

Vendor Standards Email Questions and Answers



1. How can I ensure the W9's I have on file in my internal vendor edit table are accurate with the vendors listed in CARS?

Response: eVA will have validated W9 data and forms by December 31st, 2010 for all Self-Registered and State Entered Purchasing Vendors that will be loaded into the CARS vendor table from eVA. To validate any other W9s, you can sign up for the IRS eServices utility at this URL:

<http://www.irs.gov/taxpros/article/0,,id=109646,00.html>

2. How can I obtain W9's we do not have?

Response: By December 31st, 2010 you will be able to get W9 data and forms from eVA for Purchasing Vendors. Details on the procedure for this will be distributed sometime after July 1st, 2010. For other vendors you will still have to contact the vendor directly.

3. Utility bills are not required to be entered into eVA. How will they be treated during this process?

Response: Although Section 14.9.b.13. of the Agency Procurement and Surplus Property Manual exempts "public utilities (electric, natural gas, water, sewer)" from mandatory processing in eVA, public utility vendors are still considered to be "Procurement Vendors". Although there is currently no plan to change/remove the eVA exemption for public utilities, as of July 1st, 2010 agencies will be required to comply with the Vendor Standard for those public utilities self-registered in eVA. For those public utility vendors not self-registered in eVA, agencies will continue to use the current order and pay processes until the replacement processes for State Entered Vendor have been implemented. Agencies that do not process these orders in eVA or who do not process resulting payments in CARS will be responsible for providing required purchase and/or payment transaction data directly to APA.

4. We have several vendors outside the US and they are not required to have a Fed ID numbers, Currently, we utilize a special numbering process to enter them into CARS. How will the new process handle this type of vendor?

Response: Initially there will be no change to how Foreign Vendors are being processed. By December 31st, 2010 we will publish instructions/guidance regarding Foreign Vendors.

5. What file format is AP expecting for purchasing and payment transactions that are not coming in through eVA or CARS?

Response: APA is going to provide this information for us to distribute when we publish the Order To Payment Data Standard draft documents later in April, 2010.

George Mason University

6. When will the standard names in eVA be available for use?

Response: eVA will have the Self-Registered Vendor names, validated with the IRS, and procedures in place by July 1st, 2010. These names will become the standard names to be used. Standard names for State Entered vendors will be available after July 1st but no later than December 31st 2010.

James Madison University

7. How do we handle vendors that register one way and then at a later date change their mind. e.g. The vendor is State Entered and then the vendor wants to be Self-Registered? What is the process for switching?

Response: DPS has not yet defined the process for handling switching but this will be discussed and a process will be determined as part of the procedures for managing entry and maintenance of State Entered Vendors. This will be determined sometime after July 1st, 2010.

8. How will State Entered Vendors get into eVA?

Response: DPS will collaborate with the Agencies that use a great deal of Ad Hoc Vendors to determine an efficient method for collecting and self registering all

these vendors without impacting procurements. The procedures for managing entry and maintenance of State Entered Vendors will be determined sometime after July 1st, 2010.

9. How do we handle foreign vendors?

Response: DPS has more analysis to figure out guidelines around foreign vendors. By December 31st, 2010 we will publish instructions/guidance regarding Foreign Vendors.

10. How do we handle Point of Sale and Government to Government transactions that are currently done outside eVA?

Response: Although Section 14.9.b of the Agency Procurement and Surplus Property Manual exempts certain orders from mandatory processing in eVA, the vendors to whom these orders are issued are still considered to be “Procurement Vendors”. Although there is currently no plan to change/remove these eVA exemptions, as of July 1st, 2010 agencies will be required to comply with the Vendor Standard for those vendors self-registered in eVA. For those vendors not self-registered in eVA, agencies will continue to use the current order and pay processes until the process for State Entered Vendors has been implemented. Agencies that do not process these orders in eVA or who do not process resulting payments in CARS will be responsible for providing required purchase and/or payment transaction data directly to APA.

