Display Vendor Master
Online Help Procedure

<div style="background:#3a5a2a;color:white"></div>

Purpose

Use this procedure to display information within a vendor master data record.

Trigger

Perform this procedure when inquiring information within a vendor master data record.

Prerequisites

- Vendor Master Data Record

Menu Path

Use the following menu path to begin this transaction:

- Purchasing ➔ Vendor Master Data Maintenance ➔ Maintain Vendor Master Data ➔Display Vendor Master
- Purchasing ➔ Purchasing Evaluation ➔ Maintain Vendor Master Data ➔ Display Vendor Master

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

This OLHP will go through the various screens within the Vendor Master Data table. Refer to the Create Vendor Master Data OLHP for a description of each field within the Vendor Master Data table.
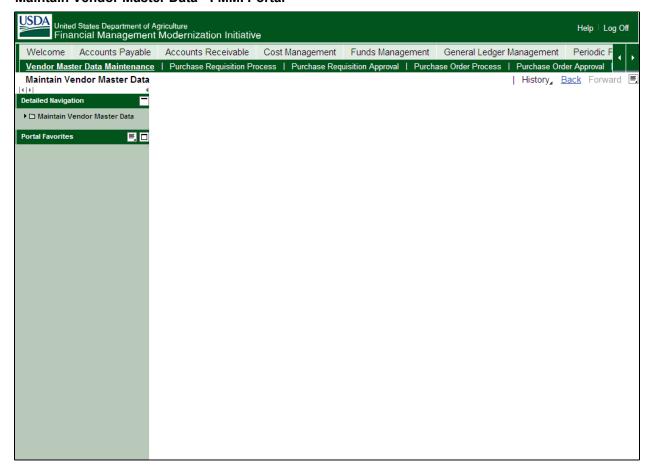
<div style="background-color:#2e5a1c; color:white; padding:5px;">

Procedure

</div>

1. Start the transaction by accessing the **Purchasing** tab.
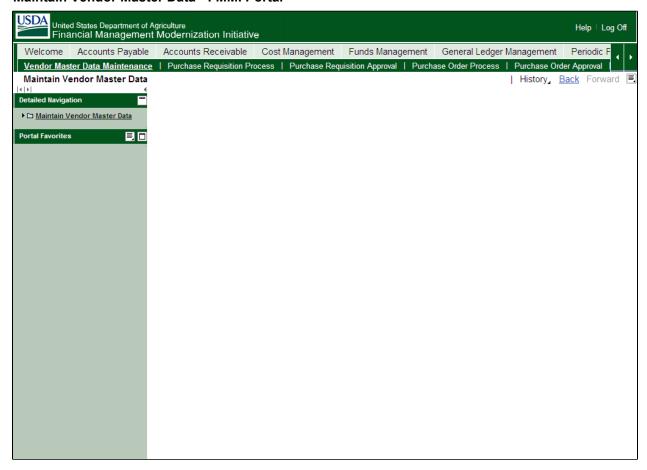
Maintain Vendor Master Data - FMMI Portal

2. Click the **Vendor Master Data Maintenance** tab **Vendor Master Data Maintenance**.
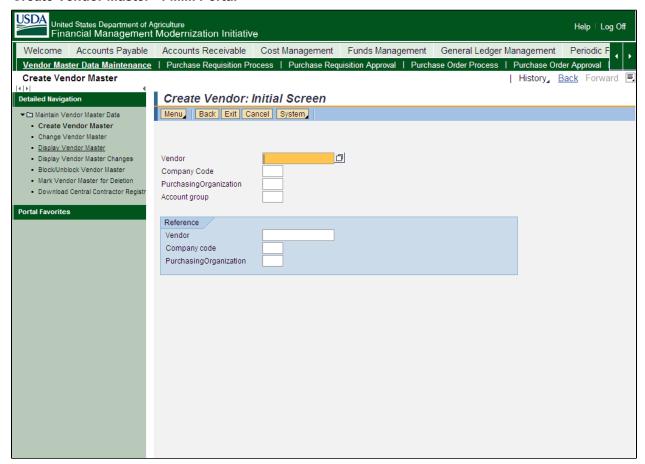
Maintain Vendor Master Data - FMMI Portal

