

## Task Instructions

Task ID: 713

Task Name: *Confirm Supplier Records*

Task Start Date: *April 20, 2026*

Task Due and Close Date: *May 22, 2026*

Project Impact: *Direct*

**Supplier Record confirmation has a direct impact on Dry Run 2. Results of Dry Run 2 will be used to update the UAT environment for the UAT Refresh.**

**4/28/2026 Update:** This task has been updated to remove the requirement to confirm confidential suppliers. All active confidential vendors in FLAIR will be converted to Florida PALM as confidential suppliers via APC001 – Suppliers conversion.

## Task Description

Confirm agency supplier record for Dry Run 2 Supplier Conversion.

## Task Instructions

The Agency Supplier Record worksheet in Smartsheet has been archived. A new *Agency Supplier Record Small File* has been provided in Secure File Share along with the other documents provided for APC001.

Review the *Supplier Crosswalk* and *Agency Supplier Record Small File* to ensure your agency supplier record has been properly created. Review the [APC001 Supplemental](#) guidance for more information about agency supplier records in Florida PALM.

The *Agency Supplier Record Small File* has 3 separate tabs of with information

- Agency TINs
- Agency Addresses
- Agency Locations

All columns on all tabs of the *Agency Supplier Record Small File* have been locked from editing, with the exception of the “Configure Value” and “Agency Comments” columns. To make edits to the configuration and comments columns, you must use the check-out/check-in feature in Secure File Share.

Confirm your Agency Supplier Record by reviewing each tab in your *Agency Supplier Record Small File* workbook. You must update the Configure Value column for each row of data, on each tab, with one of the following drop-down options:

- Yes – Record is Correct
- Remove – Record is Not Valid
- Update Record

If you are requesting to add, update, or remove a record in your Agency Supplier Record workbook, you must reach out to your Readiness Coordinator with the details of your request, as all changes must be approved by the Project Team, DFS A&A and Treasury.

**SharePoint Navigation:**

*Florida PALM Secure File Share Portal > (Agency) Folder > Conversion Workbook Inventory > Dry Run 1 > APC001 – Suppliers*

## Task Completion Requirements

The Project team will review your task submission based on the following criteria to confirm completion:

*Table 1: Task Completion Rubric*

<b>Task Completion Rubric</b>
Complete the “Configure Value” column on all three tabs of the <i>Agency Supplier Record Small File</i> . If changes are needed, contact your Readiness Coordinator.
Task tracker must be marked as 100% complete.

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 1 above.

**NOTE:** *Due to this task being timebound, the task will be closed at the close of business on the due date; therefore, late submissions and resubmissions after the due date will not be permitted.*

### Supporting Materials & Resources:

- [APC001 Supplemental](#)