



Department of Financial Services

Division of Accounting and Auditing

Statewide Vendor File Reference Guide

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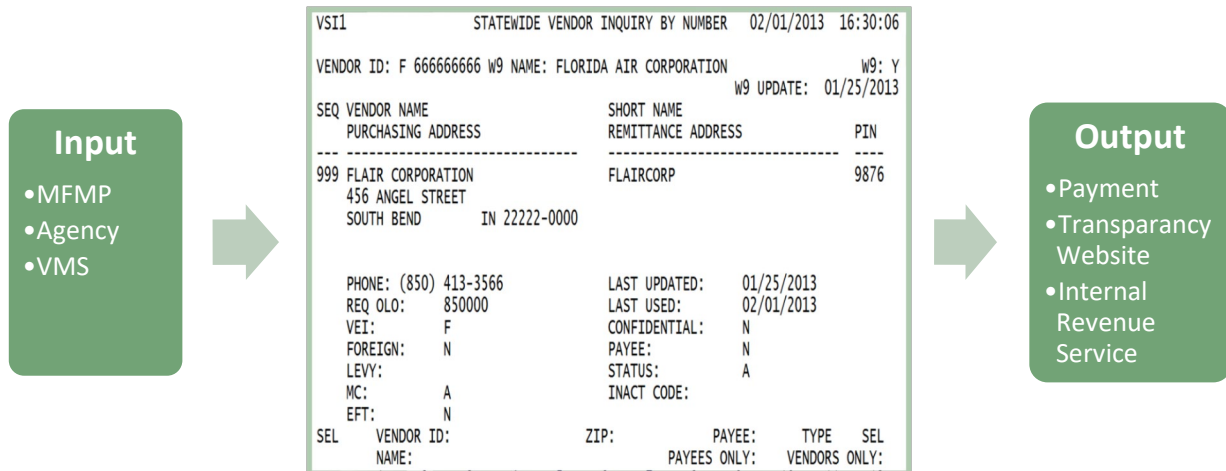
STATEWIDE VENDOR FILE OVERVIEW

The Florida Accounting Information Resource (FLAIR) Statewide Vendor File (SWVF) is the State's central repository of vendor information. All agencies use this file for disbursement (payment) transactions and reports for the public. The Department of Financial Services (DFS) uses the information in SWVF for transparency websites and tax reporting to the Internal Revenue Service (IRS).

DFS, Bureau of Vendor Relations, Vendor Management Section (VMS) is responsible for the data integrity of SWVF and routinely reviews records in the file. It is critical that the data in SWVF is accurate. Vendors are added to SWVF by one of three methods:

- MyFloridaMarketPlace (MFMP) Vendor Information Portal (VIP) adds vendors to SWVF at the vendor's request.
- VMS can add vendors directly to SWVF at an agency's request.
- Authorized agency employees add vendors to SWVF if the vendor meets specific criteria.

Tip! MFMP vendor registration requirements are outlined in Chapter 60A-1.030, Florida Administrative Code (F.A.C.).



SWVF contains vendor information including vendor names, Taxpayer Identification Number (TIN), purchasing, and remittance addresses. SWVF also identifies if the vendor is registered to receive payments by Electronic Funds Transfer (EFT) and if the vendor has a valid electronic Substitute Form W-9 on file.

Due to the sensitive content, access to SWVF is limited.

AGENCY STATEWIDE VENDOR FILE ACCESS

SWVF contains sensitive information and it is critical that access is only granted to those employees that require it to meet the daily work demands.

The Agency's Access Control Administrator grants SWVF inquiry access. Inquiry access enables authorized users to view but not add SWVF vendor records.

DFS grants SWVF add access. Add access enables authorized users to add new SWVF vendor records but does not allow changes to existing records. DFS authorizes each agency a maximum of five agency employees add access. DFS will not grant add access to anyone who also has disbursement update capability. If this policy causes a negative impact on an agency DFS can approve exceptions. Agencies should submit justification to VMS demonstrating why its employee(s) require disbursement update capability and SWVF add access. The agency must also provide documentation to support sufficient internal controls.

Examples of sufficient internal controls include:

- Management regularly reviews the records added compared to disbursements made by an employee with both disbursement and add access to identify suspicious activity.
- Management approves all vouchers for disbursement transactions created by an employee with both disbursement and add access.

All users requesting add access will be required to complete DFS-provided training and testing before obtaining access. DFS will remove add access if issued policy is not followed and will monitor all records added to the file (see [Monitoring Activities](#)).

REQUESTING ADD ACCESS

Requesting SWVF add access from DFS is a simple process. First, use the following chart as a guide to determine if add access is necessary. Then, follow the steps below the chart to request SWVF add access from DFS.

| Activities that may require SWVF inquiry Access | Activities that may require SWVF Add Access |
|---|---|
| <ul style="list-style-type: none"> • Reviewing a payment request to verify SWVF vendor address matches the contract/purchase order document. • Preparing contract/purchase order documentation to verify the address in SWVF matches procurement documentation. • Creating an encumbrance for a contract or purchase order. • Answering vendor inquiries about where warrants were delivered. | <ul style="list-style-type: none"> • Initiating a new contract or purchase order with a new vendor. • Supporting disbursement activities in an accounts payable office. |

If the agency determines that SWVF add access is necessary:

1. Verify that the requesting employee has completed the required DFS SWVF training course and passed the test.
2. Complete a Statewide Vendor File Access Request Form DFS-A1-2089 available online at <http://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm>, including justification as necessary.
3. After the form is completed and approved, the agency's Administrative Services Director or his designee will email the form and the training certificate to StatewideVendorFile@MyFloridaCFO.com.
4. VMS will review the request. If approved, VMS will notify the requesting employee that they now have add access. If the request is denied, VMS will contact the requesting employee and provide an explanation. Reasons why approval may be denied include: the requesting agency has exceeded the maximum of five employees with SWVF add access; the requesting employee already has disbursement update capability; the DFS training course was not completed; etc.

Tip! Add access requests may take up to two business days for VMS to complete.

REVIEWING AGENCY ADD ACCESS

VMS reviews SWVF access reports to confirm that access is still necessary; all accounts that are inactive or revoked are investigated by VMS. If an account has been revoked or inactive for over six months, VMS may request justification from the agency in order to continue access for the accounts. VMS may also remove access for individual employees who do not actively use the add access, unless the agency can provide justification.

Because SWVF contains sensitive information, agency FLAIR Access Control Custodians are expected to routinely review add access to SWVF to determine if an individual employee still requires add access. Agency Access Control Custodians can use the reports available in Report Distribution System (RDS) to monitor add access (see [Monitoring Section](#)).

REMOVING ADD ACCESS

The agency's Administrative Services Director, or their designee, may request removal of an employee's SWVF add access by sending an email to VMS at StatewideVendorFile@MyFloridaCFO.com. The email must include the employee's name and user ID.

VMS may remove an agency employee's SWVF add access if the employee does not follow SWVF standards. (see [Monitoring Activities](#))

After DFS removes the employee's add access, VMS will notify the agency.

AGENCY ADD REQUESTERS

The agency Administrative Services Director or designee can identify agency employees that are authorized to request VMS to add records to the SWVF for the agency. This is helpful when agency employees with SWVF add access are unavailable to add a record to FLAIR; VMS can add SWVF records for the agency.

