

**For:** State Offices

**Accessing Vendor Code Information for Purchase Orders**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

DW1600ST, Vendor Research Report has been added to the Data Warehouse State Reports Page. This report will give State Offices access to vendor code information necessary for processing purchase orders at NFC.

**B**

**Purpose**

This notice:

- introduces the new DW1600ST, Vendor Research Report that allows State Offices to access vendor codes and vendor address codes for both transmitted and hard copy purchase orders sent to NFC
- provides instructions on using DW1600ST
- informs State Offices that all obligations and payment records in the Foundation Financial Information System (FFIS) must have a valid vendor code according to Treasury regulations
- informs State Offices where to record the vendor code on transmitted and hard copy purchase orders.

**C**

**Contacts**

If there are any questions about this notice, contact either of the following:

- Karen Bretthauer, FMD at 703-305-1304
- Tolleicsa Wells, KCFO, ASPS at 816-926-6816.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2001	State Offices

## Notice FI-2460

### 2 General Information

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#### A

##### Training

Training may be administered as follows:

- refer to paragraphs 3 and 4 for instructions on using DW1600ST
  - access Power Point slide show that is hyper-linked to DW1600ST on the State Reports Page
  - contact Tolleicsa Wells, KCFO, ASPS at 816-926-6816 for training by phone.
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#### B

##### Research Options

Vendors may be researched by:

- vendor name
  - vendor ID (9-digit ID#)
  - vendor address
  - city
  - State.
- 

#### C

##### Field Definitions

Following are the field names and a description of each field that is displayed on DW1600ST.

Field	Description
Vendor Number or Vendor Identification (VID) Number	9-digit tax identification number (TIN) or SSN.
Vendor Address Code or Location Code	1-digit alpha code that shows NFC where to mail the check.  <b>Notes:</b> The VID number is not complete without this alpha code.  The initial “alternate address code” field on VEND will be “A”.  A different alternate address code will be assigned if a single vendor requires multiple addresses.
Vendor Name	Vendor or contractor’s name.

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2 General Information (Continued)

C  
Field Definitions  
(Continued)

Field	Description
Address Line 1	Vendor's remittance address or the provider's billable address as it should appear on checks or bills, respectively.
Address Line 2	Additional information for vendor's remittance address or the provider's billable address as it should appear on checks or bills, respectively.
Vendor Type	1 position field that identifies: <ul style="list-style-type: none"> <li>• BPA Vendors (B)</li> <li>• Commercial Vendors (C)</li> <li>• Foreign Vendors (F)</li> <li>• Federal Government-Non USDA (G)</li> <li>• Local Government Entity (L)</li> <li>• State Government Entity (S)</li> <li>• Intra Departmental USDA (V).</li> </ul>
Vendor Type Category	1 position field that defaults from the "Vendor Type" field. Appropriate values are: <ul style="list-style-type: none"> <li>• Government (G)</li> <li>• Non-Government (N)</li> <li>• Local and State Government (S).</li> </ul>
EFT Flag	1 position field "Y" or "N" that identifies if a vendor is EFT capable.
Customer Account	Vendor express identification number of EFT capable vendors.

If a match cannot be found, e-mail Karen Brethauer at ([karen\\_bretthauer@wdc.usda.gov](mailto:karen_bretthauer@wdc.usda.gov)) to add the vendor to the file. After the vendor is added to the vendor table (VEND), the State Office will be notified.

**Note:** FSA is currently working on a Memorandum of Understanding (MOU) that will allow State Offices to request NFC to add vendors to VEND directly. However, the MOU is pending, therefore, State Offices shall work through FMD.

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**2 General Information (Continued)**

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**D  
Recording  
Vendor Code  
Information on  
Purchase Orders**

Agencies have the primary responsibility for ensuring that Agency specific vendors are not duplicated in VEND. Existing vendor codes and vendor names should be accurately reviewed before adding a new vendor record.

After the vendor code information is obtained, State Offices:

- using PRCH shall do the following according to this table.

