

For: State and County Offices

Foundation Financial Information System (FFIS) Vendor Code Request

Approved by: Deputy Administrator, Management



1 Overview

A Background

State Offices currently submit vendor code requests to Kansas City Finance Office, Financial Accounting Division/Administrative Accounting Operations Branch (KCFO/FAD/AAOB) on FSA-845. AAOB enters vendor requests into the Pre-Approval Vendor Request Data Entry Table (PVND) in the FFIS system. State Offices have been approved to enter all vendor code requests including administrative and FLP Program Loan Cost Expense (PLCE) requests through FFIS, into the PVND table and to view the Vendor Request Inquiry Table (RVND).

B Purpose

This notice provides State Offices with responsibilities and instructions for submitting vendor code requests into FFIS through PVND. FSA-845 should be completed and maintained as source documentation for vendor code submissions.

Note: Provide a copy of this notice to FLP PLCE liaison.

C Contacts

Contact the following for vendor code request questions.

Office	Contact
County Office	State Office Contracting Officer or PLCE liaison.
State Offices	Steve Bell, KCFO/FAD Phone: 816-926-1474 E-mail: steven.bell@kcc.usda.gov .

Contact the following for FFIS access questions.

Office	Contact
State Office Security Liaison Representative (SLR)	FSA Information Security Operations (ISO) FAX: 816-926-6090 Phone: 816-926-6537 E-mail: security@kcc.usda.gov .

Disposal Date	Distribution
February 1, 2006 9-19-05	State Offices; State Offices relay to County Offices

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2 State Office Action

A SED Action

SED will authorize which users have permission to access FFIS to update FLP PLCE requests. Authorized users shall follow detailed instructions in this notice when submitting vendor code requests.

B Requesting Security Clearance for FFIS Access

To obtain FFIS access, authorized users must FAX completed AD-1143 (according to AD-1143 instructions) to FSA/ITSD/ISO for security clearance.

The following table provides steps to access and complete AD-1143.

Step	Action
1	Logon to FSA Intranet at http://intranet.fsa.usda.gov/fsa/ .
2	Click on "FFAS Employee Forms Site."
3	Click on "Find Current Forms Using Our Form Number Search." The "Advanced Search for Current Forms" Screen will be displayed.
4	Click arrow on "Form Prefix:" field and select "AD" option from drop-down box.
5	ENTER "1143" in "Form Number:" field and click on "Submit" or PRESS "Enter." The link to AD-1143 will be displayed.
6	To open AD-1143, click on "DOC" link shown below column heading, "Form Name Edition Date Link to Form."
7	Block 1. Check "Foundation Financial Information System (FFIS)."
8	Block 2. ENTER "15" for FSA FFIS application number.
9	Block 3-11. Enter user information.
10	Block 12-13. Enter name change, if applicable.
11	Block 14. Check items that apply.
12	Block 15. Enter NFC user ID. Note: If no NFC user ID, contact State SLR.
13	Block 16-18. Leave blank.
14	Block 19-21. Leave blank.
15	Block 22-24. Leave blank.
16	Block 25-27. Leave blank.
17	Block 28-31. Leave blank.
18	Block 32. ENTER "Access required for *60VEND."
19	Block 33-34. User signature and date (required).
20	Block 35. Leave blank.
21	Block 36. Enter service comp date.
22	Save the completed document to PC's hard drive or desired network drive. Note: Screen print completed AD-1143.
23	Block 38-39. Manager's signature and date (required).

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2 State Office Action (Continued)

C Accessing FSA-845

The following table provides steps to access FSA-845 for vendor code requests.

Step	Action
1	Logon to FSA Intranet at http://intranet.fsa.usda.gov/fsa/ .
2	Click on “FFAS Employee Forms Site.”
3	Click on “Find Current Forms Using Our Form Number Search.” The “Advanced Search for Current Forms” Screen will be displayed.
4	Click arrow on “Form Prefix:” field and select “FSA” option from drop-down box.
5	ENTER “845” in “Form Number:” field and click on “Submit” or PRESS “Enter.” The link to FSA-845 and instructions will be displayed.
6	To open: <ul style="list-style-type: none"> • FSA-845, click on “PDF” link displayed below column heading “Form Name Edition Date Link to Form” • instructions, click on “Instructions” link displayed below column heading “Form Instructions If Available”.
7	Enter vendor information into appropriate fields making sure required fields are completed. See subparagraphs D and E for exemption codes.
8	Save the completed document to PC’s hard drive or desired network drive. Note: Screen print completed FSA-845.

