

## PPD ALERT



# Foundation Financial Information System (FFIS) Contract Numbering Cross-Walk

### Background

This PPD ALERT provides additional guidance regarding Policy Memorandum (PM) 04-01, Contract/Purchase Order Numbering, dated July 31, 2001, effective August 1, 2001. Reference and follow the numbering scheme outlined in the PM for all open contracts. An “open” contract is one that will or may have a funding transaction (obligation and/or payment) in FY 2002.

### Impact

Starting August 1, 2001, all ARS contracts must follow the numbering scheme outlined in PM 04-01. This is necessary for conversion and production phases in FFIS.

Although it is not mandatory that the contract itself be modified to reflect the new number at this time, it is important that a cross-walk list be maintained to reference the old and new number. This is particularly important information for the National Finance Center (NFC). NFC will need this information in order to ensure contract information is successfully converted in FFIS for FY 2002. This affects “open” Contracts and Task Order Contracts that were sent through NFC Report Section 4. Task Orders under Indefinite Quantity Contracts, issued through PRCH as a Delivery Order will convert to FFIS through the feeder system and do not need to be included in this cross-walk exercise\*.

### Due: 9/10/2001

In order to give NFC sufficient time to complete this task, all lists must be submitted to NFC *no later than* September 10, 2001. Each procurement office must submit *ONE complete excel spreadsheet list* of open contracts to NFC with the following information:

1. Old contract number (and Task Order number if applicable\*)
2. New contract or Task Order number (refer to PM 04-01 for Task Order numbering)
3. Vendor name
4. Vendor VID (from FFIS VEND Table)
5. E-mail the list to: [debra.gordy@usda.gov](mailto:debra.gordy@usda.gov)

**Responsibility**

Each Area Procurement Office and Administrative Financial Management Contracting Branch must complete this task by September 10, 2001.

NFC will be responsible for completing the cross-walk by September 30, 2001.

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