

FMMI PVND REQUEST PROCESS FOR VENDORS QUICK REFERENCE GUIDE

INTRODUCTION

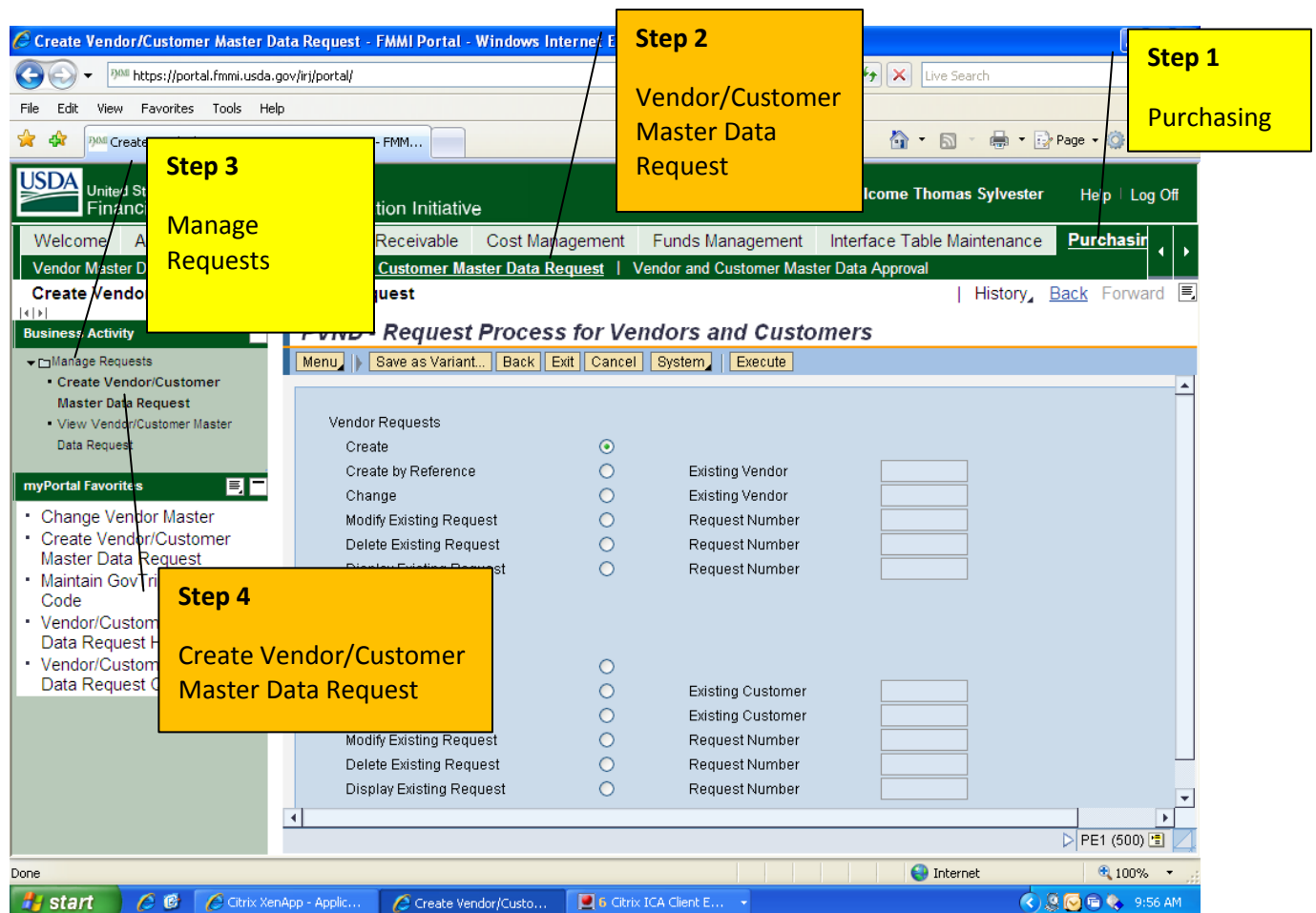
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval vendor request (PVND) for vendors.

QUICK STEPS

Login to the Financial Management Modernization Initiative (FMMI) Web site at <https://portal.fmmi.usda.gov/irj/portal/>.

