

The image is a stylized representation of the Arkansas state flag. It features a central white diamond shape on a red background. The diamond is bordered by a dark blue ring containing 35 white stars. Inside the white diamond, the word "ARKANSAS" is written in bold, dark blue, sans-serif capital letters. Above the text is a single dark blue star, and below it are three dark blue stars arranged in a triangular pattern (one in the center, two on either side).

ARKANSAS

PCS Deadlines

Review Month	Due to OSP			LCRC Meeting*	PEER*	ALC Meeting*
	Regular Contracts	Sole Source by Justification	ABA			
January	Dec. 10, 2014	Dec. 5, 2014	Dec. 3, 2014	TBD		
February	Jan. 7, 2015	Jan. 2, 2015	Dec. 31, 2014	TBD		
March	Feb. 4, 2015	Jan. 30, 2015	Jan. 28, 2015	TBD		
April	Mar. 4, 2015	Feb. 27, 2015	Feb. 25, 2015	TBD		
May	April 1, 2015	Mar. 27, 2015	Mar. 25, 2015	TBD		
June	May 6, 2015	May 1, 2015	April 29, 2015	June 3, 2015	June 4, 2015	June 19, 2015
July	June 3, 2015	May 29, 2015	May 27, 2015	July 1, 2015	July 2, 2015	July 17, 2015
August	July 1, 2015	June 26, 2015	June 24, 2015	Aug. 5, 2015	Aug. 6, 2015	Aug. 21, 2015
September	Aug. 5, 2015	July 31, 2015	July 29, 2015	Sept. 2, 2015	Sept. 3, 2015	Sept. 18, 2015
October	Sept. 2, 2015	Aug. 28, 2015	Aug. 26, 2015	Oct. 7, 2015	Oct. 8, 2015	Oct. 16, 2015
November	Oct. 7, 2015	Oct. 2, 2015	Sept. 30, 2015	Nov. 4, 2015	Nov. 5, 2015	Nov. 20, 2015
December	Nov. 4, 2015	Oct. 30, 2015	Oct. 28, 2015	Dec. 2, 2015	Dec. 3, 2015	Dec. 18, 2015
January 2016	Dec. 9, 2015	Dec. 4, 2015	Dec. 2, 2015	Jan. 6, 2016	Jan. 7, 2016	Jan. 15, 2016

***IMPORTANT:** All dates listed above are subject to change or cancellation. OSP will post a notification on their eNews as soon as one is scheduled or you can check the website often for changes. If you have not registered for eNews and you're a governmental entity employee, you should do so immediately!

Agenda

- Furniture Website
- Emergency Tire Provision
- WEX Card Capabilities
- Ethics in Procurement
- Looking up Vendor Groups



DEPARTMENT OF FINANCE & ADMINISTRATION

OFFICE OF STATE PROCUREMENT

STATEWIDE FURNITURE CONTRACT

[FURNITURE ▾](#)
[MANUFACTURER LISTINGS](#)
[AUTHORIZED DEALER LISTINGS](#)


ANNOUNCEMENTS

Contract SP-13-0230R Expires 12/31/14.....Contract Renewals Are In Process

Contract SP-14-0094 Expires 03/20/14....Contract Renewal Process will commence

Contract Information

SP-13-0230R & SP-14-0094

- These are non-mandatory statewide furniture contracts
- The contract term is one year - January 1, 2014 through December 31, 2014
 - The contracts may be renewed annually up to six times
 - The total contract term, including all possible renewals, shall not exceed 7 years
- The contracts may be utilized by all state agencies and cooperative participants including:
 - cities
 - counties
 - schools (K-12)
 - colleges & universities

Helpful Information

Contracts SP-13-0230R and SP-14-0094 were awarded to furniture manufacturers. All purchase orders resulting from these contracts will be written to an authorized dealer. All invoices will be submitted by authorized dealers. All payments will be made to the appropriate authorized dealer.

- All quotations and invoices must include both *list* and *net* prices.
- Charges for delivery and installation must be quoted and shown as a separate line item on all quotations, purchase orders, and invoices.

Tire Contract

(Mandatory)

- Bridgestone / Firestone
- Goodyear
- Michelin

Tires

[< Back to State Contracts](#)

Expiration Date	Contract	Vendor	Buyer
3/31/2015	MA208	Goodyear	John Leverett
Co-Op	Mandatory	Minority	Green
WSCA	Yes	No	No

AASIS Information

Click on Authorized Dealers (below) to determine the AASIS Contract number for each individual tire dealer.

Material Group # 86300

Vendor # 100117109

Title	Posted
Authorized Dealers	11/05/2014
Emergency Provision	10/27/2014
March 1, 2012 Recall	03/30/2012
Master Agreement	03/30/2012

State Tire Contract Emergency Provision

The State Tire contract is a mandatory contract and all tires and tire services must be purchased from a dealer authorized by one of the three awarded manufacturers on the WSCA Tire Contract, Bridgestone/Firestone, Goodyear and Michelin/BF Goodrich.

However, in cases of emergency, OSP authorizes state agencies to purchase tires or emergency tire repair services from non-contract tire dealers.

Allowable emergency purchases shall only include tire purchases and tire repair services that will restore the vehicle to a safe operating condition. Performance improving parts and services shall not be considered an emergency.

The following emergency provision is a part of the WSCA Tire contract:

2.4.10 Emergency tire repair: Road side assistance (price per hour for labor or service call). Awarded Contractor shall provide complete twenty-four (24) hour roadside service, as required. Dispatch response time (arrival time by Contractor to Using Agency identified location), shall occur within the time parameters requested by the Using Agency at the time of contact (one hour, 2-5 hours, 24 hours etc.). Contractor shall make every effort possible, including having all necessary tools, replacement materials and labor on hand at time of repair, to make all roadside repairs and tire replacement(s) in a safe, cost efficient manner. **In the event that Awarded Contractor is unable or unwilling to respond within the required dispatch time after telephone notification of the emergency, the Using Agency reserves the right to procure the Products or Services or a combination of Products and Services elsewhere without Contract violation.**



