

Main Model

Entity and Attribute Definitions and Notes

Includes Table Definitions, Notes,
 Table Filters: Name LIKE * and Definition LIKE *
 Includes column Information with Definitions, Notes, Reference Values
 Column Filters: Name LIKE * and Definition LIKE *
 7/20/2010

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Entity: Check Remittance OWNER: DOA

DEFINITION: Payment Method Check contains information required to print a check.

The information is provided by the vendor location during registration and is maintained by the vendor location or agency fiscal office. It may be deleted during the vendor location purge process.

NOTES: For check printing, the Pay To Name will come from Vendor Location Standard Name.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Check Remittance

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: Check Remittance

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type (payment method code identifier) for the vendor location.

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

Entity: Check Remittance Line

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Check Remittance Line

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: Check Remittance Line

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type (payment method code identifier) for the vendor location.

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

Voucher Number CHAR(25) **FK** Entity: Check Remittance Line

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

Entity: COV Agency Address Usage

OWNER: DPS

DEFINITION: The Agency Address Usage table identifies purchasing locations postal addresses and the physical (legal) address of the purchasing location even if the physical address is non-deliverable by a postal authority. It also defines the principal communications end-point (contact) at the address location. The information is captured at the time the purchasing organization is established in eVA. It is used to provide billing and shipping address and contact information on solicitations, requisitions, and purchase orders.

NOTES: VITA requested the Public Body Address identifier be expanded from 6 positions to 20 positions. This necessitates a change to COV Agency Address Usage - adding an attribute for eVA address IDs which are limited to 6 positions.

Modified the relationship from Government Entity Address to non-identifying which allow eVA to carry the foreign key value for address, but to also establish its own address values that are used by eVA vendors to identify the buying customer.

PK Entity Type Code CHAR(1) FK Entity: COV Agency Address Usage

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

NOTES: Changed Role Name from: Controlling Agency Public Body Type Code to Controlling Entity Type Code

PK Entity Code CHAR(3) FK Entity: COV Agency Address Usage

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Changed Role name from: Controlling Agency Entity Code to Controlling Entity Code

PK eVA Address Identifier CHAR(2) Entity: COV Agency Address Usage

DEFINITION: The address identifier used in eVA for shipping and invoicing address locations associated with the purchasing location. eVA address identifiers are used by vendors to identify the buyer as a Commonwealth of Virginia purchaser eligible for specific contract pricing and terms.

Purchasing Location Address Usage Code VARCHAR(2) Entity: COV Agency
Address Usage

DEFINITION: The Purchasing Location Address Type Code is a code that indicates the purpose of the address.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

Principal Address Flag CHAR(1) Entity: COV Agency Address Usage

DEFINITION: Principal Address Flag indicates that this is the primary correspondence location and contact for the purchasing location and address usage. For an application that can support only one type of a communication end point per address type - this is the address that should be used.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Delivery Line Text VARCHAR(60) Entity: COV Agency Address Usage

DEFINITION: Internal Mail Delivery is for additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department.

FAX Country Code VARCHAR(3) Entity: COV Agency Address Usage

DEFINITION: The FAX Country Code contains the International ITU dial code for the country associated with the Contact

NOTES: Changed length to 3

Fax Full Phone Number VARCHAR(26) Entity: COV Agency Address Usage

DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with the Contact..

NOTES: Change length from 26 to 11

Fax Extension Number VARCHAR(6) Entity: COV Agency Address Usage

DEFINITION: The Fax Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

NOTES:

Phone Country Code VARCHAR(3) Entity: COV Agency Address Usage

DEFINITION: The Phone Country Code contains the International ITU dial code for the country associated with the contact.

NOTES: Changed County Code Length from 5 to 3

Phone Number VARCHAR(26) Entity: COV Agency Address Usage

DEFINITION: The Phone Number is the subscriber specific portion of the phone number associated with the Contact.

NOTES: Changed length from 30 to 11

Phone Extension Number VARCHAR(6) Entity: COV Agency Address Usage

DEFINITION: The Phone Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Entity Name VARCHAR(60) **FK** Entity: COV Agency Address Usage

DEFINITION: The Formal Name of the Agency, Institution, or local government entity. The Highest Parent Entity designation indicates it is the highest level of the recursive change relationship represented in the entity. An Example is Department of General Services, Virginia Information Technologies Agency, Virginia Department of Transportation...

