

# Statewide Vendor File Record Search



The Statewide Vendor File (VS) within FLAIR is intended to provide the State with a single source of vendor records. The Statewide Vendor File interfaces with MFMP, contains all vendors, including confidential and payee type vendors, and displays vendor's W-9 information (if applicable) and EFT indicator.

Statewide Vendor File Mini Menu

```
VSMU                                09/06/2012  15:36:42
STATEWIDE VENDOR MINI MENU

SELECT  [ ]  IND  NUMBER  SEQ  ZIP  -  PAYEE  LEVY
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
```

## Search

There are three ways to search within the Statewide Vendor File. From the Statewide Vendor (VS) Mini Menu input an **I** in the **SELECT** field as the first step of each.

### 1. Vendor ID Inquiry: Appropriate when Tax Identification info is available

(Requires Vendor Indicator, Nine-digit Tax Identification Number (TIN) and Three-digit Sequence Number or Zip Code)

1. In the **IND** field, input **F**, **S**, or **N** to classify the type of vendor record.
2. In the **NUMBER** field, input the nine-digit vendor number to confirm correct provider.
3. **Only the SEQ or the ZIP field can be used, not both.**
  - a. In the **SEQ** field, input **000** to view all sequences or input the specific sequence **OR**
  - b. In the **ZIP** field, input the five-digit or 5-digit + 4-digit zip code, if looking for a particular location. This option searches for Zip Codes within the Purchasing address **ONLY**.
4. Press **ENTER**. FLAIR will retrieve the first record based on the search criteria.

Only one record displays per page. Press PF8 to view additional records.

### 2. Vendor Name Inquiry: Appropriate when the name is available

1. In the **VENDOR NAME** field, input the vendor's name (up to 30 A/N characters).
2. In the **PAYEES ONLY** or the **VENDORS ONLY** field, input **X** or leave blank (both fields are optional). A vendor receives payment for goods and services provided. While a Payee does not, but may receive payment from the state for other things.
3. Press **ENTER**. FLAIR will retrieve the records based on the search criteria. Two records displayed per page. Press PF8 to view additional records.

### 3. W9 Name Inquiry

Please see the Statewide Vendor File Manual for more details.

[https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/vendor/swvf-manual-2022.pdf?sfvrsn=84f18c53\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/vendor/swvf-manual-2022.pdf?sfvrsn=84f18c53_2)

**Statewide Vendor Inquiry By Vendor Number Screen** (with example date retrieved) All fields in the Statewide Vendor File are important, below are some fields that will assist in determining if the selected record is the correct one or if it can be used to process a payment.

```

VSII1 STATEWIDE VENDOR INQUIRY BY NUMBER 02/03/2016 09:14:40
VENDOR ID: F 666666666 W9 NAME: FLORIDA AIR CORPORATION W9: Y
W9 UPDATE: 01/29/2016
SEQ VENDOR NAME SHORT_NAME
PURCHASING ADDRESS REMITTANCE ADDRESS PIN
-----
999 FLAIR CORPORATION FLAIRCORP 9876
456 ANGEL STREET
SOUTH BEND IN 22222-0000

PHONE: (850) 413-3566 LAST UPDATED: 01/29/2016
REQ OLO: 850000 LAST USED: 00/00/0000
VEI: F CONFIDENTIAL: N
FOREIGN: N PAYEE: N
LEVY: STATUS: A
MC: A INACT CODE:
EFT: N REVENUE TYPE:

SEL _ VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD
  
```

**W9:** Indicator that shows the status of a vendor's W9 with the Department of Financial Services.

**VEI:** Vendor Enter Indicator shows how record was added. F = FLAIR and M = MFMP.

**EFT:** Electronic Funds Transfer Indicator: Specifies whether a vendor receives payment electronically or by warrant.

**STATUS or SC:** Indicates the vendor's current standing with the Department. **A = Active, I = Inactive, D = Delete.**

**INACT CODE:** Inactive Code explains the reason a vendor has an I status.

**REMITTANCE ADDRESS:** Address on warrant; location where the vendor payment will be mailed.

**Statewide Vendor Inquiry by Vendor Name Screen** (with example data retrieved)

```

VENDOR NAME: FLAIR CORPORATION PURCHASING ADDRESS:
VENDOR ID: F 666666666 999 PIN: 9876 456 ANGEL STREET
PHONE: (850) 413-3566 REQ OLO: 850000 SOUTH BEND IN 22222-0000
LAST USED: 00/00/0000 UPDATED: 01/29/2016
CI: N FOREIGN: N LEVY: PAYEE: N
SC: A INACT CODE: MC: A EFT: N VEI: F REVENUE TYPE:
W9: Y W9 UPDATE: 01/29/2016 W9 NAME: FLORIDA AIR CORPORATION

VENDOR NAME: FLAIR SERVICE, INC PURCHASING ADDRESS:
VENDOR ID: F 591269165 003 PIN: 9999 935 ALEXANDER AVE
PHONE: (386) 767-3900 REQ OLO: 000000 PORT ORANGE FL 32129-0000
LAST USED: 01/26/2016 UPDATED: 05/20/2015
CI: N FOREIGN: N LEVY: PAYEE: N
SC: A INACT CODE: MC: A EFT: N VEI: M REVENUE TYPE:
W9: Y W9 UPDATE: 05/20/2015 W9 NAME: FLAIR SERVICE INC

EL _ VENDOR ID: ZIP: PAYEE: TYPE SEL
NAME: PAYEES ONLY: VENDORS ONLY:
nter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
ONT MINI MAIN RFRSH TOP FWD
  
```

**Vendor Name:** Match vendor name against name on invoice, PO, contract or PCard charge. Name will appear on warrant.

**VENDOR ID:** Vendor Identification Number F = FEID, S = SSN, N = Other plus the 9 digit Tax ID number and 3 digit sequence.

**SC (Status Code):** Only Active records may be used when processing transactions.

**W9:** EFT, PCard charges or transactions being processed without a 1099 reporting object code may use a Vendor ID with a W9 field marked N.