



# VENDOR MASTER SEARCH

## USER GUIDE

April 2011

## INTRODUCTION

This user guide provides USDA Financial Management Modernization Initiative (FMMI) agencies with guidance on searching for existing vendor records in FMMI.

## MENU

Use the following menu path to begin a vendor search:

- Purchasing → Vendor Master Data Maintenance → Maintain Vendor Master Data → Display Vendor Master → Dropdown option

## VENDOR SEARCH CATEGORIES

The vendor search categories are:

<b>CCR Remit-To Vendors</b>	Enables a search for a vendor record by DUNS number or CAGE Code, or any Central Contractor Registration (CCR)-related term. The results provide the vendor's name, address, city, state, zip code, the corresponding DUNS number, flag selections, account group, the remit-to acronym, mailing address' vendor code, and remit-to vendors code.
<b>TIN and FFIS Vendor ID</b>	Enables a search for a vendor by TIN (Federal Tax Identification Number) or SSN (Social Security Number). It also allows a search by the Foundation Financial Information System (FFIS) legacy record. The results provide the vendor's name, city, state, zip code, external (ext.) manufacturer, SSN/TIN, FFIS vendor code, flag selections, and FMMI vendor code.
<b>Tele and Utility Vendors</b>	Enables a search for telephone and utility vendors only. The results provide vendor's name, city, state, zip code, ext. manufacturer, flag selections, and FMMI vendor code.
<b>VADR Vendor</b>	Enables a search by vendor records used to record disbursements made by the State Department. The results provide the vendor's name, city, state, zip code, ext. manufacturer, flag selections, and FMMI vendor code.
<b>IPAC Federal and USDA Vendors ZFDU and ZFDN</b>	Enables a search by both USDA (ZFDU) and non-USDA (ZFDN) Account Group only. The results provide the name, city, state, zip code, ext. manufacturer, account group, flag selections, agency location code, and FMMI vendor code. This selection will benefit those searching for a specific agency location code (ALC).

<b>NEMP Employees</b>	Enables a search by NEMP (Employee Name Inquiry Table) Account Group only. The results provide vendor's name, city, state, zip code, tax4 FFIS vendor, flag selections, and FMMI vendor code.
<b>Z Pseudo Code Table and Vendor Master</b>	Enables a search by pseudo code. The results provide the Z table's pseudo code, search2 pseudo code (which is on the search 2 field in the vendor record), search 1 (which is usually the vendor's last name), vendor's name, flag selections, account group, and FMMI vendor code. This is an extremely valuable query because the Z Table Pseudo Code does not reside on the vendor master. It is the value used to cross-walk GovTrip pseudo codes to the appropriate vendor master.
<b>Banking Details</b>	Enables a search by banking information. The results provide vendor's name, city, state, zip code, ext. manufacturer, TIN/SSN, account group, bank key (routing number), bank account number, DUNS number, and FMMI vendor code.  <b>Note:</b> This search category currently displays only CCR vendor EFT information.
<b>All Account Groups</b>	Enables a search by Account Group and/or industry. The results provide the vendor's name, city, state, zip code, ext. manufacturer, flag selections, account group, industry, and FMMI vendor code.  <b>Note:</b> This search category provides all results fields, however, the query will take longer to process than other, more specific search categories. Searching on an individual account group, e.g., NEMP, will provide results more quickly, but the results are more limited.

## TERMINOLOGY

<b>Ext. Manufacturer</b>	Shows which record is FFIS converted and which record is CCR converted. If this tab is blank, the record was entered manually or via FMMI PVND. This term appears on several search selection results.
<b>Flag Selections</b>	Three tabs that show whether a record has a purchasing block, posting block, and/or a deletion flag.
<b>Tax4 FFIS Vendor</b>	Contains the legacy FFIS vendor number. This field is populated in conversion. If the vendor field does not contain a 10 <sup>th</sup> position, include that space in tax4 FFIS vendor (e.g., "123456789 A").
<b>Remit-To</b>	Displayed on the results of the CCR Remit-To Vendors selection. This identifies which address the vendor record contains. It contains the acronyms OA (ordering number) and PI (invoicing party). Ordering number is the vendor number with the physical address and invoicing party is the vendor number with the remit-to address.

## USING VENDOR SEARCH CATEGORIES

There are various ways to use the vendor search categories. Multiple fields can be used within each category to search for a vendor. Some choices will return negative results. Use varying search criteria until the query returns the desired results. **Note:** When negative results occur consistently, it may be that the record is not yet established in FMML.

The following examples are provided to illustrate how to use the vendor search selections.