D Central Contractor Registration (CCR)

According to FAR 4.1102 dated October 1, 2003, contractual vendors must “be registered in the CCR database prior to award of a contract or agreement.” Exemptions from CCR requirements are granted for the following situations.

Exemption Code*	Exemption Reason
1	PLCE non-contractual.
2	Vendors paid solely with a government purchase card.
3	Foreign vendors doing work outside the U.S.
4	Federal employees.
5	Non-employee travelers.
6	Vendors paid for micropurchases. Note: A micropurchase is defined as the acquisition of supplies or services, the aggregate of which does not exceed \$2,500.00.
*The appropriate exemption code should be displayed in FSA-845, Block 10B.	

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2 State Office Action (Continued)

E Debt Collection Improvement Act of 1996 (DCIA)

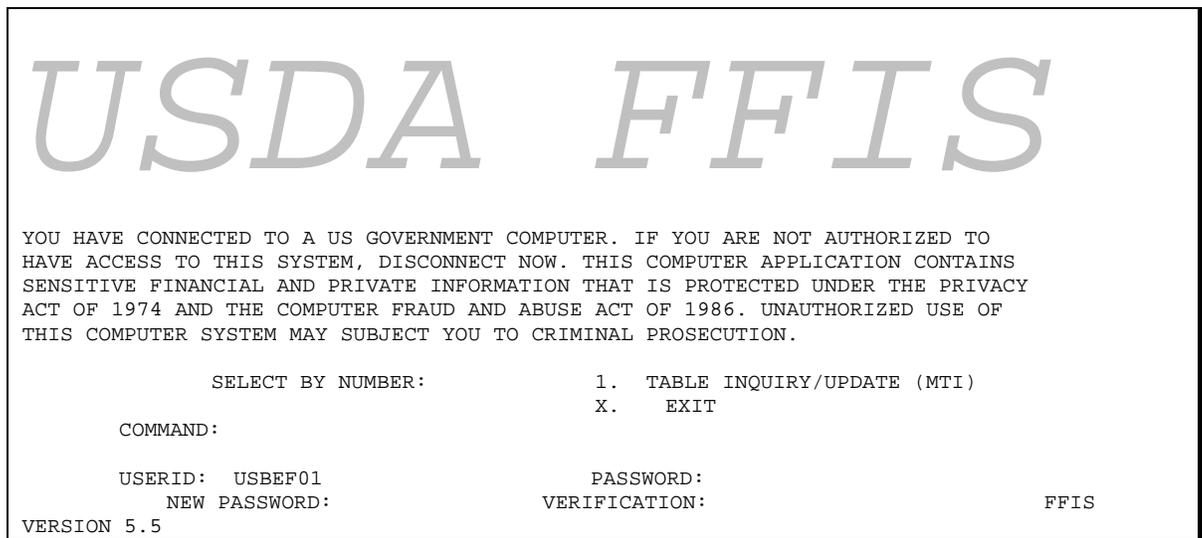
DCIA requires vendors doing business with the Federal Government to provide their bank routing number, bank account number, and bank account type for payment purposes. Exemptions from DCIA requirements are granted for the following vendors.

Exemption Code*	Exemption Reason
1	Federal vendors.
2	Federal employees.
3	Non-employee travelers.
4	Foreign vendors not operating on U.S. soil.
5	Individuals that do not have an account at a financial institution.
6	Operational hardship. Note: Exemption applies if vendor's regular business processes will be severely hindered by receiving payment by EFT.
*The appropriate exemption code should be displayed in FSA-845, Block 11B.	

F Logging On To FFIS

The following table provides steps to logon to FFIS.

Step	Action
1	Logon to NFC by double-clicking RUMBA icon from PC desktop.
2	At NFC banner screen, enter mainframe user ID and password.
3	Tab to "CICSP15" option and PRESS "Enter."
4	At USDA FFIS banner screen, ENTER "1" on command line followed by FFIS user ID and password. PRESS "Enter."



