



## Display Vendor Master Online Help Procedure

### 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.



## Display Vendor Master Online Help Procedure

### Procedure

1. Start the transaction by accessing the **Purchasing** tab.

### Maintain Vendor Master Data - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible, along with 'Help' and 'Log Off' links. A horizontal navigation bar contains several tabs: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic F'. Below this, a secondary navigation bar highlights the 'Vendor Master Data Maintenance' tab, with other options including 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The main content area is titled 'Maintain Vendor Master Data' and includes a 'History' link, a 'Back' button, and a 'Forward' button. On the left side, there is a 'Detailed Navigation' pane with a tree view showing 'Maintain Vendor Master Data' expanded, and a 'Portal Favorites' section below it.

2. Click the **Vendor Master Data Maintenance** tab **Vendor Master Data Maintenance**.



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### Maintain Vendor Master Data - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top left is the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". At the top right are "Help" and "Log Off" links. Below this is a horizontal navigation bar with tabs for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Periodic F...". A secondary navigation bar contains "Vendor Master Data Maintenance", "Purchase Requisition Process", "Purchase Requisition Approval", "Purchase Order Process", and "Purchase Order Approval". The main content area is titled "Maintain Vendor Master Data" and includes a "Detailed Navigation" sidebar with a sub-link for "Maintain Vendor Master Data" and a "Portal Favorites" section.

3. Click the **Maintain Vendor Master Data** business activity link [Maintain Vendor Master Data](#).



## Display Vendor Master Online Help Procedure

### Create Vendor Master - FMMI Portal

The screenshot shows the 'Create Vendor Master' screen in the FMMI Portal. The page title is 'Create Vendor Master' and the sub-page title is 'Create Vendor: Initial Screen'. The navigation menu includes 'Vendor Master Data Maintenance', 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The 'Detailed Navigation' sidebar shows 'Maintain Vendor Master Data' with sub-links for 'Create Vendor Master', 'Change Vendor Master', 'Display Vendor Master', 'Display Vendor Master Changes', 'Block/Unblock Vendor Master', 'Mark Vendor Master for Deletion', and 'Download Central Contractor Register'. The main content area has a 'Reference' section with input fields for 'Vendor', 'Company code', and 'PurchasingOrganization'. There are also buttons for 'Menu', 'Back', 'Exit', 'Cancel', and 'System'.

4. Click the **Display Vendor Master** task link [Display Vendor Master](#).



Enter the vendor number, company code, and purchasing organization.



## Display Vendor Master Online Help Procedure

### Display Vendor Master - FMMI Portal

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

Field	R/O/C	Description
Vendor	R	<b>Example:</b> 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. <b>Example:</b> USDA
Purch. Organization	R	<b>Example:</b> USDA



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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 <b>Address</b>
Tax information	Select <b>Control</b>
Bank data	Select <b>Payment Transactions</b> under General Data
Contact information	Select <b>Contact Persons</b>
Reconciliation account	Select <b>Accounting Information</b>
Method of payment or payment terms	Select <b>Payment Transactions</b> under Company Code Data
Withholding tax information	Select <b>Withholding Tax</b>
The currency with which the vendor will be paid (this value will always be USD)	Select <b>Purchasing Data</b>
Partner function	Select <b>Partner Functions</b>



## Display Vendor Master Online Help Procedure

### Display Vendor Master - Initial Screen

- Click the **Select All** button .



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

- 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.

- 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.



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For all other vendors, this field is blank.

### Display Vendor Master - Vendor Address

The screenshot displays the 'Display Vendor: Address' screen. At the top, there is a navigation bar with 'Vendor Master Data Maintenance' selected. Below this, the 'Display Vendor Master' section shows the vendor ID '1100000855'. The main content area is divided into several sections: 'Name' (Company: Aquarrific Inc.), 'Search Terms' (Search term 1/2: AQUARRIFIC), 'Street Address' (1028 Waterway Drive, 22203, Arlington, VA, USA, EST), 'PO Box Address' (empty fields), and 'Communication' (Language: English, Telephone, Extension, Mobile Phone). A 'Next screen' button is highlighted in yellow.

#### 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"





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Only authorized users can view the tax number information.

