FMMI PVND REQUEST PROCESS FOR VENDORS
QUICK REFERENCE GUIDE

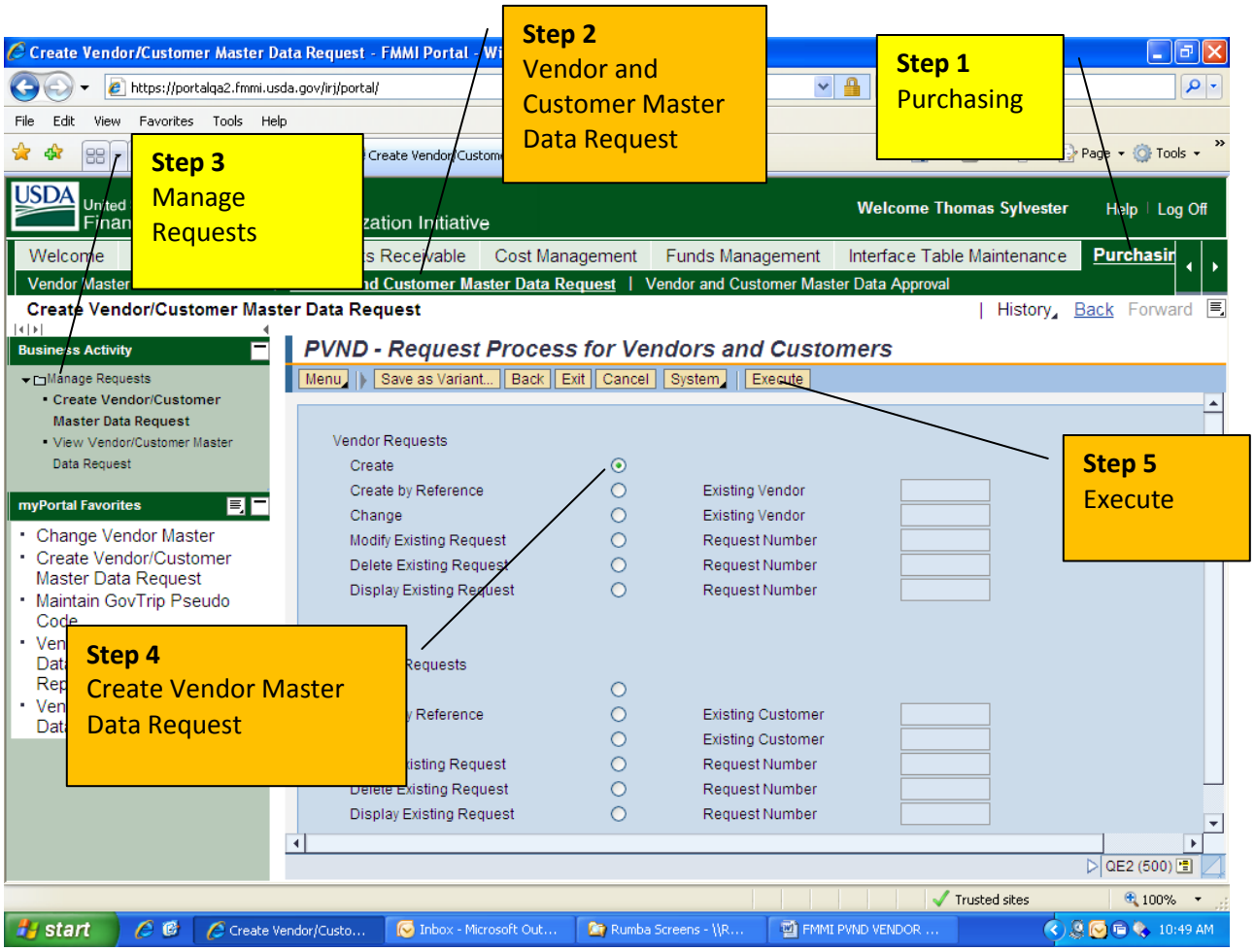
INTRODUCTION

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 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 Vendor Requests (Create)
5. Execute



April 29th, 2019

Select radio button to:

Create – Create a new request

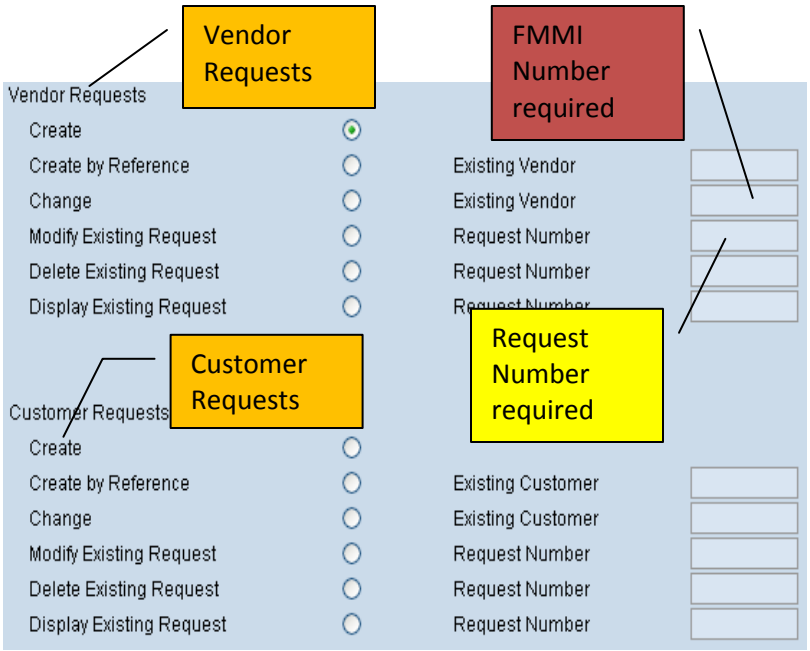
Create by Reference – Use an existing request to create a new one