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2 State Office Action (Continued)

G Accessing the PVND Table

With a successful login to FFIS, the following screen will be displayed.

```

ACTION: S TABLEID:FFS1 USERID:USBE

      T H E   F E D E R A L   F I N A N C I A L   S Y S T E M
      A M E R I C A N   M A N A G E M E N T   S Y S T E M S ,   I N C .

      F F S

THIS COMMERCIAL COMPUTER SOFTWARE IS DELIVERED WITH RESTRICTED RIGHTS TO THE
GOVERNMENT, USE, REPRODUCTION, OR DISCLOSURE IS SUBJECT TO THE RESTRICTIONS SET
FORTH IN THE FAR, DFAR, OR OTHER LICENSE PROVISIONS REFERENCED IN THE CONTRACT.

TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM:
(      ) MAIN MENU      (      ) GENERAL MESSAGES      (      ) DIVISION MESSAGES
    
```

The following table provides steps to access the PVND Table.

Step	Action
1	Cursor will be positioned in "Action" field. Note: If cursor is not located in "Action" field, PRESS "Home" key.
2	Enter "N" (new) in "Action" field.
3	Enter "PVND" in "TableID" field and PRESS "Enter." An empty PVND screen will be displayed.

The following is an example of an empty PVND screen.

```

ACTION: S TABLEID: PVND USERID: USBE
PRE-APPROVAL VENDOR REQUEST DATA ENTRY TABLE
KEY IS SEQUENCE NUMBER

SEQ NUMBER:      RQST TYPE:      APPL ID:      RQST NAME:
RQST DATE: /    / RQST TIME:      :      :      RQST PHONE:

-----
TAXPAYER ID #:      CCR IND:      DUNS NUMBER:      CAGE:
VENDOR NAME:
ADDR LINE 1:      VEND TYPE:      GROUP CK IND:
ADDR LINE 2:      GRP BILLS:      GROUP DUNNING:
ADDR LINE 3:      PHONE:
CONTACT:      ARTYPE:      ACTIVE VENDOR:
PAYMENT HOLD:      TIN TYPE:      1099 VEND:
EXISTING VENDOR CODE:

      ---BANK INFORMATION---
EFT FLAG:      BANK NAME:      BANK NUMB:
ACCT NUMB:      BANK ACCT TYPE:
CITY:      STATE:      ZIP CODE:
CORR BANK:      CORR BANK NUMB:
COMMENTS:
    
```

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2 State Office Action (Continued)

H Submitting Vendor Additions or Modifications Through PVND

To submit vendor information properly, complete PVND screen according to the following table.

Note: Screen print accepted request record.

Field (*required)	PVND Input
* ACTION	<ul style="list-style-type: none"> • “A” (add) new vendor code request • “G” (get) request record already created and available on PVND • “C” (change) record already created and available on PVND • “D” (delete) record already created and available on PVND.
SEQ NUMBER	Leave blank. These fields will automatically be populated by the system. Important: Note the “Sequence Number” and “Application ID”; they are required later to view request status on RVND.
APPL ID	
RQST DATE	
RQST TIME	
* RQST TYPE	<ul style="list-style-type: none"> • “A” (add) new vendor • “C” (change) an existing vendor.
* RQST NAME	User name.
RQST PHONE	User phone number (no dashes or spaces).
* TAXPAYER ID#	TIN (no spaces or dashes).
* CCR IND	<ul style="list-style-type: none"> • “Y” vendor is CCR registered • “N” vendor is not CCR registered.
DUNS NUMBER	* If CCR IND = “Y” (required field). If CCR IND = “N” (leave blank).
CAGE	* If CCR IND = “Y” (required field). If CCR IND = “N” (leave blank).
* VENDOR NAME	Vendor’s name (must be legal owner of TIN). Note: Field length is 26 characters; name can continue on “ADDR LINE 1.”
* ADDR LINE 1	Vendor’s mailing address. Note: If vendor has been doing business as (DBA) name, the DBA name should be entered here and mailing address entered on “ADDR LINE 2.”
* VEND TYPE	<ul style="list-style-type: none"> • “C” (commercial) vendors • “S” (State) government • “L” (local) government (county/city/town).

