

ARS □ CSREES □ ERS □ NASS

Bulletin

Title: Procedures for Obtaining New Vendor Codes for
Outgoing Reimbursable Agreements with USDA Agencies

Number: 02-316

Date: December 18, 2002 **Expiration:** December 18, 2003

Originating Office: FFIS Operations Branch,
Financial Management Division, ARS/AFM

Distribution: Area Administrative Officers
Servicing Budget and Fiscal Officers
ARS Vendor Coordinators

This bulletin provides supplemental procedures to the OCFO Bulletin #2002-006, Common Agreement Numbers, for obtaining new vendor codes for ARS Outgoing Reimbursable Agreements with other USDA Agencies. **Some changes have been made to this bulletin on July 17, 2003 (see Enclosure 1).**

In accordance with the OCFO Bulletin #2002-006, Common Agreement Numbers, effective 10/01/02, ARS must obtain common agreement numbers (vendor codes) for all outgoing reimbursable agreements with other USDA agencies. As the agency receiving services, ARS is responsible for requesting these new vendor codes from the NFC Table Maintenance Group and providing them to the USDA agency providing the services, so that appropriate elimination entries can be accomplished for both agencies' quarterly and annual financial reports. This bulletin provides supplemental procedures to the OCFO bulletin to clarify the responsibilities. These procedures are for outgoing reimbursable agreements with other USDA agencies only. For incoming reimbursable agreements, the USDA agency receiving our services will perform these tasks.

PROCEDURES FOR OUTGOING REIMBURSABLE AGREEMENTS WITH OTHER USDA AGENCIES

- 1) During the negotiation process, assign an ARS reimbursable agreement number per the document numbering scheme published in the FROG, Appendix C, such as 60-1907-3-001. This will also be the M1 document number used in FFIS.
- 2) As the receiving services agency, contact the performing/providing USDA agency and request the information needed to establish common agreement numbers for USDA trading partners in accordance with OCFO Bulletin #2002-006 and give them advance notice that an agreement will be forthcoming. Request the following information:
 - a. Performing/Providing Services Agency reimbursable agreement number
 - b. Agency Location Code (ALC)
 - c. Tax Identification Number (TIN) (*optional at this time*)
 - d. Contact Address

Enclosure 1, "Debtor/Paying Agency Accounting Requirements" provides Agency Codes and ALC information for the USDA agencies, for your information.

If the performing/providing services USDA agency wants the agreement first, attach a transmittal that requests the above information.

- 3) As the receiving services agency, once the information is received from the performing/providing services agency, provide your servicing Vendor Coordinator the following information:

ARS' Information: (Receiving Services Agency)

ARS reimbursable agreement number
ALC
TIN (*optional at this time*)
Billing Address (*Area B&F Office*)

Contact Name (*ABFO*)

Performing/Providing Services USDA agency's information:

Agency Name
Reimbursable Agreement Number
ALC
TIN (optional at this time)
Contact Address

- 4) The servicing Vendor Coordinator will communicate (via the FFIS COMT table) with the NFC Table Maintenance Group to request the Common Agreement Numbers with the information shown in #3 as prescribed in OCFO Bulletin #2002-006. See Enclosure 2 for an Excel spreadsheet that may be used to either email or fax the information to the NFC Table Maintenance Group. **If this spreadsheet is faxed, the Vendor Coordinator must send a COMT** to the NFC Table Maintenance Group to let them know that a fax has been sent and the date it was sent.
- 5) NFC will add the two vendor codes (providing and receiving) to the VEND table and send a confirmation to the requesting Vendor Coordinator via the COMR table. If the spreadsheet (Enclosure 2) is emailed to the NFC Table Maintenance Group, the vendor codes established will be communicated back via email.

Example: For an outgoing agreement with APHIS, two vendor codes will be established:

The vendor code assigned to ARS is &34033AA#O R, and
The vendor code assigned to APHIS is &34033AA#O P, where AA# is an
alpha-numeric number sequentially assigned by the NFC Table Maintenance Group.