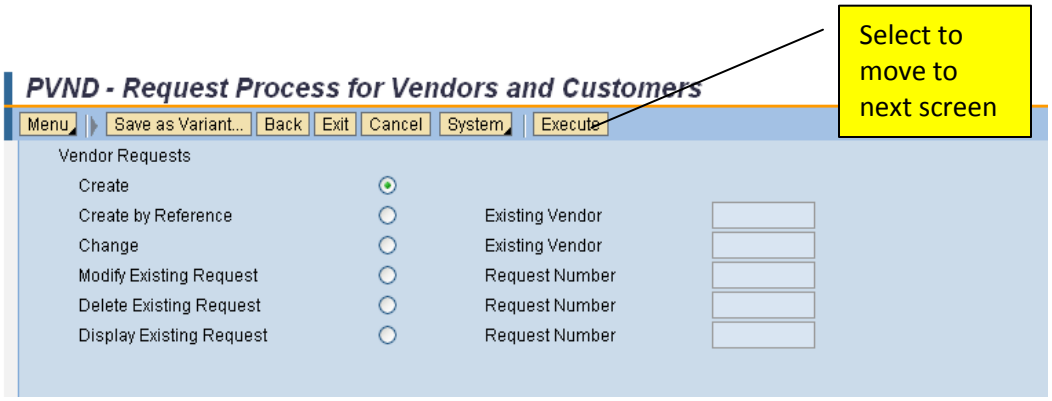
Change – Update an existing request

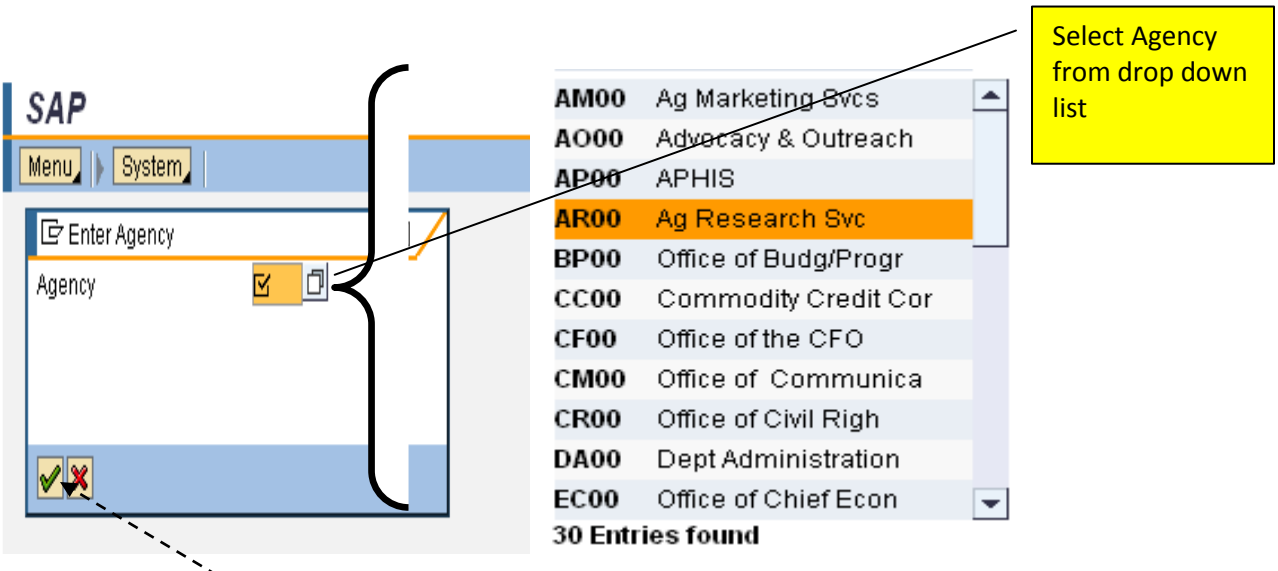
Modify Existing Request – Change a request before approval

Delete Existing Request – Delete a request before approval

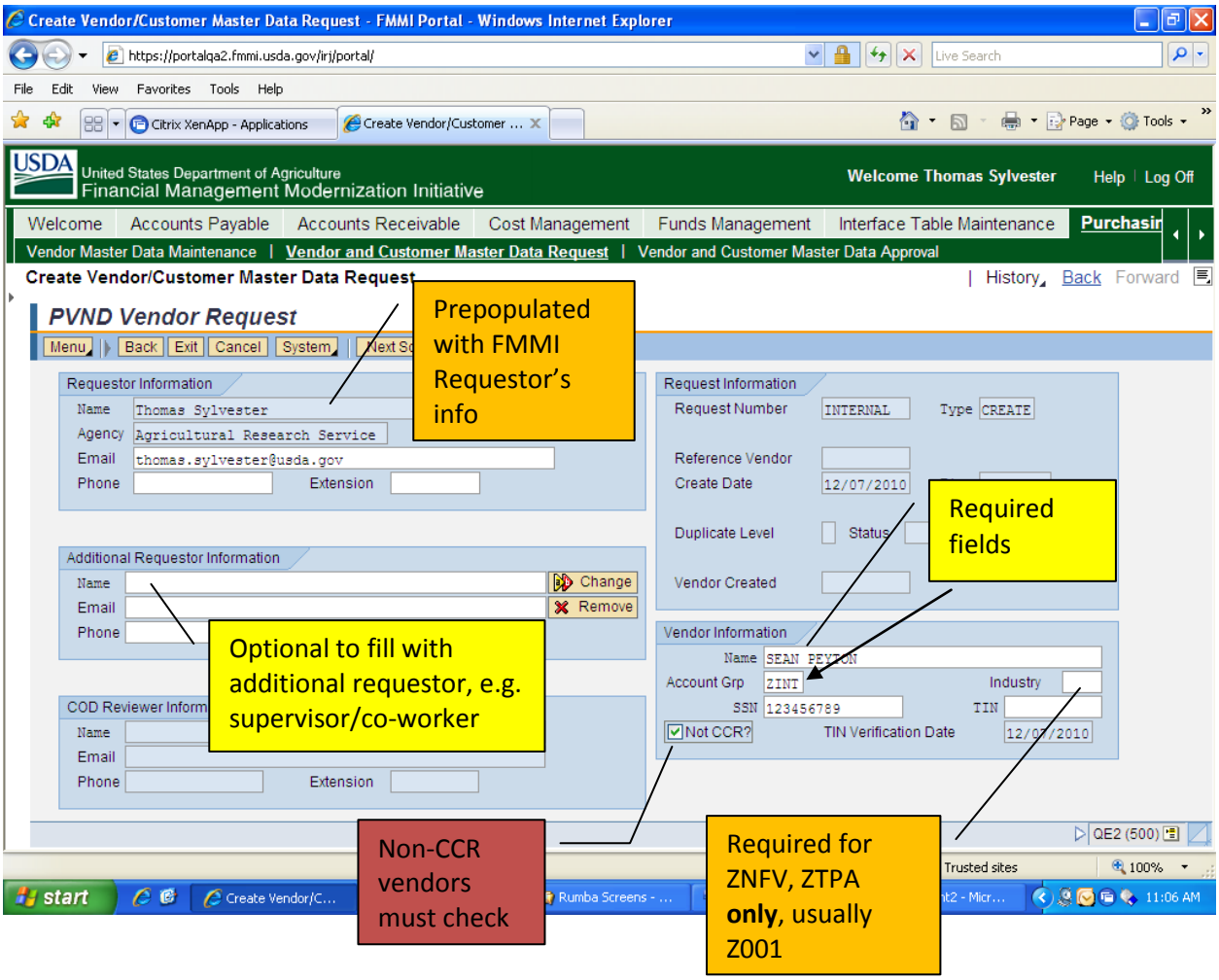
Display Existing Request – View a request before approval