3. Click the **Maintain Vendor Master Data** business activity link ▢ Maintain Vendor Master Data.

Create Vendor Master - FMMI Portal

4. Click the **Display Vendor Master** task link • Display Vendor Master .
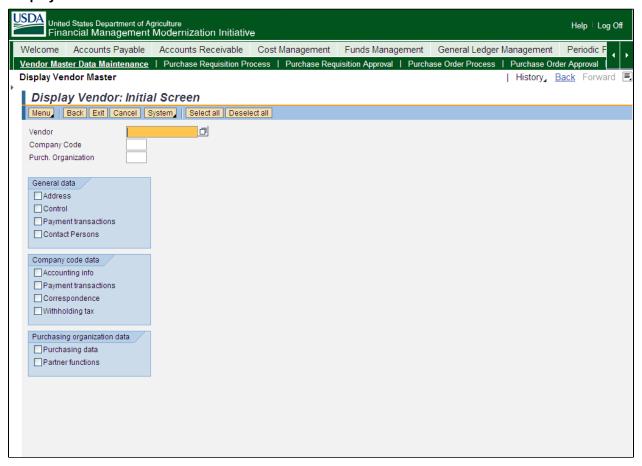
Enter the vendor number, company code, and purchasing organization.

Display Vendor Master - FMMI Portal

5. As required, complete/review the following fields:

Field	R/O/C	Description
Vendor	R	**Example:** 110000085
Company Code	R	The highest organizational structure of financial accounting and control under which all structures use the same chart of accounts. In FMMI the Company Code is always USDA. **Example:** USDA
Purch. Organization	R	**Example:** USDA

Each checkbox represents a screen within the vendor master data record. The user can specify which screens to view by placing a checkmark in the box next to the screen name. Each checkbox directs the user to the selected screens. This functionality allows easy navigation to the various tables within the vendor master record table.
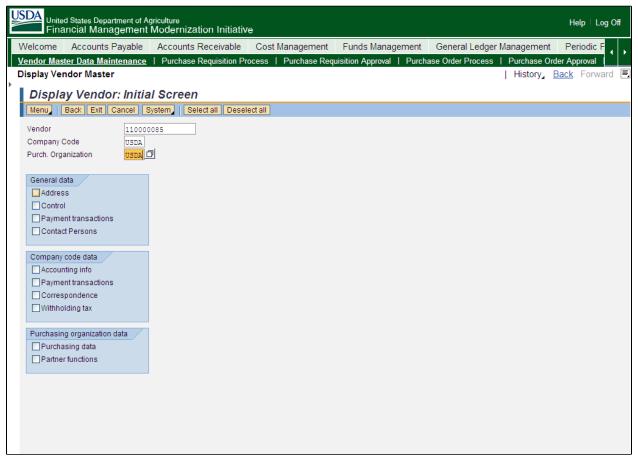
6. Perform one of the following:

If the user wants to view the vendor's...	Then
Address, name, and other contact information	Select **Address**
Tax information	Select **Control**
Bank data	Select **Payment Transactions** under General Data
Contact information	Select **Contact Persons**
Reconciliation account	Select **Accounting Information**
Method of payment or payment terms	Select **Payment Transactions** under Company Code Data
Withholding tax information	Select **Withholding Tax**
The currency with which the vendor will be paid (this value will always be USD)	Select **Purchasing Data**
Partner function	Select **Partner Functions**

Display Vendor Master - Initial Screen

7.   Click the **Select All** button [Select all] .

> The Select All button allows the user to view all of the screens within the vendor master data record.

8.   Press the **Return** key.

> The Address screen displays the vendor's contact information such as the mailing address, phone number, and fax number. This screen also displays the vendors preferred method of communication in the Communication section of the screen.

