

WHITE PAPER
Department of Veterans Affairs

VA-FSC VENDOR FILE REQUEST FORM
VA10091

ISSUE:

The mission of the Nationwide Vendor File Division of the Department of Veterans Affairs – Financial Services Center (VA-FSC) is to add, modify, or delete vendor records in the Financial Management Services (FMS) Vendor File. The VA-FSCs FMS Vendor File controls aspects of when, where, and how vendors are paid. There are currently more than 2.4M active vendor records in FMS. The Authorizing statute for this data collection falls under 31 USC 3701, and Public Law 104-134, Section 31001 and Debt Collection Improvement Act of 1996.

BACKGROUND:

In Nov 2015, the VA-FSC submitted documentation to obtain Office of Management and Budget (OMB) approval for VA 10091. On 19 Jul 2016, approval was received and OMB number 2900-0846 was issued. Due to organizational changes within the VA-FSC for customer service support, the Nationwide Vendor File (NVF) Customer Service email information was removed from the final VA 10091 submission.

Now that the VA-FSC has implemented an Enterprise Customer Service Support solution, VA 10091 / OMB 2900-0846 must be updated to reflect the appropriate contact information for form-related questions.

ACTIONS:

Since burden hour is not affected, the VA-FSC will submit a non-substantive change request to update the contact information box for the VA 10091 Form. Box will read:

FOR QUESTIONS REGARDING THIS FORM

Contact Information:

Vendor Customer Service Support Helpdesk:

Phone: 512-460-5049

Email: vafscshd@va.gov