Agencies can provide its contact list to VMS at StatewideVendorFile@MyFloridaCFO.com. The request must be from the agency Administrative Services Director or designee.

(See [Requesting VMS to Add a FLAIR Vendor Record](#))

SEARCHING FOR VENDOR RECORDS

Agencies must review SWVF prior to adding a record to determine if the vendor is already on the file. Agencies can use several tools to help locate vendor numbers. Tools are available in SWVF, MFMP, the DFS Information Warehouse, and the Department of State (DOS) website.

SEARCHING FOR VENDOR RECORDS IN SWVF

Agencies can search a record in SWVF by Vendor Number, Vendor Name, or by W-9 Name. The vendor example used to illustrate this searching method is:

Vendor Name – Advanced Auto Parts

Vendor Number – F111111111

W-9 Name – Advanced Stores Company

VENDOR NUMBER

The vendor number search requires the full nine-digit Vendor Number and the vendor 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, vendor indicator **F** in the IND field, the nine-digit vendor number in the NUMBER field (for this example input **111111111**), and all zeros in the SEQ field.
5. Press Enter.

FLAIR will display all available sequences for this vendor number. For an example, see the following Vendor Mini Menu screen:

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

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

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)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT      MAIN  RFRSH                                TYPE  SEL
```

If no results are available, "NO RECORD FOUND" will display.

VENDOR NAME

The Vendor Name search will return results from SWVF for vendors matching the name entered on the VENDOR NAME field line. The name must be entered exactly as it is on SWVF for FLAIR to return results.

Tip! FLAIR will not search using the vendor's short name.

This search also allows searches by Payee Only or Vendor Only. 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 in **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 F8 to scroll through the results.

Tip! To narrow the search, add more characters to the search, such as "Advanced Auto Place".

If the record is a Vendor, and not a payee, select Vendor Only when searching vendor name. For an example, see the following Vendor Mini Menu screen example:

```
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:  X

                                W9 NAME:

SELECT
  I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
```

W-9 NAME

The W-9 name search allows searches of SWVF records by the vendor's W-9 Name. The W-9 Name is the name the vendor registered with the IRS; this is the name the vendor uses to file taxes. The W-9 Name may not be the name the vendor is using to conduct business. The vendor name may be the "Doing Business As" (d/b/a) name.

Tip! The W-9 Name will only be displayed if the vendor has submitted a Substitute Form W-9 to DFS.

For the Advanced Auto Parts example, when searching the vendor's W-9 Name, "Advance Stores Company Incorporated" would need to be entered in order to generate any Advanced Auto Parts Vendor Name results.

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 and tab to W9 NAME.
5. Input the W-9 name in the W9 NAME field (for this example, input "**Advanced Stores Company**").
6. Press Enter.

Tip! W-9 Names are not always the same as the name on the vendor's invoice.

For an example of searching by W-9 Name, see the following Vendor Mini Menu screen example:

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

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

VENDOR NAME:
PAYEES ONLY:  VENDORS ONLY:

W9 NAME: ADVANCE STORES COMPANY_

SELECT
  I:  INQUIRY (BY NUMBER, VENDOR NAME OR W9 NAME)
  A:  ADD NEW VENDOR (BY NUMBER ONLY)
  U:  UPDATE (BY NUMBER ONLY)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                MAIN  RFRSH                                TYPE  SEL
```

SEARCHING VENDOR RECORDS IN THE INFORMATION WAREHOUSE

Agencies can use the Information Warehouse Vendor Search to locate vendor information. While SWVF search is useful, for the search to be successful the exact format of the SWVF name is necessary. The Information Warehouse search enables searches of vendors listed in SWVF with only part of the name or part of the vendor number. The exact format of the SWVF is not necessary. Because the Information Warehouse search results include a vendor's TIN, access requires a RACF user id and password.

Because the TIN will be displayed, a RACF password is required.

Access the Information Warehouse search at <https://flair.dbf.state.fl.us:444/iwapps/swvfsrch.shtml>.

1. Access the Vendor Search website at <https://flair.dbf.state.fl.us:444/iwapps/swvfsrch.shtml>.
2. Input User ID.
3. Input password.
4. Select the radio button for "Search Type" (i.e., "ID/Name Starts With").
5. Input information that matches the selected search type.
6. Click Run.

The Information Warehouse presents the results in an Excel workbook.

The search page is displayed below:

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Vendor Search

- Vendor ID: All or part of the number may be entered. Do not preface the number with the type.
- Vendor Name: All or part of the name may be entered.

The output for each request consists of the vendor id, the vendor name, address, and the W-9 indicator for the vendor(s).

Search Type

Id/Name Starts With Id/Name Ends With Anywhere In Id/Name

Search Using

Vendor Name:

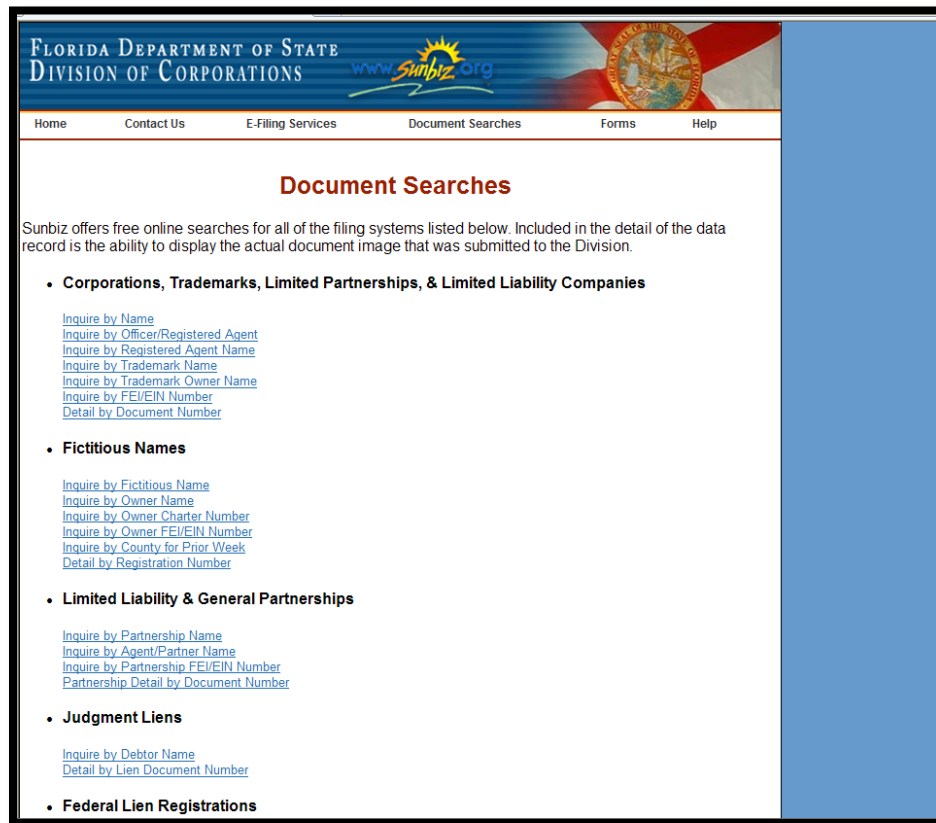
Vendor ID:

SEARCHING RECORDS IN SUNBIZ.ORG

If searching for vendor information in FLAIR and the Information Warehouse yields no results, search for vendor information on the Florida Department of State, Division of Corporations' website, Sunbiz.org.

