

FMMI PVND REQUEST PROCESS FOR CUSTOMERS

QUICK REFERENCE GUIDE

INTRODUCTION

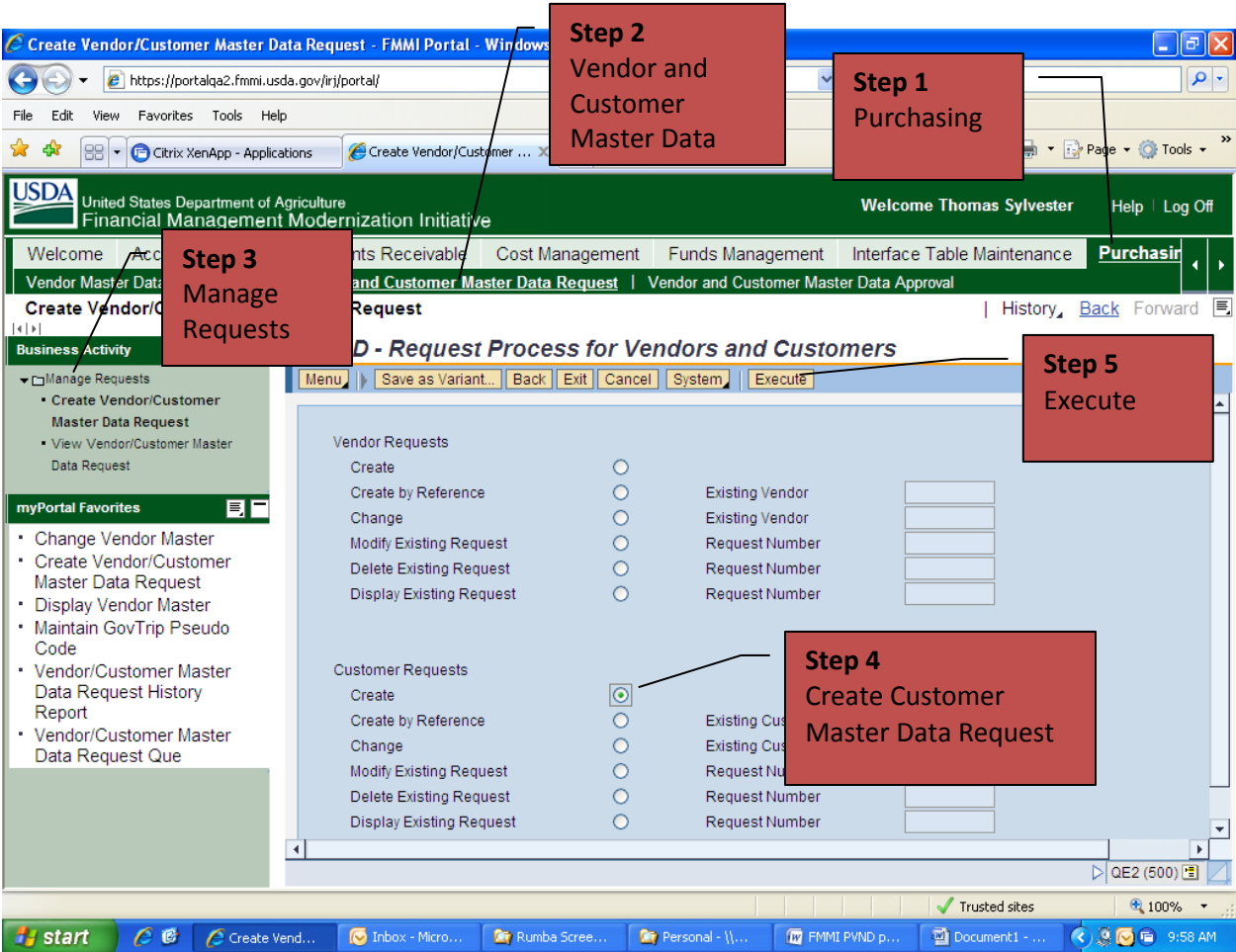
This guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with the steps to prepare the preapproval vendor request (PVND) for customers.