Click:

1. Purchasing Tab
2. Vendor/Customer Master Data Request
3. Manage Requests
4. Create Vendor/Customer Data Request



Select radio button to:

Create – Create a new record

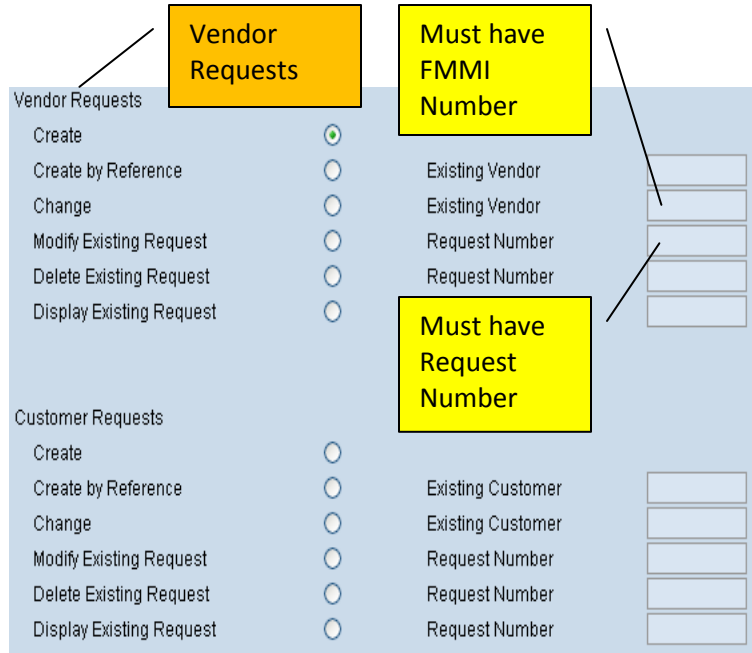
Create by Reference – Create a record from a previous record

Change – Update an existing FMMI record

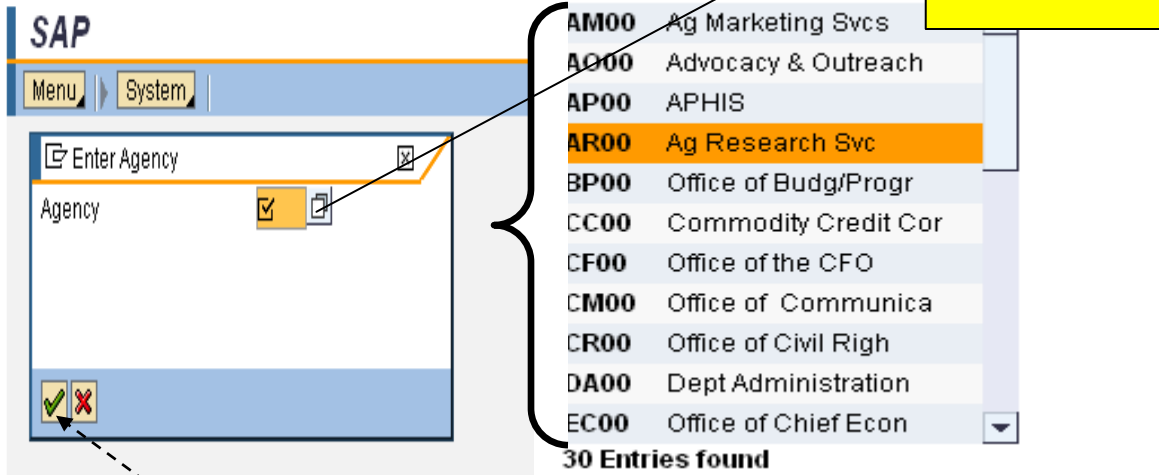
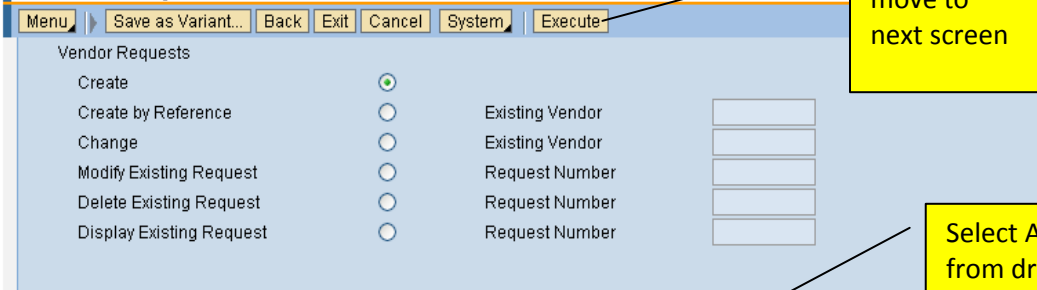
Modify Existing Request – Change a request before approval

Delete Existing Request – Delete a request before approval

Display Existing Request – View a request before approval



PVND - Request Process for Vendors and Customers



Once agency is selected, click green check or hit enter key.