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2 State Office Action (Continued)

H Submitting Vendor Additions or Modifications Through PVND (Continued)

Field (*required)	PVND Input
GROUP CK IND	“N” (default).
ADDR LINE 2	Additional space for vendor’s mailing address (if needed).
GRP BILLS	“N” (default).
GROUP DUNNING	“N” (default).
* ADDR LINE 3	Enter city then tab to and enter State abbreviation (alpha). Tab to ZIP code+4 (no spaces or dashes if using the “+4” code).
PHONE	Vendor’s phone number (no spaces or dashes).
CONTACT	Vendor’s contact name.
ARTYPE	Leave blank.
* ACTIVE VENDOR	If vendor code is added or changed, a value of “A” must be entered. Note: Enter “I” to deactivate a vendor request.
PAYMENT HOLD	Leave blank.
* TIN TYPE	<ul style="list-style-type: none"> • “F” TIN = Taxpayer Identification Number (a federal number issued to business entities, not-for-profit agencies, and State and local governments). <p style="text-align: center;">EIN = Employer Identification Number (a number issued by States to entities registered in the State).</p> <ul style="list-style-type: none"> • “S” SSN = Social Security Number.
* 1099 VEND	<ul style="list-style-type: none"> • “Y” If “VEND TYPE” = “C” (commercial) vendor. • “N” If “VEND TYPE” = “S” (State) or “L” (local) vendor.
EXISTING VENDOR CODE	Enter existing vendor code if making change to vendor code Note: Leave blank if submitting a new vendor code request.
COMMENTS	<p>This field is used for applicable DCIA and/or CCR registration exemptions.</p> <p>Example 1: ENTER the following statement if a vendor is exempt from CCR based on PLCE non-contractual and exempt from DCIA based on an operational hardship.</p> <p style="text-align: center;">“CCR Exempt: PLCE Non-Contractual; DCIA Exempt: Operational Hardship.”</p> <p>Example 2: ENTER the following statement if a vendor is exempt from CCR based on a micropurchase and exempt from DCIA based on operational hardship.</p> <p style="text-align: center;">“CCR Exempt: Micropurchase; DCIA Exempt: Operational Hardship.”</p>

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2 State Office Action (Continued)

H Submitting Vendor Additions or Modifications Through PVND (Continued)

Field (*required)	PVND Input
BANK INFO	If CCR IND is: <ul style="list-style-type: none"> • “Y” (leave blank); the bank information is automatically pulled from the CCR • “N” and banking information is available, insert bank routing number, bank account number, and bank account type (checking or savings) in appropriate following fields.
EFT FLAG	<ul style="list-style-type: none"> • “A”, if banking information is available • “N”, if banking information is not available (default).
BANK NUMB	Routing number. Example: nnnnnnnn n = 8 numeric, a space, and 1 numeric).
ACCT NUMB	Bank account number.
BANK ACCT TYPE	<ul style="list-style-type: none"> • “C” (checking) • “S” (savings).
CORR BANK	Leave blank. Note: When activating an inactive vendor and updating record with banking information, system may display the message “...dormant vendor...” in “CORR BANK” field and return error “... ”. To bypass the error insert same value entered in “BANK NUMB” field. PRESS “Enter.”
CORR BANK NUMB	

Important: After completing all required fields on PVND, PRESS “Enter”.

The following is an example of a completed PVND screen. TIN, bank routing number, and bank account number are not displayed for confidentiality purposes.

```

ACTION: R TABLEID: PVND USERID: USBE
PRE-APPROVAL VENDOR REQUEST DATA ENTRY TABLE
KEY IS SEQUENCE NUMBER

SEQ NUMBER: 0000033299 RQST TYPE: A  APPL ID: FFFA  RQST NAME: STEVE BELL
RQST DATE: 05 / 09 / 05 RQST TIME: 08 : 03 : 06  RQST PHONE: 8169261474

-----
TAXPAYER ID #: 123456789  CCR IND: N  DUNS NUMBER:
VENDOR NAME: CHARLOTTE TAX COLLECTOR
ADDR LINE 1: 18500 MURDOCK CIRCLE  VEND TYPE: L  GROUP CK IND: N
ADDR LINE 2:  GRP BILLS: N  GROUP DUNNING: N
ADDR LINE 3: PORT CHARLOTTE  FL 33948  PHONE: 9416372141
CONTACT: VICKIE L POTTS  ARTYPE:  ACTIVE VENDOR: A
PAYMENT HOLD: N  TIN TYPE: F 1099 VEND: N
EXISTING VENDOR CODE:

---BANK INFORMATION---
EFT FLAG: A  BANK NAME:  BANK NUMB: 12345678 9
ACCT NUMB: 1234567890  BANK ACCT TYPE: C
CITY:  STATE:  ZIP CODE:
CORR BANK:  CORR BANK NUMB:
COMMENTS: CCR EXEMPT: PLCE NON-CONTRACTUAL
    
```

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2 State Office Action (Continued)

I Determining Vendor Request Status through RVND

Use the following steps to determine status of vendor request stored on RVND in FFIS.