Virginia Commonwealth University

11. What is the process for getting State Entered Vendors into eVA without impacting procurement?

Response: A process that is efficient and timely will be developed by DGS after July 1st, 2010 so State Entered Vendors can be added to the eVA vendor file without negatively impacting a procurement.

12. We currently provide Oracle file dumps to APA for many types of transactions, invoices and payments. How can we be sure we are not sending duplicates to the APA system?

Response: Agencies and Institutions will have to modify any existing data exchanges with APA to extract payment transactions already sent to CARS and procurement transactions captured in eVA since these transactions will already be reported to APA via CARS and eVA.

13. Can VLIN numbers be used in lieu of the DUNS number as the key identifier?

Response: In the analysis being conducted DPS will consider the use of VLIN as an alternate identifier. To facilitate discussion on all alternatives, DPS will coordinate meetings with any group to review the revised eVA specs to be available by April 15th, 2010. DPS has already agreed to coordinate a meeting with the seven (7) school consortium that is using Banner and integrated with eVA after the April 15th, 2010.

14. Our typical development cycle is almost 1 year for a change from requirements, vendor coding, testing, version sync, etc. Will timeframe exceptions be granted?

Response: Once the specifications are reviewed and the seven (7) schools meet with Marion they should determine a plan that works best in their scenario. Based upon the results of the analysis the group may need to submit an exception request. Exception requests will need to be very specific as to what part of the standard requires changes to the agency/institution system as well as documenting what parts of the standard they will be able to meet during the exception period.

Behavior Health Agency

15. When is an agency required to enter a vendor as a State Entered Vendor? When doing an RFP would vendors on the invited vendor list have to be entered into eVA or would you only have to enter vendors that submit a response or would you only have to enter vendors that receive an award?

Response: The requirement is for agencies and Institutions to obtain Procurement Vendor data they use on a procurement transaction from eVA. So for a solicitation, vendor data for the invited vendor list should come from eVA. For the July 1st, 2010 deadline, when preparing an invited vendor list the data for any vendor that is self-registered in eVA must be the same as the information in eVA.

Vendors not in eVA will be addressed as part of the procedures regarding State Entered Vendors that will be published after July 1st, 2010. Until that time, agencies and institutions may continue current practices for vendors not in eVA.

16. Will commodity codes be available for vendors in the behavioral health field?

Response: There are NIGP Commodity Codes available for Behavioral Health services.

James Madison University

17. Would it be wise to explore how to register vendors who do business with the Commonwealth via purchase cards?

Response: Part of the analysis being done regarding State Entered Vendors includes identifying options for pre-loading known “Ad Hoc” Vendors both from the PCard program and from historical “Ad Hoc” Vendor order data already in eVA.

Old Dominion University

18. If TINs (W9) data quality issues within eVA are identified, how should the issues be handled?

Response: By July 1st, 2010, all eVA vendor TINS will be validated against the IRS eServices utility. Anytime discrepancies or questions regarding vendor data, including TIN, should immediately be communicated by email to the eVA Vendor Support group (eVAVendorSupport@dgs.virginia.gov).

VADOC

19. If an employee is planning a trip, we make hotel reservations. Most lodging is paid on the credit card and no eVA order is required. When we get the W9, if reportable, we set them up on the vendor edit table and do a 1099 adjustment. How will we be affected for use of hotels? Will the hotel

have to be pre-registered in eVA or will we have to get the W9 first? Will our agency be able to set them up through eVA?

Response: For purchase reporting to APA the transaction is exempt from eVA per APSPM 14.9.b.23 as follows:

14.9.b.23.(a) Individual travel and lodging

14.9.b.23.(b) Group (i.e., two or more individuals) travel up to \$50,000 per group travel event

14.9.b.23 (c) Group travel-related lodging

So the agency will be responsible for meeting the APA reporting requirement as they do for other eVA exempt transactions.

