

# I.30.1 Set Up and Maintain Suppliers

This document is a draft and subject to change

## Revision History

Version	Date	Revision Notes

DRAFT

This document is draft and subject to change

## Table of Contents

Business Process Overview .....	4
Dependencies and Constraints .....	4
Business Process Flow Details .....	4
Interim Reports .....	5

DRAFT

## Business Process Overview

The Set Up and Maintain Suppliers interim business process encompasses all activities that are required to set up and use a supplier profile including adding a new supplier profile, requesting updates to an existing supplier profile, validating a supplier Tax Identification Number (TIN), marking a supplier as confidential, and intercepting a supplier payment for various business events.

## Dependencies and Constraints

- All supplier additions and updates will originate in Florida PALM instead of Departmental FLAIR.
- All suppliers that are 1099 applicable must have a valid TIN match to receive payments.
- Suppliers continue to access the W-9 System to add/update W-9 information.
- Wave organizations have access to request supplier updates or holds via an electronic form in Florida PALM.
- All reports are available for access by Wave organizations in Florida PALM.
- External inputs, like title values and supplier ID, must be in sync with Florida PALM required field values.
- Supplier approval workflow is required for all new and modified suppliers.
- Wave organizations have access to Florida PALM to request supplier updates or holds via an electronic form.
- All errors must be fixed in the source system.

## Business Process Flow Details

Table 1: Process Steps Included on Interim Business Process Model Flow

I.30.1 Set Up and Maintain Suppliers		
Swim Lanes – Definition	<b>DFS Supplier Approver:</b> DFS role responsible for adding and updating suppliers <b>DFS Supplier Processor:</b> DFS role responsible for approving suppliers <b>Wave Organization Supplier Processor:</b> Wave organization role responsible for adding new suppliers	
Process Step ID	Process Step Title	Description of Process
1	30.1.1 Add and Update Suppliers Online Steps 1-5	The Wave Organization Supplier Processor identifies the need to add or update a supplier profile using an electronic form in Florida PALM and notifies the supplier to enter/update their supplier information within the W-9 System.
2	30.1.1 Add and Update Suppliers Online Steps 6-11	The DFS Supplier Processor identifies the need to add or update a supplier profile in Florida PALM, including adding or updating electronic banking information and notifying the supplier to enter/update their supplier information within the W-9 System.
3	30.1.1 Add and Update Suppliers Online Steps 12-14	The DFS Supplier Approver reviews the supplier record for completeness and determines the appropriate next steps.

This document is draft and subject to change

Process Step ID	Process Step Title	Description of Process
		<p>If any data elements are found to be incomplete or invalid, the DFS Supplier Approver denies the supplier record and the Wave organization must supply the necessary information.</p> <p>If all data elements are found to be complete and valid, the DFS Supplier Approver approves the supplier record.</p>
4	Supplier File	All supplier records that are added and updated in Florida PALM are extracted in an outbound file for use by DFS, organizations, and source systems.
5	Update Statewide Vendor File	After the Supplier File successfully updates within Florida PALM, the supplier information is sent back to Departmental FLAIR to update the Statewide Vendor File.

## Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
N/A			