Last Name PEYTON
 Pseudo-code Created S9PEYTON6789

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
 Fax Number

Federal Information

EFT Waiver
 Trading Partner COM ALC
 IRS Match Type

Banking Information

Routing No. 256074974
 Bank Number 12345678911
 Account Type 01
 Payment Method AC

Blocking Information


Blocking Reason
 Mark for Deletion Purchasing Block Posting Block

Purchasing Data

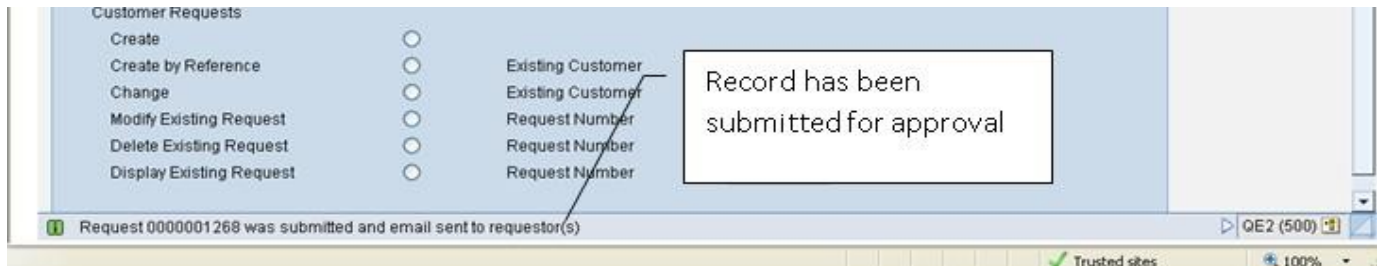
Invoicing Plan

Additional Information

Permitted Payee for Submitting Post



Once Saved, the Request Number will appear at the bottom of the screen as well as submitted and email sent to requestors.



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: Friday, May 13, 2022, 1:50 PM
To: Nelson, Roy - OCFO-FMS, New Orleans, LA <roy.nelson@usda.gov>; Danner, Theresa - OCFO-FMS, New Orleans, LA <theresa.danner@usda.gov>
Subject: PVND Request 0000308505 - NEW

The Subject VENDOR request is in the STATUS indicated below:

Request Number: 0000308505
Name: LABOR LODGE 0644
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: Linda Davis <linda.davis@usda.gov>
Sent: Friday, May 13, 2022, 1:59 PM
To: Nelson, Roy - OCFO-FMS, New Orleans, LA <roy.nelson@usda.gov>; Danner, Theresa - OCFO-FMS, New Orleans, LA <theresa.danner@usda.gov>
Subject: PVND Request 0000308505 - APPROVED

The Subject VENDOR request is in the STATUS indicated below:

Request Number: 0000308505
Name: LABOR LODGE 0644
Action: CREATE
Status: APPROVED
Vendor Created: 1107275931

If you do not receive a confirmation email with the Vendor number, then please search by Request Number under Display Existing Request to obtain it.

To display an existing (PVND) Vendor 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 ▾ | 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 checked="" type="radio"/>	Request Number	<input type="text" value="0000303577"/>

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

PVND Vendor Request

[Next Screen](#)

Requestor Information		Request Information	
Name	REBECCA GARRISON	Request Number	0000303577 Type CREATE
Agency	Food Safety and Insp Svc	Reference Vendor	<input type="text"/>
Email	REBECCA.BROUILLET@USDA.GOV	Create Date	04/13/2022 Time 14:57:08
Phone	5153342088 Extension <input type="text"/>	Duplicate Level	5 Status APPROVED
Additional Requestor Information		Vendor Created	1107237382
Name	<input type="text"/>	Vendor Information	
Email	<input type="text"/>		
Phone	<input type="text"/> Extension <input type="text"/>		

INQUIRIES

Please direct any questions to Vendor Customer Maintenance Section at 1-(800)-421-0323 option #3.