## USING THE CCR REMIT-TO VENDORS CATEGORY

The CCR Remit-To Vendor would be the best selection to search by DUNS number or any CCR-related term.

### Search by DUNS Number

The screen below displays the CCR Remit-To Vendors category using the DUNS Number search criteria.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search criteria:

- Vendor Account Number (1)
- Search Criteria:
  - Category: CCR Remit-To Vendors
  - Ext. manufacturer: CCR
  - CAGE Code: [empty]
  - DUNS Number: 011173312
  - DUNS+4: [empty]

The screen below displays an example of the results using the DUNS Number search criteria.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search results:

State	PostalCode	DUNS No.	DUNS...Pur Blk	Post Blk	Delete Flg	Remit-To Group	Vendor	Vendor
DIEGO	CA	92121-1578	011173312			PI	ZNFV	11000310591100223453

1 Entry found

Mailing address  
vendor code

Remit-to address  
vendor code

## Search by TIN and State

If the DUNS number is unknown, but the TIN and vendor's state are available, these criteria can be searched simultaneously. See the screen below.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search criteria:

- Category: CCR Remit-To Vendors
- Ext. manufacturer: CCR
- CAGE Code: [Empty]
- DUNS Number: [Empty]
- DUNS+4: [Empty]
- Tax1 SSN: [Empty]
- Tax2 TIN: 9 [REDACTED] 8
- Search1: [Empty]
- Name: [Empty]
- City: [Empty]
- State: VA

The screen below displays the results containing the requested TIN in the state of Virginia.

The screenshot shows the search results for the criteria entered in the previous screen. The results are displayed in a table with the following columns: Name, Name 2, City, State, PostalCode, DUNS No., DUNS...Pur, Bik, and Post E.

Name	Name 2	City	State	PostalCode	DUNS No.	DUNS...Pur	Bik	Post E
SCIENCE APPLICATIONS INTE	CORPORATION	ALEXANDRIA	VA	22310-3228	134271357	<input type="checkbox"/>	<input type="checkbox"/>	
SCIENCE APPLICATIONS INTE	CORPORATION	MCLEAN	VA	22102-3703	833063105	<input type="checkbox"/>	<input type="checkbox"/>	
SCIENCE APPLICATIONS INTE	CORPORATION	MCLEAN	VA	22102-3703	833063154	<input type="checkbox"/>	<input type="checkbox"/>	
SCIENCE APPLICATIONS INTE	CORPORATION	MCLEAN	VA	22102-3703	961719270	<input type="checkbox"/>	<input type="checkbox"/>	
SCIENCE APPLICATIONS INTE	CORPORATION	STERLING	VA	20166-9457	858441074	<input type="checkbox"/>	<input type="checkbox"/>	

5 Entries found

## USING THE TIN AND FFIS VENDOR ID CATEGORY

The TIN and FFIS Vendor ID category is beneficial to locate the same record that was in FFIS.

### Search by Tax4 FFIS Vendor

See the screen below using the Tax4 FFIS Vendor search criteria.

**Display Vendor: Initial Screen**

Menu Back Exit Cancel System Select all Deselect all

Vendor Account Number (1)

**Search Criteria**

Category TIN and FFIS Vendor ID

Tax1 SSN

Tax2 TIN

Tax4 FFIS Vendor = 4 [redacted] 5es

Search1

Search2

Name

City

State

Postal Code

Maximum No. of Hits 500

Start Search

The screen below displays the results of the query using the Tax4 FFIS Vendor search criteria.

**Display Vendor: Initial Screen**

Menu Back Exit Cancel System Select all Deselect all

Vendor Account Number (1)

**Search Criteria**

State	PostalCode	Ex. manuf.	Tax1 SSN	Tax2 TIN	Tax4 FFIS Vendor	Pur Blk	Post Blk	Delete Flg	Vendor
HES TX	75963	FFIS	4 [redacted] 5	4 [redacted] 5	ES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1101829637

1 Entry found

In the example query above using the Tax4 FFIS Vendor search criteria, to search for an FFIS “A” record, replace “ES” with “A” with no spaces between the SSN/TIN and alpha.

## Search by Name and City

The screen below displays a query using name and city search criteria.

**Display Vendor: Initial Screen**

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

**Search Criteria**

Category: TIN and FFIS Vendor ID

Tax1 SSN:

Tax2 TIN:

Tax4 FFIS Vendor:

Search1:

Search2:

Name: CHARLES\*

City: AUSTIN

State:

The screen below displays the results of the query in the screen above. The results returned 12 records that have “Charles” in the name and that are located in the city of Austin.