BRIDGESTONE TIRE DEALERS

DEALERS/STORES	ADDRESS	CITY	ST	ZIP	Vendor number	AASIS Contract number	PHONE	Contact	EMAIL
KENTS FIRESTONE	1316 E MAIN ST	Batesville	AR	72501	100050368	4600024421	(870)793-5566	JOHNNY J KENT	kentsfirestone@suddenlinkmail.com
WORLEY TIRE	302 W TRIMBLE	BERRYVILLE	AR	72616	100032500	4600024422	(870)423-4585	FREDDIE	worleytire@cox-internet.com
SMITH TIRE & AUTO	612 WEST MOULTRIE	BLYTHEVILLE	AR	72315	100062132	4600024423	(870)762-1700	KEITH SMITH	kes1@cox.net
BOBBY HENARD TIRE INC	308 E CYPRESS	BRINKLEY	AR	72021	100029009	4600024424	(870)-734-1044	BOB HUNT	rbhu1@aol.com
BEST AUTO & TIRE CENTER. INC	490 HWY 64 EAST	CONWAY	AR	72032	100170820	4600024425	(501)329-3399	JAMES COUCH	bestautoandtire@alliancecable.net
FIRESTONE AUTO CARE	711 FRONT ST	CONWAY	AR	72032	100040681	4600024426	(501)329-2981	Store Manager	005061@bfusa.com
COY WILES TIRE CO.	JCT US 70 & 71	De Queen	AR	71832	100062101	4600024427	(870)584-3545	DENNIS SMILEY	cwiles@windstream.net
HARVEYS GARAGE	1905 MAIN	DES ARC	AR	72040	100086962	4600024428	(870)256-4545	HARVEY	harveysgarage@centurytel.net
FAYETTEVILLE TIRE & AUTO	3264 N. COLLEGE AVE	FAYETTEVILLE	AR	72703	100127105	4600024429	(479)521-2383	CHAD CLAYTON	firehawkchad@yahoo.com
JMR TIRE SERVICE, INC.	1322 NORTH MORO ST	Fordyce	AR	71742	100004349	4600024430	(870)352-7964	MIKE BYARS	jmrtire@windstream.net
FIRESTONE AUTO CARE	4901 ROGERS AVE	FORT SMITH	AR	72903	100040679	4600024431	(479)452-2238	Store Manager	020564@bfusa.com
JIM GRIZZLE TIRE	3002 TOWSON AVE.	Fort Smith	AR	72901	100028852	4600024432	(479)783-6157	BRIAN GRIZZLE	brian@jimgrizzletire.com
ALBERT PIKE TIRE	100 ALBERT PIKE	National Park	AR	71913	100051243	4600024435	(501)624-1231	GILLHAM	aptire@cablelynx.com
FIRESTONE AUTO CARE	1006 W MAIN ST	JACKSONVILLE	AR	72076	100040676	4600024436	(501)982-1501	Store Manager	005215@bfusa.com
FIRESTONE AUTO CARE	2106 WILKINS AVE	JONESBORO	AR	72401	100008857	4600024437	(870)972-1771	Store Manager	020443@bfusa.com
FIRESTONE AUTO CARE	920 W 3RD ST	LITTLE ROCK	AR	72201	100008855	4600024438	(501)375-9857	Store Manager	005118@bfusa.com
FIRESTONE AUTO CARE	11104 N RODNEY PARHAM	LITTLE ROCK	AR	72212	100072449	4600024440	(501)227-0506	Store Manager	021865@bfusa.com
FIRESTONE AUTO CARE	12320 CHENAL PKWY	LITTLE ROCK	AR	72211	100040684	4600024439	(501)225-6300	Store Manager	285994@bfusa.com
LOONEYS TIRE CENTER	7416 ENMAR DRIVE	LITTLE ROCK	AR	72209	100004497	4600024441	(501)-944-8315	STEVE GRAY	steve@looneystirecenter.com
PROCTOR TIRE SERVICE	1400 N. CENTER ST	LONOKE	AR	72086	100048438	4600024443	(501)676-6800	HOLLOWAY	victor@proctire.com
MENA TIRE CO.	1500 HWY 71 S	MENA	AR	71953	100103800	4600024444	(479)-394-1938	STACY NASH	menatireco@sbloglobal.net
PLUMLEE TIRE	4081 HWY. 62 WEST	MOUNTAIN HOME	AR	72653	100031996	4600028187	(870) 424-8473	MATT OR DAVE	matt@plumleetire.com
ROBERSON TIRE SERVICE	4 Bruce St.	MORRILTON	AR	72110	100029702	4600024451	(501) 354-0306	ROBERSON	melissafastdriving@yahoo.com
JIM CARLTON TIRE	203 W CASSADY ST	NASHVILLE	AR	71852	100030952	4600024452	(870)845-4488	JIM CARLTON	Rem700SA@centurytel.net
AMERICAN TIRE DISTRIBUTORS	1200 E. 12TH STREET	ROCK	AR	72114	100149752	4600024453	(501)758-9020	CURTIS SMITH	CESMITH@ATD-US.COM
GARRETT TIRE CO OF ROGERS	1037 W. WALNUT ST	ROGERS	AR	72756	100081370	4600024455	(479)636-9205	JIM CRAIG	craigjim@advantage-tire.com
PARKER HOLDING CORP	1907 EAST MAIN	RUSSELLVILLE	AR	72801	100030800	4600024456	(479)968-2000	CHARLIE PARKER	newtontire@suddenlink.net
GARRETT TIRE AND AUTO	1010 Clayton St.	Springdale	AR	72762	100081442	4600024457	(479)756-6550	TYLER CASTEEL	info@garrettires.com
SOUTHERN TIRE MART, LLC	333 E. HENRI DE TONTI	Springdale	AR	72762	100179530	4600024433	(479) 306-4130	AMY WHEELER	awheeler@stmtires.com
PROCTOR TIRE SERVICE	705 W. MICHIGAN ST	STUTTGART	AR	72160	100028726	4600024449	(870)673-7201	TROY MITCHELL	troy@proctire.com
GCR TIRE CENTER	6010 N STATE LINE	Texarkana	AR	71854	100155235	4600024958	(870)772-2662	GREG FETT	gregfett@gortires.com
JIM GRIZZLE TIRE	1610 N. 7TH ST.	Van Buren	AR	72956	100062111	4600024448	(479)410-3100	BRIAN GRIZZLE	Brian@jimgrizzletire.com
GUILTNER-STEELE TIRE	100 N MISSOURI ST	WEST MEMPHIS	AR	72301	100050209	4600024445	(870)735-2850	TOBY STEELE	grimestire@hotmail.com
MCGRUFF TIRE	4112 E SERVICE RD	West Memphis	AR	72301	100120057	4600024447	(870) 733-0682	BOBBY BLALOCK	bobbyb@mcgriffireindustries.com
SOUTHERN TIRE MART, LLC	3700 NE SERVICE RD	West Memphis	AR	72301	100184405	4600024446	(817)529-2294	BILL GINN	bharms@stmtires.com

Suggestions

(In Case of Emergency)

- Keep a copy of all three authorized dealer lists in each agency vehicle.
- Drivers should have a WEX card or another means of payment.
- Reimbursement is based on the policy at your agency.

