

1 FFIS On-Line Vendor Request Processing

This section describes the FFIS On-Line Vendor Request Processing.

1.1 Overview

A FFIS process was developed that allows a user to enter a request to add new or modify existing vendor codes in FFIS. These vendor requests can be initiated by agency Vendor Coordinators directly online in FFIS. Each vendor request entered into FFIS is reviewed and processed by the Vendor Administrators.

To meet the requirements of the pre-approval vendor request processing, AMS, Inc. created a three new tables to facilitate this new process:

- The Pre-Approval Vendor Request (PVND) Table
- The Vendor Approval (AVND) Table
- The Vendor Result Inquiry (RVND) Table

1.2 Pre-Approval Vendor Request (PVND) Table

The Pre-Approval Vendor Request (PVND) Table is accessed through the agency applications by agency Vendor Coordinators. This table screen is used to request a new vendor code or a modification to an existing vendor.

The exhibit that follows provides the Pre-Approval Vendor Request (PVND) table screen.

Exhibit 5-1 Pre-Approval Vendor Request (PVND) Table Screen

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ACTION: R TABLEID: PVND USERID: FV03
PRE-APPROVAL VENDOR REQUEST DATA ENTRY TABLE
KEY IS SEQUENCE NUMBER

SEQ NUMBER: 000000144 RQST TYPE: A APPL ID: FF17 RQST NAME: DOE JOHN
RQST DATE: 11 / 19 / 03 RQST TIME: 10 : 40 : 46 RQST PHONE: 9046084009

TAXPAYER ID #: 923456789 CCR IND: Y DUNS NUMBER: 345623456 1234
VENDOR NAME: TROY'S GARDENSHOP
ADDR LINE 1: 1900 TERESSTIAL WAY VEND TYPE: D GROUP CK IND: N
ADDR LINE 2: GRP BILLS: N GROUP DUNNING: N
ADDR LINE 3: RALEIGH NC 334560000 PHONE: 3364086121
CONTACT: SMITH, TROY ARTYPE: ACTIVE VENDOR: A
PAYMENT HOLD: N TIN TYPE: I 1099 VEND: Y
EXISTING VENDOR CODE:

---BANK INFORMATION---
EFT FLAG: N BANK NAME: BANK NUMB:
ACCT NUMB: BANK ACCT TYPE:
CITY: STATE: ZIP CODE:
CORR BANK: CORR BANK NUMB:
COMMENTS:
    
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The exhibit that follows provides detailed specifications for the PVND table screen data.