**Display Vendor: Initial Screen**

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

**Search Criteria**

Find...

Name 1	Name 2	City	State	PostalCode	Ex. manuf.	Tax1 SSN	Tax2 TIN	Tax4 FFIS Venc
CHARLES		AUSTIN	TX	78753-5904	CCR	20	██████	3
CHARLES		AUSTIN	TX	78753-5904	CCR	20	██████	3
CHARLES		AUSTIN	TX	78754-5904	CCR	20	██████	3
CHARLES A HAYCOX	HAYCOX	AUSTIN	TX	78704-0000	FFIS	6	██████	0
CHARLES C HORTON	HORTON	AUSTIN	TX	78753-0000	FFIS	4	██████	4
CHARLES FAWWER		AUSTIN	MN	55912	FFIS	4	██████	7
CHARLES G HESS		AUSTIN	TX	78704-1432	FFIS	4	██████	7
CHARLES MEYER		AUSTIN	TX	78708	CCR	4	██████	0
CHARLES N. WHITE CONSTRUC	NY	AUSTIN	TX	78746-5684	CCR	6	██████	1
CHARLES N. WHITE CONSTRUC	NY	AUSTIN	TX	78746-5684	CCR	6	██████	1
CHARLES N. WHITE CONSTRUC	NY	AUSTIN	TX	78746-5684	CCR	6	██████	1
CHARLES S NICHOLS JR		AUSTIN	TX	78731	FFIS	4	██████	8

12 Entries found

## USING THE TELE AND UTILITY VENDORS CATEGORY

The Tele/Utility Vendors category would be beneficial to locate a telephone vendor that has a feeder ID.

### Search by Search 1

The screen below displays a search by name in the Search 1 field where the TIN is unknown.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search criteria:

- Vendor Account Number (1): [ ]
- Search Criteria:
  - Category: Tele and Utility Vendors
  - Account group: ZNFV
  - Industry: Z007
  - Tax2 TIN: [ ]
  - Tax4 FFIS Vendor: [ ]
  - Search1: VERIZON\*
  - Search2: [ ]
  - Name: [ ]

The results, as displayed in the screen below, returned 58 records that have Verizon in the Search 1 field on the vendor record.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search results:

Name 1	Name	City	State	PostalCode	Ex. manuf.	Pur Blk	Post Blk	Dele
VERIZON		ALBANY	NY	12212	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		ALBANY	NY	12212-5123	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		ALBANY	NY	12212-5124	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		ALBANY	NY	12250	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		BALTIMORE	MD	21265		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		BALTIMORE	MD	21297	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		BALTIMORE	MD	21297	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		BALTIMORE	MD	21665	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		BRAINTREE	MA	02184	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		DALLAS	TX	75266	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		DALLAS	TX	75266	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VERIZON		DALLAS	TX	75266-0720	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

58 Entries found



## USING THE VADR VENDORS CATEGORY

You can search a VADR vendor by using the VADR Vendors category.

### Search by Tax4 FFIS Vendor

In the screen below, the Tax4 FFIS Vendor search criteria is used.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search criteria:

- Vendor Account Number (1): [ ]
- Search Criteria:
  - Category: VADR Vendors
  - Account group: ZNFV
  - Industry: VADR
  - Tax2 TIN: [ ]
  - Tax4 FFIS Vendor: 428\*
  - Search1: [ ]

The results screen, displayed below, returns the vendor record with the requested digits.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search results:

Name 1	Name	City	State	PostalCode	Ex. manuf.	Pur Blk	Post Blk	Delete Flg	Vendor
FAS INDIA		WASHINGTON	DC	20250-0581	FFIS				1100750920

