

Vendor Frequently Asked Questions

The Financial Information System for California (FI\$Cal) Project is implementing a statewide system for the State of California in the areas of budgeting, accounting, procurement, and cash management. The Project is implementing FI\$Cal by waves with Wave 1 going live July 1, 2014. Included in FI\$Cal is the creation and maintenance of a centralized Vendor Management File.

1. Q: Support hours?
A: 7AM to 6PM, M-F, excluding holidays.
2. Q: Encrypted email request website?
A: www.fiscal.ca.gov/vendors/encrypt
3. Q: Four methods of submitting the STD 204?
A: Encrypted email, regular email, fax, regular mail
4. Q: Where to send paper STD 204?
A: State of California - FI\$Cal Project
Attn: Vendor Management/STD 204
2000 Evergreen Street, Suite 215
Sacramento, CA 95815-3839
5. Q: Regular email address for STD 204 submittal?
A: vendors@fiscal.ca.gov
6. Q: Fax number for STD 204 submittal?
A: 916-576-5200
7. Q: Vendors 800 line?
A: 855-347-2250
8. Q: Instructions for encrypted email submission process?
A: Need pdf link.
9. Q: I submitted my information through the website to request the encrypted email submission process. Why haven't I received anything back?
A: You may have received a "Message Sent" when you initially submitted your STD 204. It may take up to 24 hours to receive an email from vendors@fiscal.ca.gov to continue the encrypted email process.
10. Q: Why do I have to send my STD 204 to FI\$Cal?
A: The State's FI\$Cal project is centralizing its Vendor File, meaning the same unique vendor record will be used by all statewide departments participating in FI\$Cal. The statewide vendor consolidation is occurring in waves and should be completed by July 1, 2016 when all participating departments are using FI\$Cal. Individual departments will no longer be maintaining their own vendor files.
11. Q: Will I have to send my STD 204 to the departments too?
A: When you conduct business or receive payment from Wave 1 departments, you do not have to resubmit your STD 204 (unless there is a change in your business classification, e.g., changing from a sole proprietorship to a corporation). When doing business or receiving payment from non-Wave 1 departments, you will need to submit your STD 204 as usual.

12. Q: Why did I receive multiple letters requesting a STD 204?

A: To establish the central Vendor Management File, FI\$Cal collected and consolidated all of the vendor data from the Wave 1 departments. Due to the varying name and address combinations for many vendors, we could not determine which name and address information to be most accurate. Therefore, to ensure we reached the largest pool of vendors, we notified vendors we deemed to be unique through various filtering methods.

13. Q: Why did I not receive a vendor STD 204 letter?

A: An incorrect address or only vendors identified by Wave 1 departments are being included in the vendor conversion process. Vendors participating in future waves will be notified accordingly. After the July 1, 2014 implementation, Wave 1 departments may add new vendors as they are needed.

14. Q: What happens with my STD 204 after FI\$Cal receives it?

A: All submitted STD 204s will be used to verify the existing vendor data in FI\$Cal. This will help cleanse and normalize the data so that we will have unique vendor records and to minimize duplicate records.

15. Q: How will FI\$Cal validate that my STD 204 information is accurate?

A: The name and Taxpayer Identification Number (TIN) on the STD 204 will be validated with the Federal Internal Revenue Service (IRS). (A TIN can be either a Federal Employer Identification Number (FEIN) or a Social Security Number (SSN).) If the IRS TIN validation process results in any discrepancies, FI\$Cal will contact the vendor to resolve the situation until the TIN validation is successful. *This issue has a dependency on ODMF 629. It will impact when the vendor is contacted for discrepancies.*

16. Q: What is the encrypted email process and what is the benefit of using that method?

A: The encrypted email process enables a vendor to submit their STD 204 securely. Using the regular email method has the risk of exposing any information; particularly if it is confidential. This is why if a vendor decides to submit their STD 204 electronically, FI\$Cal recommends using the encrypted email process.

17. Q: How can I confirm that FI\$Cal received my STD 204?

A: If you submitted your STD 204 via the encrypted email option, you will have received a