- 6) The servicing Vendor Coordinator will notify the ABFO of the two vendor codes assigned by NFC.
- 7) The ABFO will screen print the assigned vendor codes from the VEND table, and use the information to prepare the AD-672.
- 8) Prepare the AD-672 using the information obtained in Step 2 as follows:
(see Enclosure 3 for a sample AD-672).

Block 1 - Enter the ARS reimbursable agreement number and the Performing USDA Agency's assigned reimbursable agreement number. Verify that the Comments section of the VEND screen prints contain the correct agreement numbers. If VEND is incorrect, request a correction through COMT by the Vendor Coordinator. The IPAC Processing Team (IPPT) will need the correct reimbursable agreement number when the billing is received from USDA agency cooperator.

Block 7 - Enter ARS and Area/ Location followed by the common agreement number assigned by NFC.

Block 8 - Enter the name of the performing/providing USDA agency followed by the common agreement number assigned by NFC

Block 10 - Enter ARS Billing information. For example: "When billing ARS reference M1 6019073001."

Distribution - Forward the completed AD-672 and the VEND table screen print to the Cooperator for signature.

9) When signed AD-672 is received from cooperator, forward the AD-672 and the VEND table screen print to the ARS Operations Section, NFC, and the servicing funds control office. See Enclosure 4 for sample screen prints from FFIS.

10) ARS Operations Section, NFC, will enter the M1 into FFIS, using the assigned agreement number and the performing/providing agency's vendor code (common agreement number ending with a "P").

If you have any questions regarding these procedures, please contact the FFIS Helpdesk via email (ARS-FFIS-FA) or on 301-504-4429. Vendor Coordinators may direct their questions to Alice Roache, REE Vendor Coordinator, on 301-504-1734.

/s/

S. M. Helmrich
Director
Financial Management Division

4 Enclosures

Debtor/Paying Agency Accounting Requirements

(as of July 16, 2003)

Paying Agency AL :	Agency Code	Paying Agency Name	Requirements
12-06-0000	FA	Farm Service Agency	FFIS reference document transaction code MO (starting with fiscal year 2001) or M1 (prior fiscal years) and FFIS reference document number.
12-25-0001	02	Agricultural Marketing Service	FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-37-0001	37	Food Safety and Inspection Service	FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-40-0002	01	Office of the Secretary	FFIS reference document transaction code MO or RQ (green book charges) and FFIS reference document number.
	13	Office of Communication	
	14	Office of the General Counsel	
	38	Office of the Chief Economist	
	42	Office of Budget and Program Analysis	
	90	Office of the Chief Financial Officer	
	DA	Departmental Administration	
	ES	Office of the Executive Secretariat	
	IT	Office of the Chief Information Officer	
	NA	National Appeals Division	

12-40-0300	03	Agricultural Research Service	FFIS reference document transaction code M1, MO, or RQ, FFIS reference document number, and line number.
12-40-0700	07	Rural Development	FFIS reference document transaction code MO, MO reference document number, and MO line number.
	15	Rural Utilities	
	32	Rural Business Coop	
	SC	National Sheep Industry Improvement Center	
12-40-0800	08	Risk Management Agency	FFIS reference document transaction code RQ, MO, or RO, and FFIS reference document number.
12-40-1000	10	Foreign Agricultural Service	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.
12-40-1100	11	Forest Service	FFIS reference document transaction code MO, MO reference document number, and MO line number.
12-40-1600	16	Natural Resource Conservation Service (It is anticipated that during FY03, NRCS will only accept items listed under Section 1)	1. FFIS reference document transaction code RQ or MO and FFIS reference document number, or 2. 7-position accounting classification, and 4-position budget object class, or 3. 2-position budget fiscal year, 3-position fund, 2 or 6-position budget organization code, and 4-position budget object class.
12-40-1800	18	Economic Research Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2000	20	National Agricultural Statistics Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2200	22	Cooperative State Research, Education, and Extension Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2300	23	Department of Agriculture, Office of the Inspector General	FFIS reference document transaction code MO and FFIS reference document number.
12-40-3000	30	Food and Nutrition Service	FFIS reference document transaction code M1 or MO, FFIS reference document number, and line number.
12-40-3400	34	Animal and Plant Health Inspection Service	FFIS reference document transaction code MO (reimbursable work authorizations and inter-agency agreements) and FFIS reference

			document number.
12-40-3600	36	Grain Inspection, Packers and Stockyards Administration	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.