1 Entry found

## USING THE IPAC FEDERAL AND USDA VENDORS ZFDU AND ZFDN CATEGORY

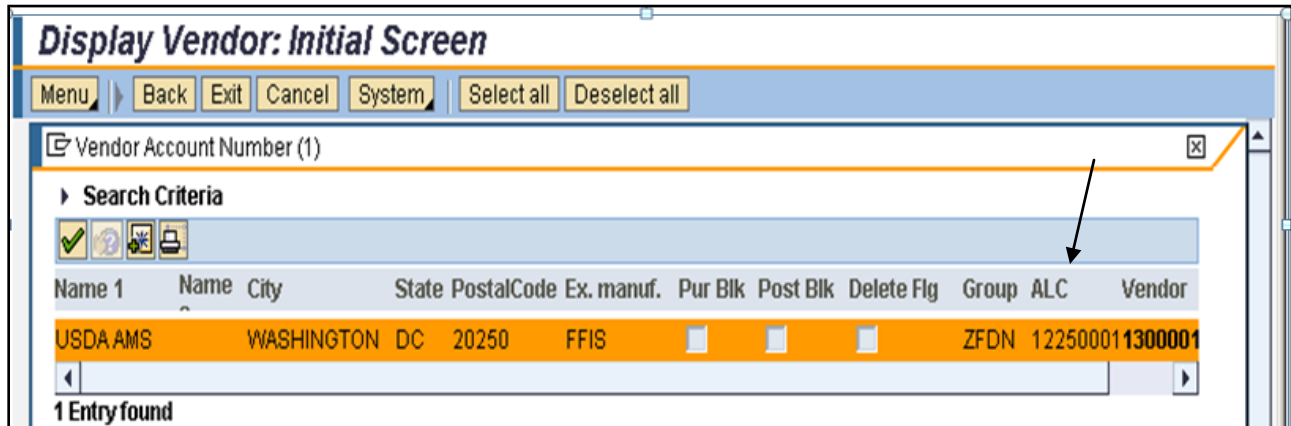
### Search by Account Group and ALC

To search for a record by ALC where the full ALC is unknown, search on the partial ALC (Department and Bureau codes), using a wildcard such as an asterisk, as shown in the screen below.

The screenshot shows the 'Display Vendor: Initial Screen' with the following search criteria:

- Vendor Account Number (1): [ ]
- Search Criteria:
  - Category: IPAC Federal and USDA Vendors ZFDU and ZF...
  - Account group: ZFDN
  - Agency Location Code: 1225\*
  - Tax1 SSN: [ ]
  - Tax2 TIN: [ ]
  - Tax4 FFIS Vendor: [ ]

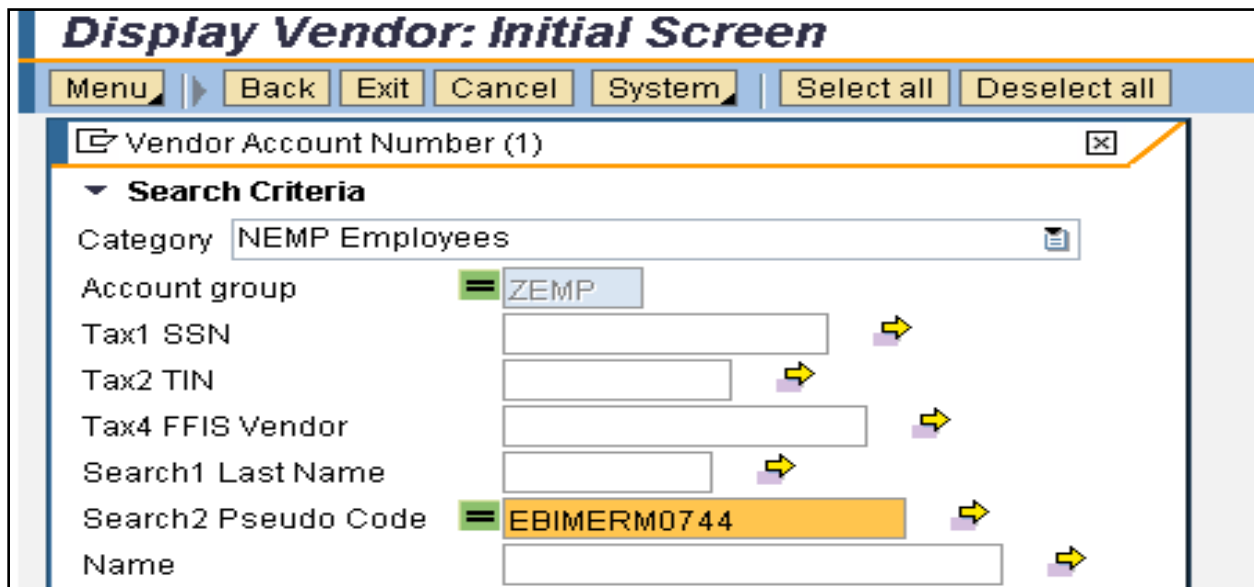
The screen below displays the result containing the requested Department and Bureau codes. The result also provides the full ALC.