For 1099 reporting, at this time, there is IRS proposed language that for all PCard purchases the 1099 responsibility will lie on the merchant banks (the bank in which the vendor has agreed to accept cards through). This legislation is the pre-cursor to the 3% withholding that on PCard purchases, the merchant bank will have to do the withholding and reporting and just pass to us (cardholder) the amount withheld.

Agencies and institutions should assume that 1099's will most likely be needed on all eVA Vendors to be on the safe side.

University of Mary Washington

20. Would it be logical that we adopt a phased-in approach to this project? It sounds as if the CARS agencies have one set of rules that may make compliance a little more straight forward, whereas the decentralized agencies and those working on full integration with SCT have different rule sets. In order to demonstrate due diligence for the project do you think it would be helpful to target the CARS agencies first and successfully achieve goals with those agencies. Once complete, we could establish realistic dates and goals for the non-CARS agencies?

Response: Implementation of the standard to meet Code requirements does not allow for a partial agency/institution focus such as doing CARS only agencies first. Compliance is intended to be across all agencies and institutions. However, once an agency or institution completes their impact analysis it is reasonable to assume that a phase approach may be a good implementation approach for that specific

agency or institution. This phased approach would still require a request for an exception with the proposed phased implementation plan.

University of Virginia

21.If the main objective of standardizing Vendor Names is to facilitate consolidation of all purchases by vendor, why not do that by TIN? If the transactions were linked to a master/official vendor file by TIN in your system (at the state level), then the ‘official’ Vendor Name could be used for queries, reports, etc. You could just ignore the different variations in the purchasing transactions. For cases where multiple ‘trading as’ names use the same TIN, just show the official/corporate name for that TIN.

Response: Analysis of payments and purchases has demonstrated that vendors may be organized and operate under multiple ‘Trade As’ names but share a common TIN. In these cases, orders and payments need to be made to the ‘Trade As’ name rather than a common name for a TIN. For example, orders and payments to Richmond Times Dispatch would show ‘Richmond Times Dispatch’ as the vendor name and not their parent company Media General even though they share the same TIN.

James Madison University

22.If a currently registered vendor chooses to deactivate their eVA account will they automatically be put in as a State Entered Vendor or is there another process the agency/vendor will need to go through to make that happen? In reverse, if a State Entered Vendor chooses to register how will we avoid duplication?

Response: Since implementation of State Entered Vendors is not due until December 31st, 2010, the policies and procedures for managing State Entered Vendor situations will not be determined until after July 1st, 2010. DPS will actively collaborate with agencies and institutions in developing the policies and procedures for State Entered Vendors to insure that all situations are addressed.

23. Will DGS be looking at the vendors that have been “ad-hoc’d” by agencies over the past 6 months/year and work to get those vendors “state entered”

before the ad-hoc capability ends? Or, do the agencies each need to compile their own lists to be ready to get vendors “state entered”?

Response: DPS has already been reviewing Ad Hoc Vendor orders in the current Fiscal Year to identify those that can be pre-loaded as State Entered Vendors based on the information on the orders. While we have not completed the analysis necessary to establish the policies and procedures for State Entered vendors, it is our intention to help agencies get the vendors they need established quickly and efficiently. DPS will be actively communicating with agencies and institutions through the entire process of transitioning from Ad Hoc Vendors to State Entered Vendors.

24. How are foreign vendors going to be dealt with, how will you verify that the information/vendor name is correct?

Response: DPS has more analysis to figure out guidelines around foreign vendors. By December 31st, 2010 we will publish instructions/guidance regarding Foreign Vendors.

25. We use eVA but don't enter transactions that are, by procurement standards, considered exclusions. We also provide payment data to APA Data Point. Do we have to identify and send separate information on the excluded purchases? Will the APA do something to avoid duplication? Need APA clarification of formats, expectations, etc.