WexPay Overview of the Technology

- What is WEXPay™?
 - WEXPay is a product offered by WEX that allows customers to make purchases using a virtual card without needing physical plastic at the point of sale
 - A virtual card is a card that is issued without a corresponding piece of plastic, but that has similar attributes to a true card
 - The virtual card is created with the purpose of only being used one time, for a single purchase and for a specific dollar amount
 - It provides convenience and control for fleet card purchases that need to be made outside of the WEX network

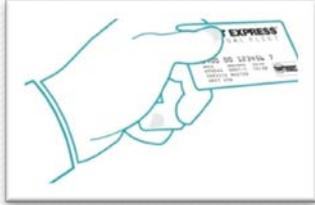
What are the benefits of WEXPay™?

- Convenience:
 - Utilizes the MasterCard network, accepted almost everywhere
 - Driver doesn't need to carry a second card (existing WEX card is presented to merchant)
 - Transaction is billed to customer's existing WEX account (no separate bill), and amounts are included in rebate calculations
- Security & Control:
 - Merchant contacts WEX and must provide WEX card number, expiration, product, amount, Driver ID and Odometer before purchase is authorized
 - Transactions are authorized against the existing controls the customer has in our system (if "Parts & Service" only allows for \$250/transaction on that card, it will decline above that)

What are the benefits of WEXPay™?

- Security & Control (cont.):
 - Purchases are only allowed at fuel and maintenance vendors
 - Virtual card number provided to merchant can only be used once and only the amount that was authorized
- Data Capture:
 - Level 3 data is captured on these transactions (i.e. you will know it was tires, filter, brakes, etc.)
 - Keeps all vehicle data together (fuel and maintenance) in one system so fleet manager can truly understand the cost of operating the asset
- Merchant also benefits:
 - Paid quickly from MasterCard (typically 3 days or less) using their existing settlement procedures with MasterCard

WEXPay™: How it Works



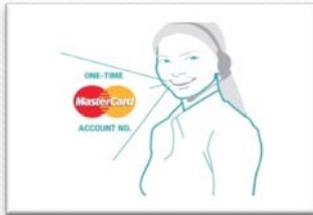
Driver provides the WEX Card to repair facility with instruction to call the dedicated out of network toll-free number for authorization and payment instructions.



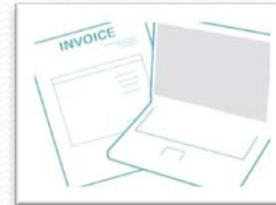
Merchant calls WEX Customer Service and provides Account number, Vehicle Card number, Driver ID, and service and repair cost.



Customer Service validates card, Driver ID and that the amount is within allowed limits

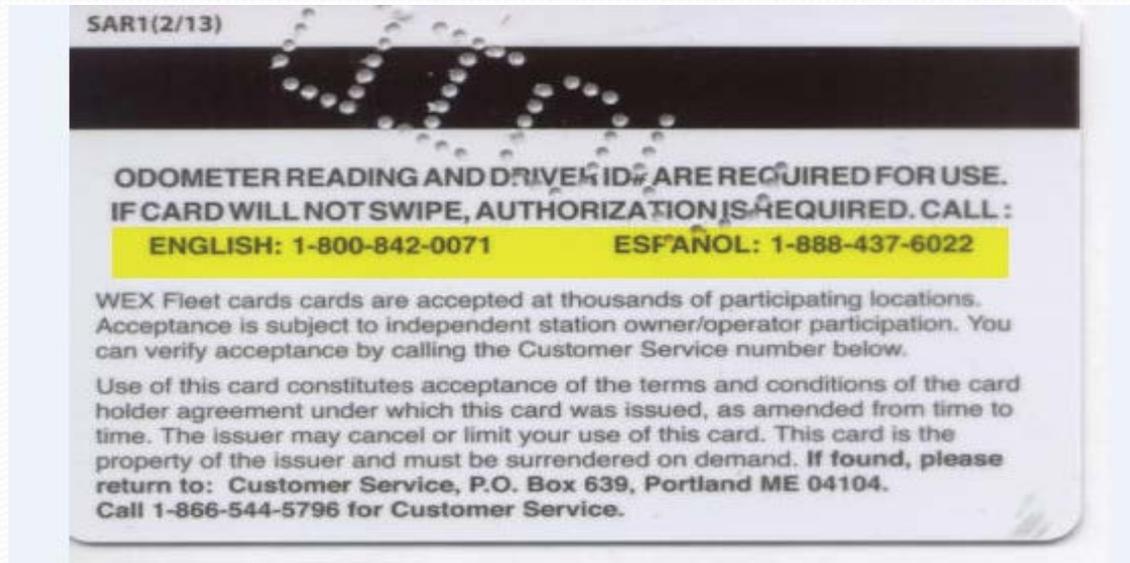


If trans is approved, Rep provides merchant single use MasterCard account number to merchant with charge limit set to the dollar amount of the invoice.



Transaction flows through all fleet reporting at the vehicle level as a charge for that WEX Fleet Card.

WEXPay™ Merchant Toll Free Number



Also, convenient key tag for drivers:



ETHICS IN PROCUREMENT

Conflict of Interest Laws

By Ray S. Pierce, J.D.

ETHICS

(plural noun)

- a system of moral principles
- the rules of conduct recognized in respect to a particular class of human actions or a particular group, culture, etc.

