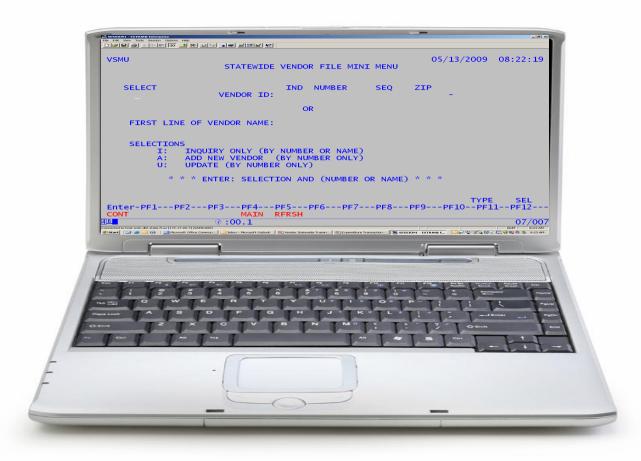# FLAIR STATEWIDE VENDOR FILES

Inquiry Function

Justice Administrative
Commission 2012

1

FLAIR STATEWIDE VENDOR FILES

Inquiry Function

```
T̄YPE: vs  SEL:
9---PF10--PF11--PF12---
```

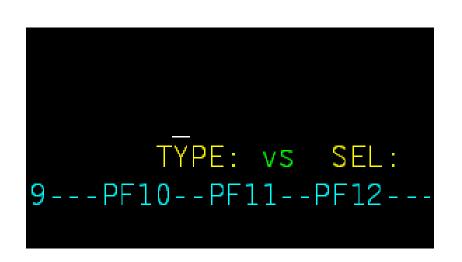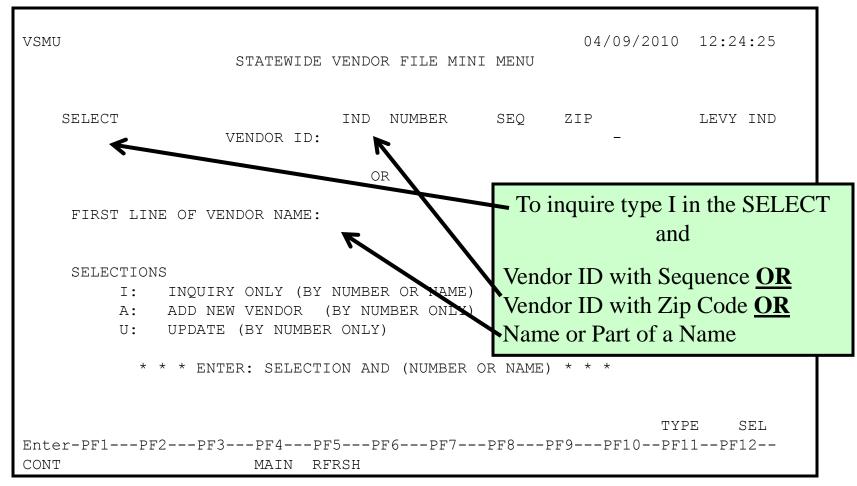**Enter VS in the TYPE Field of any FLAIR screen to access the Statewide Vendor File (VS)**

FLAIR STATEWIDE VENDOR FILES

```
VSMU                                                    04/09/2010  12:24:25
                      STATEWIDE VENDOR FILE MINI MENU


    SELECT                          IND  NUMBER     SEQ    ZIP        LEVY IND
                      VENDOR ID:                                 -


                         OR


    FIRST LINE OF VENDOR NAME:



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


          * * * ENTER: SELECTION AND (NUMBER OR NAME) * * *


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

To inquire type I in the SELECT
and

Vendor ID with Sequence **OR**
Vendor ID with Zip Code **OR**
Name or Part of a Name

VENDOR INQUIRY FUNCTION

Inquiry Screen Example

```
VSI1                    STATEWIDE VENDOR INQUIRY BY NUMBER   04/17/2012  17:41:57

VENDOR ID: F 204043969 W9 NAME: LQ MANAGEMENT LLC                          W9: Y
                                                         W9 UPDATE:  04/13/2012
SEQ VENDOR NAME                          SHORT NAME
    PURCHASING ADDRESS                   REMITTANCE ADDRESS              PIN
--- ------------------------------      ------------------------------- ----
001 LAQUINTA INN                         LAQUINTA INN                    3574
    3701 E FOWLER AVE                    3701 E FOWLER AVE
    TAMPA               FL 33612-0000    TAMPA               FL 33612-0000


    PHONE: (813) 910-7500               LAST UPDATED:    04/13/2012
    REQ OLO:     000000                 LAST USED:       11/14/2011
    VEI:         F                      CONFIDENTIAL:    N
    FOREIGN:     N                      PAYEE:           N
    LEVY:                               STATUS:          A
    MC:          A                      INACT CODE:
    EFT:         N
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---
```

VENDOR INQUIRY FUNCTION

VS Inquiry

Items to note on the Inquiry screen

- **W9**: Will display Y (Yes), N (No), P (Pending) or F (Failed)
  - ➤ If a valid W9 has been received by DFS and recorded in the DFS W9 system, the field will be marked 'Y'
  - ➤ If not received and verified by DFS, will be marked 'N'
  - ➤ W9 Update date will show the date the W9 status changed
- **SC:** Status Code. Will display:
  - ➤ A - Active. Only status code to be used in transactions
  - ➤ I - Inactive. Will be marked inactive by DFS per Agency request, or MFMP
  - ➤ D - Deleted
  - ➤ H - On Hold. Used when a W-9 is required in order for a vendor to be used in a transaction

VENDOR INQUIRY FUNCTION

VS Inquiry

Items to note on the Inquiry screen

➤ <u>VEI</u>: Vendor Enter Indicator

  ➤ Will display F if the vendor record was added through the FLAIR system

  ➤ Will display M if the vendor record was added through the My Florida Market Place (MFMP) purchasing system (used by many agencies for purchasing transactions)

➤ <u>REQ OLO</u>: Requestor OLO or Agency. Agency that has added or requested for the record to be added to FLAIR (JAC OLO = 210000)

VENDOR INQUIRY FUNCTION

VS Inquiry

Items to note on the Inquiry screen

➢ Sequence Number - Assigned per vendor location

➢ Purchasing Address - Physical vendor location or purchasing location

➢ Remit Address - Location where vendor payments will be mailed

➢ Last Activity Date - Last date the vendor sequence was used in a transaction

  ➢ NOTE: A vendor sequence will be purged from the file if not used for 18 months. *(May be re-added as necessary)*

VENDOR INQUIRY FUNCTION

VS Inquiry

- Send vendor add requests, vendor changes or inquiries to: vendorprocessing@justiceadmin.org

- Vendors may be dropped from the FLAIR vendor file if they have not been used in a transaction for more than 18 months.

- Witnesses may be assigned a fictitious vendor number if the SSN for the witness is unavailable.
    - Send an email to vendorprocessing@justiceadmin.org