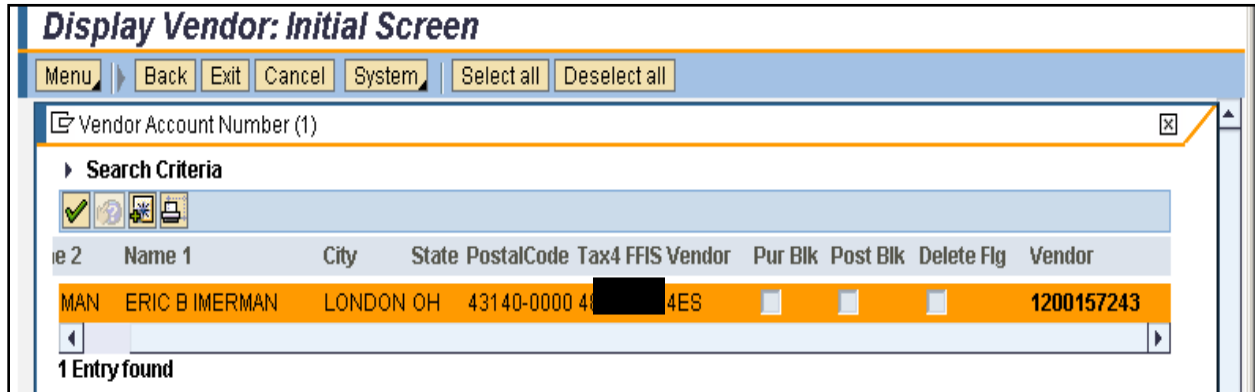
**USING THE NEMP EMPLOYEES CATEGORY**

**Search by Search2 Pseudo Code (GovTrip Pseudo Code)**

The following screen displays a query for an employee in a particular agency where the SSN is unknown. The search criteria used is Search 2 Pseudo Code (GovTrip pseudo code).



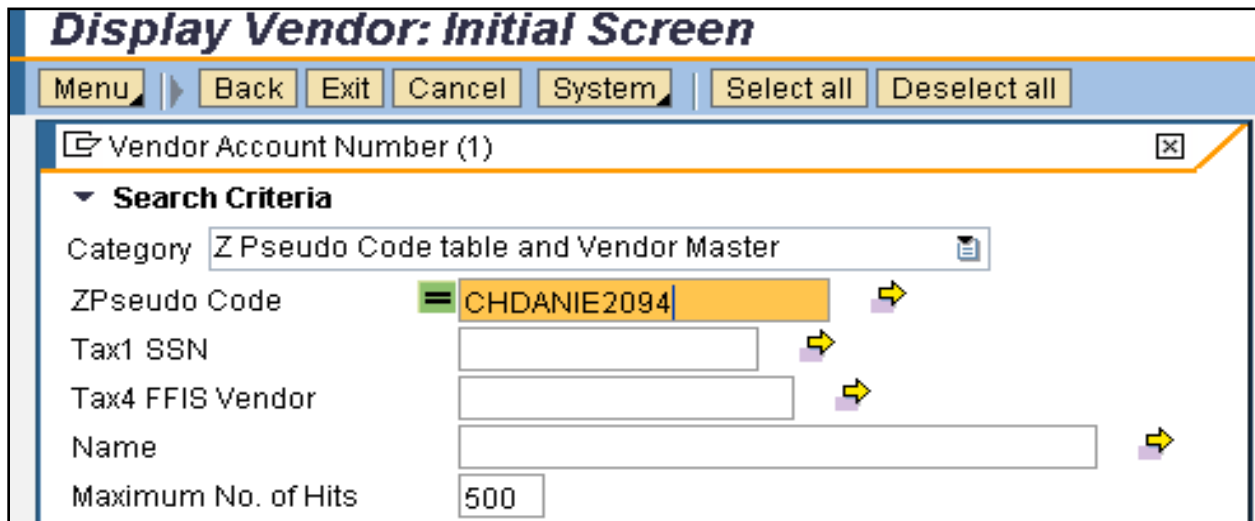
The screen below displays the results of the above inquiry.