-- Dictionary.com, "Ethics" (last accessed April 9, 2013)

Purchasing Ethics

- Moral principles or code to be respected and followed by procurement personnel.
- Prohibits a breach of the public trust by any attempt to realize personal gain by a public employee through conduct inconsistent with the proper discharge of the employee's duties.

Words To Live By

Just because an action is legal
does **NOT** mean the action is
ethical.

Clearly, the law cannot set out to define all ethical and unethical actions. Our own moral compasses have to guide us.

NEWS FROM: Bal Harbour, Bay Harbor Islands, Fisher Island, Indian Creek, Normandy Isle, North Bay Village, South Beach, Surfside

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Posted on Monday, 10.22.12

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MIAMI BEACH

Former Beach official, wife arrested in corruption probe

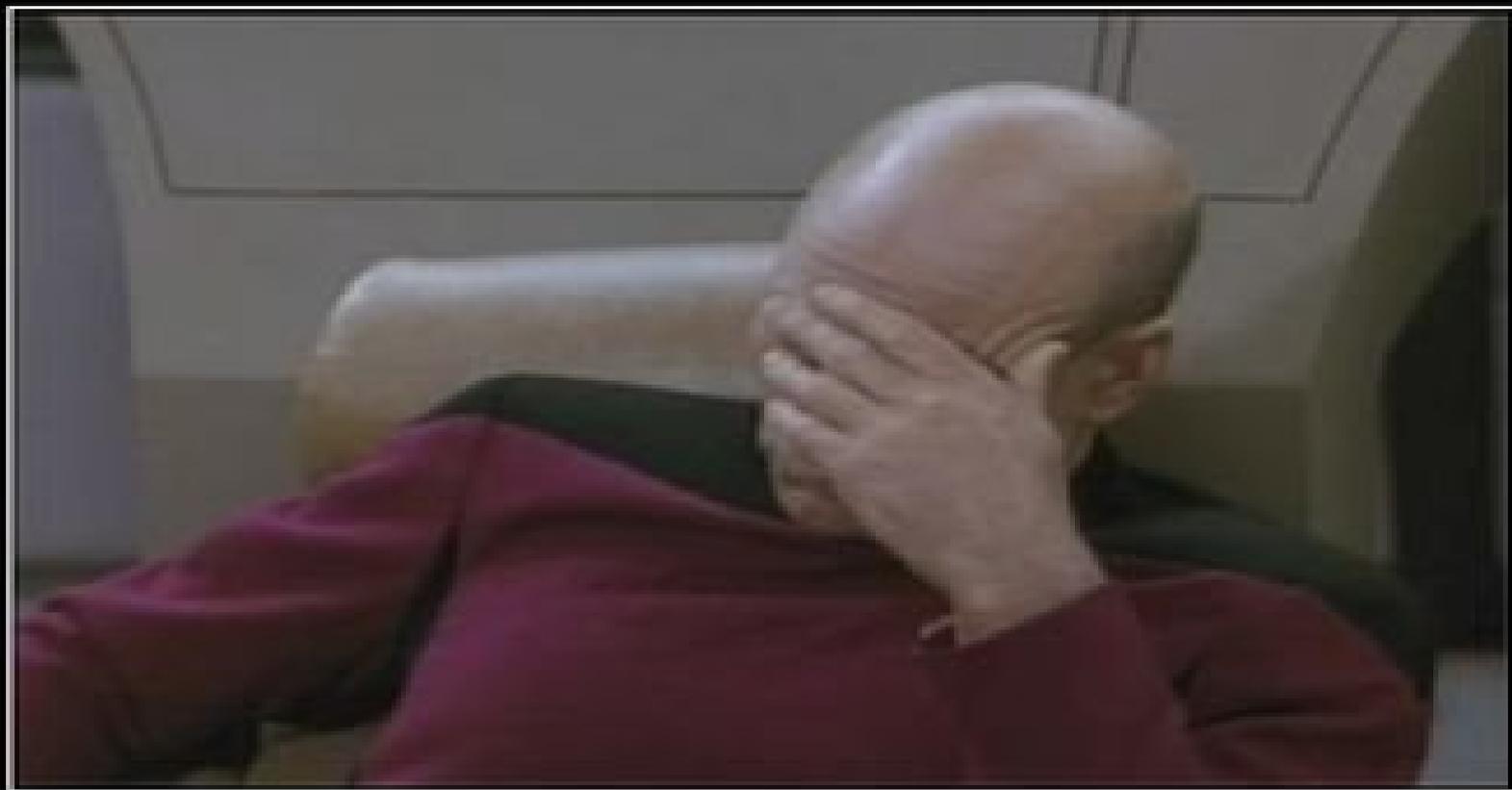
NO-NO!

Gus Lopez, Miami-Dade prosecutors say, leaked sensitive info on contracts in exchange for money from a consultant friend, Pierre Landrin Jr.

BY DAVID OVALLE

DOVALLE@MIAMIHERALD.COM

Even though he knew he was under criminal investigation, former Miami Beach procurement



F A C E P A L M

Because expressing how dumb that was in words just doesn't work.

Arkansas Procurement Law

The ethics portion of the Arkansas Procurement Law can be found in Ark. Code Ann. § 19-11-701 et seq.

Subchapter 7

— Ethics

19-11-701. Definitions.

As used in this subchapter:

(1) “Blind trust” means an independently managed trust in which the employee-beneficiary has

Statement of Policy

The Legislature set out the overriding policy for state employees AND nonemployees.

19-11-703. Statement of policy.

(a) Public employment is a public trust. It is the policy of the state to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the state. The policy is implemented by prescribing essential restrictions against conflict of interest without creating unnecessary obstacles to entering public service.

(b) Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the state procurement organization.

(c) To achieve the purpose of this subchapter, it is essential that those doing business with the state also observe the ethical standards prescribed in this subchapter.

History. Acts 1979, No. 483, § 2; A.S.A. 1947, § 14-1102.



The general standard of conduct for employees is that working in government is a public trust. Thus, any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

-- Ark. Code Ann. § 19-11-704(a)

This ethical standard not only applies to state employees, but also to nonemployees.

“Any effort to influence any public employee to breach the standards of ethical conduct set forth in this subchapter is also a breach of ethical standards.”

