

Office of Foreign Assets Control Sanction Program

This document outlines how the system notifies regarding a potential match, the procedure to verify if the match is correct, and how to block or clear the vendor for payment if the match is accurate or proves to be a false positive. The three steps in this process are:

1. Adding a new vendor
2. Reviewing a flagged vendor
3. Clearing or Blocking a flagged vendor

1. Adding a New Vendor

When adding a vendor, the system validates the vendor name and address against the SDN list upon save. If a potential match is detected, the message appears:

The vendor is assigned a Vendor ID, but cannot be paid. Expand the Financial Sanctions Status section located towards the bottom of the vendor's Identifying Information tab by clicking on the right-arrow icon.

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2. Reviewing a Flagged Vendor

Navigate to the Financial Sanctions Inquiry page at:

[Main Menu](#) > [Banking](#) > [Financial Sanctions](#) > [Financial Sanctions Inquiry](#)

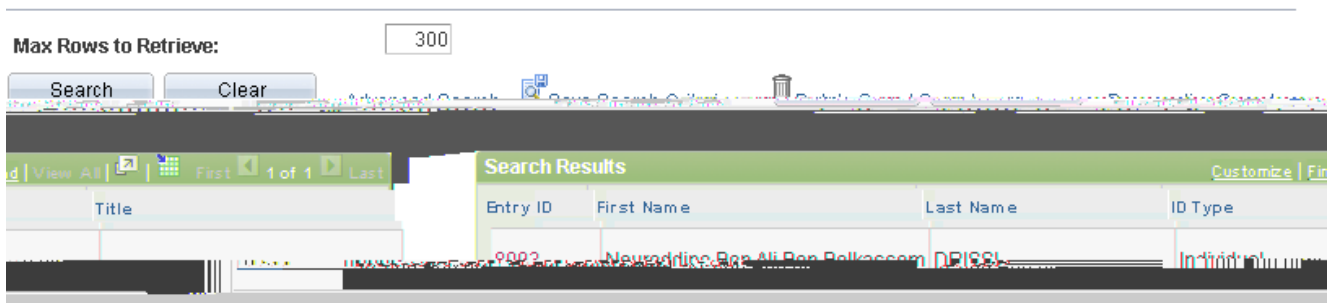
You will use this page to search the SDN list for the entry that triggered the potential match.



For Sanctions List Type, select OFAC. Change the applicable dropdowns from All Values equal to or contains for relevant search fields and enter the vendor name and address information. When you are finished, click the Search button at the bottom of the page.



The entry or entries the system flagged as a potential match appear in the search results box:



Click on the Entry ID link to view all SDN information on the potential match:

Financial Sanctions Entry

Entry ID: 8093
First Name: Noureddine Ben Ali Ben Belkassem Last Name: DRISSI
Title: ID Type: Individual
Program:
SDGT

Identification Information						
ID	ID Type	ID Number	Country	Issue Date	Expiration Date	
4083	Passport	L851940		9 Sep 1998	8 Sep 2003	

Alias Information						
Last Name	ID	ID Type	Category	First Name		

At this point, you must determine if the vendor added is the same as the entry on the SDN list or if the match is a false positive. The Dept of Treasury provides due diligence steps and an [OFAC Hotline](#) you can call to assist in determining if the match is valid. [Click here](#) to view the steps. If in doubt, please contact Accounts Payable for further assistance.

3. Clearing or Blocking a Flagged Vendor

Navigate back to the Maintain Vendor page and select the vendor you added. Expand the Financial Sanctions Status section.

If you determine the vendor is the same on the SDN list, change Financial Sanctions Status to 'Blocked'. This vendor is prevented from receiving payments. Click Save to finish.

If you determine the vendor is not the same on the SDN list, change Financial Sanctions Status to 'Cleared'. Also, check the Skip future validation box. Click Save to finish. Payments can now be made to this vendor.

