

How to Look Up a Vendor Number in FMMI

Purpose

This document is intended to provide instructions for looking up vendor codes in FMMI. Vendor codes are needed when submitting payment requests where an agreement is not associated, for example an SF 1164, Claim for Reimbursement.

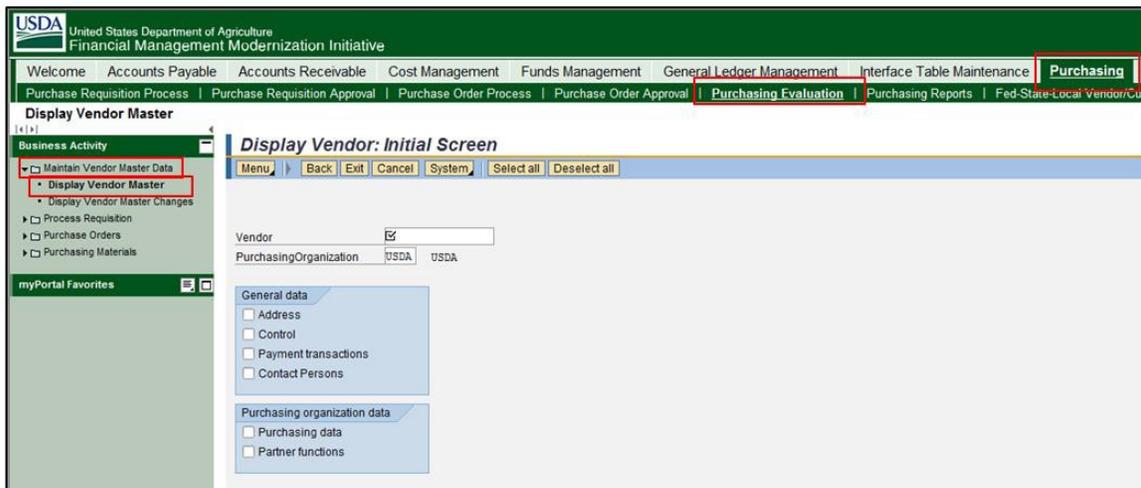
Roles

Purchasing Evaluator

Process

1. In FMMI, Click on

Purchasing > Purchasing Evaluation> Maintain Vendor Master Data > Display Vendor Master



2. Click in the Vendor field box and then on the search button to the right of the box.



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3. There are several ways to locate an employee record. You can use the All Account Groups tab limiting the Account group to ZEMP (dropdown). You can also use the NEMP Employees option from the dropdown in the upper right corner.

Vendor Account Number (1)

Z Pseudo Code table and Vendor Master | **All Account Groups** | Vendor Search by Banking Details

Account group: ZEMP

Industry: []

Tax1 SSN: []

Tax2 TIN: []

Tax4 FFIS Vendor: []

Search1: []

Search2: []

Name: []

City: []

State: []

Postal Code: []

Maximum No. of Hits: 500

Vendor Search by Banking Details:

- CCR & SAM Remit-To Vendors
- TIN and FFIS Vendor ID
- Tele and Utility Vendors
- VADR Vendors
- IPAC Federal and USDA Vendors ZFDU and ZFDN
- NEMP Employees**
- Z Pseudo Code table and Vendor Master
- ✓ All Account Groups
- Vendor Search by Banking Details

4. Search for the vendor number by entering all or part of the vendor/employee's **Name** or **Social Security Number**, if known. (Use the Tax2 TIN field if you are looking for a company.) The asterisk * can be used as a wildcard operator. Click on the binoculars to start search.

Vendor account group (1)

Z Pseudo Code table and Vendor Master | **All Account Groups** | Vendor Search by Banking Details

Account group: ZEMP

Industry: []

Tax1 SSN: *6116

Tax2 TIN: []

Tax4 FFIS Vendor: []

Search1: []

Search2: []

Name: []

City: []

State: []

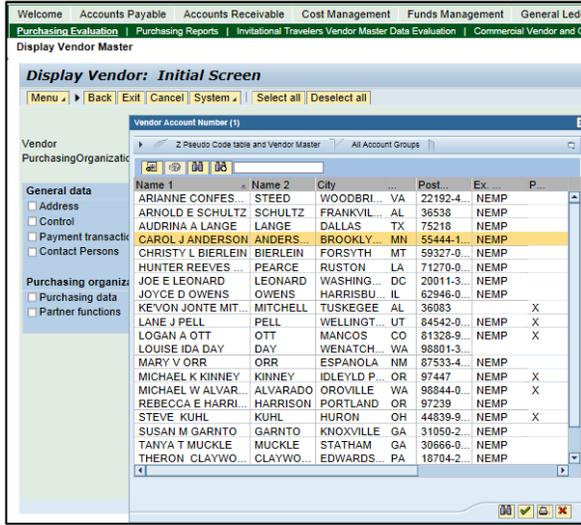
Postal Code: []

Maximum No. of Hits: 500

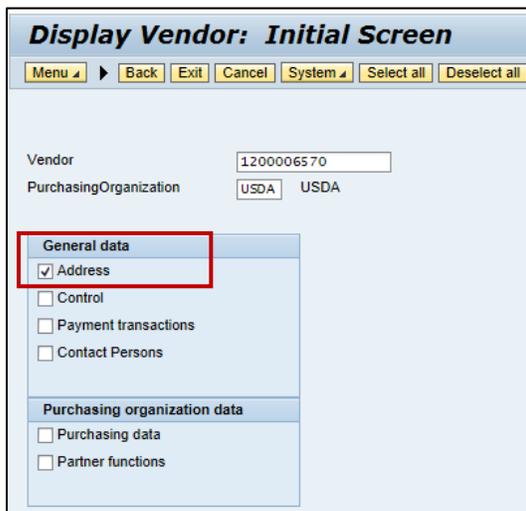
[Binoculars Icon]

How to Look Up a Vendor Number in FMMI

- When the results are shown, double click the vendor name.



- The original vendor field will populate with the FMMI code and the vendor name should appear next to it.



- To verify you have the correct vendor, review the name and address. This is done by checking the **Address** under General data and hitting enter. Note that employees often list their work address on paperwork while FMMI will return their home address. If more than one vendor option looks like a match, contact the vendor/employee for additional information to ensure the correct vendor number is selected.