Step	Action
1	Sign on to FFIS (see instructions in subparagraph E).
2	ENTER "N" (new) in "ACTION" field of current FFIS table.
3	Tab to "TABLE ID" field and ENTER "RVND."
4	PRESS "Enter" to view RVND screen.
5	Enter "S" (scan) in "ACTION" field and tab to "APPL ID" field.
6	Enter "FFFA" and tab to "SEQ NUMBER" field.
7	Enter sequence number assigned to PVND entry and PRESS "Enter."
8	<p>If vendor request was:</p> <ul style="list-style-type: none"> • accepted, "A" is present in "ACPT/RJCT" field and assigned "VID number" appears in "VENDOR CODE" field on fifth data line of screen • rejected, "R" is present in "ACPT/RJCT" field and an explanation appears in "RESPONSE" field at bottom of screen.

The following is an example of accepted vendor change entries. TIN, vendor code, bank routing number, and bank account number are not displayed for confidentiality purposes.

```

ACTION: R TABLEID: RVND USERID: USBE
*** VENDOR REQUEST INQUIRY TABLE ***
KEY IS APPLICATION ID, SEQUENCE NUMBER

  APPL ID: FFFA          SEQ NUMBER: 0000033130  ACPT/RJCT:A  RQST TYPE: C
  RQST DATE: 05 / 05 / 05  RQST TIME: 09 : 02 : 20  RQST NAME: BEV UNNEWEHR
  UPDATE DATE: 05 / 06 / 05  UPDATE TIME: 15 : 24 : 43  RQST PHONE:8169261445
  CCR IND: N          DUNS NUMBER:          APPROVER ID: AYWAZ01
  VENDOR CODE: 123456789  A  VENDOR NAME: GOVERNMENT MICRO RESOURCES SECL:
  ADDR LINE 1: LOCKBOX PO BOX 79545          VEND TYPE: C  GROUP CK IND:
  ADDR LINE 2:          GRP BILLS: N  GROUP DUNNING: N
  ADDR LINE 3: BALTIMORE          MD 21279          PHONE: 7033301199
  CONTACT: 050605 CHGPFA33130YW          ARTYPE:          ACTIVE VENDOR: A
  AR CONTACT: CHG/CT0014 101998 EM  VEND/PROV CODE: B          HOME ORG:
  CUST REF #:          CUST TYPE: 3          CUST ACCT: 68960640021
  FACTS DEPT ID:          FACTS BUREAU ID: PAYMENT HOLD: N  PPAY TYPE: O
  TAXPAYER ID #: 123456789          1099 VEND: Y          1099 NAME/ADDRESS: Y
  EFT FLAG: A  BANK NAME: XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX  BANK NUMB: 12345678 9
  ACCT NUMB: 987654321          BANK ACCT TYPE: C
  CITY: RIVERDALE          STATE: MD          ZIP CODE: 20737
  CORR BANK:          CORR BANK NUMB:
  COMMENTS: BANKING INFO CHANGE AND ADDRESS CHANGE
  RESPONSE: REQUEST COMPLETED BY YOLANDA 504-426-XXXX
    
```

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2 State Office Action (Continued)

I Determining Vendor Request Status via RVND (Continued)

The following is an example of a rejected vendor change request. Requesting office shall take appropriate action to correct errors and resubmit the request to PVND table. TIN, vendor code, bank routing number, and bank account number are not displayed for confidentiality purposes.

```
ACTION: R TABLEID: RVND USERID: USBE
*** VENDOR REQUEST INQUIRY TABLE ***
KEY IS APPLICATION ID, SEQUENCE NUMBER

  APPL ID: FFFA   SEQ NUMBER: 0000036109   ACPT/RJCT: R   RQST TYPE: C
  RQST DATE: 05 / 24 / 05   RQST TIME: 10 : 32 : 07   RQST NAME: STEVE BELL
  UPDATE DATE: 05 / 25 / 05   UPDATE TIME: 11 : 18 : 07   RQST PHONE: 8169261474
  CCR IND: Y   DUNS NUMBER: 186126640   CAGE: 37PJ6   APPROVER ID: AYWAZ01
  VENDOR CODE: 123456789   A   VENDOR NAME: GA RC & D COUNCIL INC   SEC1:
  ADDR LINE 1: 170 SCOGGINS DRIVE   VEND TYPE: C   GROUP CK IND: N
  ADDR LINE 2:   GRP BILLS: N   GROUP DUNNING: N
  ADDR LINE 3: DEMOREST   GA 305355354   PHONE: 7068941591
  CONTACT: SUSAN CREAMY   ARTYPE:   ACTIVE VENDOR: A
  AR CONTACT: 090104 CHGCF02326DD   VEND/PROV CODE: B   HOME ORG:
  CUST REF #: 110602^/COD CUST TYPE: 2   CUST ACCT: 68983381082   PPAY TYPE:
  FACTS DEPT ID:   FACTS BUREAU ID:   PAYMT HOLD: N   PAYMT CAT: V   TIN TYPE:
  TAXPAYER ID #: 123456789   TIN VERIFY:   1099 VEND: Y   1099 NAME/ADDRESS: Y
  EFT FLAG: A   BANK NAME: THE BRAND BANKING COMPANY   BANK NUMB: 12345678 9
  ACCT NUMB: 1234567   BANK ACCT TYPE: C   W2: N   DCIA:
  CITY: LAWRENCEVILLE   STATE: GA   ZIP CODE: 30046
  CORR BANK:   CORR BANK NUMB:
  COMMENTS: PLEASE CHANGE ADDR, CITY & STATE INFO PER CCR.
  RESPONSE: RECORD WILL BE SYSTEMATICALLY CHGD BACK TO REMIT TO ADDRESS.
```

The following is an example of an accepted new vendor. TIN and vendor code are not displayed for confidentiality purposes.

```
ACTION: R TABLEID: RVND USERID: USBE
*** VENDOR REQUEST INQUIRY TABLE ***
KEY IS APPLICATION ID, SEQUENCE NUMBER

  APPL ID: FFFA   SEQ NUMBER: 0000036328   ACPT/RJCT: A   RQST TYPE: A
  RQST DATE: 05 / 25 / 05   RQST TIME: 09 : 32 : 43   RQST NAME: STEVE BELL
  UPDATE DATE: 05 / 26 / 05   UPDATE TIME: 15 : 07 : 08   RQST PHONE: 8169261474
  CCR IND: N   DUNS NUMBER:   CAGE:   APPROVER ID: USBUZ01
  VENDOR CODE: 123456789   A   VENDOR NAME: CLERK OF THE DIST. COURT   SEC1:
  ADDR LINE 1: P.O. BOX 646   VEND TYPE: S   GROUP CK IND: N
  ADDR LINE 2:   GRP BILLS: N   GROUP DUNNING: N
  ADDR LINE 3: ST. FRANCIS   KS 677560646   PHONE: 7853328850
  CONTACT: SHARON   ARTYPE:   ACTIVE VENDOR: A
  AR CONTACT: 052605 ADDPFA363328S   VEND/PROV CODE: B   HOME ORG: FA04
  CUST REF #:   CUST TYPE:   CUST ACCT:   PPAY TYPE:
  FACTS DEPT ID:   FACTS BUREAU ID:   PAYMT HOLD: N   PAYMT CAT: V   TIN TYPE: F
  TAXPAYER ID #: 123456789   TIN VERIFY:   1099 VEND: N   1099 NAME/ADDRESS: N
  EFT FLAG: N   BANK NAME:   BANK NUMB:
  ACCT NUMB:   BANK ACCT TYPE:   W2: N   DCIA:
  CITY:   STATE:   ZIP CODE:
  CORR BANK:   CORR BANK NUMB:
  COMMENTS: CCR EXEMPT: PLCE NON-CONTRACTUAL; DCIA EXEMPT: OPS HARDSHIP
  RESPONSE:
```

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2 State Office Action (Continued)

I Determining Vendor Request Status via RVND (Continued)