Exhibit 5-2 PVND Table Screen Data Definition

Screen Literal	Screen Data Attributes	Screen Field Length	Description
N/A	Not Displayed	1	System-generated with a constant value of 'P'. Non-display element to force the first character of the field to be non-blank.
SEQ NUMBER	Unprotected Displayed	10	System-generated. Identifies the submission order of the requests.
RQST TYPE	Unprotected Displayed	1	Required. Indicates the Request Type: <ul style="list-style-type: none"> ■ 'A' indicates add a new vendor. ■ 'C' indicates change (modify) an existing vendor.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
APPL ID	Protected Displayed	4	System-generated. Identifies the source FFIS application of the record. For example, FF11 would indicate the Forest Service Production application (FF11).
RQST NAME	Unprotected Displayed	17	Required. Identifies the name of the requestor.
RQST DATE	Protected Displayed	6	System-generated. Identifies the date that the request was submitted.
RQST TIME	Protected Displayed	6	System-generated. Identifies the time that the request was submitted.
RQST PHONE	Unprotected Displayed	11	Required. Identifies the phone number of the requestor.
TAXPAYER ID #	Unprotected Displayed	9	Required. Identifies either the Social Security Number (SSN) for an employee/individual or the Federal Tax ID for a vendor.
CCR IND	Unprotected Displayed	1	Required. Indicates whether this vendor exists on the BPN/CCR database: <ul style="list-style-type: none"> ■ 'Y' indicates that the vendor has been verified. ■ 'N' indicates that the vendor has not been verified or that it is not necessary that it be verified. ■ For further information on CCR please refer to the last page of these procedures
DUNS NUMBER	Unprotected Displayed	13	Identifies the Data Universal Numbering System (DUNS) Number associated with this vendor. <ul style="list-style-type: none"> ■ Required when CCR IND is 'Y'
VENDOR NAME	Unprotected Displayed	26	Required. Identifies vendor or provider name, as it should appear on checks or bills.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
ADDR LINE 1	Unprotected Displayed	30	Required. Identifies the vendor's remittance address, or the provider's billing address, as it should appear on checks or bills.
ADDR LINE 2	Unprotected Displayed	30	Additional information for vendor's remittance address, or the provider's billing address, as it should appear on checks or bills.
ADDR LINE 3	Unprotected Displayed	30	Identifies the vendor's city, state, or zip code for the remittance address, or the provider's billing address, as it should appear on checks or bills.
PHONE	Unprotected Displayed	11	Identifies the vendor's phone number.
CONTACT	Unprotected Displayed	30	Identifies the vendor's representative to be contacted, if necessary.
VEND TYPE	Unprotected Displayed	1	Required. Identifies the vendor type. Must be a valid code in the Vendor Type (VTYP) Table.
GROUP CK IND	Unprotected Displayed	1	Indicates whether multiple payments to this vendor on the same day are to be grouped into one check: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N' for all vendor records except the NFC Feeder System Vendors in TELE and UTVN. Defaults to 'N' if left blank.
GRP BILLS	Unprotected Displayed	1	Indicates whether multiple bills to this vendor on the same day are to be grouped into one bill: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N'. Defaults to 'N' if left blank.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
GROUP DUNNING	Unprotected Displayed	1	Indicates whether multiple dunning notices to this vendor on the same day are to be grouped into one notice: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N'. Defaults to 'N' if left blank.
ARTYPE	Unprotected Displayed	4	Identifies the Accounts Receivable Type associated with this vendor. Must be a valid type in the Accounts Receivable Type (ARAT) Table.
ACTIVE VENDOR	Unprotected Displayed	1	Indicates whether this vendor is active or inactive: <ul style="list-style-type: none"> ■ 'A' indicates Active. ■ 'I' indicates Inactive. The system will not allow any documents to be processed for an inactive vendor. Defaults to 'A' if left blank.
PAYMENT HOLD	Unprotected Displayed	1	Indicates whether all payments in the Unpaid Voucher Table (UPVT) to this vendor should be suspended: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. Defaults to 'N' if left blank.
TIN TYPE	Unprotected Displayed	1	Indicates the TIN Type associated with this Taxpayer ID Number: <ul style="list-style-type: none"> ■ 'F' indicates Federal ID Number for corporations, State and local governments, etc. ■ 'S' indicates SSN. ■ 'I' indicates Individual Taxpayer ID number (ITIN) used for proprietorships, etc.
1099 VEND	Unprotected Displayed	1	Indicates whether a 1099 is to be produced for this vendor: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. ■ Defaults to 'N' if left blank.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
EXISTING VENDOR CODE	Unprotected Displayed	11	Identifies the vendor code for which the modification is requested. This value will be mapped to the Vendor Code field on the AVND table screen. <ul style="list-style-type: none"> ■ Required for modifications
Bank Information			
The following fields are used to define information about the vendor's bank. The bank information is required if the EFT Flag is set to 'A', 'S', or 'B'.			
EFT FLAG	Unprotected Displayed	1	Indicates whether this vendor is eligible to receive payments through Electronic Funds Transfer (EFT): <ul style="list-style-type: none"> ■ 'A' indicates ACH. ■ 'S' indicates TFCS SF-1166. ■ 'B' indicates both. ■ 'N' indicates not an EFT vendor. Defaults to 'N' if left blank.
BANK NAME	Unprotected Displayed	30	Identifies the bank name, as it should appear on the TFCS SF-1166.
BANK NUMB	Unprotected Displayed	9	Identifies the ABA Routing Number of the vendor's bank.
ACCT NUMB	Unprotected Displayed	17	Identifies the bank account number to which EFT payments will be credited.
BANK ACCT TYPE	Unprotected Displayed	1	Indicates the type of account to which payments will be credited: <ul style="list-style-type: none"> ■ 'C' indicates checking account. ■ 'S' indicates savings account.
CITY	Unprotected Displayed	20	Identifies the city for the bank identified above.
STATE	Unprotected Displayed	2	Identifies the state for the bank identified above.
ZIP CODE	Unprotected Displayed	9	Identifies the zip code for the bank identified above.
CORR BANK	Unprotected Displayed	30	Identifies the correspondent bank to be the intermediate recipient of the payment if the vendor bank does not accept TFCS wire transfers. This field is used only for TFCS payments.
CORR BANK NUMB	Unprotected Displayed	9	Identifies the Correspondent Bank Number. Must contain a valid check digit.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
COMMENTS	Unprotected Displayed	67	Used to add additional comments about this vendor. <ul style="list-style-type: none"> ■ Use this field for waiver reason for CCR "N"
N/A	Not Displayed	8	Identifies the ID of the requestor that submitted the request. This field will not be displayed on the table screen; it will be stored in the table. For IAS transactions only populated by the interface.
N/A	Not Displayed	11	Identifies the IAS Unique Vendor Identifier. This field will not be displayed on the table screen; it will be stored in the table for IAS interface messaging purposes. For IAS transactions only populated by the interface.