Step	Action		Result
1	Record this information on the second line of the address field.		PRCH edits the purchase order for a valid VID number in the second address line of the document.
2	Ensure the VID reference is displayed in the first 11 positions as: “VID +TIN + Alternate Address Code”.		PRCH will validate the VID against FFIS VEND.
	<b>IF there is...</b>	<b>THEN...</b>	
	a match	the obligation is stored in the purchase order master record for future referencing.	
not a match	<ul style="list-style-type: none"> <li>• the purchase order is rejected</li> <li>• the document is suspended.</li> </ul>	NFC must correct the VID number to obtain a proper match and continue to FFIS <b>validation.</b>	

- mailing their purchase orders to NFC should record the 9-digit TIN or SSN in the TIN item of the purchase order.

**Notes:** The vendor address code or location code is the 1-digit alpha code that shows NFC where to mail the check. The VID is not complete without the alpha code.

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**2 General Information (Continued)**

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**E**

**State Office  
Action**

State Offices shall use DW1600ST to:

- obtain vendor information to process purchase orders at NFC
  - request the addition of new vendors.
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**F**

**Availability**

DW1600ST, Vendor Research Report is available on release of this notice.

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**G**

**Restricted Use**

Data is restricted for use by authorized FSA personnel only.

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**H**

**Software  
Requirements**

State Offices must use either of the following:

- Brio Insight plug-in
- Brio Quickview plug-in.

**Note:** Contact Rose Lawson at 816-926-6424 to obtain the Brio plug-in.

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**Notice FI-2460**

**3 Accessing DW1600ST, Vendor Research Report**

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**A**

**Data Warehouse State Reports Page** Follow the instructions in the following table to access the Data Warehouse State Reports Page and DW1600ST, Vendor Research Report.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Open web browser.	The location box will be displayed.
2	ENTER “ <a href="http://dwhouse.usda.gov">http://dwhouse.usda.gov</a> ” in the location box and PRESS “Enter”.	The Service Center Data Warehouse Home Page will be displayed.
3	On the Service Center Data Warehouse Home Page, select “Farm Service Agency”.	The Farm Service Agency page will be displayed.
4	On the Farm Service Agency page, select “State Office Reports”.	A State map page will be displayed.
5	On the State map page, select State.	A list of reports will be displayed.
6	Select DW1600ST report to be viewed and select “BQY”.  <b>Note:</b> Only select the "BQY" report format if BRIO software is installed on your PC.	A username and password menu will be displayed.
7	Enter your assigned data warehouse username and password.	A training link will be provided.
8	Select this link to enter the online training.	“BQY” reports will load the Brio Insight software with the data from the query.  <b>Reminder:</b> Data is restricted for use by authorized FSA personnel.

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**Notice FI-2460**

**4 Using DW1600ST, Vendor Research Report**

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**A**

**General Information**

The tables in subparagraphs B through F provide instructions on using DW1600ST. Each query will:

- provide 5 limit options
  - explain how to use each option.
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**B**

**Limit: Vendor Name Screen**

Select “report” on the top left and select “process”. Provide information for 1 of the 5 methods to access the vendor file.

Step	Action	Result
1	On Limit: Vendor Name Screen: <ul style="list-style-type: none"> <li>• enter ADT (name of vendor).</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Vendor name <b>must</b> be entered in all CAPS, because the name is case-sensitive.</p> <ul style="list-style-type: none"> <li>• select “OK”.</li> </ul>	Limit: Vendor ID Screen will be displayed.
2	On Limit: Vendor ID Screen, select “Ignore”.	Limit: Vendor Address 1 Screen will be displayed.
3	On Limit: Vendor Address 1 Screen, select “Ignore”.	Limit: City Screen will be displayed.
4	On Limit: City Screen, select “Ignore”.	Limit: State Abrv Screen will be displayed.
5	On Limit: State Abrv Screen, select “Ignore”.	Vendor names with the letters ADT consecutively will be displayed. <p style="margin-left: 40px;"><b>Example:</b> Paul Warnstadt, ADT Security Systems, John Radtke, etc.</p>
<p><b>Note:</b> This type of query is called a fuzzy search.</p>		

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4 Using DW1600ST, Vendor Research Report (Continued)

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C

**Limit: Vendor ID Screen**      Select “report” on the top left and select “process”. Provide information for 1 of the 5 methods to access the vendor file.