-- Ark. Code Ann. § 19-11-704(b)

Employee Conflict of Interest

- Under Arkansas law, it is a violation of law for any state employee to participate, either directly or indirectly, in any matter pertaining to any contract or subcontract, and any solicitation or proposal, in which to the employee's knowledge:
 1. The employee or any member of the employee's immediate family has a financial interest;

Employee Conflict of Interest

2. A business or organization has a financial interest, in which business or organization the employee, or any member of the employee's immediate family, has a financial interest; or

Employee Conflict of Interest

3. Any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is a party.

--Ark. Code Ann. § 19-11-705(a)(1)

What is “direct or indirect participation”?

The statute defines “direct or indirect participation” as including (but certainly not limited to) the “involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.”

-- Ark. Code Ann. § 19-11-705(a)(2)

But who is my “immediate family member”?

The statute defines “immediate family member” as “a spouse, children, parents, brothers and sisters, and grandparents .”

-- Ark. Code Ann. § 19-11-701(11)

Oh, no! I think I may have found a possible conflict! What do I do?

The statute sets out that procedure as well:

1. Upon discovery of a possible conflict of interest, an employee shall promptly file a written statement of disqualification with the director and shall withdraw from further participation in the transaction involved.
2. The employee may, at the same time, apply to the (DF&A) director ... for an advisory opinion as to what further application, if any, the employee may have in the transaction, or for a waiver....

-- Ark. Code Ann. § 19-11-705(c)

What are these “advisory opinions” of which you speak?

The ethics laws allows an employee or a contractor for the State (but NOT the State Agency, either for itself or on behalf of either) to ask the DF&A Director to issue a written advisory opinion regarding the appropriateness of the course of conduct to be followed in a proposed transaction.

Following the course of action set out in the advisory opinion will be considered as having followed the ethics portion of the law.

-- See Ark. Code Ann. § 19-11-715(b).

Waivers?

Yep.

Upon request, the director can, if a conflict of interest is found, choose to waive the conflict so as to allow the given transaction to continue if he finds that

- a) the ethical conflict is insubstantial or remote, or
- b) the best interests of the State are served by granting the waiver.

-- See Ark. Code Ann. § 19-11-715(c).

An Issue We're Seeing a Lot

Arkansas law also prohibits (most) state employees from obtaining a state contract within a year of the termination of their state employment (whether voluntarily or involuntarily). That's in Ark. Code Ann. § 19-11-709(d).

(d) SELLING TO THE STATE AFTER TERMINATION OF EMPLOYMENT IS PROHIBITED.

(1) It shall be a breach of ethical standards for any former employee, unless the former employee's last annual salary did not exceed ten thousand five hundred dollars (\$10,500), to engage in selling or attempting to sell commodities or services, including technical or professional consultant services, to the state for one (1) year following the date employment ceased.

Don't try this. And if you know of a colleague who's thinking about doing this, remind him of this statute.

In fact, read the entire statute

As a matter of prudence, I would advise everyone to read § 19-11-709 in its entirety because it sets out additional restrictions on both contemporaneous employment (if you work in procurement, you can't also go to work for a vendor that contracts with your agency) and post-state employment (some of those restrictions are only for one year and others are permanent).

If you have questions about 709's meaning, talk to your agency's counsel, your AG representative, or me.

Penalties

The code sets out the penalties for violating the ethics laws. Criminal penalties include up to five years imprisonment and up to a \$10,000 fine (or both).

-- Ark. Code Ann. § 19-11-702

19-11-702. Penalties.

Any employee or nonemployee who shall knowingly violate any of the provisions of this subchapter shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.

Penalties

In addition to criminal prosecution, the code permits civil and administrative remedies as well.

19-11-712. Civil and administrative remedies against employees who breach ethical standards.

(a) EXISTING REMEDIES NOT IMPAIRED. Civil and administrative remedies against employees which are in existence on July 1, 1979, shall not be impaired.

(b) SUPPLEMENTAL REMEDIES. In addition to existing remedies for breach of the ethical standards of this subchapter, or regulations promulgated thereunder, the Director of the Department of Finance and Administration may impose any one (1) or more of the following:

- (1) Oral or written warnings or reprimands;
- (2) Forfeiture of pay without suspension;
- (3) Suspension with or without pay for specified periods of time; and
- (4) Termination of employment.

(c) RIGHT TO RECOVER FROM EMPLOYEE VALUE RECEIVED IN BREACH OF ETHICAL STANDARDS. The value of anything received by an employee in breach of the ethical standards of this subchapter, or regulations promulgated thereunder, shall be recoverable by the state as provided in § 19-11-714, which refers to recovery of value transferred or received in breach of ethical standards.

(d) DUE PROCESS. Notice and an opportunity for a hearing shall be provided prior to imposition of any of the remedies set forth in subsection (b) of this section.

Penalties

And yes, these penalties apply to non-employees as well.

19-11-713. Civil and administrative remedies against nonemployees who breach ethical standards.

(a) **EXISTING REMEDIES NOT IMPAIRED.** Civil and administrative remedies against nonemployees which are in existence on July 1, 1979, shall not be impaired.

(b) **SUPPLEMENTAL REMEDIES.** In addition to the existing remedies for breach of the ethical standards of this subchapter, or regulations promulgated thereunder, the Director of the Department of Finance and Administration may impose any one or more of the following:

- (1) Oral or written warnings or reprimands;
- (2) Termination of transactions; and
- (3) Suspension or debarment from being a contractor or subcontractor under state contracts.

(c) **RIGHT TO RECOVER FROM NONEMPLOYEE VALUE RECEIVED IN BREACH OF ETHICAL STANDARDS.** The value of anything transferred in breach of the ethical standards of this subchapter, or regulations promulgated thereunder, by a nonemployee shall be recoverable by the state from such person as provided in § 19-11-714, which refers to recovery of value transferred or received in breach of ethical standards.

(d) **DUE PROCESS.** Notice and an opportunity for a hearing shall be provided prior to imposition of any of the remedies set forth in subsection (b) of this section.

More in the Ethics Section

There are more restrictions and prohibitions in the Ethics Section, such as laws against:

1. Kickbacks
2. Gratuities (for securing state contracts)
3. Using contingent fees
4. Using confidential information for personal gain
5. Other restrictions and prohibitions on private-sector employment upon leaving state government.

Read these at your leisure. Don't read them at your peril.



Now That You Know All This

Remember, government service is a public trust. But to those who may wish to breach that trust for their own personal gain, there's one more slide.