Debtor/Paying Agency Accounting Requirements as of 10/01/02

Paying Agency ALC	Ag. Code	Agency	Requirements
12-06-0000 Farm Service Agency	FA	Farm Service Agency	FFIS reference document transaction code MO (starting with fiscal year 2001) or M1 (prior fiscal years) and FFIS reference document number and line number, if applicable.
12-25-0001 Agricultural Marketing Service	02	Agricultural Marketing Service	FFIS reference document transaction code MO, FFIS reference document number and line number, if applicable.
12-37-0001 Food Safety Inspection Service	37	Food Safety Inspection Service	FFIS reference document transaction code MO, FFIS reference document number and line number, if applicable.
12-40-0002 DASO	01 13 14 38 42 90 DA ES IT NA	Office of the Secretary Office of Communications Office of the General Counsel Office of the Economist Office of Budget and Program Analysis Office of the Chief Financial Officer Departmental Administration Office of the Executive Secretary Office of the Chief Information Officer National Appeals Division	FFIS reference document transaction code MO or RQ (Greenbook charges) and FFIS reference document number and line number, if applicable.
12-40-0300 Agricultural Research Service	03	Agricultural Research Service	FFIS reference document transaction code M1 or RQ, FFIS reference document number and line number, if applicable.
12-40-0700 Rural Development	07 15 32 SC	Rural Development Rural Utilities Rural Business Coop National Sheep Industry Improvement Ctr	FFIS reference document transaction code MO, FFIS reference document number, and line number, if applicable.
12-40-0800 Risk Management Agency	08	Risk Management Agency	FFIS reference document transaction code RQ, MO, or RO, and FFIS reference document number and line number, if applicable.
12-40-1000 Foreign Agricultural Service	10	Foreign Agricultural Service	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number, if applicable.

Debtor/Paying Agency Accounting Requirements as of 10/01/02

Paying Agency ALC	Ag. Code	Agency	Requirements
12-40-1100 Forest Service	11	Forest Service	1. FFIS reference document transaction code RQ, MO, or RC and FFIS reference document number, and line number, if applicable or 2. 8-position job code (6-position management code plus 2-position budget fiscal year), 4-position budget organization code (2-position region plus 2-position unit) and 4-position budget object class.
12-40-1600 Natural Resource Conservation Service	16	Natural Resource Conservation Service	1. FFIS reference document transaction code RQ or MO and FFIS reference document number, or 2. 7-position accounting classification, and 4-position budget object class, or 3. 2-position budget fiscal year, 3-position fund, 2 or 6-position budget organization code, and 4-position budget object class.
12-40-1800 Economic Research Service	18	Economic Research Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number, if applicable.
12-40-2200 Cooperative State Research, Education, and Extension Service	22	Cooperative State Research, Education, and Extension Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number, if applicable.
12-40-2300 Department of Agriculture, Office of the Inspector General	23	Department of Agriculture, Office of the Inspector General	FFIS reference document transaction code MO and FFIS reference document number and line number, if applicable.
12-40-3000 Food and Nutrition Service	30	Food Nutrition Service	FFIS reference document transaction code M1 or MO, FFIS reference document number and line number, if applicable.
12-40-3400 Animal and Plant Health Inspection Service	34	Animal and Plant Health Inspection Service	FFIS reference document transaction code MO and FFIS reference document number and line number, if applicable.
12-40-3600 Grain Inspection, Packers and Stockyards Administration	36	Grain Inspection, Packers and Stockyards Administration	FFIS reference document transaction code MO, six to ten position FFIS reference document number and line number, if applicable.

