

## APC001 – Suppliers

**New as of Dry Run 1:** Supplier records were updated to include Address Sequence 2 as the ACH location and the last address as the W-9 address (W9ADR). In addition, there are now three crosswalk files that are available for agencies – Supplier Crosswalk, Employee Supplier Crosswalk, and Agency Supplier Crosswalk. The Agency Supplier Record has been redesigned and moved from Smartsheet into Secure File Share.

**4/28/2026 Update:** Removed the confidential suppliers section and the requirement to review confidential vendors.

### Overview

APC001 converts supplier and employee 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, three (3) one-time Supplier Crosswalks are provided to agencies for conversion purposes only, using data as of March 13, 2026. The Supplier IDs within the Supplier and Employee Crosswalk will continue to change with each Dry Run and new Crosswalks will be shared with agencies after each dry run. The final Supplier, Agency Supplier, and Employee Supplier Crosswalks will be shared with agencies as part of cutover activities for Financials and Payroll wave go-live.

### Supplier Crosswalk

The Supplier Crosswalk maps Legacy Vendor ID and Sequence Number to newly generated Florida PALM Supplier IDs, enabling agencies to update business systems and verify that key supplier records were successfully converted.

Below are key fields and details for assisting agencies:

- All supplier records are established with a MAIN location. If a match is found based on the Tax Identification Number (TIN) in the Electronic Funds Transfer (EFT) file, an ACH location is also created.
- The Default Location indicates if the default location is ACH or MAIN (check). For supplier records that have multiple locations, there will be a row for each Location Code.
- Alternate Payment Name 1 displays the legacy supplier's name associated with the FLAIR Vendor Sequence Number.
- Address Sequence Number 2 duplicates Address Sequence Number 1 when no ACH record exists in the EFT file. This supports future ACH setup in the Florida Integrated Payee System (FLIPS).
- Address Sequence Number (last sequence number) represents the address from the W-9 system and is used as the official address for tax reporting. (Note: While this is what is being provided for Dry Run 1, in future Dry Runs and at cutover, the W-9 address will be the 3<sup>rd</sup> Address Sequence number for converted addresses.)

Review the provided crosswalks to determine if commonly used supplier records were correctly converted. Consider other conversion activities where there may have been errors due to missing supplier records, such as GMC001 and POC001. Suppliers will need to have active vendor records in the Statewide Vendor File to ensure records are properly converted.

Additional information regarding the Supplier Crosswalk and the layout of the file is available in the Knowledge Center: [Suppliers \(APC001\)](#).

## Employee Supplier Crosswalk

The Employee Supplier Crosswalk is designed to support legacy systems that use the People First ID to map employee information from Florida PALM to agency business systems. Agencies will use the Employee Supplier records to create non-payroll reimbursement payments (e.g., travel reimbursements).

Further details of this crosswalk and some key information include:

- Agencies may see multiple rows for each employee; this is due to multiple Location Codes (e.g., ACH, MAIN) being available
- Employee Supplier records have a classification of “E” for Employee
- Each Employee Supplier record is tied to the agency’s Business Unit, allowing only the user of that Business Unit to see the record

## Agency Supplier Crosswalk

An Agency Supplier Crosswalk has been provided to assist your review of the Agency Supplier records. Agency Supplier records are required for each agency to receive payments from other agencies (via ACH, Warrant, or Wire) or to reimburse revolving funds, or Special Purpose Investment Accounts (SPIA). A supplier record must also be established for agencies who are grant recipients or subrecipients.

### *Agency Supplier Record Small File*

Agencies previously provided data to establish their Agency Supplier records in RW Task 657-A. The data you provided for your agency’s supplier record was reviewed by DFS A&A and Treasury and was then used to create Agency Supplier records for Dry Run 1.

In the Agency Supplier Record Small File, your Agency will need to confirm the key information is present and correct. Below is general information about the set-up of the Agency Supplier Record Small File to assist with reviewing the Agency Supplier record.

## TINs

- Each unique Tax Identification Number (TIN) will have a unique Supplier ID. This means an agency could have multiple supplier records.
- Supplier ID is a system generated value and is a required field for vouchers.
- Unless otherwise noted by an agency and approved by DFS A&A, Agency Supplier records are not marked as confidential.
- DFS A&A must approve all supplier records including TINs and Locations.
- DFS A&A and Treasury will be included in the approval of Agency Supplier records where there is a SPIA or Wire Location.
- Agency Supplier Records have a Supplier Classification of “A” for agency.

## Addresses

- Addresses provided should be remittance addresses for payment purposes.
- Every Agency Supplier record must have at least one address. When an address was not provided, one was created based upon the agency’s headquarters.

## Locations

- Agencies can have multiple locations associated with each Supplier ID. A location is a unique combination of Location Name, Location Type, and Payment Method.
- Every agency must have a MAIN Location Code. When one was not provided by an agency, one was created.
- Agencies can have multiple addresses associated with each Supplier ID, but a location can only have one associated address.
- Each revolving fund will have a unique Location Code which begins with RF. The agency can use their own numbering/naming structure after RF to make each Revolving Fund distinct for their Agency.
- Each SPIA account will have a unique location. The naming convention applied is location begins with SPIA, and the last 5 digits of the Fund number (from SPIA Application). Where agencies do not see this naming convention, it means it is a placeholder while we wait for the official information from DFS A&A and Treasury.
- Banking information for Wire, ACH, and revolving fund locations requires a process through A&A. Agencies who have not already provided banking information should do so by reaching out to [AcctAudTransformationSupport@myflroidacfo.com](mailto:AcctAudTransformationSupport@myflroidacfo.com). Temporarily, agencies will see the payment method of “CHK” for ACH, Revolving Fund, SPIA locations, as this banking information is gathered and set up. In Dry Run 2, agencies should expect to see a payment method of ACH, except for Petty Cash Revolving Funds.

### *Florida PALM Agency Supplier Record Page(s)*

The following provides an example of the Supplier record page where the Supplier ID values will be set up in Florida PALM.

The screenshot shows the Florida PALM interface for a Supplier Record. The 'Identifying Information' tab is active. The 'Additional ID Numbers' section is highlighted with a red box. It contains a table with the following data:

Type	SetID	ID Number	DUNS Number
TIN		010137770	

Figure 1: Supplier Record, Identifying Information tab, Additional ID Numbers, TIN

The following provides an example of the Supplier record page where the address values will be set up in Florida PALM.

FloridaPALM Suppliers Search

Summary Identifying Information **Address** Contacts Location Custom

SetID STATE Supplier Address Search  
 Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

**Supplier Address** Find | View 1 First 1-3 of 3 Last

Address ID 1 + -  
 Description MAIN

**Details** Find | View All First 1 of 1 Last

Effective Date 02/25/2022 Effective Status Active + -

Country USA United States  
 Address 1 PO BOX 1377  
 Address 2  
 Address 3  
 City Lewiston  
 County Postal 42431  
 State ME Maine

Figure 2: Supplier Record, Address tab, Supplier Address Details

The following provides an example of the Supplier record page where the Location Name and Location Description values will be set up in Florida PALM.

FloridaPALM Suppliers

Summary Identifying Information Address Contacts **Location** Custom

SetID STATE  
 Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

A supplier location is a default set of rules which define how you conduct business with a supplier.

**Location** Find | View All First 1 of 1 Last

\*Location MAIN  Default RTV Fees Attachments (0) + -  
 Description MAIN

**Details** Find | View All First 1 of 1 Last

\*Effective Date 02/25/2022 Effective Status Active + -

Options **Payables** Procurement Sales/Use Tax 1099

Expand All Collapse All

Figure 3: Supplier Record, Location tab, Location Name, Location Description, Payables link

The following provides an example of the Supplier record page where the Location Address values will be set up in Florida PALM.

Payables Options

---

SetID	STATE	Location	MAIN
Supplier ID	0000001016	Description	MAIN
Short Supplier Name	TD BANK NA	TD BANK NA-001	
Supplier Name	TD Bank NA		

---

**Invoicing**

Supplier	0000001016	TD Bank NA
Address	<input type="text" value="1"/>	MAIN
	<a href="#">Search</a>	PO BOX 1377
		Lewiston, ME 42431
Location	MAIN	MAIN

---

**Remitting**

*Supplier	<input type="text" value="0000001016"/> <input type="button" value="🔍"/>	TD Bank NA
*Address	<input type="text" value="1"/>	MAIN
	<a href="#">Search</a>	PO BOX 1377
		Lewiston, ME 42431
*Location	<input type="text" value="MAIN"/> <input type="button" value="🔍"/>	MAIN

Figure 4: Supplier Record, Location tab, Payables Options, Remitting Address