NOTES: Change length from 100 to 60

Changed Role Name from Controlling Agency Formal Name to Controlling Entity Name

Integration Agency Address Identifier VARCHAR(25) Entity: COV Agency Address Usage

DEFINITION: An external address identifier assigned by an entity application that is required by the entity to accurately process enterprise integration transactions.

Government Entity Address Identifier VARCHAR(20) **FK** Entity: COV Agency Address Usage

DEFINITION: A Commonwealth of Virginia assigned unique identifier that represents government postal or physical address locations independent of usage.

NOTES:

Changed Name from eVA Common Address Identifier to Government Entity Address Identifier

Changed definition from: The eVA Common Address Identifier is an eVA assigned value that uniquely identifies an address independent of usage.

To:

A Commonwealth of Virginia assigned unique identifier that represents government postal or physical address locations independent of usage.

Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

Entity: COV Purchasing Contact OWNER: DPS

DEFINITION: A COV Purchasing Contact is an individual employed by or a contractor of a purchasing location. Contact defines the communications end-point (contact). This must be a person and can not be group designation, like Customer Support.

NOTES:

PK eVA Access Identifier VARCHAR(10) Entity: COV Purchasing Contact
DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA) The eVa Access Identifier provides access to authorized Virginia electronic procurement applications.

First Name VARCHAR(20) Entity: COV Purchasing Contact
DEFINITION: The First Name is the first given name of the Contact.

Last Name VARCHAR(30) Entity: COV Purchasing Contact
DEFINITION: The Last Name (surname) of the Contact.

Fax Full Phone Number VARCHAR(26) Entity: COV Purchasing Contact
DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with the Contact..

Fax Extension Number VARCHAR(6) Entity: COV Purchasing Contact
DEFINITION: The Fax Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Email Address Text VARCHAR(100) Entity: COV Purchasing Contact
DEFINITION: The Email Address Text is the Internet email address for the contact.

Full Phone Number VARCHAR(26) Entity: COV Purchasing Contact
DEFINITION: The Full Phone Number is the subscriber specific portion of the phone number including area code associated with the Contact.

Full Name VARCHAR(60) Entity: COV Purchasing Contact
DEFINITION: The Full Name is the first and last name of the person who is designated as a contact for any purpose. Formatted as the person would like the name formatted. For example, Henry Ross Perot may want his name shown as "H. Ross Perot."

FAX Country Code VARCHAR(3) Entity: COV Purchasing Contact
DEFINITION: The FAX Country Code contains the International ITU dial code for the country associated with the Contact

Phone Country Code VARCHAR(5) Entity: COV Purchasing Contact
DEFINITION: The Phone Country Code contains the International ITU dial code for the country associated with the contact.

Phone Extension Number VARCHAR(6) Entity: COV Purchasing Contact

DEFINITION: The Phone Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Business Title Text VARCHAR(45) Entity: COV Purchasing Contact

DEFINITION: The Common Contact Title is the organization role of the contact

Last Name Suffix Text VARCHAR(10) Entity: COV Purchasing Contact

DEFINITION: The Last Name Suffix further differentiates the full name of the contact.

Example values are Junior (JR) Senior (SR) III, etc

Middle Name VARCHAR(20) Entity: COV Purchasing Contact

DEFINITION: The Middle Name is the second given name of the Contact

Contact Honorific Text VARCHAR(10) Entity: COV Purchasing Contact

DEFINITION: The Common Contact Honorific is the appropriate formal address for the contact

Examples include: MR MS MRS DR Dean, etc

Person ID Domain Code VARCHAR(3) Entity: COV Purchasing Contact

DEFINITION: The PID Domain Code is the type of identifier being used by the contact.

Valid values may include

USD = US Drivers License - SubPID Domain State abbreviations

USI = State Issued Identity Card - SubPID Domain State abbreviation

CAD =Canadian Drivers License - SubPID Canadian Provinces

Email

FOR = Foreign Identity Card - SubPID 2 Digit Country Code

PEM = Personal Email Address

NOTES: The combination of [Person ID Domain Code] + [Person ID SubDomain Code] + [Person ID Text] will uniquely identify a person. The intent is to have some way to reduce the situations where one person ends up with multiple contact records. If a person changes companies and is still assigned as a contact for the Commonwealth, the record can be found and relinked to the new company.

Person ID Text VARCHAR(100) Entity: COV Purchasing Contact

DEFINITION: Person Identification Number is a government assigned identifier for the Contact. The primary domain is state driver's license/identity numbers assigned by US or Canadian States or Provinces. Alternate identifiers include County Issued Identity card numbers.