1. Access the Sunbiz website at www.sunbiz.org.
2. Select the "Search our Records" link from the left navigation panel.
3. Select the appropriate method to search (Inquire by Name, FEIN, etc.).
4. Input the required information.
5. Click "Search Now."
6. From search results, click on the correct vendor name.
7. The Federal Employer Identification Number is displayed under "Filing of Information."

The “Document Searches” screen is displayed below:



SEARCHING FOR VENDORS USING MFMP'S VENDOR INFORMATION PORTAL

MFMP's VIP has a public view that enables searches for vendors registered with MFMP:

<https://vendor.myfloridamarketplace.com>. MFMP VIP includes the W-9 status of vendors.

1. Access the website at <https://vendor.myfloridamarketplace.com>.
2. Input the generic username and password of “**publicuser**” (all characters must be lower case without spaces).
3. Input the desired search criteria (Vendor Name, Tax ID, etc.).
4. Click Search.
5. MFMP VIP will return all results that met the search criteria. Click on the desired vendor name to view details.

The MFMP VIP Vendor Search page is displayed below:

my Florida Market Place

Registration :: :: ::

Welcome, publicuser :: [Logout](#)

Vendor Information Portal

Vendor Search

Vendor Search

How do I use this tool? [Search Help Documents](#)

Maximum Results: 25

Vendor Name: Email Address:

Last Name: User Name:

Tax ID Type: All Types Tax ID:

| Vendor Name | First Name | Last Name | Phone | Email |
|-------------|------------|-----------|-------|-------|
|-------------|------------|-----------|-------|-------|

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MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-352-3776)

BEFORE ADDING RECORDS TO SWVF

DFS approved agency employees can add vendor records to SWVF. VMS will only add records to SWVF if requested by agency designated contacts; agencies should rely on their authorized users to add new records.

Agencies must use due diligence to verify that a record does not already exist in SWVF. Before adding a vendor, review the SWVF, Information Warehouse, or MFMP tools to search for the vendor.

Tip! See [Searching for Records in SWVF](#) or [Searching for Records in Information Warehouse](#) for hints on locating a Vendor Number. If a Vendor Number cannot be located for a vendor, contact VMS for assistance at StatewideVendorFile@MyFloridaCFO.com.

Before adding a vendor or sequence to SWVF, review the following checklist:

- ✓ Does the vendor provide commodities or services? Verify that the vendor is exempt from registering in MFMP pursuant to Rule 60A-1.030, F.A.C., and Section 287.057(23), Florida Statutes (F.S.). Vendors exempt from MFMP registration include, but are not limited to:
 - Vendors paid solely by PCard.

- Recipients of disbursement of state financial assistance as defined in Section 215.97, F.S.
- Sub-recipients of disbursements of a federal award as defined in Circular A-133 of the U.S. Office of Management and Budget.

If the vendor is not exempt from MFMP, neither DFS nor another agency should add the record to SWVF. The vendor must register through MFMP. Contact MFMP for questions about whether a vendor should register; call MFMP at 1-866-352-3776 or email BuyerHelp@MyFloridaMarketPlace.com.

- ✓ Is the vendor being used to clear a PCard charge? Use the existing SWVF record to clear the PCard charge instead of adding a new sequence to the vendor record. The PCard bank records the exact location where the charge was made and it is available in the bank's files.
- ✓ Is the sequence for an MFMP vendor? DFS prohibits agencies from adding FLAIR sequences to MFMP records. If the record is not correct, the vendor must update it in MFMP's VIP. In certain situations, VMS may record a FLAIR sequence for a MFMP vendor. See [MFMP Vendor Adds](#) for more information.
- ✓ Is this a record that agencies are authorized to add? Agencies should only add certain vendors. Payees, non-MFMP, and PCard vendors can be added by agencies. Agencies should not add vendors with [levies](#).
- ✓ Is the vendor foreign? Only DFS can add foreign vendors. Agencies must request VMS to add foreign vendors.
- ✓ Does the agency have all the required information needed to add a record to SWVF? Before adding a vendor to SWVF, verify that all the required information is available. Use the Department of State's Division of Corporations online tool Sunbiz.org to locate the official name for vendors registered in Florida. There are other tools available, such as Accurant that can provide vendor information. The following vendor data is required to enter into SWVF:
 - Vendor Number (TIN)
 - Vendor Name
 - Vendor telephone number
 - Vendor remittance address
 - [Payee](#) status
 - [Confidential](#) status
 - Vendor [minority code status](#)
 - Revenue type
- ✓ If applicable, has the vendor completed the Substitute Form W-9? Vendors should also register and complete a Substitute Form W-9 online at <https://FLVendor.MyFloridaCFO.com>.

Tip! If the vendor or payee is authorized to receive EFT, the name in the VENDOR NAME field must match the EFT record. The FLAIR 'EFT Active Authorization Inquiry by Payee Name' function provides the vendor name associated with the EFT record.

CIRCUMSTANCES THAT JUSTIFY ADDING A RECORD TO SWVF

Agencies and DFS may add vendors exempt from registering through MFMP VIP to SWVF directly. The agency adding a vendor record to SWVF is responsible for verifying that the information is accurate. The vendor is responsible for filing an electronic Substitute Form W-9 with DFS. Vendors are exempt from filing if receiving payment by PCard only.

Tip! Vendors added through FLAIR will not be available in MFMP.

Examples include:

| Situation | Corrective Action |
|--|---|
| Agency has a relationship with an existing non-MFMP vendor and the vendor has a new business location and is also maintaining the existing location. | Add a new sequence to the existing SWVF record unless the vendor will be used in a PCard transaction . |
| Agency needs to issue a warrant to a vendor instead of an EFT. | Add a new sequence to the existing SWVF record. Vary the NAME field by including extra punctuation to trigger a warrant to be issued. |
| DFS Bureau of Auditing notified the agency that a vendor with a pending invoice has an IRS Levy. | Request VMS to add the levy. See Adding Levy Records . |
| DFS Bureau of Auditing notified the agency that a vendor with a pending invoice has a Department of Revenue (DOR) Levy. | Request VMS to add the levy. See Adding Levy Records . |

CIRCUMSTANCES THAT DO NOT JUSTIFY ADDING A RECORD TO SWVF

The following are examples of circumstances that do not justify adding a new sequence or new vendor record to SWVF:

| Situation | Corrective Action |
|---|---|
| Agency has a PCard charge and SWVF has the vendor number on file, but the exact location the item was purchased from is not listed. | Do not add a new record for the location in SWVF. The vendor has already been paid and recording the exact location is not necessary. |
| Agency has been notified that a MFMP vendor has a new address. | Vendor must update the MFMP VIP account to record the new location. |
| Agency has been notified that a MFMP vendor's address is incorrect. | Vendor must update the MFMP VIP account to update the address. |
| Agency has been notified that an existing address in SWVF is incorrect. | Agency must contact VMS to request the existing SWVF record be updated. |

ADDING A VENDOR TO SWVF

If the vendor is not in SWVF and the agency must use it, the agency may add the vendor. The agency is responsible for verifying that the vendor information entered into SWVF is accurate.