SAMPLE COMMON AGREEMENT NUMBER REQUEST FOR OUTGOING USDA AGREEMENTS

COMT INFORMATION

Vendor Code

(Common Agreement Number)

1	<p>Common Agreement Number..... [REDACTED]</p> <p>Providing Agency Name..... USDA, APHIS</p> <p>Providing Agency ALC..... 12403400</p> <p>Providing Agency Address..... USDA, APHIS street address Minneapolis, MN xxxxxx</p> <p>Comments (<i>Providing Agency Agreement #</i>) xxxxxxxxxxxxxx/APHIS</p> <p>Receiving Agency Name..... USDA, ARS, SPA</p> <p>Receiving Agency ALC..... 12400300</p> <p>Receiving Agency Address..... USDA, ARS, SPA 7607 Eastmark Drive, Suite 210 College Station, TX 77840</p> <p>Comments (<i>ARS Agreement #</i>) 60-6205-3-020/ARS</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>&34033xxxO P (34=APHIS Providing; 03=ARS Receiving)</p> <p>xxx = Assigned by NFC Table Maint. Grp.</p> <p>&34033xxxO R (34=APHIS Providing; 03=ARS Receiving)</p>
2	<p>Common Agreement Number..... [REDACTED]</p> <p>Providing Agency Name..... USDA, AMS</p> <p>Providing Agency ALC..... 12250001</p> <p>Providing Agency Address..... USDA, AMS street address city, state zip</p> <p>Comments..... xxxxxxxxxxxxxx/AMS</p> <p>Receiving Agency Name..... USDA, ARS, SPA</p> <p>Receiving Agency ALC..... 12400300</p> <p>Receiving Agency Address..... USDA, ARS, SPA 7607 Eastmark Drive, Suite 210 College Station, TX 77840</p> <p>Comments..... 60-6201-3-010/ARS</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>&02033xxxO P (02=AMS Providing; 03=ARS Receiving)</p> <p>&02033xxxO R (02=AMS Providing; 03=ARS Receiving)</p>

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

Enclosure 3

1 AGREEMENT NUMBER (32) ARS M1# 6019073001 APHIS 34WT020310-00431A		2 FISCAL YEAR (4) 2003		3 ESTIMATED AMOUNT (11) \$51,720.00		4 AGY BILL IND. (1) 1		5 TRANS CODE (1) 2		8 ACTION CODE (1) 1					
7 AGENCY REQUESTING SERVICE						8 AGENCY PERFORMING SERVICE									
NAME (32) USDA;ARS;FMD;FOB &34033xxxO R						NAME (32) USDA, APHIS &34033xxxO P									
1ST LINE ADDRESS (32) Mail Stop 5113						1ST LINE ADDRESS (32) Unit#55									
2ND LINE ADDRESS (32) 5601 Sunnyside Avenue						2ND LINE ADDRESS (32) 4700 River Road									
CITY (21) Beltsville		STATE (2) MD		ZIP CODE (10) 20705-5113		CITY (21) Riverdale		STATE (2) MD		ZIP CODE (10) 77840					
9 SERVICES TO BE PERFORMED(Give brief explanation and basis for determining cost of services. Attach additional sheets if needed) ARS will reimburse APHIS for inspection certificates.															
10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO WORK (Requesting agency) Please refer to M1#6019073001 when billing ARS.															
11 DURATION OF AGREEMENT						12 METHOD OF PAYMENT									
EFFECTIVE DATE (From)				CONTINUING THROUGH		REIMBURSEMENT 0			ADVANCE OF FUNDS 0						
						BILLING FREQUENCY			TYPE OF ACCOUNT						
13 FINANCING (REQUESTING AGENCY -- WHEN NOT SERVICED BY NFC)															
APPROPRIATION SYMBOL AND TITLE						PROJECT, ALLOTMENT, OR WORKLOAD (As applicable)									
14 FINANCING (REQUESTING AGENCY -- WHEN SERVICED BY NFC)															
AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION										OBJECT CLASS	AMOUNT	
			A	B	C			D	E			4		9	2
2	2	4	5	10	5	3	4	1	4	1	2	4	9	2	
03	T5	0091	30119	07007								2559	\$15,720	00	
15 FINANCING (PERFORMING AGENCY)															
AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION										OBJECT CLASS	AMOUNT	
			A	B	C			D	E			4		9	2
2	2	4	4	10	5	3	4	1	4	1	2	4	9	2	
34	WT	0079	2523	117030								0250	\$15,720	00	
16 LEAVE FACTOR (3)		17 FICA FACTOR (2)		18 OVERHEAD FACTOR (3)											
19 REQUESTING AGENCY APPROVAL						20 PERFORMING AGENCY APPROVAL									
SIGNATURE				DATE		SIGNATURE				DATE					
TITLE S. M. Helmrich, Director, Financial Management Division, ARS						TITLE									
PERSON TO CONTACT		PHONE		FTS		COMM		PERSON TO CONTACT		PHONE		FTS		COMM	
M. Lewis		(301)504-1000				X									