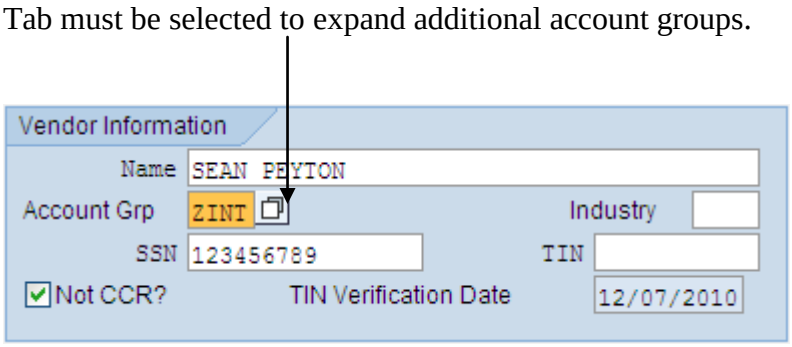


Once agency is selected, click green check or enter button.



Vendor information box expanded to show details of the account group to the right.

Tab must be selected to expand additional account groups.



Create Vendor/Customer Master Data Request - FMMI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Thomas Sylvester | Help | Log Off

Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | Interface Table Maintenance | Purchasin

Vendor Master Data Maintenance | Vendor and Customer Master Data Request | Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Re

Pseudo should mirror GovTrip

Required for ZNFV-Z001, Z003, Z007 ZSAL

PVND Vendor Request

Menu | Back | Exit | Cancel | System

Name: SEAN PEYTON
First Name:
Middle Initial:
Last Name:
Pseudo-code Created: S9PEYTO6789

EFT Waiver:
Trading Partner: ALC:
IRS Match Type: 0

Banking Information
Routing No.: 256074974
Bank Number: 12345678911
Account Type: 01

Address Information
Address Line 1: 1324 SAINTS PLACE
Address Line 2:
Address Line 3:
City: NEW ORLEANS
Country: US State: LA Zip Code: 70126-0000
Phone Number: 504-452-5377

Blocking Information
Blocking Reason:
Posting Block
Mark for Deletion
Purchasing Block

Additional Information
Submitting Post:

Requestor Comments

QE2 (500)

Trusted sites | 100%

start | Create Vendor/C... | Inbox - Microsof... | Rumba Screens -... | FMMI PVND VEN... | Document2 - Mic... | 11:23 AM

Federal Information
EFT Waiver
Trading Partner ALC
IRS Match Type 0

Blocking Information
Blocking Reason
Posting Block
Mark for Deletion
Purchasing Block

Drop downs appear from selection boxes above.

