

### **APC001 – Suppliers**

APC001 converts supplier information to support business processes in the Accounts Payable, Purchasing, and Asset Management modules, and the Custom Grants Information page.

As part of APC001 Supplier Conversion for Mock Conversion 2, a one-time crosswalk file has been generated with data as of March 1, 2025. The Supplier Crosswalk ties the legacy Vendor IDs and Sequence Numbers to the Florida PALM Supplier IDs.

**NOTE:** *The Supplier IDs within the Supplier Crosswalk will change with each Mock Conversion. A new Supplier Crosswalk will be shared with agencies after each Mock Conversion run. A final Supplier Crosswalk will be shared with agencies as part of cut-over activities for Financials and Payroll wave go-live.*

There is limited information available within the Supplier Crosswalk as this file is intended to provide the unique identifiers from the legacy systems mapped to the Florida PALM Supplier ID so that agency business systems can be updated. The Legacy Supplier ID will only be used for supplier conversion purposes and will not be part of the Florida PALM supplier record. Additional information regarding the Supplier Crosswalk and the layout of the file is available in the Knowledge Center [Suppliers \(APC001\)](#).

### **Recommended Agency Actions for Mock 2 Conversion**

- Review Supplier Crosswalk, which includes the Florida PALM generated Supplier ID. **Agencies should use these Supplier IDs for Cycle 2 – Technical Interface Testing.**
- Review the confidential suppliers associated with your Business Unit by filtering on 'Y' in the "Confidential Flag" column in the Supplier Crosswalk file. **Determine if these supplier records should remain confidential.**

**NOTE:** *The Division of Accounting and Auditing is recommending that all agencies use the Confidential Payment indicator for most instances. This should reduce the need to have confidential suppliers in Florida PALM.*

### **Updates To the Supplier Conversion Approach for Mock 2 Forward**

- **Update Implemented in Mock Conversion 2 – Foreign Suppliers**  
Previously, fictitious vendors (Vendor ID begins with 'N') were not considered as part of conversion. This was updated for Mock Conversion 2 to allow all active foreign vendors to be included. All vendors with an ID beginning with 'N' and not marked as foreign will not be converted.
- **Update Planned for Mock Conversion 3 – Agency Supplier Records**  
Agency Supplier Records need to be established prior to Mock Conversion 3.
  - Agency supplier records will be set up with appropriate Locations for payment needs per feedback from agencies along with enterprise review and approval.
    - MAIN Location - The MAIN Location is set up on agency supplier records to facilitate payments made to the agency via warrant. This should be very limited and requires approval from the Division of Accounting and Auditing.
    - ACH Location - ACH Locations may be set up on agency supplier records to facilitate special payment needs such as revolving fund replenishment and Special Purpose Investment Account (SPIA) payments.

- WIR Location - Wire Locations may be set up on agency supplier records to facilitate special payment needs such as SPIA payments.
- Agencies may operate using multiple Tax Identification Numbers (TIN)s. Within Mock 2, all TINs for one agency were added under one Supplier ID; however, Mock 3 will reflect each unique TIN having a unique and separate Supplier ID.
- Agency supplier records were marked confidential within Mock 2; however, for Mock 3, agency supplier records will not be marked as “confidential”.

The Project will request the following information in order to establish agency supplier records from agencies in a future RW task.

- Provide a list of active TINs that are used by your agency.
- Identify the need for revolving fund Locations and the TIN to which the Location should be associated.
- Identify the need for SPIA Locations and the TIN to which the Location should be associated.
- Identify Addresses that need to be included within your agency supplier record.
- Identify a default Remit to Address, where payments to your agency should be sent, for each Location identified.