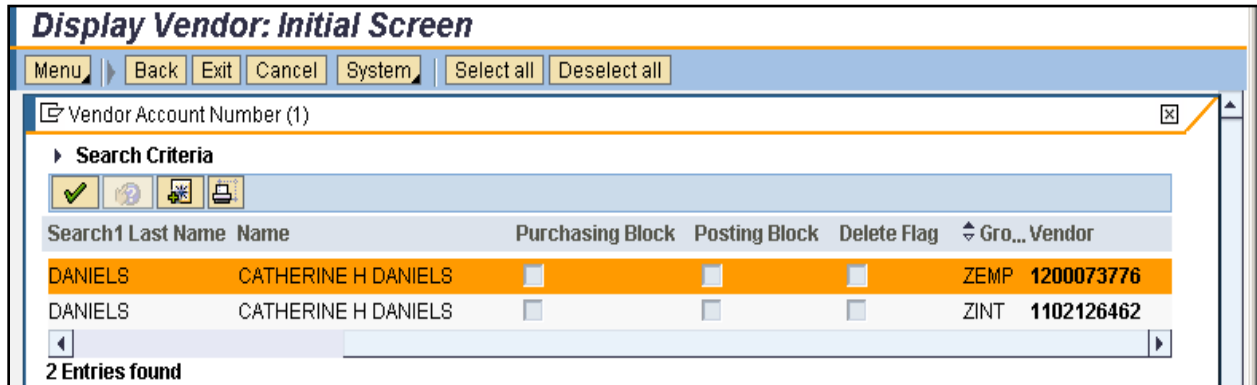
### USING THE Z PSEUDO CODE TABLE AND VENDOR MASTER CATEGORY

#### Search by Z Pseudo Code

Search by pseudo codes using the Z Pseudo Code Table and Vendor Master category.



This selection will provide all the records with the requested pseudo code record regardless of the account group, as shown in the screen below.

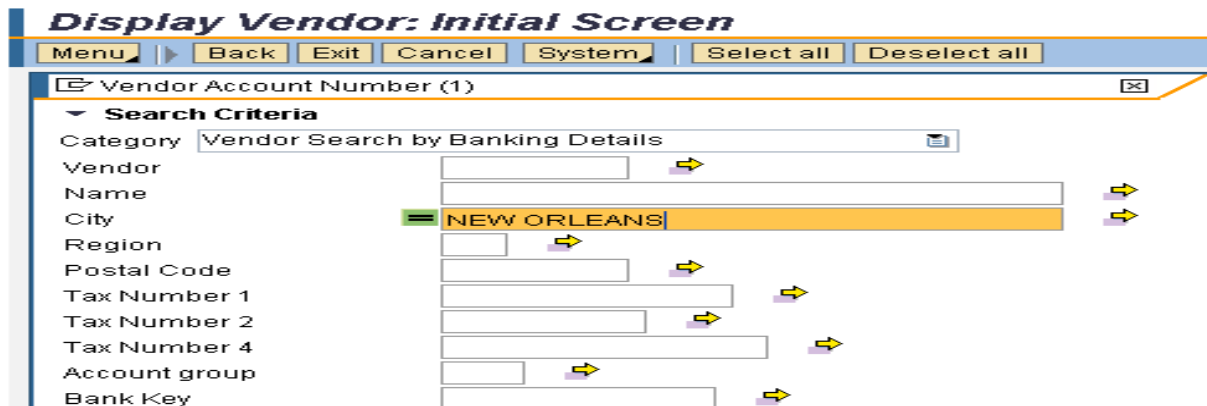


### USING THE VENDOR SEARCH BY BANKING DETAILS CATEGORY

This is the best selection to choose to verify banking information without opening and closing each vendor record.

#### Search on one criteria at a time

The screen below displays the Vendor Search by Banking Details category using City search criteria.



The screen below displays an example of the results using the City search criteria.

### Display Vendor: Initial Screen

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

Search Criteria

Find...

Vendor	Name 1	City	Rg	PostalCode	Tax Number 1	Tax
110000218	NEW ORLEANS NEIGHBORHOOD DEVELOPMEN	NEW ORLEANS	LA	70130-3939		721
1100002047	INDUSTRIAL PRODUCTS LIMITED, L.L.C.	NEW ORLEANS	LA	70123-2245		593
1100003248	INSPEQ SERVICES LLC	NEW ORLEANS	LA	70119-4306		640
1100004423	MULE-DUREL INC.	NEW ORLEANS	LA	70123-4121		720
1100004514	COURSEAULT COMMERCIAL, INC.	NEW ORLEANS	LA	70122-4242		582
1100004784	SUPERDOME	NEW ORLEANS	LA	70152-2439		232
1100004932	WILCOJA SEARS EAST LAKE	NEW ORLEANS	LA	70127-2243		020
1100005655	DIESEL TRACTOR & EQUIPMENT INC	NEW ORLEANS	LA	70125-2733		720
1100006182	TRINITY CHRISTIAN COMMUNITY	NEW ORLEANS	LA	70185-3665		720
1100006565	PETROCHEMICAL SERVICES, INCORPORATE	NEW ORLEANS	LA	70123-5132		720
1100006907	LA BUCKET BRIGADE	NEW ORLEANS	LA	70119-5943		721
1100007435	POWER ENGINEERING, INC.	NEW ORLEANS	LA	70122-3531		721
1100008125	LOUISIANA PUBLIC HEALTH INSTITUTE	NEW ORLEANS	LA	70112-4536		721

### Search on multiple criteria

The screen below displays the Vendor Search by Banking Details category using Name and Bank Key search criteria.