9.   Based on the vendor record type the Search Term 2 field may contain one of the following:

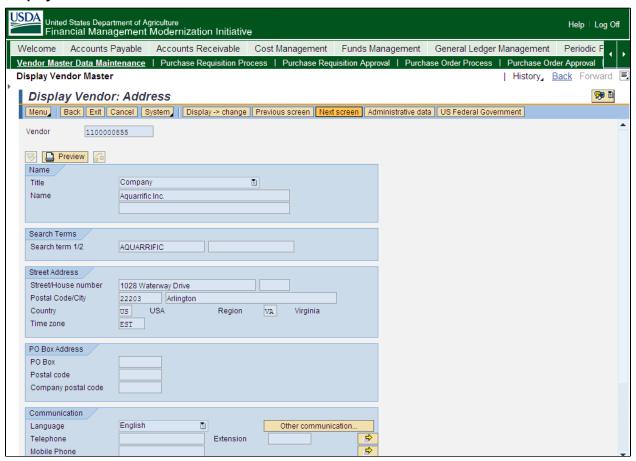| If the vendor is	Then
An Employee Record	The Search Term 2 field will contain the employee's pseudo code.
A CCR Sourced Record	The Search Term 2 field will contain the mailing, physical, and remit-to address information.

For all other vendors, this field is blank.

Display Vendor Master - Vendor Address

10. Click the **Next screen** button Next screen .

From the Control screen the user can view the vendor's Social Security Number (SSN), Tax ID Number Employee Identification Number (EIN), and trading partner number (the trading partner number is only applicable for federal vendors).

This screen also displays the vendor's Legacy FFIS vendor number in the Tax Number 4 field. This is only applicable for converted accounts.

In addition, the Control screen aids in identifying the source of the vendor record (interfaced through CCR or converted from FFIS). This can be determined by the information populated within the "External Manufacture" field.

- If the record is interfaced from CCR, this field is populated with the letters "CCR"
- If the record is converted from FFIS, this field is populated with the letters "FFIS"

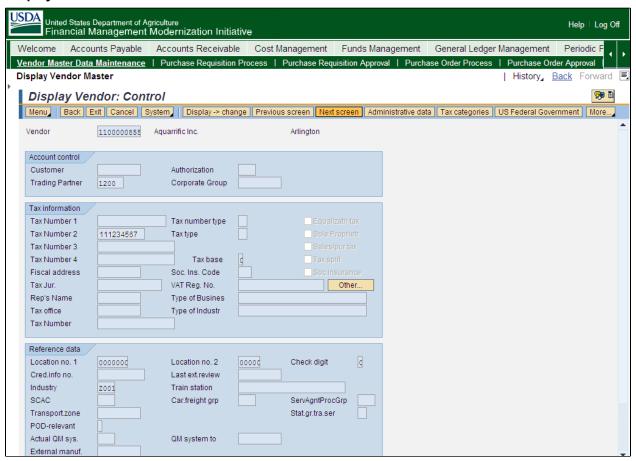Only authorized users can view the tax number information.

Display Vendor Master - Control

11. Click the **Next screen** button Next screen .

The Payment Transactions screen displays the vendor's banking information. This screen displays the following:

- Bank Routing Number
- Bank Account Number
- Bank Account Holders Name (applicable if the account holder differs from the vendor name)
- Alternate Payee

The information contained within this screen is used during the payment process.

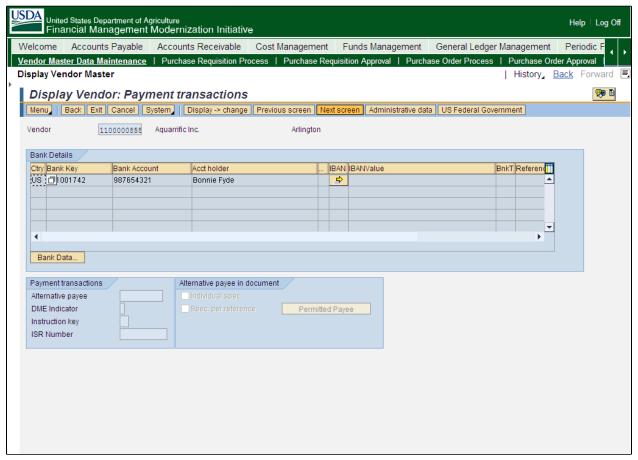Only authorized users can view the bank account number.

Display Vendor Master - Payment Transactions

12. Click the **Next screen** button Next screen.

The Contact Persons screen, displays the vendor's contact name, phone number, and department.

Display Vendor Master - Contact Persons

13. Click the **Next screen** button Next screen .

The Accounting Information Accounting screen shows the General Ledger Reconciliation Account as well as the Minority Indicator (if applicable).

