

Systems Branch User Guides - How to Look Up a Vendor in FBMS for Users with Financial Assistance Role

User guide on how to look up vendors in FBMS for users with financial assistance roles.

Program staff must determine if an FBMS vendor record exists for an intended recipient. Do NOT assume that the vendor record associated with a previous award in PRISM is the correct vendor to be used on a new award. Program staff must always search the FBMS Vendor Master to confirm the correct FBMS vendor record to be used on each and every new award. When searching for an FBMS vendor record, search by DUNS if entity is required to be registered in SAM and search by name if entity is exempted or waived from SAM (typically individuals and non-domestics). The vendor number is a randomly system generated number and is unique for each vendor / DUNS. Note: Always check the DUNS on your SF 424.

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