

PPD ALERT



Foundation Financial Information System (FFIS)

PRCH EDIT

Background

This PPD ALERT provides additional guidance regarding Vendor Table Cleanup and the “PRCH Edit,” for FFIS implementation. Please refer to the memorandum titled FFIS Vendor Edit for PRCH and ABCO Systems, dated July 12, 2001, from Steve Helmrich.

To ensure timely obligation and disbursement of funds, all obligating and payment documents must reference the FFIS Vendor information, which consists of the Vendor Code and the Vendor Address Code and is an eleven position code that is made up of the Vendor TIN followed by a space and an alpha address code. The Vendor information is assigned in FFIS when a vendor is entered into the system.

Impact

Once ARS is operational under FFIS (Oct 1, 2001) all vendors **MUST** be in the Vendor Table with correct remittance information, referenced on obligating and disbursing documents.

To begin the conversion process the PRCH system will add an edit beginning on July 23, 2001. If the Vendor information is not referenced on the Purchase Order (PO), the PO will reject in the PRCH system.

What is needed

Procurement officials must ensure that all PO documents processed through PRCH have valid Vendor information in the FFIS Vendor Table. The Vendor information must appear on the second address line of the PO. If this does not occur, the action will reject in PRCH. Please refer to PPD ALERT Number 2001-15, Clean Up of Procurement Documents and Verification of Vendor Information in FFIS, which addresses PO and other procurement documents “clean up.” Make sure that your “Agency Contact” in the PRCH system is correct. Follow the instructions outlined in the July 12, 2001, memorandum mentioned above.

Who is responsible

FFIS Conversions Leads with the assistance of the Procurement Offices, are responsible for assuring all vendor information is in the Vendor Tables to facilitate conversion.

What to do now

Procurement Officials must search, and if necessary have their designated vendor coordinator add the vendor to the VEND Table for open and new procurement awards.

1) Scan **VEND** (CICSP15, FF00) using the vendor's TIN to determine if the vendor code has already been established. Be sure to verify the remittance address.

If Vendor's remittance address is already established

2) Screen print the Vendor information and staple to the PO and place in file. Keep a separate record for frequently used vendors. Put the Vendor information in the second address line of the PO.

If the vendor is NOT in the VEND table

3) Have your designated Vendor Coordinator add the vendor information to the VEND Table following the instructions in the "Vendor Training Module."

NOTE: Changes to the Vend Table can only be done by NFC. See previous guidance.

ISSUE DATE: JULY 2001

PPD ALERT NO.: 2001-16