### Display Vendor: Initial Screen

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

Search Criteria

Category: Vendor Search by Banking Details

Vendor:

Name:

City:

Region:

Postal Code:

Tax Number 1:

Tax Number 2:

Tax Number 4:

Account group:

Bank Key:

Ext. manufacturer:

Bank Account:

The screen below displays an example of the results using the Name and Bank Key search criteria.

## Display Vendor: Initial Screen

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

Search Criteria

Rg	PostalCode	Tax Number 1	Tax No. 2	Tax Number 4	Group	Bank Key	Ex. manuf.	Bank Account	DUNS No.	DUNS...
NS	LA 70123-4121				ZNFV	065000090CCR		812466119	002540359	
	LA 70123-4604				ZNFV	065000090CCR		2081676669	188678192	

2 Entries found

### Search by FMMI Vendor Code

The screen below displays the Vendor Search by Banking Details category using Vendor search criteria. Using the Vendor search criteria will save time as the results provide all pertinent information without using the next screen button to tab through the record.

## Display Vendor: Initial Screen

Menu | Back | Exit | Cancel | System | Select all | Deselect all

Vendor Account Number (1)

Search Criteria

Category: Vendor Search by Banking Details

Vendor: 1102255647

Name: [ ]

City: [ ]

Region: [ ]

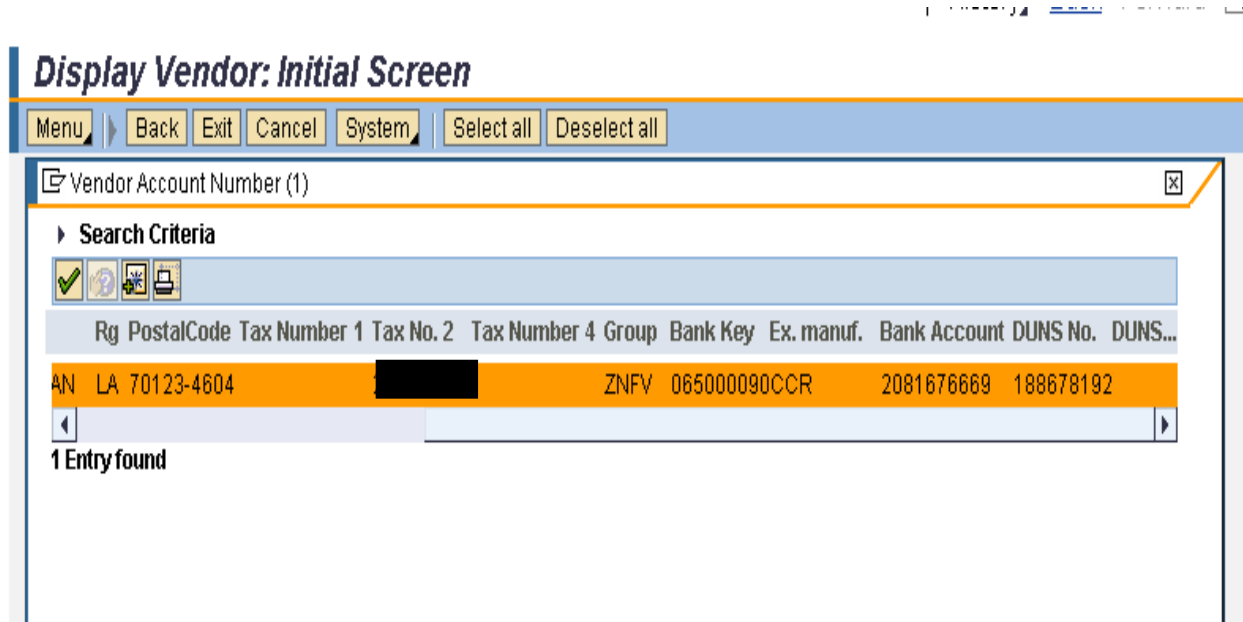
Postal Code: [ ]

Tax Number 1: [ ]

Tax Number 2: [ ]

Tax Number 4: [ ]

The screen below displays an example of the results using the Vendor search criteria.