Populated with requesters information

Additional Requestor Information, i.e. Supervisor/Co-worker, is required

Use last name of vendor

Required field

Required for ZNFV, usually Z001

Name: Thomas Sylvester
 Agency: Agricultural Research Service
 Email: THOMAS.SYLVESTER@USDA.GOV
 Phone: [] Extension: []

Request Number: INTERNAL
 Request Type: CREATE
 Reference Vendor: []
 Create Date: 07/30/2010
 Create Time: 09:57:47
 Duplicate Level: []
 Status: []
 Vendor Created: []

Additional Requestor Information
 Name: []
 Email: STACEY.BOCO@ARS.USDA.GOV
 Phone: [] Extension: []

Vendor Information
 Name: TRAITGENETICS KYAZMA
 Search Term: TRAITGENET
 Account Grp: ZFOR
 Industry: []
 SSN: []
 TIN: []
 TIN Verification Date: []
 DUNS: [] DUNS+4: []

COD Reviewer Information
 Name: []
 Email: []
 Phone: [] Extension: []

Not CCR?

Select Not CCR? for non-CCR vendors.

Select Next Screen.

Menu | Back | Exit | Cancel | System | Next Screen

Always USD

Mark when account group is ZNFV, ZSET

Bank Country = US
Account Type:
 Checking = 01
 Savings = 02

Zip code must have dash after 5 position filled, i.e. 70126-5000 (Note: The example shown in the screen print is for a foreign vendor)

All fields, except phone number, are required; phone number is optional

Requestor Information
 Name: Thomas Sylvester
 Agency: Agricultural Research Service
 Email: THOMAS.SYLVESTER@USDA.GOV
 Phone: [] Extension: []

Request Information
 Request Number: INTERNAL
 Request Type: CREATE
 Reference Vendor: []
 Create Date: 07/30/2010

Supplemental Employee Name
 First Name: []
 Last Name: []
 Created: []

Federal Information
 EFT Waiver: [] EFT Flag:
 Trading Partner: [] 1099 Eligible:
 ALC: [] Payment Office: []
 Minority Ind: [] Currency: USD
 Payment Method: []

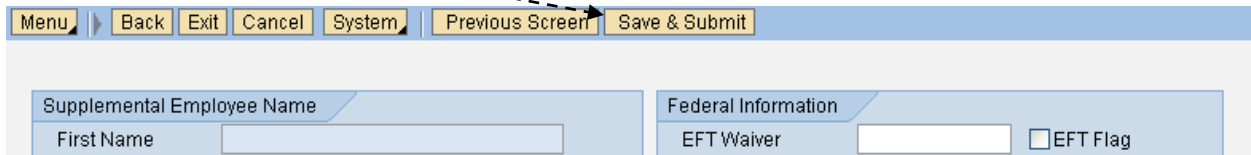
Address Information
 Address Line 1: KYAZMA BV
 Address Line 2: PO BOX 182
 City: WAGENINGEN
 Country: NL State: 01 Zip Code: 6700 AD
 Phone Number: []

Banking Information
 Bank Country: []
 Routing No.: []
 Bank Number: []
 Account Type: []

Additional Information
 Submitting Post: []

Blocking Information
 Blocking Reason: []
 Posting Block
 Purchasing Block

Select **Save & Submit**.



The screenshot shows a web interface with a top navigation bar containing buttons for Menu, Back, Exit, Cancel, System, Previous Screen, and Save & Submit. Below this are two main sections: 'Supplemental Employee Name' with a 'First Name' input field, and 'Federal Information' with an 'EFT Waiver' input field and an 'EFT Flag' checkbox. A dashed arrow points from the text 'Select Save & Submit' to the 'Save & Submit' button.

This is the final step for the agency user.

Once saved, an e-mail will be sent to the requester and any additional requesters added.

```
From: Thomas Sylvester [thomas.sylvester@usda.gov]
To: STACEY.BOCO@ARS.USDA.GOV; THOMAS.SYLVESTER@usda.gov
Cc:
Subject: PVND Request 0000001404 - NEW

The following VENDOR request has been submitted:

Request Number: 0000001404
Name: BRUCE G MARSHALL
Action: CREATE
Status: NEW
```

INQUIRIES

Please direct any questions to the Accounting Processing Branch, Table Maintenance Section, at **504-426-5377**.