Justice Administration Commission
Statewide Vendor File Reference Guide

The Florida Accounting Information Resource Statewide Vendor File is the State's central repository of vendor information.

Searching Records by Vendor Name

The Vendor Name search will return results from the VS file for vendors matching the name entered on the VENDOR NAME field line. The fewer characters of the name entered the more results the search will generate. If the vendor is "Advanced Auto Parts":

1. Access FLAIR.
2. Input VS in the TYPE field to access the Statewide Vendor Mini Menu.
3. Press Enter.
4. Input I in the SELECT field.
5. Tab to VENDOR NAME and input the vendor's name (for this example, input "Advanced Auto"). The search results display the first vendor with "Advanced Auto" in their name.
6. Press enter. Use F8 to scroll forward and F6 to scroll back to the beginning.

Tip! To narrow the results increase the number of characters in the search field.

```
VSMU                                                    01/23/2013  16:28:26
                        STATEWIDE VENDOR MINI MENU


   SELECT              IND    NUMBER    SEQ    ZIP           PAYEE    LEVY
      I         VENDOR ID:                            -


              VENDOR NAME: ADVANCED AUTO
                           PAYEES ONLY:      VENDORS ONLY: ..


          W9 NAME:


   SELECT
      I:    INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
      A:    ADD NEW VENDOR (BY NUMBER ONLY)
      U:    UPDATE (BY NUMBER ONLY)
                                                          TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                      MAIN  RFRSH
```

Searching Records by Vendor Tax ID Number

The vendor number search requires the full nine-digit Vendor Number and the vendor prefix indicator (F, S or N). To search using the Vendor Number:

1. Access FLAIR.
2. Input VS in the TYPE field to access the Statewide Vendor Mini Menu.

3. Press Enter.
4. Input I in the SELECT field.
5. Input vendor indicator F in the IND field.
6. Input the nine-digit vendor number in the NUMBER field (for this example input 111111111).
7. Input all zeros in the sequence field.
8. Press Enter. FLAIR will display all available sequences for this vendor number.

Tip! Use the vendor name search to identify the Tax Id number. The vendor number search provides more detailed results including the vendor's remittance address.

```
VSMU                                               01/25/2013  08:46:29
                          STATEWIDE VENDOR MINI MENU


   SELECT                IND    NUMBER     SEQ    ZIP           PAYEE    LEVY
     I            VENDOR ID: F   111111111  000    _      -



          VENDOR NAME:
                     PAYEES ONLY:       VENDORS ONLY:


          W9 NAME:


   SELECT
     I:   INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
     A:   ADD NEW VENDOR (BY NUMBER ONLY)
     U:   UPDATE (BY NUMBER ONLY)
                                                       TYPE     SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  CONT                       MAIN   RFRSH
```

Understanding Statewide Vendor Inquiry Codes

Tip! Use the example record below in conjunction with the code table on page 3.

```
VSI1                  STATEWIDE VENDOR INQUIRY BY NUMBER   04/11/2016  12:03:31

VENDOR ID: F 592663954 W9 NAME: OFFICE DEPOT INC                        W9: Y
                                                  W9 UPDATE:  05/29/2012
SEQ VENDOR NAME                        SHORT NAME
    PURCHASING ADDRESS                 REMITTANCE ADDRESS                PIN
--- -------------------------------    --------------------------------  ----
020 OFFICE DEPOT INC                   OFFICE DEPOT                      0014
    PO BOX 183174                      PO BOX 183174
    COLUMBUS         OH 43218-3174     COLUMBUS         OH 43218-3174


    PHONE: (800) 733-2819              LAST UPDATED:   11/18/2013
    REQ OLO:     210000                LAST USED:      03/31/2016
    VEI:         F                     CONFIDENTIAL:   N
    FOREIGN:     N                     PAYEE:          N
    LEVY:                              STATUS:         A
    MC:          A                     INACT CODE:
    EFT:         N                     REVENUE TYPE:
```

