

FLAIR Statewide Vendor File Changes (Effective January 2011)

Agency Meeting

November 4, 2010



Why are changes to the SWVF being made?

- ❑ 3% Federal Withholding Law requires us to properly identify our vendors (with accurate Taxpayer Identification Numbers and Names)
- ❑ Improve integrity of FLAIR vendor files
- ❑ Assist with identification of EFT matches to improve vendor EFT



Changes to SWVF

- ❑ Eliminating the P-Card indicator
- ❑ Adding New Fields
- ❑ Adding a new EFT “view”
- ❑ Changing the definition of an “N” type vendor
- ❑ Changing the way vendors are added to the SWVF when the FEIN or SSN is unknown



New Fields Added to SWVF

- **W-9 Name (A40)** – This field will be on each sequence and will only be populated when a vendor has submitted a Substitute Form W-9 and it has been verified with the IRS.
- **Payee Indicator (A1)** – Value of Y identifies record as a Payee. Payees receive payments from the state that are not associated with goods or services (e.g., benefit recipients).
- **Foreign Indicator (A1)** – Value of Y identifies the vendor/payee as a foreign entity. Update to this field will be limited to A&A staff. The indicator will be initialized to a “Y” on all vendors with a Purchasing or Remittance Country.



New EFT “View”

- A new view will be available on the SWVF inquiry screens which will indicate which sequences currently match an active EFT record.
- The Information Warehouse now has a table that joins the SWVF with the EFT Authorization File (#SWDVNDR)



New Definition of “N” type Vendors

- ❑ “N” vendors will no longer indicate foreign vendors.
- ❑ Agencies will use “N” as the Vendor Type whenever the FEIN or SSN is unknown. Vendors must be added to the SWVF with an FEIN or SSN.
- ❑ If an agency has the authority to collect an FEIN or SSN for a payee, we also prefer that these be added with an FEIN or SSN
- ❑ FLAIR will generate a new vendor ID number for all newly added “N” vendors



Validation of FEINs and SSNs

- ❑ DFS will begin verifying FEINs and SSNs with the IRS in February 2011 as new Form W-9s are submitted to the State
- ❑ Most of the State's vendors will be required to register on DFS' new Form W-9 website and submit a new Form W-9.
- ❑ Effective November 1, 2011 (approximately), vendors cannot be paid by the state if they do not have a verified FEIN or SSN.
- ❑ The W9 Indicator on the SWVF indicates whether the vendor's FEIN or SSN has been verified by the IRS.



Purge Schedule

- A FLAIR process will run once a month to mark for deletion Payees which have not been used in a FLAIR transaction in the previous six months or are not on an A/R, Encumbrance or Payable subsidiary file.
- Payees marked for deletion will physically purge after 12 months.
- There will be no change to the purge process for FLAIR vendors (i.e., records not used in 18 months will be physically purged).

Statewide Vendor Mini Menu

0	1	2	3	4	5	6	7	8	
12345678901	23456789012	34567890123	45678901234	56789012345	67890123456	78901234567	89012345678	90123456789	
01	VSMU							MM/DD/YYYY	HH:MM:SS
02	STATEWIDE VENDOR MINI MENU								
03									
04									
05									
06	SELECT	IND	NUMBER	SEQ	ZIP	PAYEE	LEVY		
07	X	VENDOR ID: X	XXXXXXXXXX	XXX	99999 - 9999	X	X		
08									
09									
10									
11	VENDOR NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
12	PAYEES ONLY: X VENDORS ONLY: X								
13									
14									
15	W9 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
16									
17									
18	SELECT								
19	I:	INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)							
20	A:	ADD NEW VENDOR (BY NUMBER ONLY)							
21	U:	UPDATE (BY NUMBER ONLY)							
22							TYPE XX	SEL X	
23	ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--								
24	CONT	MAIN RFRSH							

Statewide Vendor Add – Vendor Number Pop-up Screen

VSW2

THE FOLLOWING VENDOR HAS BEEN
ADDED TO THE STATEWIDE VENDOR FILE

VENDOR ID: X 999999999 999

PIN: 9999

Statewide Vendor Inquiry by Vendor Name

0	1	2	3	4	5	6	7	8	
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890									
01								MM/DD/YYYY	HH:MM:SS
02	VSI2								
03	STATEWIDE VENDOR INQUIRY BY VENDOR NAME								
04									
05	VENDOR NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				PURCHASING ADDRESS:				
06	VENDOR ID: X XXXXXXXXXX XXX PIN: 9999				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
07	PHONE: (XXX) XXX-XXXX REQ OLO: 999999				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
08	LAST USED: MM/DD/YYYY		UPDATED: MM/DD/YYYY		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
09	CI: X	FOREIGN: X	LEVY: X	PAYEE: X	XXXXXXXXXXXXXXXXXXXX XX 99999-9999				
10	SC: X	INACT CODE: X	MC: X	EFT: X					
11	VEI: X	W9: X	W9 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
12									
13	VENDOR NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				PURCHASING ADDRESS:				
14	VENDOR ID: X XXXXXXXXXX XXX PIN: 9999				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
15	PHONE: (XXX) XXX-XXXX REQ OLO: 999999				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
16	LAST USED: MM/DD/YYYY UPDATED: MM/DD/YYYY				XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
17	CI: X	FOREIGN: X	LEVY: X	PAYEE: X	XXXXXXXXXXXXXXXXXXXX XX 99999-9999				
18	SC: X	INACT CODE: X	MC: X	EFT: X					
19	VEI: X	W9: X	W9 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
20									
21	SEL: X	VENDOR ID: X	XXXXXXXXXX	XXX	ZIP: 99999	9999	PAYEE: X	TYPE XX SEL X	
22	NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				PAYEES ONLY: X VENDORS ONLY: X				
23	ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--								
24	CONT	MINI	MAIN	RFRSH	TOP	FWD			

Statewide Vendor Inquiry by W-9 Name (new screen)

0	1	2	3	4	5	6	7	8	
12345678901234567890123456789012345678901234567890123456789012345678901234567890									
01								MM/DD/YYYY	HH:MM:SS
02	VSI3								
03	STATEWIDE VENDOR INQUIRY BY W9 NAME								
04									
05	W9 NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	W9:	X	VEI:	X			
06	VENDOR NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	PURCHASING ADDRESS:						
07	VENDOR ID:	X XXXXXXXXXX XXX	PIN:	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
08	PHONE:	(XXX) XXX-XXXX	REQ OLO:	999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
09	LAST USED:	MM/DD/YYYY	UPDATED:	MM/DD/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
10	CI:	X FOREIGN:	X LEVY:	X PAYEE:	X	XXXXXXXXXXXXXXXXXXXX XX 99999-9999			
11	SC:	X INACT CODE:	X MC:	X EFT:	X				
12									
13	W9 NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	W9:	X	VEI:	X			
14	VENDOR NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	PURCHASING ADDRESS:						
15	VENDOR ID:	X XXXXXXXXXX XXX	PIN:	9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
16	PHONE:	(XXX) XXX-XXXX	REQ OLO:	999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
17	LAST USED:	MM/DD/YYYY	UPDATED:	MM/DD/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
18	CI:	X FOREIGN:	X LEVY:	X PAYEE:	X	XXXXXXXXXXXXXXXXXXXX XX 99999-9999			
19	SC:	X INACT CODE:	X MC:	X EFT:	X				
20									
21	SEL:	X VENDOR ID:	X XXXXXXXXXX XXX	ZIP:	99999 9999	PAYEE:	X	TYPE XX SEL X	
22		NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	PAYEES ONLY:	X	VENDORS ONLY:	X		
23	ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--								
24	CONT	MINI	MAIN	RFRSH	TOP	FWD			



Questions?

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- Call the Statewide Vendor File main phone line at (850) 413-5987