1.3 Vendor Approval (AVND) Table

The Vendor Approval (AVND) Table is accessible only through the common application (FF00) by the Vendor Administration Group. This table screen allows Vendor Administrators to review and process each request. The Vendor Administrator can choose to accept, reject, or hold a request. The data on the AVND table updates the VEND table automatically if the Vendor Administrator accepts the vendor request.

The exhibit that follows provides the Vendor Approval (AVND) table screen.

Exhibit 5-3 Vendor Approval (AVND) Table Screen

```
ACTION: R TABLEID: AVND USERID: FV03
VENDOR APPROVAL DATA ENTRY TABLE
KEY IS SEQUENCE NUMBER

SEQ NUMBER: 000000144 RQST TYPE: A APPL ID: FF17 RQST NAME: DOE JOHN
RQST DATE: 11 / 19 / 03 RQST TIME: 10 : 40 : 46 RQST PHONE: 9046084009

VENDOR NAME: TROY'S GARDENSHOP                SEC1:
ADDR LINE 1: 1900 TERESSTIAL WAY                VEND TYPE: D GROUP CK IND: N
ADDR LINE 2:                                     GRP BILLS: N GROUP DUNNING: N
ADDR LINE 3: RALEIGH                            NC 334560000  PHONE: 3364086121
CONTACT: SMITH, TROY                            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: I
TAXPAYER ID #: 923456789            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:
CCR IND: Y DUNS NUMBER: 345623456 1234  VENDOR CODE:           A/R/H:
COMMENTS:
RESPONSE:
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1.4 Vendor Result Inquiry (RVND) Table

The Vendor Result Inquiry (RVND) Table is accessible through all applications by agency Vendor Coordinators and departmental Vendors Administrators. This table displays all accepted and rejected vendor requests that the Vendor Administrator Group processed.

The exhibit that follows provides the Vendor Result Inquiry (RVND) table screen.

Exhibit 5-5 Vendor Result Inquiry (RVND) Table Screen

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ACTION: R TABLEID: RVND USERID: FV03
*** VENDOR REQUEST INQUIRY TABLE ***
KEY IS APPLICATION ID, SEQUENCE NUMBER

      APPL ID: FF15          SEQ NUMBER: 0000000152  ACPT/RJCT: A  RQST TYPE: A
      RQST DATE: 12 / 02 / 03 RQST TIME: 14 : 14 : 23 RQST NAME: DOE JOHN
UPDATE DATE: 12 / 16 / 03 UPDATE TIME: 10 : 08 : 36 RQST PHONE: 9046084009
      CCR IND: Y          DUNS NUMBER: 345623456 1234 APPROVER ID: FV038
VENDOR CODE: 1238745987 9 VENDOR NAME: TROY'S GARDENSHOP          SEC1:
ADDR LINE 1: 1900 TERESSTIAL WAY          VEND TYPE: D GROUP CK IND: N
ADDR LINE 2:          GRP BILLS: N GROUP DUNNING: N
ADDR LINE 3: RALEIGH          NC 334560000  PHONE: 336408612
      CONTACT: SLICK, TROY          ARTYPE:          ACTIVE VENDOR: A
AR CONTACT:          VEND/PROV CODE: B          HOME ORG:
CUST REF #:          CUST TYPE:          CUST ACCT:
FACTS DEPT ID: DD FACTS BUREAU ID: AA PAYMENT HOLD: N PPAY TYPE: TIN TYPE: I
TAXPAYER ID #: B23456789          1099 VEND: Y          1099 NAME/ADDRESS: Y
EFT FLAG: N BANK NAME:          BANK NUMB:
ACCT NUMB:          BANK ACCT TYPE:
      CITY:          STATE:          ZIP CODE:
CORR BANK:          CORR BANK NUMB:
COMMENTS:
RESPONSE:
    
```

The exhibit that follows provides detailed specifications for the RVND table screen data definition.

Exhibit 5-6 RVND Table Screen Data Definition

Screen Literal	Screen Data Attributes	Screen Field Length	Description
APPL ID	Unprotected Displayed	4	Identifies the source FFIS application of the record. For example, FF11 would indicate the Forest Service Production application (FF11).
SEQ NUMBER	Unprotected Displayed	10	System-generated. Identifies the submission order of the requests.
ACCPT/REJCT	Unprotected Displayed	1	Indicates whether this record has been accepted or rejected: <ul style="list-style-type: none"> ■ 'A' indicates that the record was Accepted. ■ 'R' indicates that the record was Rejected.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
RQST TYPE	Unprotected Displayed	1	Indicates the Request Type: <ul style="list-style-type: none"> ■ 'A' indicates add a new vendor. ■ 'C' indicates change (modify).
RQST DATE	Unprotected Displayed	6	Identifies the date that the request was submitted.
RQST TIME	Unprotected Displayed	6	Identifies the time that the request was submitted.
RQST NAME	Unprotected Displayed	17	Identifies the name of the requestor.
UPDATE DATE	Unprotected Displayed	6	Identifies the date that the request was updated.
UPDATE TIME	Unprotected Displayed	6	Identifies the time that the request was updated.
RQST PHONE	Unprotected Displayed	11	Identifies the phone number of the requestor.
CCR IND	Unprotected Displayed	1	Indicates whether this vendor exists on the BPN/CCR database: <ul style="list-style-type: none"> ■ 'Y' indicates that the vendor has been verified. ■ 'N' indicates that the vendor has not been verified or that it is not necessary.
DUNS NUMBER	Unprotected Displayed	13	Identifies the Data Universal Numbering System (DUNS) Number associated with this vendor.
APPROVER ID	Unprotected Displayed	8	Identifies the ID of the Vendor Administrator who processed the request.
VENDOR CODE	Unprotected Displayed	11	Identifies the code used to define the vendor. The 11 th character may be used to indicate an alternate address.
VENDOR NAME	Unprotected Displayed	26	Identifies vendor or provider name, as it should appear on checks or bills.
SEC1	Unprotected Displayed	4	Identifies the Security Code to which the vendor belongs. Used only for Employee records.
ADDR LINE 1	Unprotected Displayed	30	Identifies the vendor's remittance address, or the provider's billing address, as it should appear on checks or bills.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
ADDR LINE 2	Unprotected Displayed	30	Additional information for vendor's remittance address, or the provider's billing address, as it should appear on checks or bills.
ADDR LINE 3	Unprotected Displayed	30	Identifies the vendor's city, state, or zip code for the remittance address, or the provider's billing address, as it should appear on checks or bills.
PHONE	Unprotected Displayed	11	Identifies the vendor's phone number.
CONTACT	Unprotected Displayed	30	Identifies the vendor's representative to be contacted, if necessary.
VEND TYPE	Unprotected Displayed	1	Identifies the vendor type. Must be a valid code in the Vendor Type (VTYP) Table.
GROUP CK IND	Unprotected Displayed	1	Indicates whether multiple payments to this vendor on the same day are to be grouped into one check: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N' for all vendor records except the NFC Feeder System Vendors in TELE and UTVN. Defaults to 'N' if left blank.
GRP BILLS	Unprotected Displayed	1	Indicates whether multiple bills to this vendor on the same day are to be grouped into one bill: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N'. Defaults to 'N' if left blank.
GROUP DUNNING	Unprotected Displayed	1	Indicates whether multiple dunning notices to this vendor on the same day are to be grouped into one notice: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. The Department standard is to set this indicator to 'N'. Defaults to 'N' if left blank.
