



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 12, 2001

MEMORANDUM OSRAP 02-01

TO: Fiscal Officers
Purchasing Officers
Contract Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: Vendor Assignments

In past OSRAP memos, we have mentioned that it is possible to change the location code of the vendor tied to CFMS contracts, AGPS purchase orders and AFS purchase orders to a location code different from the one referenced on the encumbrance transaction on subsequent payment transactions. It was not specifically pointed out that this feature is to be used when the agency has been notified by the Office of State Purchasing or the Office of Contractual Review that an assignment of proceeds, buyout/merger and/or assignment of contract have occurred.

The Office of State Purchasing (OSP) and the Office of Contractual Review (OCR) have the ability to establish vendor records with special location codes. These codes represent assignments of proceeds (A1, A2, etc), buyouts, mergers and assignments of contract (B1, B2, etc) and corporate name changes (C1, C2, etc). Only these agencies may establish vendors with these location codes.

In AGPS, the agency will change the location code to the special location code on OPAY for LDOs prior to setting the status code to 635. For all other order types the agency must change the location code on OINV at statuses of 605, 621 and 631. In CFMS the location code may be changed on the KENT screen at any status and it will default to all future KINV records. Another option is for the agency to change the location code on KINV at status code RDY on each payment. If the Office of Contractual Review has approved the contract, the agency cannot change KENT, OCR will have to make the change.

These location codes are established to allow agencies to continue processing payments on existing orders/contracts to entities that have a different FEIN/SSN than the one used to establish the order/contract. OSRAP will set the status code of these special vendor locations to status 3 - Suspended/Invalid Vend # as they are only to be used when making payments on existing activity and not for new orders/contracts. A vendor code under the correct FEIN/SSN may already exist for the vendor assuming responsibility for the orders/contracts or one will be created and new activity is to be associated with that vendor code.

For example XYZ Company has a state contract (400251) and was awarded 50 contract release orders in AGPS. All of these orders have been encumbered. ABC Company (FEIN 720612345) buys out XYZ Company (FEIN 720001234). OSP will establish a special vendor code, 720001234 B1, for ABC Company. Notes will be recorded in VNTE telling the agencies that

