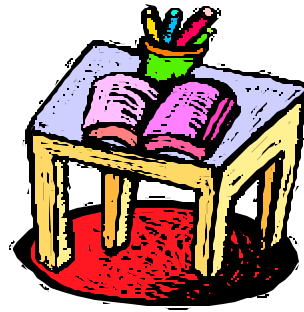


FFIS VENDOR TABLE ALERT



BACKGROUND

Since the implementation of the Federal Financial Information System (FFIS), several REE individuals were selected as Vendor Coordinators. The Coordinators added vendors to the FFIS VEND Table, and submitted changes to the VEND Table to NFC's Table Maintenance Group using the COMT Table in FFIS.

CURRENT ISSUE

The Office of the Chief Financial Officer (OCFO) has issued a Bulletin (#2002-003) outlining Vendor Standards. This Bulletin states that Agencies will **NOT** be allowed to enter vendors in the FFIS VEND Table. **Effective October 1, 2002, NFC's Table Maintenance Group will be the only entity with add and change rights in the VEND Table.**

Therefore, Vendor Coordinator's responsibilities will change starting October 1, 2002.

NEW PROCEDURES

Here are the steps to request and carry out additions or changes to the VEND Table.

1. Requester - Thoroughly search the VEND Table to verify that a change or addition of a new Vendor record is necessary.
2. Requester - Send the request for an add or change to your Vendor Coordinator. (The attached for your use is the request form from ARS, FMD Bulletin 02-303, which was issued REE wide on February 26, 2002).
Please Note: Requests for additions and changes in the VEND Table will now require additional time. It is therefore necessary to plan a couple of extra days to complete this process so that the Vendor Code is reflected on the VEND Table before obligations and payments hit FFIS.
3. Vendor Coordinator - If the requester does not have VEND Table viewing rights, the Vendor Coordinator must search the VEND Table to verify that a change or addition of a new Vendor record is necessary.

4. Vendor Coordinator - Send all verified add and change requests through the FFIS COMT Table. The NFC Table Maintenance Group has requested that all additions and changes be communicated to them through the FFIS COMT.

- a. Check the COMR Table, after 2 days, to verify that your COMT request was completed.
- b. View the completed record on the VEND Table for accuracy.
- c. Contact your requester with the updated information.

For emergencies only, use the following FAX number: 504-255-4766 for the NFC Table Maintenance Group.

When submitting this information in COMT, please be aware of how much space is available for the information. The COMT holds 70 characters on each of the available 5 lines and each line will wrap around. Remember to always include your name and phone number when submitting a request.

The Vendor record has nine required fields. Below are the required fields and how much space is available for each field for adding a new vendor. When submitting a request to add, make sure to include the information required for Electronic Funds Transfer (EFT)(See Bulletin 02-303).

Available Space for required fields:

- Vendor Code [nine spaces one empty space and one address code space]
- Vendor Name [26 spaces]
- 1st address line [30 spaces]
- 2nd address line [30 spaces]
- 3rd address line [18 city spaces, 2 state spaces, 9 zip spaces]
- Vendor type [one space]
- Vend/Prov Code [one space always marked "B"]
- Home Org [4 spaces - blank for commercial, "1240" for employees/supplemental employees]
- Taxpayer ID# [9 spaces]
- EFT Information (See Form)

Below are samples of what your COMT request will look like. Note the **bold** information is what you will submit.

To change vendor information:

ACTION: A TABLEID: COMT USERID: UARO
FFIS COMMUNICATION TABLE
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #

REQUEST TYPE: **R** APPLICATION ID: **FF03** SEQ # :
REQUESTER: REQUEST DATE : REQUEST TIME :
COMMUNICATION TEXT:

CHANGE: V.Code xxxxxxxxx x V.Name xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
New information xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxx ref: Your Name Your Phone number

To add a vendor: (with sample data)

ACTION: A TABLEID: COMT USERID: UARO
FFIS COMMUNICATION TABLE
KEY IS REQUEST TYPE, APPLICATION ID, SEQ #

REQUEST TYPE: **R** APPLICATION ID: **FF03** SEQ # :
REQUESTER: REQUEST DATE : REQUEST TIME :
COMMUNICATION TEXT:

ADD 123456789E S -Name:Jeffery A. Stephens - address: 1234 South Swimmer Street, Any Where City, MD 20705 Vtype: Q, PROV B, HomeOrg:1240 Tax-123456789 EFT-Bank- My Federal Credit Union, Routing:123456789, Account 12345678987654321 City:Any Where City, MD 20705 Suzy Vendcoordinator NASS-DC 202-694-5555

Should you have any questions regarding these new responsibilities, please call Alice Roache, REE Vendor Coordinator on 301-504-1734 or e-mail at aroache@ars.usda.gov

Issue Date: 9/24/2002

ALERT # 2002-012

Instruction for Completion of the FFIS Vendor Request Form

PURPOSE:

The purpose of this form is to collect information required for entry in the Vendor table (either to add or change information) from individuals that are due payments from the Agency and to designate how they will receive those payments. This applies to the following types of individuals:

1. Federal employees that are payrolled by the National Finance Center, traveling for an agency other than their agency of record, who want travel reimbursements sent to an alternate Electronic Funds Transfer (EFT) address other than their payroll EFT, or are due other payments (such as royalty payments) that require a 1099 income statement.
2. New Agency Hires, Agency Retirees, or Federal employees that are not payrolled by NFC and Non-Government persons that are due payments from the Agency choosing either EFT or mailing of a hard copy check.

NOTE: Banking information is not required for mailing hard copy checks.

INSTRUCTIONS:

1. The originating office contact sends the form to the individual (vendor) for completion of applicable information. An original signature from the vendor is required if banking information is provided.
2. The originating office contact provides the completed form to their servicing Vendor Coordinator.
3. The Vendor Coordinator completes the Vendor Code (See Assigning Vendor Codes Instructions attached) and Action blocks on the form and either enters the individual's information into the FFIS VEND table or requests that it be added by NFC (if the vendor is an employee payrolled by NFC).
4. Once the vendor has been added, the Vendor Coordinator returns a copy of the form to the originating office.

Assigning Vendor Codes for Receipt of Payments from the Agency

	Travel Reimbursement			Other Payments		
	<u>Vendor Code</u>	<u>Alt. Address</u>	<u>Vendor Type</u>	<u>Vendor Code</u>	<u>Alt. Address</u>	<u>Vendor Type</u>
Payrolled Employees selecting Travel EFT Account (other than salary EFT) *	___ <u>S</u> <u>S</u> <u>N</u> ___ E	Z	E	___ <u>S</u> <u>S</u> <u>N</u> ___ E	I	E
New Hires, Federal Employees not Payrolled by NFC, Non-Federal Individuals (special/mailling address only)	___ <u>S</u> <u>S</u> <u>N</u> ___ E	S	Q	___ <u>S</u> <u>S</u> <u>N</u> ___ E	I	Q
New Hires, Federal Employees not payrolled by NFC, Non-Federal Individuals (EFT)	___ <u>S</u> <u>S</u> <u>N</u> ___ E	Z	Q	___ <u>S</u> <u>S</u> <u>N</u> ___ E	I	Q

* Note: If a payrolled employee wants a travel reimbursement sent to a mailing address other than their residence, a new vendor code does not have to be entered in the VEND table. In TRVL, select "special address" and enter the address on the travel voucher. TRVL overrides the vendor code on the VEND table in FFIS and sends the check to the mailing address cited.

If a NFC-payrolled employee (but not an employee of the paying agency) does not want to use the Travel EFT account for travel payments, no action is necessary in the VEND table with the exception of FSIS employees. FSIS employees have a different HOME Org (1237) than the rest of USDA agencies (1240) that have implemented FFIS. These employees must be added to the VEND table reflecting the 1240 HOME Org, by NFC through the COMT table.

** This would apply to any non-travel payments to individuals that require issuance of a 1099 income statement for tax purposes, such as patent royalties.