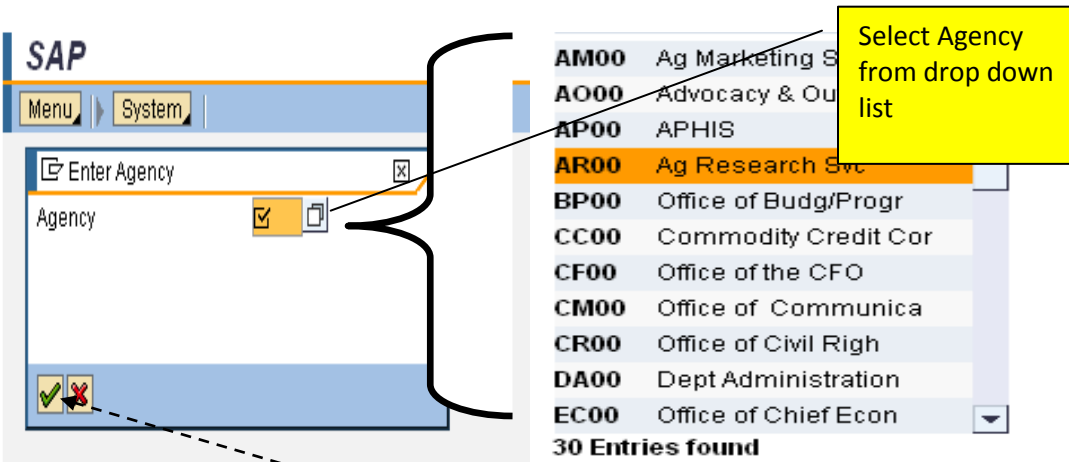
QUICK STEPS

Login to the FMMI Web site at <https://portal.fms.usda.gov/>

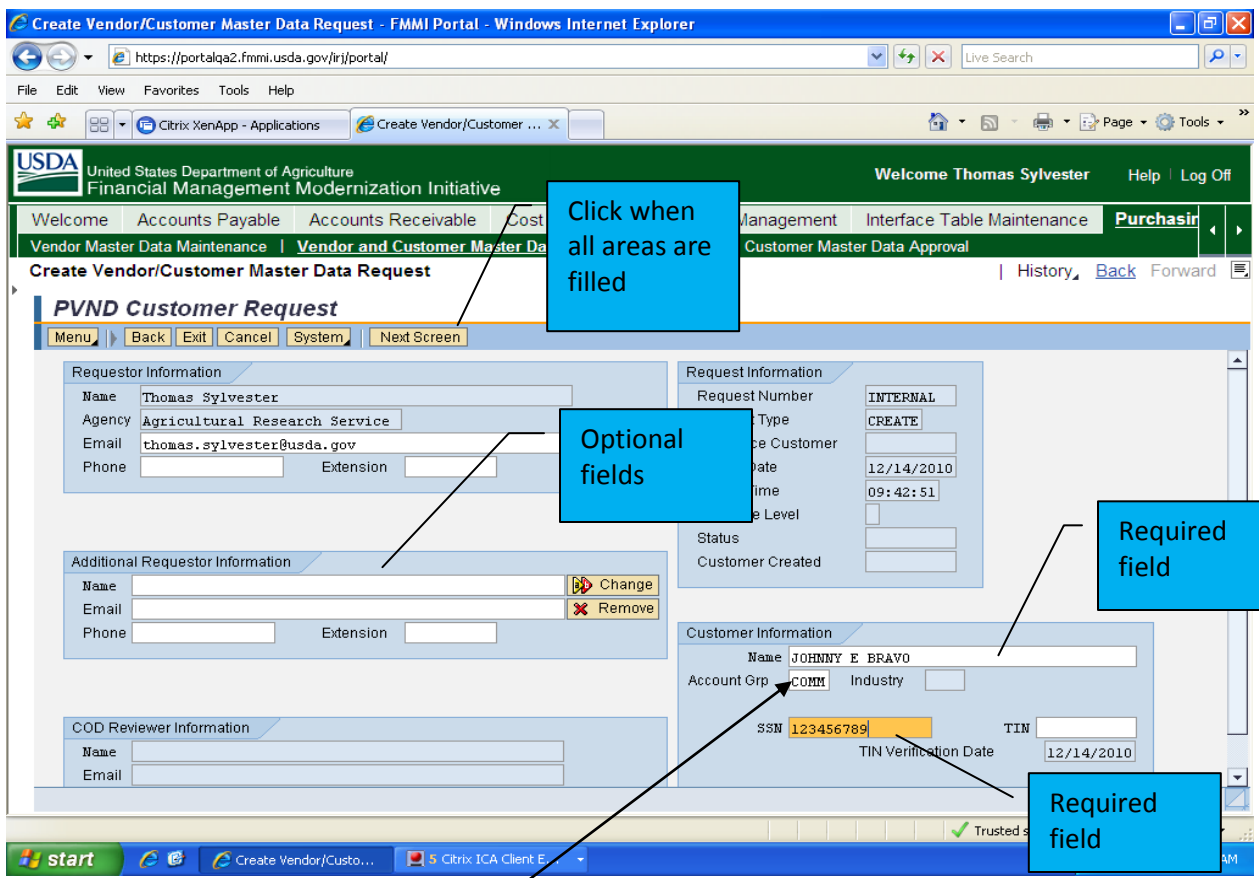
Click:

1. Purchasing Tab
2. Vendor and Customer Master Data Request
3. Manage Requests
4. Select Customer Requests (Create)
5. Execute



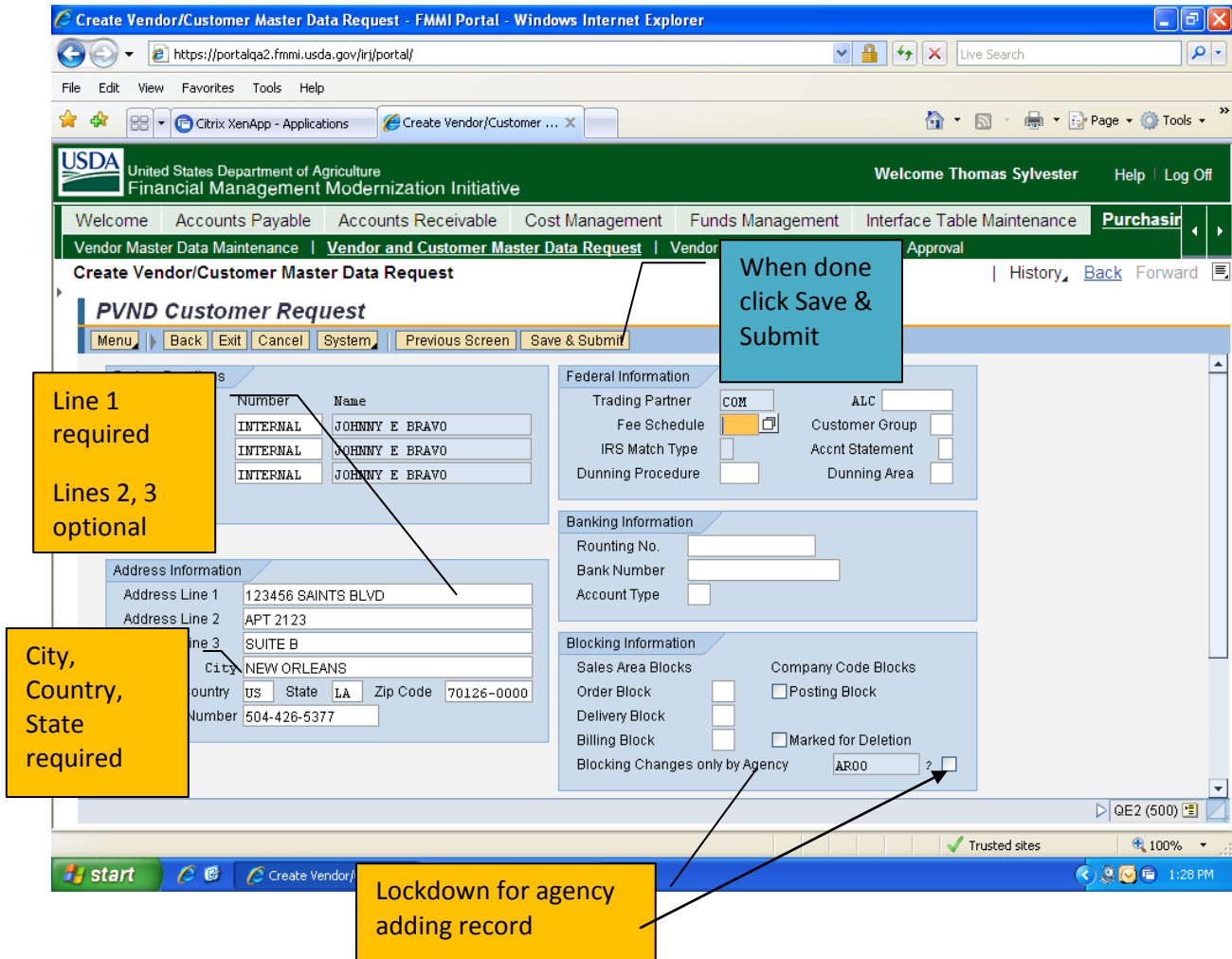


Once agency is selected, click green check or enter button.



AGST	7Z	<input type="checkbox"/>	USDA Ship/Bill To
BANK	3Z	<input type="checkbox"/>	Bank Customer
COMM	03	<input type="checkbox"/>	Commercial Customer
EMPL	04	<input type="checkbox"/>	Employee Customer
FED	05	<input type="checkbox"/>	Federal Customer
FORC	08	<input type="checkbox"/>	Foreign Commercial Customer
FORG	09	<input type="checkbox"/>	Foreign Government Customer
SNL	06	<input type="checkbox"/>	State & Local Customer
USDA	07	<input type="checkbox"/>	USDA Agency Sold to Party

Selections appear from above drop-down list.



Once record is completely filled out, click Save & Submit.

This is the final step for the agency user.

Once saved, an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been submitted.

From: Thomas Sylvester [thomas.sylvester@usda.gov]
 To: FPCDEBTMGMT@FSIS.USDA.GOV; THOMAS.SYLVESTER@usda.gov
 Cc:
 Subject: PVND Request 0000003159 - NEW

The following CUSTOMER request has been submitted:

Request Number: 0000003159
 Name: UTAH DEPT OF AGRIC & FOOD
 Action: CREATE
 Status: NEW

When completed by the Master Data Management Branch, Vendor Customer Maintenance Section (VCM), an automatically generated e-mail will be issued to the requestor and any additional requestors added notifying that the request has been approved.

From: Thomas Sylvester [thomas.sylvester@usda.gov]
To: FPCDEBTMGMT@FSIS.USDA.GOV; THOMAS.SYLVESTER@usda.gov
Cc:
Subject: PVND Request 0000003159 - APPROVED

The following CUSTOMER request has been submitted:

Request Number: 0000003159
Name: UTAH DEPT OF AGRIC & FOOD
Action: CREATE
Status: APPROVED
Customer Created: 0003262224

Please direct any questions to VCM at 1-(800)-421-0323 option #3