

## APC001 – Suppliers

**Last Updated:** 02/17/2026

**Summary of Change:** Added guidance for the new Employee Crosswalk file and updated guidance for the Supplier Default Location code.

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 for Mock Conversion 4, a one-time Supplier Crosswalk file, for conversion purposes only, was generated with data as of November 8, 2025. The Supplier Crosswalk ties the legacy Vendor IDs and Sequence Numbers to the Florida PALM Supplier IDs.

A second file, Employee Crosswalk, that includes only Employees, was created with Mock Conversion 4 data and shared with agencies.

**NOTE:** *The Supplier IDs within the Supplier and Employee Crosswalk will change with each Mock Conversion/Dry Run. New Crosswalks will be shared with agencies after each Mock Conversion/Dry Run. A final Supplier and Employee Crosswalk will be shared with agencies as part of cutover activities for Financials and Payroll wave go-live.*

There is limited information available within the Supplier Crosswalk, as this file is intended to provide the unique identifiers from the legacy systems mapped to the Florida PALM Supplier ID so that agency business systems can be updated. The Legacy Supplier ID will only be used for supplier conversion purposes and will not be part of the Florida PALM supplier record. Additional information regarding the Supplier Crosswalk and the layout of the file is available in the Knowledge Center: [Suppliers \(APC001\)](#).

The Supplier Crosswalk includes the Alternate Payment Name 1 field that will provide the Vendor Name value from the Legacy Sequence Number. In addition, since a W9 address is included in conversion, agencies will see the value “W9ADR” in the Legacy Sequence Number field.

The Employee 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). Agencies may see multiple rows for each employee; this is due to multiple Location Codes (e.g., ACH, MAIN) being available.

For Mock Conversion 4, the Supplier Crosswalk layout has been updated in the following ways:

- Removed Social Security Numbers (any TIN that begins with “S”) from the TIN field.
  - If the TIN field is blank, agencies should use the Legacy Supplier ID to support supplier mapping.
- Updated the Location Code column to show the location that is associated with the corresponding supplier address sequence number.
- Added a column for the supplier’s Default Location code.
  - If the default address for MAIN and ACH is the same, then that address would be listed twice on the crosswalk, once for MAIN Location, and once for ACH Location.

- The Default Location indicates whether the default location is ACH or MAIN (check). For Supplier records that have multiple Locations, there will be a row for each Location Code.

## Recommended Agency Actions for Mock Conversions

- Review the Supplier Crosswalk, which includes the Florida PALM generated Supplier IDs and agency Supplier records. Agencies should use these Supplier IDs for User Acceptance Testing (UAT).
- Find all Supplier records in the Supplier Crosswalk that are needed for use by your agency. 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.