### Display Vendor Master - Control

The screenshot shows the 'Display Vendor: Control' screen. At the top, there is a navigation bar with 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Display -> change', 'Previous screen', 'Next screen', 'Administrative data', 'Tax categories', 'US Federal Government', and 'More...'. The main content area is divided into three sections:

- Account control:** Fields for Customer, Trading Partner (1200), Authorization, and Corporate Group.
- Tax information:** Fields for Tax Number 1, Tax Number 2 (111234567), Tax Number 3, Tax Number 4, Fiscal address, Tax Jur., Rep's Name, Tax office, and Tax Number. It also includes checkboxes for Equalizatr tax, Sole Proprietr, Sales/pur.tax, Tax split, and Soc insurance, along with a 'Tax type' dropdown and a 'Tax base' dropdown.
- Reference data:** Fields for Location no. 1 (0000000), Location no. 2 (00000), Check digit (d), Cred.info no., Last ext.review, Industry (2001), Train station, SCAC, Car.freight grp, ServAgntProcGrp, Transport zone, Stat.gr.tra.ser, POD-relevant, Actual QM sys., and QM system to.

#### 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 Online Help Procedure

### Display Vendor Master - Payment Transactions

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 F

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

Display Vendor Master | History Back Forward

**Display Vendor: Payment transactions**

Menu Back Exit Cancel System Display -> change Previous screen Next screen Administrative data US Federal Government

Vendor 1100000855 Aquarrific Inc. Arlington

Ctry	Bank Key	Bank Account	Acct holder	IBAN	IBANValue	BnkT	Referen
US	001742	987654321	Bonnie Fyde				

Bank Data...

Payment transactions

Alternative payee

DME Indicator

Instruction key

ISR Number

Alternative payee in document

Individual spec.

Spec. per reference

Permitted Payee

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 Online Help Procedure

### Display Vendor Master - Accounting Information Accounting

The screenshot shows the 'Display Vendor Master' screen in the FMMI system. The page title is 'Display Vendor: Accounting information Accounting'. The vendor information is as follows:

Vendor	1100000855	Aquarrific Inc.	Arlington
Company Code	USD2	US Dept of Agriculture	

The screen is divided into several sections for data entry:

- Accounting information:** Recon. account (2110000000), Sort key (012), Vendor number, Head office, Authorization, Cash mgmnt group, Release group, Minority indic., and Certificatn date.
- Interest calculation:** Interest indic., Last key date, Interest freq. (0), and Last interest run.
- Withholding tax:** W. Tax Code, Exemption number, WH Tax Country, Valid until, Recipient type, and Exmpt authority.
- Reference data:** Prev.acct no. and Personnel number (0).

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



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.



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### Display Vendor Master - Payment Transaction Accounting

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

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

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

Display Vendor Master | History Back Forward

#### Display Vendor: Payment transactions Accounting

Menu Back Exit Cancel System Display -> change Previous screen **Next screen** Administrative data US Federal Government

Vendor: 1100000855 Aquarrific Inc. Arlington  
Company Code: USD2 US Dept of Agriculture

**Payment data**

Payt Terms: PP30 Tolerance group:   
Chk.cashing.time: 0 Chk.double.inv.:

**Automatic payment transactions**

Payment methods: A Payment block:  Free for payment  
Alternat.payee:  House Bank:   
Individual.pmnt.:  Grouping key:   
Pmt.meth.supt.:   
B/exch.limit: 0.00 USD  
Pmt.adv.by.EDI:

**Invoice verification**

Tolerance group:   
Prepayment:

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 Online Help Procedure

### Display Vendor Master - Correspondence Accounting

The screenshot shows the USDA FMMI interface. At the top, there is a navigation bar with the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. On the right, there are links for 'Help' and 'Log Off'. Below this is a menu bar with options: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Periodic F', 'Vendor Master Data Maintenance', 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The main title of the screen is 'Display Vendor Master', with sub-titles 'Display Vendor: Correspondence Accounting' and 'History', 'Back', 'Forward'. A secondary navigation bar includes 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Display -> change', 'Previous screen', 'Next screen', 'Administrative data', and 'US Federal Government'. The main content area displays vendor information: 'Vendor' (1100000855), 'Aquarrific Inc.', 'Arlington', and 'Company Code' (USD2), 'US Dept of Agriculture'. There are two main sections: 'Dunning data' and 'Correspondence'. The 'Dunning data' section includes fields for 'Dunn.Procedure', 'Dunning Block', 'Dunn.recipient', 'Legal dunn.proc.', 'Last Dunned', 'Dunning Level', 'Dunning clerk', and 'Grouping key'. The 'Correspondence' section includes fields for 'Local process.', 'Acctg clerk', 'Acct w/ vendor', 'Clerk at vendor', 'Act.clk tel.no.', 'Clerk's fax', 'Clerk's internet', and 'Account memo'. A 'Dunn. Areas' button is also visible.