GODZILLA FACEPALM

When Godzilla gives you the facepalm, you know the fail is epic.

AASIS

Vendor Accounts

Common Questions
and Problems

Common Questions and Problems

1. How do I find the vendor I need?
2. Why are so many accounts flagged for deletion?

How are accounts organized?

Vendor groups

- Name & number range
- Sequential vs. “*Smart*” numbers

How Are Accounts Organized?

Active Vendor Groups

VEND	0100000000	0199999999
NTFP	0600000000	0699999999
FRGN	0700000000	0799999999
LGVT	0800000000	0899999999
OGVT	0004000000	0004999999
GOVT	0500000000	0599999999
PFSC	3000000001	3999999999
AGCY	9900000001	9999999999
PAYR	B0000	B9999

How Are Accounts Organized?

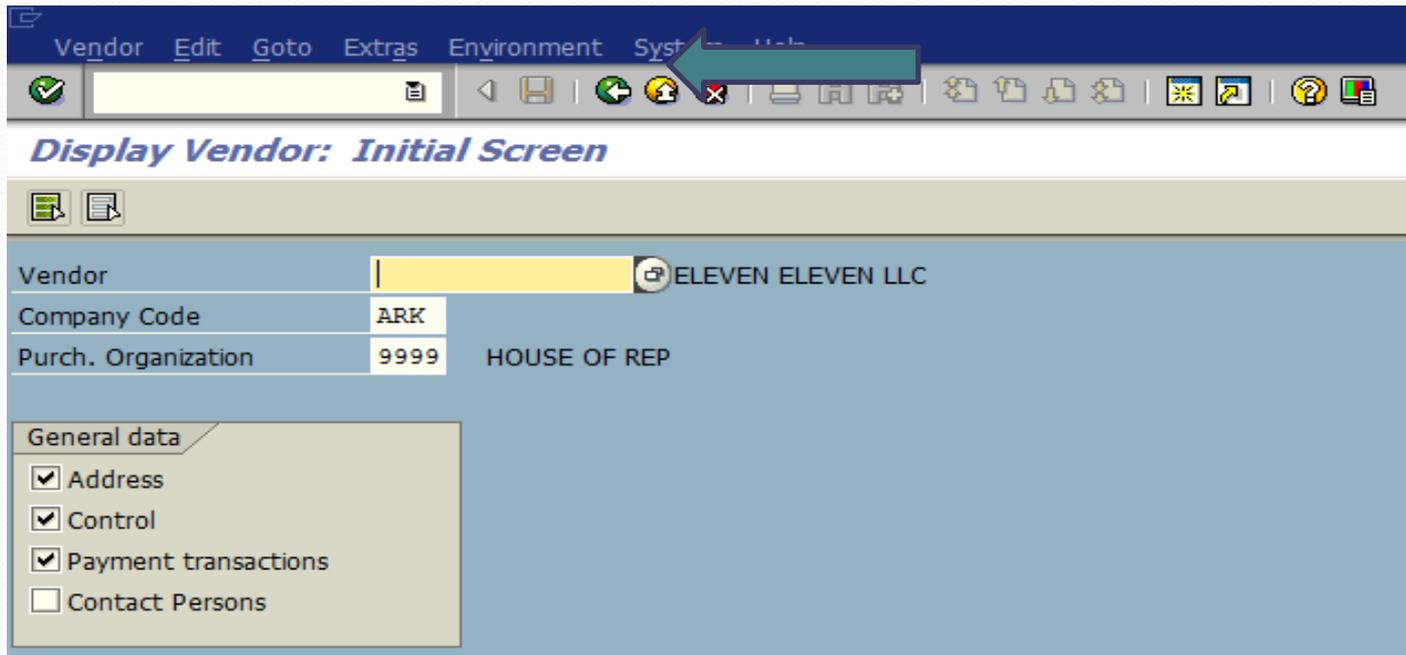
Obsolete Vendor Groups

AGEN	0009990000	0009999999
PSCH	0000200000	0000299999

Why Are So Many Flagged For Deletion?

- Obsolete vendor groups
- Duplication
- Defunct vendor
- Lack of use

How Do I Find A Vendor Account?



The screenshot shows the SAP 'Display Vendor' initial screen. The menu bar includes 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The 'System' menu is highlighted with a green arrow. The toolbar contains various icons for navigation and actions. The main content area is titled 'Display Vendor: Initial Screen' and displays the following data:

Vendor	[Yellow Input Field]	ELEVEN ELEVEN LLC
Company Code	ARK	
Purch. Organization	9999	HOUSE OF REP

Below the data is a 'General data' section with the following options:

- Address
- Control
- Payment transactions
- Contact Persons

How Do I Find A Vendor Account?

Vendor Account Number (2)

Vendors by Address Attributes Vendors by Additional Criteria

Check digit	<input type="text"/>
Minority indicator	<input type="text"/>
ISR Number	<input type="text"/>
Vendor	<input type="text"/>
Name	<input type="text" value="*CITY OF*"/>
Name 2	<input type="text"/>
Name 3	<input type="text" value="*AMBUL*"/>
Name 4	<input type="text"/>
Previous account no.	<input type="text"/>
Account group	<input type="text" value="LGVT"/> 
Maximum No. of Hits	<input type="text" value="500"/>

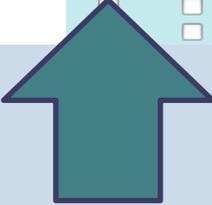
How Do I Find A Vendor Account?

Vendor Account Number (2) 12 Entries found

Vendors by Address Attributes Vendors by Additional Criteria Vendor by TAXID Proceed Initially According to Creditor Su...