Step	Action	Result
1	On Limit: Vendor Name Screen, select “Ignore”.	Limit: Vendor ID Screen will be displayed.
2	On Limit: Vendor ID Screen: <ul style="list-style-type: none"><li>• enter the vendor’s 9-digit ID number</li><li>• select “OK”.</li></ul>	Limit: Vendor Address 1 Screen will be displayed.
3	On Limit: Vendor Address 1 Screen, select “Ignore”.	Limit: City Screen will be displayed.
4	On Limit: City Screen, select “Ignore”.	Limit: State Abrv Screen will be displayed.
5	On Limit: State Abrv Screen, select “Ignore”.	The vendor with the 9-digit ID number will be displayed.

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**4 Using DW1600ST, Vendor Research Report (Continued)**

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**D**

**Limit: Vendor Address 1 Screen**      Select “report” on the top left and select “process”. Provide information for 1 of the 5 methods to access the vendor file.

Step	Action	Result
1	On Limit: Vendor Name Screen, select “Ignore”.	Limit: Vendor ID Screen will be displayed.
2	On Limit: Vendor ID Screen, select “Ignore”.	Limit: Vendor Address 1 Screen will be displayed.
3	On Limit: Vendor Address 1 Screen: <ul style="list-style-type: none"> <li>• enter the vendor’s address in all CAPS, exactly as it appears, or enter part of the vendor’s address.</li> <li><b>Example: HWY 99</b></li> <li>• select “OK”.</li> </ul>	Limit: City Screen will be displayed.
4	On Limit: City Screen, select “Ignore”.	Limit: State Abrv Screen will be displayed.
5	On Limit: State Abrv Screen, select “Ignore”.	Limit: Vendor Address 1 Screen will be displayed.  <b>Examples:</b> 33685 <b>HWY 99E</b> , 8002 NE <b>HWY 99</b> #226, 4457 <b>HWY 99</b> , etc.)
<p><b>Note:</b> This type of query is called a fuzzy search.</p>		

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**4 Using DW1600ST, Vendor Research Report (Continued)**

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**E**

**Limit: City Screen**                      Select “report” on the top left and select “process”. Provide information for 1 of the 5 methods to access the vendor file.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Limit: Vendor Name Screen, select “Ignore”.	Limit: Vendor ID Screen will be displayed.
2	On Limit: Vendor ID Screen, select “Ignore”.	Limit: Vendor Address 1 Screen will be displayed.
3	On Limit: Vendor Address 1 Screen, select “Ignore”.	Limit: City Screen will be displayed.
4	On Limit: City Screen: <ul style="list-style-type: none"> <li>• enter the name of the city in all CAPS to locate vendors in that area</li> <li>• select “OK”.</li> </ul> <b>Note:</b> Spelling must be an exact match.	Limit: State Abrv Screen will be displayed.
5	On Limit: State Abrv Screen, select “Ignore”.	All vendors located in the city entered will be displayed.

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4 Using DW1600ST, Vendor Research Report (Continued)

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**F**

**Limit: State  
Abrv Screen**                      Select “report” on the top left and select “process”. Provide information for 1 of the 5 methods to access the vendor file.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Limit: Vendor Name Screen, select “Ignore”.	Limit: Vendor ID Screen will be displayed.
2	On Limit: Vendor ID Screen, select “Ignore”.	Limit: Vendor Address 1 Screen will be displayed.
3	On Limit: Vendor Address 1 Screen, select “Ignore”.	Limit: City Screen will be displayed.
4	On Limit: City Screen, select “Ignore”.	Limit: State Abrv Screen will be displayed.
5	On Limit: State Abrv Screen: <ul style="list-style-type: none"><li>• enter the 2-letter abbreviation for the State in all CAPS</li><li>• select “OK”.</li></ul>	All vendors located in that State will be displayed.

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