01	No Bank Account
02	Hardship
03	Foreign Entity
04	Disaster Area
05	Military Ops
06	National Security
07	One Time Payment
08	Emergency Payment

01	Block purchase order
02	Block quot. request and purchase order
03	Block quot. req., order, goods receipt
04	Block source determination
99	Total block
Z1	CCR Registration Expired
Z2	Vendor Record Deleted in CCR
Z3	No bank information available.
Z4	Invalid banking information

Create Vendor/Customer Master Data Request - FMMI Portal - Windows Internet Explorer

https://portalqa2.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

Citrix XenApp - Applications | Create Vendor/Customer ...

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Vendor Master Data Maintenance | Vendor and Customer Master Data Request | Vendor and Customer Master Data Approval

Create Vendor/Customer Master Data Request | History | Back | Forward

PVND Vendor Request

Menu | Back | Exit | Cancel | System | Previous Screen | Save & Submit

Waiver code is added based on Acct Group

Click Save & Submit

Supplemental Employee Name
Name: SEAN PEYTON
First Name:
S9PEYTO6789

Federal Information
EFT Waiver: 01
Trading Partner: ALC:
IRS Match Type: 0

Banking Information
Routing No.:
Bank Number:
Account Type:

Address Information
Address Line 1: 1324 SAINTS PLACE
Address Line 2:
Address Line 3:
City: NEW ORLEANS
Country: US State: LA Zip Code: 70126-0000
Phone Number:

Blocking Information
Blocking Reason:
Posting Block
Mark for Deletion
Purchasing Block

Additional Information
Submitting Post:

QE2 (500)

Trusted sites | 100%

start | Create Vendor/Custo... | Inbox - Microsoft Out... | FMMI PVND process1... | 8:00 AM

Customer Requests

Create		
Create by Reference	Existing Customer	
Change	Existing Customer	
Modify Existing Request	Request Number	
Delete Existing Request	Request Number	
Display Existing Request	Request Number	

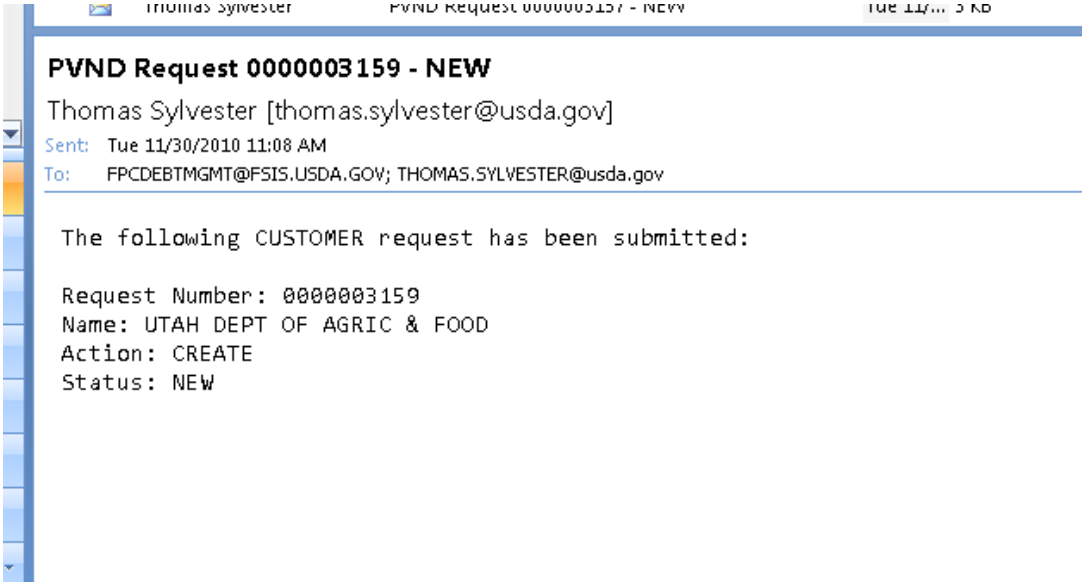
Record has been submitted for approval

Request 0000001268 was submitted and email sent to requestor(s)

QE2 (500)

Trusted sites | 100%

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.



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.

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