SAMPLE VEND SCREEN PRINTS

Providing Agency:

ACTION: R TABLEID: VEND USERID: UCSH
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE: &340330000 P VENDOR NAME: USDA, APHIS SEC1:
ADDR LINE 1: 4700 RIVER ROAD, UNIT 65 V VENDOR TYPE: V VENDOR TYPE CAT:
ADDR LINE 2: MISC VEND: N GROUP CK IND: N
ADDR LINE 3: RIVERDALE MD 20737 PHONE:
CONTACT: GRP BILLS: N GROUP DUNNING: N
COMMENTS: AGMT # 34-WT-02-5000/APHIS ARTYPE: ACTIVE VENDOR: A
AR CONTACT: 112102 ADD/EMAIL JM VEND/PROV CODE: B HOME ORG:
CUST REF #: 12403400 CUST TYPE: CREDIT CARD: N
CUST ACCT: FACTS DEPT ID: 12 FACTS BUREAU ID: 13
PAYMNT HOLD: N PAY LAG: 00 ACH PRENOTE IND: N ACH PAY FORMAT:
PPAY TYPE: LAST PAY DATE: TIN TYPE: F TIN VERIFIED IND:
CALENDAR YTD DISB: TIN VALIDATION DATE:
TAXPAYER ID #: 12403400 PAYMENT CAT: V 1099 VEND: N 1099 NAME/ADDRESS: N
OFFSET ELIGIBILITY: Y VENDOR NAME XREF: SEC1:
-- BANK INFORMATION --
EFT FLAG: N BANK NAME: BANK NUMB:
ACCT NUMB: BANK ACCT TYPE:
CITY: STATE: ZIP CODE:
CORR BANK: CORR BANK NUMB:

Receiving Agency:

ACTION: R TABLEID: VEND USERID: UCSH
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE: 8340330000 R VENDOR NAME: USDA, ARS, SPA SEC1:
ADDR LINE 1: 7607 EASTMARK DRIVE, STE 210 VEND TYPE: V VEND TYPE CAT:
ADDR LINE 2: MISC VEND: N GROUP CK IND: N
ADDR LINE 3: COLLEGE STATION TX 77840 PHONE:
CONTACT: GRP BILLS: N GROUP DUNNING: N
COMMENTS: AGMT # 60-6240-2-010/ARS ARTYPE: ACTIVE VENDOR: A
AR CONTACT: 112102 ADD/EMAIL JM VEND/PROV CODE: B HOME ORG:
CUST REF #: 12400300 CUST TYPE: CREDIT CARD: N
CUST ACCT: FACTS DEPT ID: 12 FACTS BUREAU ID: 09
PAYMNT HOLD: N PAY LAG: 00 ACH PRENOTE IND: N ACH PAY FORMAT:
PPAY TYPE: LAST PAY DATE: TIN TYPE: F TIN VERIFIED IND:
CALENDAR YTD DISB: TIN VALIDATION DATE:
TAXPAYER ID #: 12400300 PAYMENT CAT: V 1099 VEND: N 1099 NAME/ADDRESS: N
OFFSET ELIGIBILITY: Y VENDOR NAME XREF: SEC1:
-- BANK INFORMATION --
EFT FLAG: N BANK NAME: BANK NUMB:
ACCT NUMB: BANK ACCT TYPE:
CITY: STATE: ZIP CODE:
CORR BANK: CORR BANK NUMB: