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.
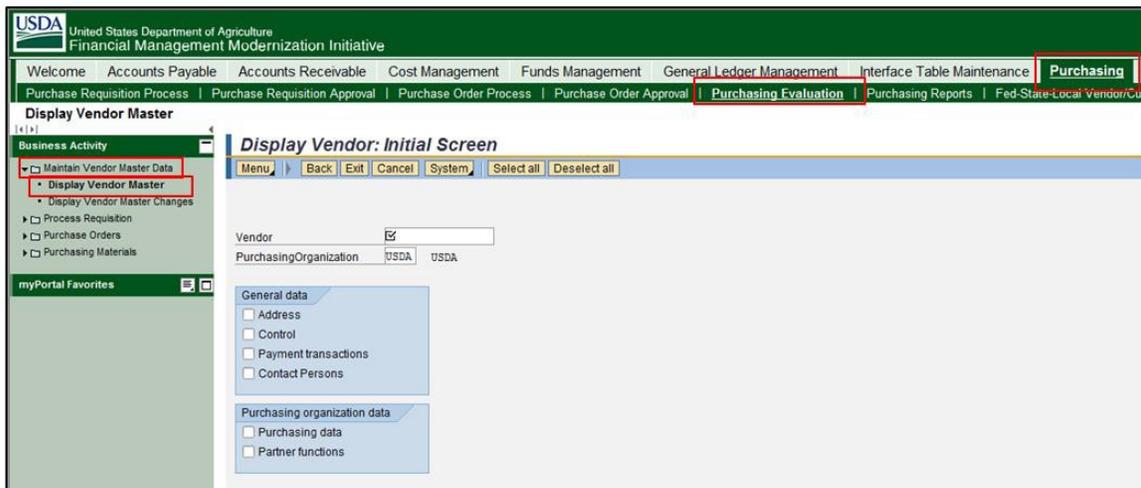
Roles

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.

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.

5. When the results are shown, double click the vendor name.
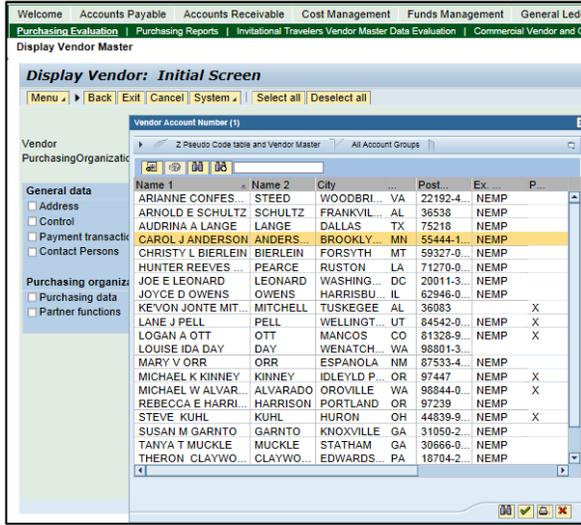
6. The original vendor field will populate with the FMMI code and the vendor name should appear next to it.
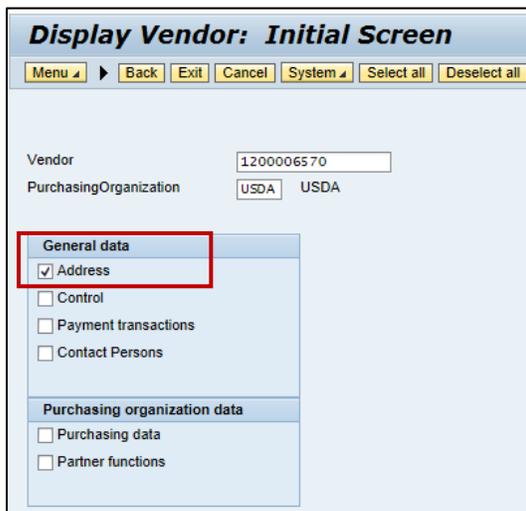
7. To verify you have the correct vendor, review the name and address. This is done by checkin the **Address** under General data and hitting enter. Note that employees often list their work address on paperwork while FMMI will return their home address. If more than one vendor option looks like a match, contact the vendor/employee for additional information to ensure the correct vendor number is selected.