Indicator	Definition	Values
Vendor Indicator:	Alphabetic prefix which indicates the tax identification number type.	F = FEIN S = SSN N = Non-Standard (Foreign or fictitious vendor)
Vendor Tax Identifier:	9-digit tax identification number.	Numeric
W9 Name:	Identifies the vendor W-9 name on file at DFS; populated if on file.	Alpha-Numeric
W-9 Indicator (W9):	Indicates state of Florida substitute W-9 status; used to validate vendor taxpayer information.	Y = On File N = Not On File P = Pending F = Failed
W9 Update:	Identifies the last date the substitute W-9 was changed by the vendor.	Date
Sequence (SEQ):	3-digit number assigned per vendor location.	000 = All Records
Vendor Name:	Identifies the name that will print on the payment. There are up to 2 lines for the Vendor's name, shown above the purchasing address. The line(s) will print on the warrant.	Alpha-Numeric
Vendor Short Name:	Vendor identifier that will only display on reports.	Alpha-Numeric
Purchasing Address:	Identifies vendor purchasing location.	Alpha-Numeric
Remittance Address:	Identifies vendor address to be printed on the warrant and where payment will be sent.	Alpha-Numeric
Vendor Contact Number:	Vendor contact number.	Numeric
Last Updated:	Identifies the last time the vendor record was changed.	Date
Req OLO:	Identifies the agency which created or updated the vendor record.	JAC = 210000 MFMP = 000000
Last Used:	Indicates the last time the record was used to process a transaction.	Date
Vendor Enter Indicator (VEI):	Distinguishes if the vendor record was entered through FLAIR or MFMP.	F = FLAIR M = MFMP
Confidential:	Indicates that the vendor is not subject to Florida sunshine / transparency public records law. The record can only be viewed by requesting agency.	Y = Confidential N = Not Confidential
Foreign:	Indicates if the vendor has a US business location.	Y = Foreign N = Not Foreign
Levy:	Indicates levy status.	I = IRS R = DOR Blank = No levy

Indicator	Definition	Values
Vendor Inquiry codes (continued)		
Status Code:	Transaction can be processed.	A = Active
	Transaction cannot be processed, vendor record will be marked for deletion.	I = Inactive
	Transaction cannot be processed, vendor record will be removed during the next purge cycle.	D = Deleted
Minority Code (MC):	Identifies the classification of vendor's minority business type.	A = Minority type unknown
Inact Code:	Reason for Inactivation	Alpha
Electronic Funds Transfer (EFT):	Identifies if the vendor has an electronic fund transfer account on file at DFS. The first line of the purchasing address must mirror the account name for the EFT to be active.	Y = Active EFT N = Warrant

State of Florida Substitute W-9 Records

If payments are 1099 reportable, a vendor record cannot be used until a verified Substitute Form W-9 is on file at the Department of Financial Services. If a vendor has an existing vendor file record and a Substitute W-9 is submitted the W-9 status in the vendor file will automatically update to P for pending. Once the matching process is completed the status will change to Y for on file. This may take up to four days.

Vendor substitute W-9 submission portal: https://FLVendor.MyFloridaCFO.com.

Tip! Submitting a Substitute W-9 does not create a FLAIR statewide vendor file record. If the record does not previously exist it has to be added to the VS file.

Getting Vendor Records Added to the Statewide Vendor File

The following vendor data is required for JAC to add a vendor record to the statewide vendor file:

- Vendor TIN,
- Vendor name,
- Vendor telephone number, and
- Vendor remittance address.

Please submit vendor add requests and inquiries to: VendorProcessing@justiceadmin.org

Tip! To avoid discrepancies obtain as much documentation from the vendor as possible and submit it with your vendor record add request. The remittance addresses on a vendor's paper W-9, substitute W-9 or billing invoice do not always match.

My Florida Market Place Purchasing System

The DFS Vendor Management Section prohibits sequences to be added to vendors with ACTIVE MFMP records. One active MFMP record locks the agency's vendor add function. New locations or updates to existing records can only be made by the vendor via: https://vendor.MyFloridaMarketPlace.com.

Tip! MFMP vendor records are uploaded into the statewide vendor file on a nightly basis.

Processing P-card and the Statewide Vendor File

Since clearing a p-card charge is an approval to reimburse Bank of America for a payment that they have already made to the vendor it is not necessary to add a new sequence to the statewide vendor file in order to match the vendor's remittance address. The charge only needs to be recorded to the appropriate Federal Tax Identification Number.

Tip! Any active sequence will work.

Statewide Vendor File Record Purge Cycle

As long as a vendor record is frequently used in transactions, the vendor will remain active in the statewide vendor file. FLAIR systematically marks inactive vendor records for deletion. The DFS Vendor Management Section will also inactivate vendor records if an error or discrepancy is found. MFMP inactivates vendor records weekly at the request of the vendor.

(F) & (S) prefix vendor records will be purged after 18 months of inactivity. Foreign or non-standard (N) vendor records will be marked for deletion after 4 months of inactivity and will remain in the vendor file for another 14 months until they complete the 18 month purge cycle.

Tip! If a record is inactivated or marked for deletion it will have an "I" or "D" in the STATUS field. These records cannot be used to process FLAIR transactions.