

**FAX to 504 426 9763**

Question about the form and the interim FMMI PVND process may be directed to your Agency/Area FATA

Requestor Name			
Self Tracking Reference Number			
<b>Completion of request will be notified by e-mail.</b>			
Requestor E-mail			
Requestor Phone		Request Date	
Agency			
Action Requested		<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> BLOCK	
FMMI Vendor Code (for changes and blocks):			
GovTrip Pseudo			
<b>VENDOR ACCOUNT GROUPS</b> Check only one			
<input type="checkbox"/> ZEMP (Z2) – EMPLOYEES		<input type="checkbox"/> ZNFV (Z1) – Non-Federal Vendors	
<input type="checkbox"/> ZFDN (Z3) – Federal Non-USDA Vendors		<input type="checkbox"/> ZFDU (Z4) – Federal USDA Vendors	
<input type="checkbox"/> ZSAL (Z5) – State and Local Government		<input type="checkbox"/> ZFOR (Z6) – Foreign Vendors	
<input type="checkbox"/> ZTPA (Z7) – Non-Federal 3 <sup>rd</sup> Party Assignee		<input type="checkbox"/> ZINT (Z2) – Invitational Traveler	
<input type="checkbox"/> ZPFD (Z8) – Producers		<input type="checkbox"/> 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 Taxpayer Identification Numbers please populate the appropriate box.	
TIN			
<b>Industry</b> Check Only One required for <b>ZNFV Non-Federal Vendors Account Group</b>			
<input type="checkbox"/> Z001 – Commercial/Consumer		<input type="checkbox"/> Z004 – Permits	
<input type="checkbox"/> Z002 – Sovereign		<input type="checkbox"/> Z005 – Settlements / Injured	
<input type="checkbox"/> Z003 – Non-Profit Entity		<input type="checkbox"/> Z006 - Supplemental Employee	
<b>Banking Information</b>			
Bank Name			
Routing Number			
Bank Account			
Bank Account Type Check One		<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
<b>Waiver Code when EFT is not used</b>			
<input type="checkbox"/> <b>01</b> No Bank Account		<input type="checkbox"/> <b>02</b> Hardship	
<input type="checkbox"/> <b>03</b> Foreign Entity		<input type="checkbox"/> <b>04</b> Disaster Area	
<input type="checkbox"/> <b>05</b> Military ops		<input type="checkbox"/> <b>06</b> National Security	
<input type="checkbox"/> <b>07</b> One Time Payment		<input type="checkbox"/> <b>08</b> Emergency pmt	
ALC (Required for Federal Vendors)			
Comments			

### 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	<ol style="list-style-type: none"> <li>1. <b>Add</b> check add if this is a new record.</li> <li>2. <b>Change</b> check change if you are modifying an existing FMMI vendor. Be sure to provide the Vendor Code in the Vendor Code field.</li> <li>3. <b>Block</b> this is the equivalent of inactivating a vendor. Be sure to provide the Vendor Code in the Vendor Code field.</li> </ol>
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.