The Minority Indicator signifies the business size and status of the vendor. If this applicable, a "Yes" flag will be noted in this field; other certifications will show in the CCR tab within the record.

Display Vendor Master - Accounting Information Accounting

14. Click the **Next screen** button Next screen .

The Payment Transaction Accounting screen shows the vendor's terms of payments and payment methods. The values displayed in this screen are defaulted in the payment transactions when the vendor is referenced in FMMI.

This screen also shows if a payment block has been placed on the vendor record.

Display Vendor Master - Payment Transaction Accounting

15. Click the **Next screen** button Next screen .

The fields within the Correspondence Accounting screen is not applicable to vendor master data records.

Display Vendor Master - Correspondence Accounting

16. Click the **Next screen** button Next screen .

The Withholding Tax Accounting screen displays the 1099 - Withholding Tax information such as the withholding tax country, withholding tax type, and withholding tax code. This screen is only populated if the vendor is 1099 reportable.

Display Vendor Master - Withholding Tax Accounting

17. Click the **Next screen** button Next screen.

The Purchasing Data screen shows the information pertinent to purchasing activities between USDA and the vendor such as the payment terms. The payment terms and order currency are defaulted in the purchasing transactions when the vendor is referenced in FMMI.

Display Vendor Master - Purchasing Data

18. Click the **Next screen** button Next screen .

> The Partner Functions screen displays the vendor's name and vendor account number.

Display Vendor Master - Partner Functions

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help | Log Off

| Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Periodic |

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | Purchase Order Process | Purchase Order Approval

Display Vendor Master

| History, Back Forward

Display Vendor: Partner functions

Menu, | Back | Exit | Cancel | System, | Display -> change | Previous screen | Next screen | Administrative data | Alternative data | Partner address | More...

| Vendor | 1100000855 | Aquarrific Inc. | Arlington |
| Purchasing Org. | USDA | USDA | |

Partner Functions

...	Name	Number	Name	...
VN	Vendor	1100000855	Aquarrific Inc.	

19. Click the **More...** button More...

> Additional vendor information can be accessed through the US Federal Government menu.This menu path can be accessed by clicking the "More" button.

Display Vendor Master - FMMI Portal - Training

20. Click the **US Federal Government** menu item US Federal Government   Ctrl+Shift+F1 .

21. From the US Federal Government Fields tab, the user can view the following (dependent on the vendor type):

If	Then the following is displayed
CCR sourced vendor	• DUNS Number • DUN+4 Number • CAGE Code • Renewal Date • Registration Indicator • Registration Status
Federal Vendor	• Agency Location Code (ALC) • Payment Office

Display Vendor Master - US Federal Government

22. Click the **Payment Card Data** tab Payment Card Data .

The Payment Card Data tab is not applicable for USDA. Proceed to the next tab.

Display Vendor Master - Payment Card Data

23. Click the **CCR Details** tab CCR Details .

If the vendor is interfaced through CCR, the CCR Details, CCR: Infos for Contact Person, and the CCR Corporate Information tabs will be populated.

The CCR Details tabs includes the Organization Type which determines the vendor's Account Group and Business Type.

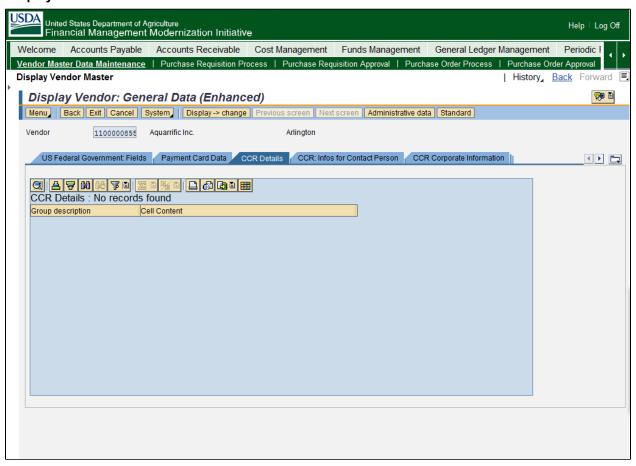**Display Vendor Master - CCR Details**

United States Department of Agriculture
Financial Management Modernization Initiative