Vendor	Name 1	Nam...	Name 3	Nam...	Chk.d...	Min.i...	ISR Num...	Pre.ac.no.	Delf	B
800000091	CITY OF BALD KNOB		AMBULANCE		0			100061840	<input type="checkbox"/>	<input type="checkbox"/>
800000105	CITY OF BEARDEN		AMBULANCE SERVICE		0			100096985	<input type="checkbox"/>	<input type="checkbox"/>
800000191	CITY OF CARAWAY		VOLUNTEER AMBULANCE SERVICE		0			100179263	<input type="checkbox"/>	<input type="checkbox"/>
800000278	CITY OF DES ARC		AMBULANCE SERVICE		0			100110306	<input type="checkbox"/>	<input type="checkbox"/>
800000505	CITY OF JACKSONVILLE		AMBULANCE SERVICES		0			100037280	<input type="checkbox"/>	<input type="checkbox"/>
800000615	CITY OF MCGEHEE		FIRE & AMBULANCE		0			100036488	<input type="checkbox"/>	<input type="checkbox"/>
800000775	CITY OF ROGERS		FIRE & AMBULANCE		0			100056018	<input type="checkbox"/>	<input type="checkbox"/>
800000805	CITY OF SILOAM SPRINGS		AMBULANCE SERVICE		0			100056027	<input type="checkbox"/>	<input type="checkbox"/>
800000815	CITY OF SPRINGDALE		AMBULANCE SERVICE		0			100036445	<input type="checkbox"/>	<input type="checkbox"/>
800000819	CITY OF SPRINGDALE		AMBULANCE SERVICE		0			100106805	<input type="checkbox"/>	<input type="checkbox"/>
800001450	CITY OF OZARK		AMBULANCE SERVICE		0				<input type="checkbox"/>	<input type="checkbox"/>
800001599	CITY OF BENTONVILLE		FIRE & AMBULANCE		0				<input type="checkbox"/>	<input type="checkbox"/>

12 Entries found



How Do I Find A Vendor Account?

Vendor Account Number (2)

Vendors by Address Attributes Vendors by Additional Criteria

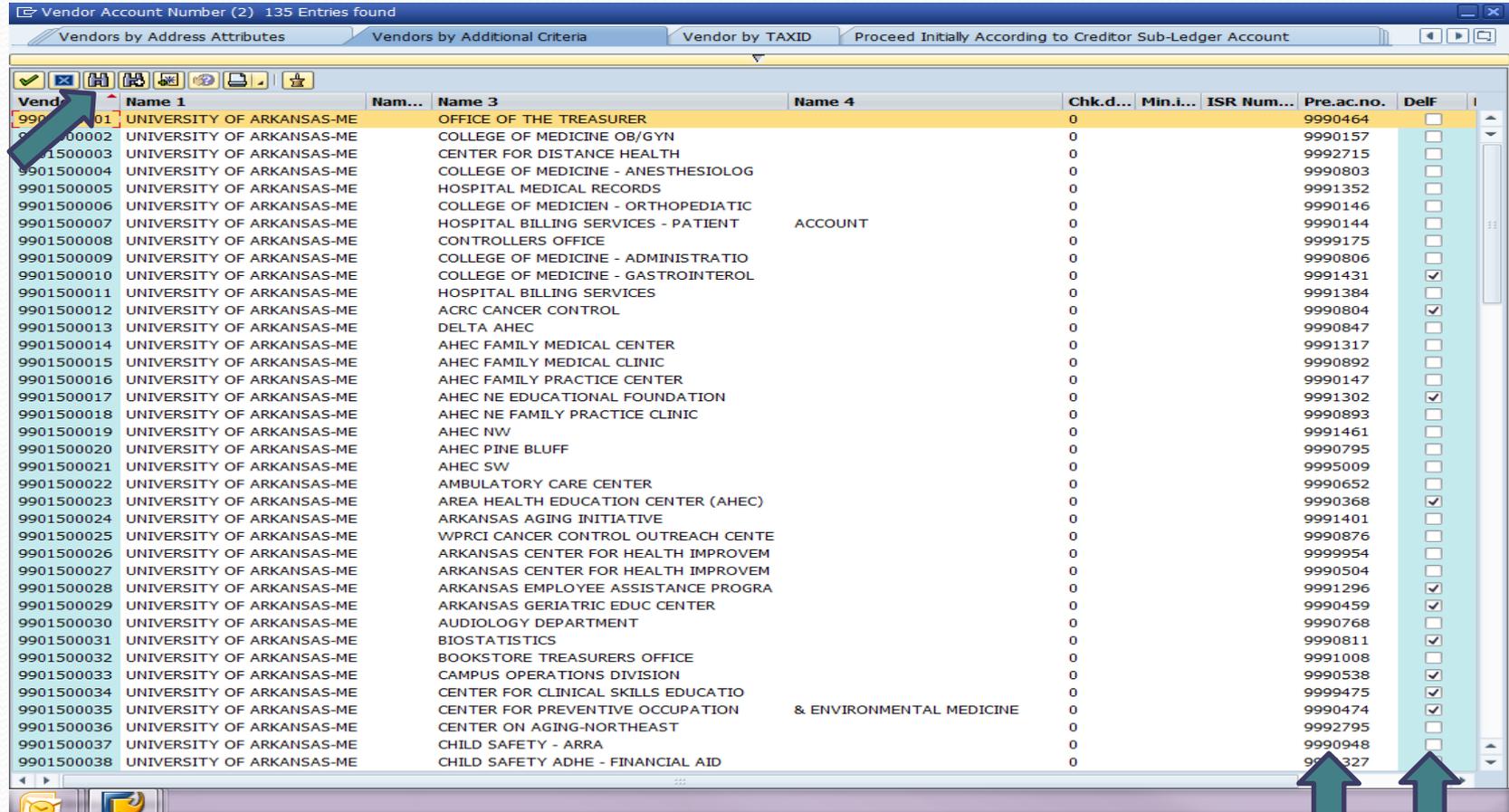
Check digit	<input type="text"/>
Minority indicator	<input type="text"/>
ISR Number	<input type="text"/>
Vendor	<input type="text"/>
Name	<input type="text" value="*UNIV*AR*ME*"/>
Name 2	<input type="text"/>
Name 3	<input type="text"/>
Name 4	<input type="text"/>
Previous account no.	<input type="text"/>
Account group	<input type="text" value="AGCY"/>
Maximum No. of Hits	<input type="text" value="500"/>

How Do I Find A Vendor Account?