To add a record:

1. Access Departmental FLAIR and login.
2. From the Menu, input **VS** in the TYPE field.
3. Press Enter.
4. From the Statewide Vendor Mini Menu, input:
 - a. **A** in the SELECT field
 - b. The TIN vendor indicator in the IND field. Input an **F** for a FEIN, **S** for a Social Security Number (SSN), or **N** for a [fictitious number](#).
 - c. Input the nine-digit TIN or leave the field blank to add a [fictitious number](#)
 - d. Record an **N** in the [PAYEE](#) field if the record is not for a payee, or a **Y** in the PAYEE field if the record is for a payee.
5. Press Enter.
6. Input the Vendor Name. Verify that the name is appropriate and that it is added following the DFS policy on [naming convention](#).

Tip! If the vendor or payee is authorized to receive EFT, the name in the VENDOR NAME field must match the EFT record. The FLAIR 'EFT Active Authorization Inquiry by Payee Name' function provides the vendor name associated with the EFT record.

7. Input the short name (this will only display on reports).
8. Input Line 2 of the Vendor Name (if necessary). This field will print on the warrant and can be used to record a vendor's d/b/a name. This line should not be used to capture a FEIN or SSN.
9. Input the vendor's phone number.
10. Input purchasing address and remittance address. Verify that the addresses entered adhere to United States Postal Service (USPS) [standard postal abbreviation](#).
11. Input the appropriate [Minority Code](#) in the MC field.
12. Indicate in the CONFIDENTIAL INDICATOR (CI) field if the record should be marked as [confidential](#). Input a **Y** in the field to indicate that the record is confidential, or an **N** to indicate that the vendor is not confidential.
13. Press Enter.

The record is added and can be used immediately. If the selected object code requires a Substitute Form W-9, the vendor record cannot be used until a verified Florida Substitute Form W-9 is on file. See the Object Code list at [copyofswocasof9-13-18.xlsx \(live.com\)](#).

REQUESTING VMS TO ADD A FLAIR VENDOR RECORD

The Agency Add Requester can request VMS to add a record to SWVF if the agency employees with SWVF add access are unavailable. VMS will only add the record if the request is received from an employee that has been authorized by the Director of Administration or designee to make these requests for the agency. ([see Agency Add Requesters](#))

1. Complete the Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#). Send the completed form to VMS at [StatewideVendorFile@MyFloridaCFO.com](#). Do not send SSNs via email unless the email is encrypted or the first five characters of the number are masked (SXXX-XX-4455).
2. VMS will confirm that the form is complete and that the requester is authorized to make these requests.
3. If approved, VMS will add the record and provide the requestor with a confirmation when the update is complete.

MFMP VENDOR ADDS

Vendor information is transferred from MFMP VIP to SWVF nightly. Depending on how the vendor records the information in MFMP VIP, name line 1 and name line 2 in SWVF will populate:

- If the company and 1099 names match in MFMP VIP, the name will populate name line 1 in SWVF during the transfer.

- If the company and 1099 names do not match in MFMP VIP, the 1099 name will populate name line 1 in SWVF and the company name will populate name line 2 in SWVF.

Tip! MFMP does not transfer the VIP 'd/b/a name' to the FLAIR SWVF.

ADDING FLAIR SEQUENCES TO MFMP VENDORS

DFS prohibits agencies from adding FLAIR sequences to MFMP records. New locations will need to be added by the vendor in MFMP.

DFS understands that there will be special circumstances in which a vendor sequence will need to be added directly to FLAIR; in these cases, agencies must submit a request to VMS with appropriate justification. If justification is sufficient, VMS will add a FLAIR sequence to a MFMP record.

Examples of valid justifications include but are not limited to:

| Examples of justification to add a FLAIR sequence to an MFMP vendor | |
|---|-------------------------|
| Levy request | Special warrant request |
| Beneficiary payment | |

1. Complete the Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#).
2. Email the completed form to VMS at StatewideVendorFile@MyFloridaCFO.com and request a FLAIR sequence to be added to a MFMP vendor. Include appropriate justification in the email.
3. VMS will consider the request and, if approved, add the record.

CONSIDERATIONS FOR AUTHORIZED EFT VENDORS

If the vendor or payee is authorized to receive EFT, the name in the VENDOR NAME field must match the EFT record exactly. When the names do not match, FLAIR will issue the vendor a warrant.

- A 'Y' in the EFT indicator on a SWVF vendor sequence means that the vendor's record is set up to receive a direct deposit payment and that the name on the EFT authorization matches the name entered on the vendor record.
- An 'N' in the EFT indicator on a SWVF vendor sequence means that the vendor's name does not match the EFT authorization exactly so it is not set up to receive a direct deposit payment.

For a vendor payment to be remitted as EFT, the vendor must be authorized on the FLAIR EFT authorization file. FLAIR will remit a payment as EFT if the following is met:

- The vendor number and prefix match on the authorization file and the SWVF record
- The vendor name from SWVF record without spaces matches the first 31 characters for vendor transactions.

Review the FLAIR 'EFT Active Authorization Inquiry by Payee Name' (ET screen in Departmental FLAIR) function to view the name associated with the EFT record. Contact VMS for assistance with EFT records at StatewideVendorFile@MyFloridaCFO.com.

ADDING FACTS VENDORS

FACTS receives vendor information from SWVF and the FLAIR accounts receivable customer file (AR file). FACTS receives the full version of these files nightly and uses the files to update FACTS vendor information associated with all contracts. FACTS uses the following fields from the SWVF to update FACTS vendor information:

- Vendor Name line 1 and line 2
- Vendor Address
- Minority Vendor Designation
- Status Code

FLAIR will not purge a SWVF record associated with an active FACTS contract. Instead of purging the record, FLAIR will change the record's [status code](#) to a 'P'. This status code prevents agencies from using the vendor record in a disbursement or payable transaction.

FACTS displays vendor name information in two places:

- FACTS will only display Vendor Name line 1 in the Main Search Results and the Summary section of the Information page.
- FACTS will display Vendor Name line 2 in the Advanced Search Results and the Vendor section of the Information Page.

Tip! Vendor information cannot be updated through FACTS; all updates must be completed via the SWVF or MFMP.

ADDING TAX LEVY RECORDS

DFS processes two types of tax levy requests: IRS and DOR. Only DFS should add levies to SWVF.

If the IRS places a levy against a vendor, DFS is required to remit payments owed to that vendor directly to IRS. The IRS notifies the DFS Bureau of Auditing when a vendor has a levy. The DFS Bureau of Auditing will flag the vendor in the FLAIR flag file, which will stop the next payment. DFS Bureau of Auditing will return the current

payment to the agency with guidance to contact VMS to add a new sequence to the vendor's SWVF record. The new sequence will direct payments to the IRS on behalf of the vendor.

If DOR places a levy against a vendor, DFS is required to remit payments owed to that vendor directly to DOR. DOR will flag the vendor in the FLAIR flag file, which will stop the next payment. The DFS Bureau of Auditing will return the current payment to the agency with guidance to contact VMS to add a new sequence to the vendor's SWVF record. The new sequence will direct payments to the DOR on behalf of the vendor.