The following is an example of a rejected new vendor request. Requesting office shall take appropriate action to correct errors and resubmit request to PVND table. TIN is not displayed for confidentiality purposes.

```
ACTION: R TABLEID: RVND USERID: USBE
*** VENDOR REQUEST INQUIRY TABLE ***
KEY IS APPLICATION ID, SEQUENCE NUMBER

  APPL ID: FFFA      SEQ NUMBER: 0000033133  ACPT/RJCT:R   RQST TYPE: A
  RQST DATE: 05 / 05 / 05  RQST TIME: 09 : 20 : 04   RQST NAME: BEV UNNEWEHR
  UPDATE DATE: 05 / 06 / 05  UPDATE TIME: 15 : 29 : 16   RQST PHONE: 8169261445
  CCR IND: Y          DUNS NUMBER: 006930531   APPROVER ID: AYWAZ01
  VENDOR CODE:      VENDOR NAME: EMBASSY SUITE   SEC1:
  ADDR LINE 1: HILTON HOTELS   VEND TYPE:C  GROUP CK IND:N
  ADDR LINE 2: 9336 CIVIC CENTER DR   GRP BILLS: N  GROUP DUNNING: N
  ADDR LINE 3: BEVERLY HILLS   CA 90210   PHONE:
  CONTACT:      ARTYPE:      ACTIVE VENDOR:A
  AR CONTACT:      VEND/PROV CODE:      HOME ORG:
  CUST REF #:      CUST TYPE:      CUST ACCT:
  FACTS DEPT ID:  FACTS BUREAU ID:  PAYMENT HOLD:N  PPAY TYPE:  TIN TYPE:F
  TAXPAYER ID #:123456789   1099 VEND:Y   1099 NAME/ADDRESS:
  EFT FLAG: N  BANK NAME:      BANK NUMB:
  ACCT NUMB:      BANK ACCT TYPE:
  CITY:      STATE:  ZIP CODE:
  CORR BANK:      CORR BANK NUMB:
  COMMENTS: DUNS# IS NOT LINKED TO TIN# ON CCR. PLEASE VERIFY AND RESUBMIT
  RESPONSE: XXXXXXXX 504-426-XXXX
```

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2 State Office Action (Continued)

J Rejected Vendor Requests

A vendor request rejects if user does not provide sufficient information in the “comments” field or if data provided on the request does not match corresponding information shown in the vendor’s CCR record.

Example: Subparagraph H displays rejected vendor request because TIN in FSA-845, Block 3B did not match TIN shown in vendor’s CCR record.

The following table displays common reasons for rejected vendor requests and required corrections.

Reason for Rejected Vendor Request	State Office Action
TIN shown on vendor request is different than TIN shown in vendor’s CCR record.	<p>State and Field Offices cannot view TIN entered by vendor in CCR, instruct Field Office to contact vendor, inform them of the discrepancy, and verify which TIN is correct. If vendor entered:</p> <ul style="list-style-type: none"> • incorrect TIN in CCR, instruct Field Office to advise vendor to modify CCR record and notify Field Office upon completion <p>Note: Instruct Field Office to notify State Office when vendor has corrected CCR record. State office will re-submit PVND request using same information as previous submission.</p> <ul style="list-style-type: none"> • correct TIN in CCR and provided Field Office with a different TIN, instruct Field Office to request vendor supply the correct TIN. <p>Note: Instruct Field Office to notify State Office when vendor has corrected TIN record. State Office will re-submit PVND request using new TIN provided by vendor.</p>
Vendor record already exists in “VEND” field from previous submission.	Vendor code requested through PVND is a duplicate of current “VEND” record. No correction is required. Instruct Field Office to proceed with obligation and/or payment documents.
CCR registration has expired.	Instruct Field Office to contact vendor and take necessary steps to activate their CCR record. If vendor needs assistance, instruct Field Office to direct vendor to CCR web site at www.ccr.gov or CCR Assistance Center toll-free number at 888-227-2423.

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2 State Office Action (Continued)

J Rejected Vendor Requests (Continued)

Reason for Rejected Vendor Request	State Office Action
Vendor requested update to banking information without making the corresponding change in their CCR record.	Instruct Field Office to contact vendor and request update to banking information in CCR record and notify Field Office upon completion. Instruct Field Office to re-submit PVND request using same information as previous submission.
“DUNS” number or banking information is not shown on PVND request and no exemption reasons are cited in “comments” field.	Request cannot be processed until “DUNS” number, banking information, or appropriate exemption codes are displayed.