ARTYPE	Unprotected Displayed	4	Identifies the Accounts Receivable Type associated with this vendor. Must be a valid type in the ARAT Table.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
ACTIVE VENDOR	Unprotected Displayed	1	Indicates whether this vendor is active or inactive: <ul style="list-style-type: none"> ■ 'A' indicates Active. ■ 'I' indicates Inactive. The system will not allow any documents to be processed for an inactive vendor. Defaults to 'A' if left blank.
AR CONTACT	Unprotected Displayed	20	Identifies the name of the contact person in the vendor's Account Receivable Department.
VEND/PROV CODE	Unprotected Displayed	1	Indicates whether this record is a vendor code or a provider code: <ul style="list-style-type: none"> ■ 'V' indicates this record is a vendor only. ■ 'P' indicates this record is a provider only. ■ 'B' indicates this record can be either a vendor code or a provider code.
HOME ORG	Unprotected Displayed	7	Identifies the Home Organization for an employee.
CUST REF #	Unprotected Displayed	11	Identifies the Customer Reference Number for this vendor code.
CUST TYPE	Unprotected Displayed	3	Identifies the Customer Type for this vendor.
CUST ACCT	Unprotected Displayed	12	Identifies the Customer Account Number for this vendor.
FACTS DEPT ID	Unprotected Displayed	2	Identifies the FACTS Department ID to be used for intra-governmental vendors.
FACTS BUREAU ID	Unprotected Displayed	2	Identifies the FACTS Bureau ID to be used for intra-governmental vendors.
PAYMENT HOLD	Unprotected Displayed	1	Indicates whether all payments in the Unpaid Voucher Table (UPVT) to this vendor should be suspended: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. Defaults to 'N' if left blank.
PPAY TYPE	Unprotected Displayed	1	Identifies the type of prompt payment associated with this vendor when this vendor is subject to prompt payment. Must be a valid type in the Prompt Pay (PPAY) Table.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
TIN TYPE	Unprotected Displayed	1	Indicates the TIN Type associated with this Taxpayer ID Number provided below: <ul style="list-style-type: none"> ■ 'F' indicates Federal ID Number for corporations, State and local governments, etc. ■ 'S' indicates SSN. ■ 'I' indicates Individual Taxpayer ID number (ITIN) used for proprietorships, etc.
TAXPAYER ID #	Unprotected Displayed	9	Identifies either the Social Security Number (SSN) for an employee/individual or the Federal Tax ID for a vendor.
1099 VEND	Unprotected Displayed	1	Indicates whether a 1099 is to be produced for this vendor: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No. Defaults to 'N' if left blank.
1099 NAME/ADDRESS	Unprotected Displayed	1	Indicates whether the vendor record contains the 1099 Name/Address: <ul style="list-style-type: none"> ■ 'Y' indicates Yes. ■ 'N' indicates No.
Bank Information			
The following fields are used to define information about the vendor's bank. The bank information is required if the EFT Flag is set to 'A', 'S', or 'B'.			
EFT FLAG	Unprotected Displayed	1	Indicates whether this vendor is eligible to receive payments through Electronic Funds Transfer (EFT): <ul style="list-style-type: none"> ■ 'A' indicates ACH. ■ 'S' indicates TFCS SF-1166. ■ 'B' indicates both. ■ 'N' indicates not an EFT vendor.
BANK NAME	Unprotected Displayed	30	Identifies the bank name, as it should appear on the TFCS SF-1166.
BANK NUMB	Unprotected Displayed	9	Identifies the ABA Routing Number of the vendor's bank.
ACCT NUMB	Unprotected Displayed	17	Identifies the bank account number to which EFT payments will be credited.
BANK ACCT TYPE	Unprotected Displayed	1	Indicates the type of account to which payments will be credited: <ul style="list-style-type: none"> ■ 'C' indicates checking account. ■ 'S' indicates savings account.