If a vendor has a levy, VMS must update SWVF record to direct payment to the taxing authority. Follow the steps below to add a sequence to a vendor record:

1. Email VMS at StatewideVendorFile@MyFloridaCFO.com with appropriate documentation from DFS Bureau of Auditing and the completed Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#).
2. VMS will review the request and add the levy sequence as appropriate.
3. VMS provide the agency the appropriate sequence to process the payment.

ADDING A PAYEE

A payee is an individual or other entity that receives a payment from the State that is not associated with the receipt of commodities and services. FLAIR identifies payees in SWVF with a Y in the PAYEE INDICATOR field. Although you may consider the individual or entity a payee, if the individual or entity is already in the SWVF you cannot mark your sequence as a payee. Different sequences of a vendor record cannot have different PAYEE INDICATOR values.

Marking an individual or entity as a payee improves the data integrity of SWVF. Payees follows a shortened [purge cycle](#) and will be marked for deletion after four months of inactivity.

Agencies may add payees to SWVF. Some examples of payees are listed below:

| Examples of a Payee | |
|---------------------|--------------------------------|
| Refund recipient | One-time payment |
| Awards recipients | Assistance programs recipients |

ADDING A CONFIDENTIAL VENDOR

Agencies may add confidential vendors to SWVF. Confidential vendors and payments to confidential vendors are exempt from public records review, pursuant to Chapter 119, F.S. The agency is responsible for verifying the

vendor is exempt from public records before adding the record to SWVF. Only the agency adding a confidential vendor record will be able to view the record in SWVF.

Agencies that identify a vendor as confidential in SWVF should consult their agency’s legal counsel for advice on whether the vendor’s information is exempt from public records disclosure. DFS will not display confidential vendors on any website that reports vendor payment information. The agency that added the record shall be responsible for taking whatever action it deems appropriate to defend any claim of exemption from the public records law.

VMS regularly monitors confidential vendor records (see [Monitoring Activities](#)).

| Examples of a Confidential Vendor | |
|-----------------------------------|---|
| Witnesses | Foster parents |
| Law enforcement officers | Recipient of a payment that is deemed confidential by an agency |

ADDING A FICTITIOUS VENDOR

There may be instances when the TIN is unknown and a fictitious number must be added to SWVF. Do not add a fictitious number to SWVF without using due diligence to look for the vendor’s TIN:

1. Contact the vendor and request the TIN.
2. Search for the vendor using available tools (see [Searching for Vendors](#)).
3. Contact VMS at StatewideVendorFile@MyFloridaCFO.com for assistance. Provide all of the information available for the vendor: City, Vendor Name, receipt, etc.

If VMS is not able to locate the number, VMS will provide guidance on how to add a fictitious number.

Tip! VMS reviews all fictitious vendors and may contact the agency if the record added appears inappropriate.

| Examples of a Fictitious Vendor | |
|-------------------------------------|--|
| Refunds (when a TIN is unavailable) | PCard vendor and a TIN cannot be located |

ADDING A FOREIGN VENDOR

FLAIR prohibits agencies from entering data into the Country Field; only VMS can add foreign vendors. In addition, the department must receive a Form W-8 from the vendor prior to identifying the vendor with a Y in the SWVF foreign indicator field. If the foreign indicator field does not reflect a Y, transactions initiated to the vendor may be

subject to the FLAIR edits that may require the vendor have a verified Substitute Form W-9 on file before a disbursement or payable transaction can be made.

To request VMS to add a foreign vendor:

1. Complete the Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#).
2. Email the completed form to VMS at StatewideVendorFile@MyFloridaCFO.com and request that the vendor be added to SWVF.
3. VMS will notify the requester once the record has been added to SWVF.

To request the Foreign Indicator to be set to Y :

1. Email the vendor's Form W-8 to VMS at StatewideVendorFile@MyFloridaCFO.com and request that the foreign indicator be set to Y in SWVF.
2. VMS will notify the requester once the record has been updated in SWVF.

ADDING A PCARD VENDOR

Vendors that are paid solely by PCard are exempt from registering in MFMP VIP and can be added by agencies directly to SWVF.

Do not add a new sequence to SWVF if the vendor is already listed in SWVF. Because the PCard bank vendor has already paid the vendor, there is no need to record the charge to the exact location from which the purchase was made. The charge only needs to be recorded to the appropriate TIN.

It is important that agencies use due diligence to record PCard purchases under the appropriate vendor name and TIN.

Tip! DFS does not require a verified Substitute Form W-9 for vendors that only receive payment by PCard.

FRAUDULENT PCARD CHARGES

There are occurrences when the cardholder did not authorize a charge on a state-issued PCard. Cardholders should follow their agency's policies for processing fraudulent charges. If there is a fraudulent charge that must be cleared in the PCard module and the vendor number is not known, contact VMS for assistance at StatewideVendorFile@MyFloridaCFO.com.

THIRD PARTY PAYEES

Sometimes when an item is purchased, the vendor uses a third party to process the PCard transaction. These charges appear in the PCard module with a merchant name different from the vendor name listed on the receipt: SQ*Computer Tutors, Paypal*Intelligent, AmazonMarketPlace, etc.

In the PCard module VENDOR ID field, record the vendor number for the vendor from whom the purchase was made. If the vendor search tools available do not return the vendor number, record the vendor number for the third party. Record the name listed on the receipt in the PCard module DESCRIPTION field (for example, if the PCard module shows the Vendor Name as SQ*Computer Tutors, record Computer Tutors in the description field).

It is important that agencies use due diligence to record PCard purchases under the appropriate vendor name and TIN.

INTERNATIONAL TRANSACTION FEE

International transaction fees are credit card company charges on transactions made outside the United States, and that require a currency conversion. Use the same Vendor Number of the vendor that the corresponding transactions were recorded on to clear these charges.

CREDIT PURCHASE BALANCE

Credit purchase balance is a transaction that occurs when the bank credits a charge that has been disputed. Use the same vendor number of the vendor that the original transactions were recorded under to clear these charges.

ONLINE PURCHASES

Sometimes PCard charges are for items purchased online and the agency may not have all of the information necessary to add the vendor record to SWVF; contact VMS at StatewideVendorFile@MyFloridaCFO.com for assistance. Provide all of the information available for the vendor: City, Vendor Name, a copy of the confirmation email from the purchase, etc.

SWVF STANDARDS

To promote data quality and consistency, agencies must follow DFS SWVF standards. VMS will monitor all records added to verify adherence to DFS SWVF standards.

STANDARD ABBREVIATIONS

When adding records to SWVF, verify that the standard abbreviations are followed. The following chart illustrates common abbreviations. See the Postal Addressing Standards found in the United States Postal Service Publication 28 for a complete list: <http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>.

| Common Address | Abbreviation | Common Business Name | Abbreviation |
|----------------|--------------|--|--------------|
| Apartment | APT | Corporation | CORP |
| Boulevard | BLVD | Incorporated | INC |
| Building | BLDG | Limited Liability Corporation | LLC |
| Circle | CIR | Limited Liability Limited Partnership | LLLP |
| Drive | DR | Limited Liability Practice | LLP |
| Highway | HWY | Limited Partnership | LP |
| Lane | LN | Professional Corporations | PC |
| Street | ST | Professional Limited Liability Company | PLLC |
| Suite | STE | Sole Proprietorship | SP |

NAMING CONVENTIONS

SWVF records should be added in a uniform naming format to facilitate vendor searches and maintain consistency across all vendor information.