Vendor Account Number (2) 135 Entries found

Vendors by Address Attributes Vendors by Additional Criteria Vendor by TAXID Proceed Initially According to Creditor Sub-Ledger Account



Vend	Name 1	Nam...	Name 3	Name 4	Chk.d...	Min.l...	ISR Num...	Pre.ac.no.	DelF
9901500001	UNIVERSITY OF ARKANSAS-ME		OFFICE OF THE TREASURER		0			9990464	<input type="checkbox"/>
9901500002	UNIVERSITY OF ARKANSAS-ME		COLLEGE OF MEDICINE OB/GYN		0			9990157	<input type="checkbox"/>
9901500003	UNIVERSITY OF ARKANSAS-ME		CENTER FOR DISTANCE HEALTH		0			9992715	<input type="checkbox"/>
9901500004	UNIVERSITY OF ARKANSAS-ME		COLLEGE OF MEDICINE - ANESTHESIOLOG		0			9990803	<input type="checkbox"/>
9901500005	UNIVERSITY OF ARKANSAS-ME		HOSPITAL MEDICAL RECORDS		0			9991352	<input type="checkbox"/>
9901500006	UNIVERSITY OF ARKANSAS-ME		COLLEGE OF MEDICIN - ORTHOPEDIATIC		0			9990146	<input type="checkbox"/>
9901500007	UNIVERSITY OF ARKANSAS-ME		HOSPITAL BILLING SERVICES - PATIENT	ACCOUNT	0			9990144	<input type="checkbox"/>
9901500008	UNIVERSITY OF ARKANSAS-ME		CONTROLLERS OFFICE		0			9999175	<input type="checkbox"/>
9901500009	UNIVERSITY OF ARKANSAS-ME		COLLEGE OF MEDICINE - ADMINISTRATIO		0			9990806	<input type="checkbox"/>
9901500010	UNIVERSITY OF ARKANSAS-ME		COLLEGE OF MEDICINE - GASTROINTEROL		0			9991431	<input checked="" type="checkbox"/>
9901500011	UNIVERSITY OF ARKANSAS-ME		HOSPITAL BILLING SERVICES		0			9991384	<input type="checkbox"/>
9901500012	UNIVERSITY OF ARKANSAS-ME		ACRC CANCER CONTROL		0			9990804	<input checked="" type="checkbox"/>
9901500013	UNIVERSITY OF ARKANSAS-ME		DELTA AHEC		0			9990847	<input type="checkbox"/>
9901500014	UNIVERSITY OF ARKANSAS-ME		AHEC FAMILY MEDICAL CENTER		0			9991317	<input type="checkbox"/>
9901500015	UNIVERSITY OF ARKANSAS-ME		AHEC FAMILY MEDICAL CLINIC		0			9990892	<input type="checkbox"/>
9901500016	UNIVERSITY OF ARKANSAS-ME		AHEC FAMILY PRACTICE CENTER		0			9990147	<input type="checkbox"/>
9901500017	UNIVERSITY OF ARKANSAS-ME		AHEC NE EDUCATIONAL FOUNDATION		0			9991302	<input checked="" type="checkbox"/>
9901500018	UNIVERSITY OF ARKANSAS-ME		AHEC NE FAMILY PRACTICE CLINIC		0			9990893	<input type="checkbox"/>
9901500019	UNIVERSITY OF ARKANSAS-ME		AHEC NW		0			9991461	<input type="checkbox"/>
9901500020	UNIVERSITY OF ARKANSAS-ME		AHEC PINE BLUFF		0			9990795	<input type="checkbox"/>
9901500021	UNIVERSITY OF ARKANSAS-ME		AHEC SW		0			9995009	<input type="checkbox"/>
9901500022	UNIVERSITY OF ARKANSAS-ME		AMBULATORY CARE CENTER		0			9990652	<input type="checkbox"/>
9901500023	UNIVERSITY OF ARKANSAS-ME		AREA HEALTH EDUCATION CENTER (AHEC)		0			9990368	<input checked="" type="checkbox"/>
9901500024	UNIVERSITY OF ARKANSAS-ME		ARKANSAS AGING INITIATIVE		0			9991401	<input type="checkbox"/>
9901500025	UNIVERSITY OF ARKANSAS-ME		WPRCI CANCER CONTROL OUTREACH CENTE		0			9990876	<input type="checkbox"/>
9901500026	UNIVERSITY OF ARKANSAS-ME		ARKANSAS CENTER FOR HEALTH IMPROVEM		0			9999954	<input type="checkbox"/>
9901500027	UNIVERSITY OF ARKANSAS-ME		ARKANSAS CENTER FOR HEALTH IMPROVEM		0			9990504	<input type="checkbox"/>
9901500028	UNIVERSITY OF ARKANSAS-ME		ARKANSAS EMPLOYEE ASSISTANCE PROGRA		0			9991296	<input checked="" type="checkbox"/>
9901500029	UNIVERSITY OF ARKANSAS-ME		ARKANSAS GERIATRIC EDUC CENTER		0			9990459	<input checked="" type="checkbox"/>
9901500030	UNIVERSITY OF ARKANSAS-ME		AUDIOLOGY DEPARTMENT		0			9990768	<input type="checkbox"/>
9901500031	UNIVERSITY OF ARKANSAS-ME		BIOSTATISTICS		0			9990811	<input checked="" type="checkbox"/>
9901500032	UNIVERSITY OF ARKANSAS-ME		BOOKSTORE TREASURERS OFFICE		0			9991008	<input type="checkbox"/>
9901500033	UNIVERSITY OF ARKANSAS-ME		CAMPUS OPERATIONS DIVISION		0			9990538	<input checked="" type="checkbox"/>
9901500034	UNIVERSITY OF ARKANSAS-ME		CENTER FOR CLINICAL SKILLS EDUCATIO		0			9999475	<input checked="" type="checkbox"/>
9901500035	UNIVERSITY OF ARKANSAS-ME		CENTER FOR PREVENTIVE OCCUPATION	& ENVIRONMENTAL MEDICINE	0			9990474	<input checked="" type="checkbox"/>
9901500036	UNIVERSITY OF ARKANSAS-ME		CENTER ON AGING-NORTHEAST		0			9992795	<input type="checkbox"/>
9901500037	UNIVERSITY OF ARKANSAS-ME		CHILD SAFETY - ARRA		0			9990948	<input type="checkbox"/>
9901500038	UNIVERSITY OF ARKANSAS-ME		CHILD SAFETY ADHE - FINANCIAL AID		0			9991327	<input type="checkbox"/>

QUESTIONS?



Thank You

- Submit forum topic suggestions to:
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