



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT

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MEMORANDUM

TO: Purchasing Agents,
AASIS Using Agencies and Service Bureau Agencies

FROM: Joseph A. Giddis, Director

DATE: March 24, 2004

SUBJECT: Vendor File and Material Master Policies

The Office of State Procurement has established new vendor and material policies to improve the state's master file information and to streamline the entry process. The policies detail each process and provide instructions on how data is to be submitted to OSP. The ultimate goal is to eliminate duplicate vendor entries in the system and to create a practical and usable material master. Neither of these objectives is obtainable without the total support of all user agencies.

Designated agency purchasing specialists have the authority to submit material master and vendor information to OSP using the approved electronic format, but only after confirming that new requests will not duplicate files already in the system. (Please review the Power-Point presentation on "How to search AASIS vendor file and material master data", at, http://www.arkansas.gov/dfa/procurement/pro_agency.html. Data entry requests may originate at any point within an agency, but must be routed through the agencies AASIS role mapped procurement specialist or procurement technician or AP specialist for submission to OSP. Electronic forms have been developed and placed on the OSP website at: http://www.arkansas.gov/dfa/procurement/pro_agency.html, under the heading "Forms". The electronic forms eliminate the need for fax submissions. The closely monitored use of these policies is necessary to insure a usable vendor and material master data file.

Questions may be directed to Tom Prigmore at: tom.prigmore@dfa.state.ar.us or 324-9316.

Office of State Procurement
Vendor Maintenance Policy

The policies in this document are effective immediately and in many instances mirror what has become common practice by the Office of State Procurement (OSP) and State agencies. As additional capability is developed within AASIS and OSP, changes will be made to these policies and posted on the OSP web site <http://www.arkansas.gov/dfa/purchasing/>

Procurement Fundamentals:

“Procurement 101” is an excellent presentation held at the agency’s request or periodically through out the year. The class is an excellent tool for introducing new employees to the State Procurement process. The OSP web site at <http://www.arkansas.gov/dfa/purchasing/> has a training “box” which has additional information and power point presentations on basic procurement processes.

Vendor Master

The vendor master file is the “State’s” official list of vendors. It includes private sector vendors, state employees (used to process travel, tuition and other work related reimbursements) and government entities. There are two methods, both electronic, by which vendors are added to the vendor list.

Vendors may register as “vendors of the state” through the OSP web site at <https://www.ark.org/vendor/>. Vendors are required to fill out a W-9 in the registration process. Vendors may update their information using the password-protected screens. The Office of State Procurement is responsible for reviewing information provided by vendors and incorporating that information into the State’s vendor master file. Agency personnel should encourage vendors to enter their information via the vendor registration screens. This is the most secure method for entry of sensitive information.

Agencies may register a new vendor, or data on an existing vendor, in the State’s master vendor file by also going through the OSP web site at https://www.ark.org/dfa/osp/aasis_forms/vendor_maintenance_form_f10021.html. Once there, the agency will fill out all information requested on the e-form. First, check the XK03 “vendor display” tutorial http://www.accessarkansas.org/dfa/purchasing/agency/vendatpol_030804.ppt before submitting a request. There is no cost to the vendor using this method to enroll. We cannot accept vendor registration information directly from vendors under this method, AASIS security does not allow this.

- AASIS roll-mapped procurement specialist, procurement technician, and AP specialist are the only agency individuals authorized to submit data.
- New vendors must submit basic data to be enrolled in the vendor master along with a valid W-9. The agency enters the information on the e-form and maintains the W-9 at the agency.
- All changes to existing vendor data must have a new W9. Only AASIS roll-mapped procurement specialist, procurement technician, and AP specialist may submit changes to vendor data
- Any penalties or assessments arising from inaccurate information attributable to the agency will be charged back to the individual agency’s records.

If you experience problems with vendor information please email AASIS-OSP@dfa.state.ar.us or call 501-324-9316.

Office of State Procurement Material Master Policy

The **Material Master** is a database in SAP consisting of descriptions of products and services listed under specific titles. This database creates a record of the procurement and financial activity that can be used in both reporting and analysis. There are two major elements of the **Material Master**:

1. **Material groups** (titles or headings)
2. **Materials** (descriptions of products and services)

Material groups are titles or headings under which collections of products and/or services with similar characteristics are listed.

Materials are the descriptions of commodities and services that are included under **material groups**. The first step in the procurement process begins with the entering of a **material** in the Arkansas Administrative State Information System (AASIS). Each material is assigned a number in AASIS that is random and system generated. The material number has no logic or meaning. It is therefore necessary that there be logic in the material description.

The following guidelines are used to enter all materials into AASIS.

MATERIAL DESCRIPTION

The creation of new materials in AASIS first requires, entering a description of the product or service in the short text data field. The short text field is limited to a total of 40 characters. If more characters are needed, there are an additional 60 character spaces available in the long text data field. The long text is intended to be used as an extension of the short text and should only be used when an expanded definition is necessary.

Material descriptions should be developed using the following guidelines:

1. Do use commas to separate descriptive elements
2. Do use decimals instead of fractions
 - Use a preceding zero with single-digit whole numbers so that 01.00 comes before 10.00 and
 - Use the same number of places for the fractional amount
 - However, fractions can be used where applicable; example: plumbing parts
3. Do verify spelling

4. Do use the singular form of the noun except in cases where the noun is normally expressed as a plural
5. Do use the following order for **adjectives**: size, then color
6. Do use the standardized list of abbreviations for adjectives
7. Do use capitalized alpha characters throughout the description
8. Do use describe how this material will be used
9. Do not include units of measure **in** the description
10. Do not include agency specific acronyms (DHS; DOC; ADH)
11. Do not use the term “miscellaneous” in the description
12. Do not include vendor specific brand names and/or manufacturer numbers
13. Do not use spaces after commas
14. Do not abbreviate nouns

The material description should be entered in the short text in the following style:

PROPERNOUN,NOUN,ADJECTIVES

See examples and abbreviations in the Materials tutorial at

http://www.accessarkansas.org/dfa/purchasing/agency/matmastut_032204.ppt

If you experience problems with material master information please email

<mailto:AASIS-OSP@dfa.state.ar.us> or call 501-324-9316