BUSINESS NAMING CONVENTION

The general rule for adding business names to the SWVF is to add the record as is and remove the punctuation.

Use the table below when adding Federal Employer Identification Number (business records) to SWVF:

| Vendor Name | SWVF Format | Details |
|----------------------------------|-------------------------------|--|
| Office Supplies, L.L.C | Office Supplies LLC | <ul style="list-style-type: none"> No punctuation (unless part of the official name). |
| The Super-Mart | Super-Mart | <ul style="list-style-type: none"> Punctuation is allowable if it is part of the official name (use the same logic for hyphenated names). |
| Smith and Doe, P.P.L. | Smith & Doe PPL | <ul style="list-style-type: none"> The word "AND" should be abbreviated to an ampersand (&). |
| Smith & Jones d/b/a Legal Eagles | Smith & Jones Legal Eagles | <ul style="list-style-type: none"> Do not include word "d/b/a" on the SWVF record. |

| Vendor Name | SWVF Format | Details |
|------------------------|---------------------|---|
| Dr. John D. Smith | Dr John D Smith | <ul style="list-style-type: none"> Use the business name without punctuation. Do not use the individual naming convention since the vendor TIN indicates that it is a business entity. |
| Estate of John D Smith | John D Smith Estate | <ul style="list-style-type: none"> Record 'Estate' at the end of the record |

INDIVIDUAL NAMING CONVENTION

The general rule for adding individuals to the SWVF is to add the record last name followed by the first name and without punctuation. Use the below table when adding a Social Security Number (individuals) to SWVF:

| Individual Name | SWVF Format | Details |
|------------------------|----------------------|--|
| Mrs. Jane D. Smith-Doe | Smith-Doe, Jane D | <ul style="list-style-type: none"> Last name suffix, first name middle initial. |
| Mr. Alan H. Smith Jr. | Smith Jr, Alan H | <ul style="list-style-type: none"> Do not use titles (i.e. Dr., Mr., etc.). |
| Dr. John D. Smith | Smith, John D | <ul style="list-style-type: none"> No punctuations except for comma between name and hyphens that are part of the name. |
| Jane Smith-Jones | Smith-Jones, Jane | <ul style="list-style-type: none"> Hyphenated last name, first name. Punctuation is allowable as it is part of the official name. |
| Jane O'Brian | O'Brian, Jane | <ul style="list-style-type: none"> Punctuation is allowable if it is part of the official name |
| Estate of John D Smith | Smith, John D Estate | <ul style="list-style-type: none"> Last name suffix, first name middle initial followed by 'Estate' |
| Jane and John Smith | Smith, Jane & John | <ul style="list-style-type: none"> Use the last name first and replace the 'and' with an ampersand |

UPDATING SWVF RECORDS

SWVF is the State's repository of vendor information. Only DFS can update SWVF FLAIR vendor records. Agencies must request FLAIR vendor records be updated by DFS (change remittance address, vendor name, etc.).

Vendors should update their records through MFMP VIP. If a vendor needs assistance updating their information, the vendor can contact the MFMP Customer Service Desk at 1.866.382.3776 or

VendorHelp@MyFloridaMarketPlace.com.

Tip! Do not send SSNs via email unless the email is encrypted or the first five characters of the number are masked (SXXX-XX-4455).

UPDATES TO FLAIR VENDOR FILE RECORDS

To update information for non-MFMP vendors, agencies must provide justification to VMS to update the files. A completed Substitute Form W-9 is required if the vendor's name changes. If the name change is immaterial and is being made to have payments made by EFT, the Form W-9 is not required. Do not add new sequences unless the vendor has multiple locations or multiple name variations ("d/b/a"). If a vendor has moved locations, update the existing sequence.

For address changes, agencies must provide documentation, including but not limited to, correspondence with vendor, invoices, Form W-9, etc., reflecting the updated address. The agency may also provide a statement signed and dated by the requestor certifying that the information is correct: "I attest the provided information has been verified and is true and accurate to the best of my knowledge."

To request an update to a FLAIR vendor record:

1. Complete the Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#).
2. Send the completed form to VMS at StatewideVendorFile@MyFloridaCFO.com. Do not send SSNs via email unless the email is encrypted or the first five characters of the number are masked (SXXX-XX-4455).
3. VMS will update the record if the justification is sufficient and provide the requestor with a confirmation when the update is complete.

Tip! An update request can take up to one business day.

UPDATES TO MFMP VENDOR FILE RECORDS

For MFMP vendor address or name changes, the vendor must sign in to the MFMP VIP at <https://vendor.myfloridamarketplace.com> to make updates. Vendors may contact the MFMP Customer Service Desk at 1-866-352-3776 or via e-mail at VendorHelp@myfloridamarketplace.com for assistance.

Tip! DFS cannot make any update to MFMP SWVF records (see [MFMP Vendor Adds](#)).

SWVF VENDOR LIFE CYCLE

In order for DFS to maintain data integrity within SWVF, DFS must purge vendor records. This allows for more accurate information within SWVF. As long as a vendor record is frequently used in transactions, the vendor will remain active in SWVF.

FLAIR systematically marks for deletion all records not routinely used in transactions. VMS inactivates FLAIR vendor records if the team determines the information is inaccurate. MFMP inactivates vendors weekly at the request of the vendor, DMS, or DFS.

The purge cycle timeframes may vary if DFS intervenes and inactivates or deletes a SWVF record before FLAIR systematically does.

Tip! Vendors associated with an open Florida Accountability Contract Tracking System (FACTS) contract or grant will not be purged from SWVF.

FLAIR AUTOMATIC RECORD PURGE PROCESS

For a vendor to remain on SWVF, the vendor must be used in a transaction. FLAIR will purge all vendors after 18 months of inactivity. Vendor records that agencies have not used in the timeframes described below will be automatically marked for deletion by FLAIR. This prevents agencies from using the record in a transaction.

The records will remain marked for delete until the record is systematically purged from the SWVF following the timeframe described below. FLAIR will not purge records that are on an Accounts Receivable, Encumbrance, Payable subsidiary file or that are associated with an active Florida Accountability Contract Tracking System (FACTS) contract or grant.

FLAIR will purge all Payees and non-Foreign vendors after the records are in delete status for 14 months.

| FLAIR Vendor Type | Time of Inactivity before FLAIR Marks the Vendor for Delete | Time in Delete Status before FLAIR Purges the record | Total Inactivity Time before Purge |
|-----------------------|---|--|------------------------------------|
| Payee | 4 months | 14 months | 18 months |
| Non-Foreign N vendors | 4 months | 14 months | 18 months |
| Non-Payee (F/S) | N/A | N/A | 18 months |
| Foreign Vendor | N/A | N/A | 18 months |

VMS VENDOR INACTIVATION PROCESS

When it is determined that a vendor number is incorrect or needs to be inactivated, VMS will mark a non-MFMP vendor for inactivation. VMS identifies vendors for inactivation by many sources: a completed Substitute Form W-9, an agency notification, or some other direct communication from the vendor.