Response: Agencies and Institutions should not report purchase or payment transactions in their submittal to APA that will already be reported by DOA from CARS or by DPS from eVA. As part of the release for comment of the draft Order to Payment Data Standard we will ask APA to provide guidance on report.

26. Can you get BOA to dump vendor information on the small purchase card vendors so that agency delay time to get a vendor “state entered” will be reduced?

Response: DPS will be working closely with DOA to determine whether we can obtain PCard vendor data to facilitate pre-loading of these vendors as State Entered Vendors in eVA.

27. One of the presenters said that for most of the vendors they found matches on the FED TIN Matching and then there was a small amount they needed to

contact personally. We are wondering if all the current vendors on eVA will be matched on TIN Matching, and how you are planning to handle the instances of multiple eVA vendors for vendors like Dell or Dominos.

Response: For vendors with multiple locations such as Dell we will be validating the 'Trade As' names they have provided using their TIN and the IRS eServices utility. In all cases where this validation fails, the eVA Vendor Support team will be contacting the vendor directly to obtain a valid W9 Form supporting a correct 'Trade As' name that will then be used to establish the Location Standard Name for that location.

DRS

28. What is location of the draft Order to Payment Standard that is available for review?

Response: Once it is published, you will be able to obtain a copy of the draft Order to Payment Data Standard on the VITA Data Standards Catalog website at this URL:

<http://www.vita.virginia.gov/oversight/default.aspx?id=10344>

29. This statement is from the standard:

Agencies and Institutions may not use a procurement vendor for purchasing or payment transactions that is not in the eVA vendor registration system as either a Self-Registered or State Entered Vendor.

We make payments to vendors on behalf of our clients. A large majority of the vendors are health care providers. We pay them for medical services and copies of medical records. These transactions are authorized and paid using client case management systems. Does this requirement mean that all vendors used in our client systems must be entered in to eVA and assigned an eVA Vendor Location Standard Name?

Response: If the transaction with the medical services is governed by the Virginia Public Procurement Act then it is covered by the Procurement Vendor Data Standard and after December 31st, 2010 the vendors will have to be in eVA as either a Self-Registered or State Entered Vendor.

30. What is the proposed process for adding a non eVA vendor, for example, one of our doctors into eVA and obtaining the new vendor's eVA Vendor Location Standard Name? My understanding has DPS maintaining the eVA vendor file. Any idea what will be considered an acceptable turnaround time between the agency submitting and DPS completing the request?

Response: The details on the process have not be determined at this time. The implementation deadline for this process is December 31st, 2010 and we will be working with agencies on draft procedures sometime after we meet the July 1st, 2010 tasks. We do know that there will be a simple method for agencies to submit "non eVA vendors" to DPS to be verified and added to the eVA vendor file.

31. The standard seems to say that before a vendor receives a solicitation, the vendor must be in eVA. Is this correct?

Response: No. Vendors do not have to be in eVA to obtain a solicitation. Solicitations are available publically.

However starting July 1st, 2010 vendor information that an agency or institution may use in processing a solicitation, such as in building an invited bidders list, must come from eVA if that vendor is a Self-Registered Vendor in eVA. Then after December 31st, 2010 all vendor information used on a solicitation must come from eVA.

VDA

32. Currently we use a field in CARS to provide detail about each vendor paid by Bank of America charge card. Will this still be an option with the new vendor data standards?

Response: This process will not affect this field. At this time the only field affected is Vendor Name and address which for BOA would be Bank of America and their address.

VDSDBS

33. How will will eVA exempt purchases be handled?

Response: Agencies will be required to use the new Vendor Data Standard for all purchases from and payments to Procurement Vendors (Self-Registered and State Entered). This is true for purchases made using eVA and those made not using eVA. This means the new Vendor Data Standard does apply to eVA-exempt purchase transactions. For purposes of the standard, "purchase transactions" is defined on Slide 7 and in the actual data standard.