FMMI **Vendor** Interim PVND Form Version 1.1
Email this form to an PVND Coordinator in NASS

Requestor Name	
Self Tracking Reference Number	

Completion of request will be notified by e-mail.

Requestor E-mail		
Requestor Phone		Request Date
Agency		

Action Requested	__X__ ADD _____ CHANGE _____ BLOCK
FMMI Vendor Code (for changes and blocks):	
GovTrip Pseudo	

VENDOR ACCOUNT GROUPS Check only one

_____ ZEMP (Z2) – EMPLOYEES	_____ ZNFV (Z1) – Non-Federal Vendors
_____ ZFDN (Z3) – Federal Non-USDA Vendors	_____ ZFDU (Z4) – Federal USDA Vendors
_____ ZSAL (Z5) – State and Local Government	_____ ZFOR (Z6) – Foreign Vendors
_____ ZTPA (Z7) – Non-Federal 3rd Party Assignee	__X_ ZINT (Z2) – Invitational Traveler
_____ ZPFD (Z8) – Producers	_____ ZSET (Z2) – Settlement and Injuries

Vendor Name	
DBA: Name	
Street Address 1	
Street Address 2	
Zip	
City	
Country	
State	
Vendor Contact Name	
Vendor Contact Phone	

SSN		In FMMI there are separate fields for Social Security Numbers and
TIN		Taxpayer Identification Numbers please populate the appropriate box.

Industry Check Only One required for **ZNFV Non-Federal Vendors Account Group**

_____ Z001 – Commercial/Consumer	_____ Z004 – Permits
_____ Z002 – Sovereign	_____ Z005 – Settlements / Injured
_____ Z003 – Non-Profit Entity	_____ Z006 - Supplemental Employee

Banking Information

Bank Name	
Routing Number	
Bank Account	

Bank Account Type Check One	_____ Checking	_____ Savings

Waiver Code when EFT is not used

_____ **01** No Bank Account _____ **02** Hardship _____ **03** Foreign Entity _____ **04** Disaster Area

_____ **05** Military ops _____ **06** National Security _____ **07** One Time Payment _____ **08** Emergency pmt

ALC (Required for Federal Vendors)	

Comments Date of Birth needed for Concur Profile:

FMMI Vendor Interim Form Instructions

Requestor Name	Place the name of the person submitting the request
Self Tracking Reference Number	We recommend you number your requests and track them. We will reference this number on the e-mail notification upon completion of your request. We will not send any PII (Personally Identifiable Information) via the internet.
Requestor E-mail	We will send an e-mail notification upon completion of requests. It is very important that we be able to send the new Vendor code to you. The vendor codes in FMMI do not contain the SSN/TIN in their construct.
Requestor Phone	As a backup to e-mail communications please include your phone number. Please include extension.
Request Date	Enter the date of your request.
Agency	Enter the agency requesting the change or add. Normally this will be your agency, unless you are cross servicing.
Action Requested	1. **Add** check add if this is a new record. 2. **Change** check change if you are modifying and existing FMMI vendor. Be sure to provide the Vendor Code in the Vendor Code field. 3. **Block** this is the equivalent of inactivating a vendor. Be sure to provide the Vendor Code in the Vendor Code field.
Vendor Code	Only fill this out with the FMMI Vendor code for existing records. DO NOT ENTER AN OLD FFIS VENDOR CODE HERE. You need to fill this out for changes and blocks.
GovTrip Pseudo	For employees and non-employee travelers. We will adjust the Pseudo to GovTrip when needed.
Vendor Account Groups	Check the appropriate account group.
Vendor Name	Vendors Legal Name will be used to TIN match with the IRS
DBA Name	Doing Business As
Street Address 1	First line of address
Street Address 2	Second line of address
Zip	Note ZIP code is before city in FMMI. FMMI is based on SAP a German company. The equivalent field to ZIP in Europe is placed before City. We will need to get used to this..
City	City
State	Enter the two digit postal state abbreviation.
Vendor Contact Name	Enter the name of the point of contact with the vendor.
Vendor Contact Number	Enter the phone number of the point of contact with the vendor.
SSN	Enter the SSN for the vendor
TIN	Enter the TIN for the vendor.
Industry	Check the appropriate Industry, only required if the ZNFV Account Group is checked.
Bank Name	Optional but include if you know it.
Routing number	Enter the bank routing number
Bank Account Type	Check either Savings or Checking
Waiver Code	Check the appropriate waiver code when banking is not present.
ALC	Eight digit ALC code only required for Federal Vendors.