Records marked for inactivation are identified in SWVF with a “I” in the SC field. VMS also records an inactivation reason code in the INACT field. Inactive records cannot be used in any FLAIR transaction.

FLAIR will automatically purge all inactivated records after they are in inactive status for 14 months.

| FLAIR Vendor Type | Time in Inactive Status before FLAIR Purges the record |
|-----------------------|--|
| Payee | 14 months |
| Non-Foreign N vendors | 14 months |
| Non-Payee (F/S) | 18 months |
| Foreign Vendor | 18 months |

Agencies that believe a vendor record should be inactivated should contact VMS at StatewideVendorFile@MyFloridaCFO.com.

If the agency determines that an inactive record is required for a transaction, the agency can re-add the record. VMS can update FLAIR records that are marked for inactivation, but will only do so if the agency can demonstrate adequate justification to use that specific SWVF sequence.

To request VMS to update the status code of a FLAIR vendor record:

1. Complete the Statewide Vendor File Update Request Form DFS-A1-2090 located at [dfs-a1-2090statewidevendorfileupdaterequestform.docx \(live.com\)](#).
2. Send the completed form to VMS at StatewideVendorFile@MyFloridaCFO.com. Do not send SSNs via email unless the email is encrypted or the first five characters of the number are masked (SXXX-XX-4455).
3. VMS will update the record if the justification is sufficient and provide the requestor with a confirmation when the update is complete.

MFMP VENDOR INACTIVATION PROCESS

FLAIR does not purge MFMP records. Records in MFMP will be placed in “Inactive” status according to MFMP criteria. An inactive vendor cannot be used in MFMP or FLAIR transactions.

DFS can request MFMP to inactivate a vendors MFMP VIP account, which results in the record being inactivated in SWVF. The determination of which vendors will be requested for inactivation may come from a completed Substitute Form W-9, a DMS decision or some other direct communication from the vendor.

MFMP also has an annual vendor inactivation process. Vendors are inactivated on the following criteria for the past two fiscal years:

- No purchase orders in MFMP
- No payments in FLAIR
- No updates to their MFMP VIP account

MFMP inactivated vendors are identified on SWVF with an “I” in the STATUS field. Contact the MFMP Customer Service Desk at 1-866-352-3776 for information about the inactive vendor.

MONITORING ACTIVITIES

While DFS grants add access to agency employees, DFS is responsible for that data in SWVF. VMS routinely reviews records to maintain data integrity. Agency customers that circumvent SWVF policies and procedures will have their add access terminated by DFS.

VMS will notify agency management when agency employees are not adhering to DFS policy and may request that the employee attend additional training.

ADDED RECORDS MONITORING

VMS will monitor all records added by agencies on a monthly basis to verify that agencies are following DFS policy. VMS will document all findings and notify the employee that added the record and the employee’s supervisor if adds are incorrect.

Any agency employee that has a SWVF add error rate 25% or more for three of the past six months will be required to retake the SWVF training. If the employee does not complete the training within three weeks of receiving notification from VMS, the employee’s SWVF add access will be removed for 30 days and the Director or Administration (or designee) will be notified. At the end of the 30-day period a new Statewide Vendor File Access Request Form (DFS-A1-2089) must be completed to resume the employee’s SWVF add access.

If after the training has been retaken, the employee continues to add 25% or more records with errors, VMS will remove add access for a period of 30 days. The Division of Accounting’s Director may approve to reinstate add access sooner based on a request letter from the agency’s Director of Administration.

The monitoring process will review all records added to SWVF, to verify that:

- Fictitious (“N” vendors) are not being added inappropriately.
- Address format, abbreviations, and naming conventions are being followed.
- Extra/duplicate sequences are not being added.

- Vendors are not being marked as 'confidential' inappropriately (see [Adding Confidential Vendor](#))

Tip! Examples of potentially inappropriate or obvious non-confidential vendors that have been reviewed by DFS includes: Holiday Inn, Wal-Mart, and Circle K

Employees that routinely violate DFS policy will have their SWVF add capability removed by DFS.

ADD ACCESS MONITORING

VMS monitors SWVF add access routinely and may request justification for accounts that FLAIR has inactivated or revoked. DFS can remove SWVF add access if access is used to circumvent policy. VMS will contact an agency's Director's of Administration if add access appears unnecessary.

AGENCY MONITORING

The Report Distribution System (RDS) provides a monitoring reports for agencies to use to monitor all SWVF adds: Agency Add (Vendor Statewide Record add by OLO).

Agencies are expected to review this report routinely to verify that their employees with SWVF add access are following agency and DFS policies.

APPENDIX A - AGENCY STATEWIDE VENDOR FILE CODES AND INDICATORS

FLAIR uses status codes to inform agencies if a vendor is active, inactive, or deleted. Each time a vendor is inactivated, a reason code will be assigned. Only active vendors can be used in FLAIR transactions.

SWVF INDICATOR DESCRIPTIONS

SWVF indicators provide information that may help an agency determine which sequence to use for a transaction. Below is a list of indicators and functional values within SWVF:

| Indicator | Definition | Values |
|--|--|---|
| Confidential Indicator (CI) | Indicates that a vendor's information should not be accessible to the public. Marking a record as confidential prohibits any transaction processed using the record from going to a transparency website or being released as a public record. | Y = Confidential N = Not Confidential |
| Electronic Funds Transfer (EFT) | Distinguishes if a vendor receives electronic payments or warrants. | Y = EFT N = Warrant |
| Foreign Indicator | Indicates if a vendor is foreign. | Y = Foreign N = Not Foreign |
| Levy Indicator | Indicates the source of a levy. | I = IRS R = DOR Blank = No levy |
| Payee Indicator | Indicates a vendor receives payments not associated with the receipt of commodities and services. | Y = Payee N = Non Payee |
| Revenue Type | Identifies the type of entity providing grant funds to State agencies; this is information required for FACTS. | A = Nonprofit Organization B = For Profit Organization, includes Sole Proprietor, C = Local Government, D = State Community Colleges, E = District School Boards, F = State Agency, excluding State Universities, G = State Universities, J = Federal Agency K = Private Universities |

| | | |
|-------------------------------------|--|--|
| | | L = Legislature |
| Vendor Enter Indicator (VEI) | Distinguishes if a vendor is a FLAIR or MFMP vendor. | F = FLAIR M = MFMP |
| Vendor Indicator | An alphabetic character that precedes the SWVF vendor number that indicates the type of TIN. | F = FEIN S = SSN N = Non-Standard Number (Fictitious) |
| W-9 Indicator (W9) | Indicates the status of the Form W-9. | Y = Verified N = Not Verified P = Pending F = Failed T = TIN Match, No W-9 |