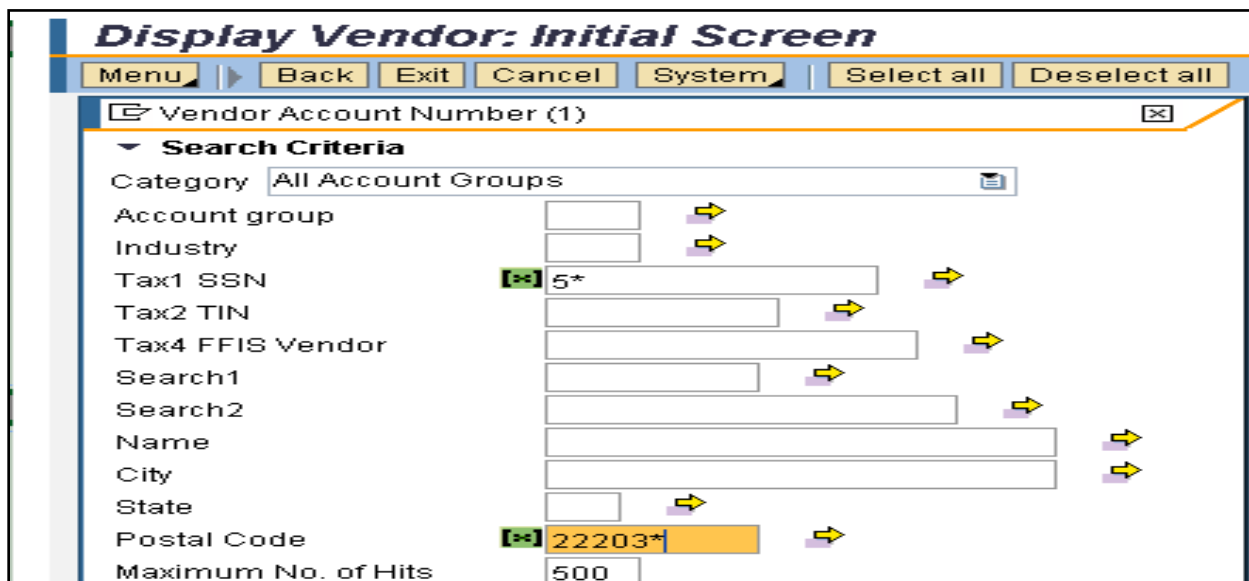
Press the **Tab** key to get to start search button or press **Enter** on the keyboard.

### USING THE ALL ACCOUNT GROUPS CATEGORY

The All Account Groups category provides the most information; however, the query will take longer to process than other, more specific categories.

#### Search by SSN and Postal Code

The following screen displays a search for a vendor where the full SSN is unknown. The SSN begins with the number “5,” and the zip code is available.



The screen below displays the records returned using the query illustrated above.

**Display Vendor: Initial Screen**

Menu Back Exit Cancel System Select all Deselect all

Vendor Account Number (1)

Search Criteria Find...

City	State	PostalCode	Ex. manuf.	Pur	Post Blk	Delete Flg	Group	Indus.	Vendor
ARLINGTON	VA	22203-2440	CCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZNFV	Z001	1101753968
ARLINGTON	VA	22203-2440	CCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZNFV	Z001	1100500520
ARLINGTON	VA	22203-1692	FFIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ZEMP		1200006263
ARLINGTON	VA	22203-1218	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZEMP		1200044448
ARLINGTON	VA	22203	DELETED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZEMP		1200042815
ARLINGTON	VA	22203	DELETED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZEMP		1200042818
ARLINGTON	VA	22203-3432	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZEMP		1200042812
ARLINGTON	VA	22203-1682	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZEMP		1200025639
ALEXANDRIA	VA	22203-0000	DELETED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZINT		1101576070
ALEXANDRIA	VA	22203-0000	DELETED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZEMP		1200125275
ALEXANDRIA	VA	22203-0000	DELETED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ZEMP		1200125276
ALEXANDRIA	VA	22203-0000	FFIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ZEMP		1200000040

40 Entries found

## HELPFUL HINTS

- Determine a unique identifier. Using wildcards (asterisks) can be helpful as they allow a search on the identifier, but will include any identifier/information before or after the asterisk. For example, if the customer's last name is Goldenviz, and the first name is unknown (or vice versa), search on the name using wildcards before and after the last name (\*GOLDENVIZ\*). In this case, the search will be performed on "Goldenviz," but the results will include all possible options before and after "Goldenviz," e.g., Lisa Goldenviz or Goldenviz Brown.
- To narrow the results returned as much as possible, provide as much information as possible in the search.
- Some search combinations will return negative results. Use varying search criteria until the query returns the desired results; however, when negative results occur consistently, it may be that the record is not yet established in FMMI.

## INQUIRIES

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