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 Online Help Procedure

### Display Vendor Master - Withholding Tax Accounting

The screenshot displays the 'Display Vendor Master' interface. At the top, there is a navigation bar with the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. Below this is a menu bar with options like 'Welcome', 'Accounts Payable', 'Accounts Receivable', etc. The main content area is titled 'Display Vendor Master' and includes a sub-section 'Display Vendor: Withholding tax Accounting'. The vendor information is as follows:

Vendor	1100000855	Aquarrific Inc.	Arlington
Company Code	USDA	US Dept of Agriculture	
WH Tax Country	<input type="checkbox"/>		

Below the vendor information is a table titled 'With/tax information' with the following columns: Wth.t.type, W/tax co..., Liab.le, Rec.ty, W/tax ID, Exemption number, Exem..., Exmpt..., Exempt From, Exempt To, and Description. The table is currently empty. At the bottom of the table area, there is a 'Delete Row' button and a page indicator 'Page 1 from 1'.

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



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 Online Help Procedure

### Display Vendor Master - Purchasing Data

The screenshot displays the 'Display Vendor Master' interface with the following data:

- Vendor:** 1100000855 Aquarrific Inc. Arlington
- Purchasing Org.:** USDA USDA
- Conditions:**
  - Order currency: USD United States Dollar
  - Terms of payment: FF30
  - Incoterms: CFB Best Way Possible
  - Minimum order value: 0.00
  - Schema Group, Vendor:  Standard schema vendor
  - Pricing Date Control:  No Control
  - Order optim.rest:
- Sales data:**
  - Salesperson: [Empty field]
  - Telephone: [Empty field]
  - Acc. with vendor: [Empty field]
- Control data:**
  - GR-Based Inv. Verif. ABC indicator
  - AutoEvalGRSetmt Del. ModeOfTrmsprt-Border
  - AutoEvalGRSetmt Ret. Office of entry [Empty field]
  - Acknowledgment Req'd. Sort criterion  By VSR sequence number
  - Automatic purchase order. PROACT control prof.
  - Subsequent settlement.  Revaluation allowed
  - Subseq. sett. index.  Grant discount in kind

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



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









## Display Vendor Master Online Help Procedure

### Display Vendor Master - US Federal Government

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

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

Treasury Information  
Agency Location Code  
Payment Office

CCR Keys  
DUNS Number  
DUNS+  
CAGE Code  
Renewal Date  
Registration Ind.  
Registration Stat.

PPA Information  
 PPA Relevant

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 Online Help Procedure

### Display Vendor Master - Payment Card Data

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



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 Online Help Procedure

### Display Vendor Master - CCR Details

The screenshot displays the 'Display Vendor Master' interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. The navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic'. The 'Vendor Master Data Maintenance' menu is open, showing options like 'Purchase Requisition Process' and 'Purchase Order Process'. The main window title is 'Display Vendor Master' with 'History', 'Back', and 'Forward' buttons. Below this, the 'Display Vendor: General Data (Enhanced)' window is shown with a toolbar containing 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Display -> change', 'Previous screen', 'Next screen', 'Administrative data', and 'Standard'. The vendor information is 'Vendor: 1100000855 Aquarrific Inc. Arlington'. The 'CCR Details' tab is selected, showing a message 'CCR Details : No records found' and a table with one row: '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 Online Help Procedure

### Display Vendor Master - CCR POC

The screenshot shows the USDA Financial Management Modernization Initiative interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic'. The 'Vendor Master Data Maintenance' menu is open, showing 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The 'Display Vendor Master' window is active, showing vendor details for '1100000855 Aquarrific Inc. Arlington'. The 'CCR Corporate Information' tab is selected, displaying 'CCR POC Details : No records found' and a table with columns 'Short text for CCR Vendor POC Type' and 'Point of Contact'.

25. Click the **CCR Corporate Information** tab



This tab displays the Business type which is derived from the Organization Type. Determines the Account Group.



## Display Vendor Master Online Help Procedure

### Display Vendor Master - CCR Corporate Information

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

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

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

Payment Card Data CCR Details CCR: Infos for Contact Person **CCR Corporate Information** CCR Goods and Services

CCR Corporate Information : No records found

CorCod... Text for CCR Corporate Information Code Type CorpCode

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 Online Help Procedure

### Display Vendor Master - CCR Goods and Services

The screenshot shows the USDA Financial Management Modernization Initiative interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic F'. Below this, a secondary navigation bar lists 'Vendor Master Data Maintenance', 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The main title is 'Display Vendor Master' with 'History', 'Back', and 'Forward' options. The current screen is titled 'Display Vendor: General Data (Enhanced)'. It shows the vendor '1100000855 Aquarrific Inc.' located in 'Arlington'. The 'CCR Goods and Services' tab is active, displaying a message: 'CCR Goods and Services : No records found'. A table header is visible with columns: 'GS Cod...', 'Text for CCR Goods and Services Code Type', 'GS Code', 'CertSm...', 'EmrgS...', and 'SBA SI...'.

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





## Display Vendor Master Online Help 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