STATUS CODES

SWVF has an indicator STATUS CODE (SC) field. Each indicator limits functions within SWVF. Below is a list of indicators:

| Indicator | Definition | Values |
|---|---|------------|
| Status Code | Payment can be processed. | A=Active |
| | Payment cannot be processed, reason code must be provided, will be marked for deletion. | I=Inactive |
| | Payment cannot be processed, will be removed on next available purge cycle. | D=Delete |
| Inactivation Reason Code | B Notice 1-DFS "B" Notice Process-Type 1 Error. | A |
| | B Notice 2-DFS "B" Notice Process-Type 2 Error. | B |
| | No IRS-DFS Request – No IRS Match. | C |
| | Default-Default Inactivation Code. | D |
| | No Reason -DMS Request – No Reason Provided. | E |
| | Used SSN-DMS Request – Registered Using SSN. | F |
| | New FEIN-Vendor Request – New FEIN. | G |
| | Vendor Req-Vendor Request – No Reason Provided. | H |
| Dup Regist-Vendor Request – Duplicate Registration. | I | |

| | |
|--|---|
| Wrong FEIN-Vendor Request – Wrong FEIN. | J |
| Out of Bus-Vendor Request – Out of Business. | K |
| Location Vendor Request – Location No Longer Exists. | L |
| Sold Bus Vendor Request – Sold Business. | M |
| Tax IDTYP-Vendor Request – Wrong Tax ID Type. | N |
| Agency Req-Agency Request. | O |
| Active FACTS Vendor | P |

MINORITY VENDOR CODES AND DESCRIPTIONS

FLAIR uses Minority Codes (MC) to identify the classification of the vendor’s business. The Department of Management Services (DMS), Office of Supplier Diversity (OSD) reviews and approves certified minority business entities (MBEs), non-certified MBEs, and non-profit organizations.

| Minority Code and Description | |
|---|---|
| A - Non-Minority | N - African-American, Non Certified |
| B - State of Florida Small Business Designation | O - Hispanic, Non Certified |
| C - Federal "8(a)" Designated Business | P - Asian-American, Non Certified |
| D - Minority Business, Federal | Q - Native American, Non Certified |
| E – Not Selected | R - Non-Minority (White) Woman, Non Certified |
| F - Non-Profit Organizations | Y - Florida Veteran, Non Certified |
| G - Not Selected | S - Non-Profit, Minority Board |
| H - African-American, Certified | T - Non-Profit, Minority Employees |
| I - Hispanic, Certified | U - Non-Profit, Minority Community Served |
| J - Asian-American, Certified | V - Other Non-Profit |
| K - Native American, Certified | Z- Not Selected |
| L – Not Selected | W – Florida Veteran, Certified |
| M - Non-Minority (White) Woman, Certified | |

Contact OSD at osdhelp@dms.myflorida.com for questions about Minority Codes and descriptions.

DEFINITIONS

1099 Name: A field included in a vendor's MFMP record. This name must match the name to which the FEIN or SSN was issued. This name must also match the name on file with FLAIR for the EFT record if one exists.

Confidential Vendor: Vendor that is exempt from public records review including exemptions under Chapter 119, Florida Statutes.

Electronic Funds Transfer (EFT): Vendor is paid electronically directly into the vendor's bank eliminating the need for a paper warrant.

FLAIR (Florida Accounting Information Resource): The statewide accounting application for all state agencies- Executive, Judicial, and Legislative Branches.

FLAIR Vendor: Vendor that was added into FLAIR by DFS or another agency.

Foreign Vendor: A foreign vendor includes a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, a foreign estate, and any other person that is not a U.S. person. A foreign corporation is one that does not fit the definition of a domestic corporation. A domestic corporation is one that was created or organized in the United States or under the laws of the United States, any of its states, or the District of Columbia. Generally, the U.S. branch of a foreign corporation or partnership is treated as a foreign person. DFS can add a foreign vendor to SWVF using a fictitious number. DFS will not mark a vendor as foreign in SWVF unless the vendor has provided VMS with a Form W-8.

Fraudulent Charge: A charge that was placed on a credit card with the intent to commit fraud; a fraudulent charge can be made by the cardholder, a valid company or a fraudulent company.

Inactivate Code: Provides reason why the vendor was marked for inactivation in MFMP.

Information Warehouse for Reporting: Retains the data entered and processed by agencies and DFS.

International Fees: Fee assessed by a credit card company (currently VISA for PCard transactions) on transactions made outside the United States that include a currency conversion.

Last Update Field: The date that the record was last updated.

Last Used Date: The last date a transaction was processed using the vendor sequence. This date is used to determine purge cycle.

Levy: The federal or state government can seize assets for unpaid liabilities; this action is called a levy.

Minority Code (MC): A vendor's minority classification is recorded in FLAIR in Minority Code field.

MyFloridaMarketPlace (MFMP): The State of Florida's online exchange for buyers and vendors. Vendors conducting business through MFMP must register in the MFMP Vendor Information Portal (VIP).

MyFloridaMarketPlace (MFMP) Vendor: Vendors that have registered with MFMP VIP are added to SWVF and are deemed MFMP vendors. Vendors complete MFMP registration in the Vendor Information Portal at <https://vendor.myfloridamarketplace.com>. Only the vendor can update a MFMP vendor sequence.

'N' Record: Vendor that an agency must use and cannot obtain the Taxpayer Identification Number (TIN). Record is assigned a vendor number by FLAIR. Foreign vendors without a TIN are considered a 'N' vendor. N records are also considered fictitious vendors.

Payee: Individual or entity that receives a payment from the State that is not associated with the receipt of commodities and services.

Purchasing Address: The address from which the goods or services are being purchased. May be different than the Remittance Address.

Purchasing Card (PCard): An economical method for managing purchases using the state issued credit card and reimbursing the state's financial institution for those payments. Purchasing cards are issued to individual employees of the State of Florida and are used to purchase commodities for use in official business of the state, or to pay for travel expenses incurred while conducting state business.

Remittance Address: The address of the Vendor to be used for submitting payment to a vendor. May be different than the Purchasing address.

Statewide Vendor File (SWVF): The Statewide Vendor file (SWVF) in FLAIR is the State's repository of vendor information.

Taxpayer Identification Number (TIN): A nine-digit number assigned to business entities by the IRS. The State records vendor payments under the vendor's TIN. The TIN is either a Social Security Number (SSN) or Federal Employer Identification Number (FEIN).

Third Party Vendor: A company that processes credit card transactions on behalf of another company.

Vendor: An individual or entity that receives a payment that is associated with the exchange of commodities or services. May be different than the W9 name.

Vendor Identification Number: A nine-digit number that represents a vendor's TIN in FLAIR. The vendor number begins with a prefix and ends with a sequence.

Vendor Name: The formal name or title of the vendor that corresponds to the Vendor Identification number as recorded on the vendor file.

Vendor Sequence Number (SEQ): A three-digit number that is assigned by FLAIR when the vendor is added to the file. It is used in conjunction with the Vendor number to indicate different locations of the vendor.

Vendor Indicator: (commonly referred to as a prefix) A one-digit character preceding the vendor's TIN. An N vendor indicator represents a foreign vendors or a fictitious TIN. An S vendor indicator represents vendors that use a Social Security number as the vendor number. An F vendor indicator represents vendors use a Federal Employee Identification Number assigned by the IRS.

W-9 Name: The vendor name that an individual or business has registered with the IRS and uses to report on its taxes to the IRS, this name has passed the IRS TIN verification process using the Online Substitute Form W-9 link. May be different than the Vendor Name.

YYYYMMDD: Represents a date: four-digit year, two-digit month, and a two-digit day.

REFERENCES

Chapter 17, F.S., Chief Financial Officer

Rule 60A-1.030 Florida Administrative Code

Chapter 119, F.S., Public Records

DFS Agency Addressed Memorandum

FLAIR Manual