Screen Literal	Screen Data Attributes	Screen Field Length	Description
CITY	Unprotected Displayed	20	Identifies the city for the bank identified above.
STATE	Unprotected Displayed	2	Identifies the state for the bank identified above.
ZIP CODE	Unprotected Displayed	9	Identifies the zip code for the bank identified above.
CORR BANK	Unprotected Displayed	30	Identifies the correspondent bank to be the intermediate recipient of the payment if the vendor bank does not accept TFCS wire transfers. This field is used only for TFCS payments.
CORR BANK NUMB	Unprotected Displayed	9	Identifies the Correspondent Bank Number. Must contain a valid check digit.
COMMENTS	Unprotected Displayed	67	This field displays the Vendor Coordinator comments related to this vendor.
RESPONSE	Unprotected Displayed	67	This field displays the Vendor Administrator response to the requestor.
N/A	Not Displayed	8	Identifies the ID of the requestor that submitted the request. This field will not be displayed on the table screen; it will be stored in the table. For IAS transactions only populated by the interface.
N/A	Not Displayed	11	Identifies the IAS Unique Vendor Identifier. IAS provides this value to FFIS for each unique vendor request message. This field will not be displayed on the table screen; it will be stored in the table for IAS interface messaging purposes. For IAS transactions only populated by the interface.

1.5 Processing FFIS On-Line Vendor Requests

Agency Vendor Coordinators can enter vendor requests (i.e., modify an existing vendor or add a new vendor) directly on-line on the Pre-Approval Vendor Request (PVND) Table. The PVND table processor edits and processes vendor requests using a subset of the existing VEND table edits that are invoked against the new PVND table screen. Once the vendor request record is processed against the table edits, the following occurs:

- If the vendor request has table processor errors, the record is not loaded to the PVND table.
- If the vendor request has no table processing errors, the record is added to the PVND table and a sequence number is automatically generated and assigned to the new PVND table record. In addition, once a vendor request is successfully loaded to the PVND table, a record is simultaneously added to the AVND table to await review by the FFIS Vendor Administrators.

1.6 Approving/Rejecting Vendor Requests in FFIS

The Vendor Approval (AVND) Table allows Vendor Administrators to review and process each vendor request prior to acceptance into the FFIS Vendor Reference (VEND) Table. The Vendor Administrator can choose to accept, reject, or hold the request.