Help | Log Off

| Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Periodic |

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | Purchase Order Process | Purchase Order Approval

Display Vendor Master | History | Back Forward

Display Vendor: General Data (Enhanced)

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | Next screen | Administrative data | Standard

Vendor   1100000855   Aquarrific Inc.   Arlington

| US Federal Government: Fields | Payment Card Data | CCR Details | CCR: Infos for Contact Person | CCR Corporate Information |

CCR Details : No records found

| Group description | Cell Content |

24.
Click the **CCR: Infos for Contact Person** tab   CCR: Infos for Contact Person .

Contains the CCR Vendor point-of-contact information.

Display Vendor Master - CCR POC

| USDA United States Department of Agriculture Financial Management Modernization Initiative | Help | Log Off |

| Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Periodic |

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | Purchase Order Process | Purchase Order Approval

Display Vendor Master | History | Back Forward

Display Vendor: General Data (Enhanced)

Menu | Back | Exit | Cancel | System | Display -> change | Previous screen | Next screen | Administrative data | Standard

Vendor 1100000855 Aquarrific Inc. Arlington

| US Federal Government: Fields | Payment Card Data | CCR Details | CCR: Infos for Contact Person | CCR Corporate Information |

CCR POC Details : No records found

...	Short text for CCR Vendor POC Type	Point of Contact

25. Click the **CCR Corporate Information** tab CCR Corporate Information .
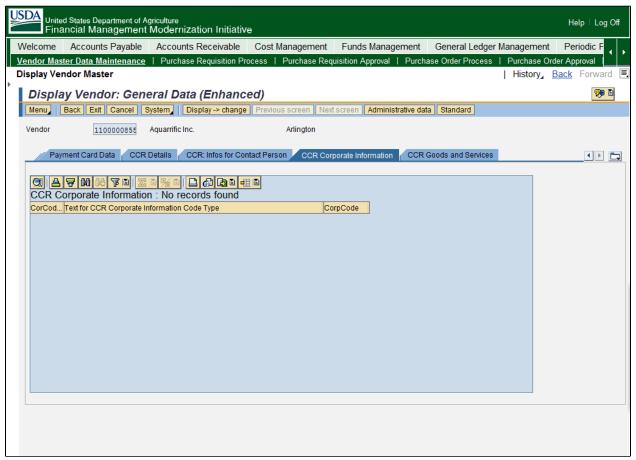
This tab displays the Business type which is derived from the Organization Type. Determines the Account Group.

Display Vendor Master - CCR Corporate Information

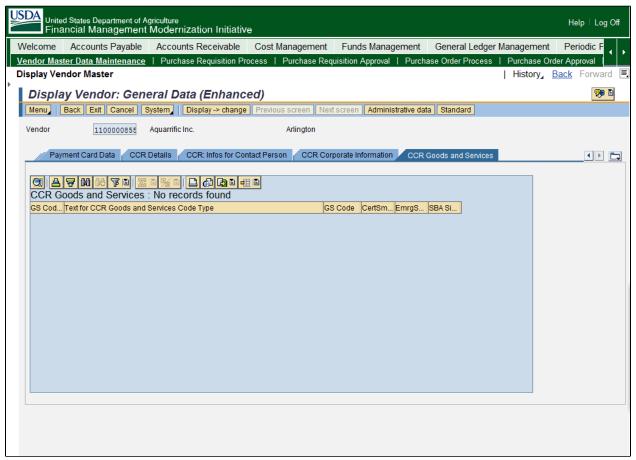**26.** Click the **CCR Goods and Services** tab CCR Goods and Services .

This tab displays CCR vendor's NAICS and SIC information.

Display Vendor Master - CCR Goods and Services

27. The transaction has been completed successfully. End of procedure.

Comments

Refer to the following additional materials.

- Create Vendor Master Data Record
- Create Third Party Vendor
- Create Vendor with Reference
- Change Vendor Master Data - Invitational Traveler
- Change Vendor Master Data Record
- Display Vendor Master Data Changes
- Block/Unblock Vendor Master Data Record
- Mark Vendor Master Data Record for Deletion