- If the Vendor Administrator accepts the vendor requests, the data elements on the AVND table screen are also edited using all of the existing VEND table processor edits. The table processor edits AVND table records to ensure that all required fields are populated with valid values, including assigning default values when appropriate. The processor also validates the vendor code against the Vendor Format (VFMT) Table and the TIN Number against the TIN validation edits to ensure compliance with USDA regulations.
- If the FFIS Vendor Administrator rejects the vendor request, the record will not be edited against the existing VEND table processor edits. The Vendor Administrator will add comments indicating the reason for rejecting the vendor request.
- If the FFIS Vendor Administrator places the vendor request on hold, the record will not be edited against the existing VEND table processor edits.

Whether the Vendor Administrator accepts, rejects, or places the vendor request on hold on the AVND table, the following processing occurs:

- Accepted vendor requests (A/R/H Flag set to 'A') processed successfully without any errors are automatically updated on the RVND table and FFIS VEND table.

- Rejected vendor requests (A/R/H Flag set to 'R') are added to the RVND table but are not updated on the FFIS VEND table.
- Records placed on hold (A/R/H Flag set to 'H') remain on the AVND table until the Vendor Administrator approves or rejects the record.

The RVND table is updated with all accepted and rejected AVND table records (i.e., A/H/R flag set to either 'A' or 'R'). The exhibit that follows provides a listing of possible combinations of values for the ACCEPT/REJECT/HOLD FLAG related to the AVND table. The exhibit shows all combinations of values and the resulting processing action. Accepted vendor requests (A/R/H Flag set to 'A') processed successfully without any errors automatically updated the VEND table.

Exhibit 5-7 ACCEPT/REJECT/HOLD FLAG and REQUEST TYPE Scenarios

ACCP/ REJECT Flag on AVND Table	Edit data?	Any Errors?	Update VEND?	Delete PVND Table?	Update RVND Table?
Accept	Yes	Yes	No	No	No
Accept	Yes	No	Yes, update VEND with an Add record.	Yes	Yes
Reject	No	N/A	No	Yes	Yes
Hold	No	N/A	No	No	No

1.7 Rejected Vendor Requests

Once the agency Vendor Coordinator has successfully added a vendor request to the FFIS PVND table, the FFIS Vendor Administrator could reject the vendor request. Requests could be rejected for reasons such as, Vendor already exists on the FFIS VEND table or vendor information provided is not accurate. The FFIS Vendor Administrator provides comments as to why the vendor request message was rejected on the Comments field of the AVND table. The rejected status and these comments are provided on the RVND table. The agency Vendor Coordinators are responsible for reviewing the RVND table and determining if their vendor requests were accepted or rejected. If a vendor request was rejected, the agency Vendor Coordinator may be required to re-enter the vendor request on the PVND table screen.

1.8 Purge RVND Table (UTRVND) Utility

An offline program was developed to systematically purge all dated records from the RVND table. The UTRVND utility purges records from the RVND table based on date and the Accept/Reject/Hold flag.

The UTRVND utility reads the standard parameter file as input. This parameter is used to select RVND table records to determine whether to purge all records that fit the selection criteria (e.g., Accept/Reject/Hold flag and the date) entered on the parameter. For more information regarding this parameter, refer to Chapter 9 of this Interface Handbook, Table and Parameter Setup.

2 CCR Requirements

CCR registration is required for most vendors. Specifically, vendors doing business with USDA under the terms of any of the following are required to register:

- Contract.
- Basic agreement.
- Basic ordering agreement.
- Blanket purchase agreement.

CCR registration is not required for:

- Vendors paid **solely** via the government purchase card.
- Vendors performing work under a classified contract if registration would compromise the information or national security.
- Vendors doing work under military contracts or for emergency operations.
- Foreign vendors doing work outside the United States.
- Vendors paid non-EFT for micro-purchases. (A micro-purchase is defined as the acquisition of supplies or services, the aggregate of which does not exceed \$2,500.)
- Employees and Non-Employee Traveler