Social Security numbers are not allowed to be used as an identifier

Person ID SubDomain Code VARCHAR(2) Entity: COV Purchasing Contact

DEFINITION: The PID SubDomain Code is the locality that issued the Person Identification Number

Valid values include - US States, CA Provinces, two digit country codes and XX if the Personal ID Domain Code is "Personal Email."

Common Contact Comment Text VARCHAR(255) Entity: COV Purchasing Contact

DEFINITION: Comment Text captures free form information about the contact.

Delivery Line Text CHAR(60) Entity: COV Purchasing Contact

DEFINITION: The Delivery Line Text is for additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department.

Entity Type Code CHAR(1) **FK** Entity: COV Purchasing Contact

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code

Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

Entity Code CHAR(3) **FK** Entity: COV Purchasing Contact

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations at the highest level of the purchasing entity hierarchy.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Entity Name VARCHAR(60) **FK** Entity: COV Purchasing Contact

DEFINITION: The Formal Name of the Agency, Institution, or local government entity. The Highest Parent Entity designation indicates it is the highest level of the recursive change relationship represented in the entity. An Example is Department of General Services, Virginia Information Technologies Agency, Virginia Department of Transportation.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

Employee Identification Number CHAR(25) Entity: COV Purchasing Contact
DEFINITION: The identification number assigned by the purchasing location's human resource (personnel office).

For most executive branch agencies this will be the emplID assigned by PMIS.

Supervisor ID VARCHAR(10) FK Entity: COV Purchasing Contact
DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA) The eVa Access Identifier provides access to authorized Virginia electronic procurement applications.

Entity: COV Purchasing Location OWNER: DPS

DEFINITION: A COV Purchasing location is an identifiable organizational-physical location which can commit funds to purchase goods or services.

A COV Purchasing location may be a component of a state agency or a component of any public entity (for example county or city).

NOTES: Changed Definition from:

A COV Purchasing location is an identifiable organizational-physical location which can commit funds to purchase goods or services.

To:

A COV Purchasing location is an identifiable organizational-physical location which can commit funds to purchase goods or services.

A COV Purchasing location may be a component of a state agency or a component of any public entity (for example county or city).

PK Purchasing Location Name VARCHAR(60) Entity: COV Purchasing Location

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

PK Entity Code CHAR(3) Entity: COV Purchasing Location

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

PK EntityType Code CHAR(1) Entity: COV Purchasing Location

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code

Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

Fiscal Officer Full Name VARCHAR(60) Entity: COV Purchasing Location
DEFINITION: The first and last name of the person who is designated as the Fiscal contact for the COV Controlling Agency

Procurement Officer Full Name VARCHAR(60) Entity: COV Purchasing Location
DEFINITION: The first and last name of the person who is designated as the Procurement contact for the COV Controlling Agency.

Financial Integration Flag CHAR(1) Entity: COV Purchasing Location
DEFINITION: Indicates that this purchasing location integrates requisitions, purchase orders, and or planned distribution data with a financial accounting application.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Advanced Procurement Integration Flag CHAR(1) Entity: COV Purchasing Location
DEFINITION: Indicates that this purchasing location integrates requisitions with eVA's advanced procurement module, Advantage.

NOTES: This flag is used in eVA to determine if the purchasing entity has been configured to use eVA advanced procurement tool (Advantage). V3

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Controlling Entity Type Code CHAR(1) FK Entity: COV Purchasing Location
DEFINITION: The Controlling Entity type code is the public body type code which differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

NOTES: Changed name from Controlling Agency Type Code to Controlling Entity Type Code

Controlling Entity Code CHAR(3) FK Entity: COV Purchasing Location
DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:
The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:
The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Changed Name from Controlling Agency Entity Code to Controlling Entity Code

Controlling Entity Name VARCHAR(60) FK Entity: COV Purchasing Location
DEFINITION: The descriptive name of the Controlling Entity this will be the Agency Name, or Institution Name for state entities and the County, City, or Town Name for local governments

NOTES: Change length from 100 to 60

Changed Role Name from Controlling Agency Name to Controlling Entity Name

Purchasing Location Abbreviation VARCHAR(10) Entity: COV Purchasing Location
DEFINITION: The commonly used acronym or abbreviation for the entity. (e. g. Department of General Services is DGS, the Division of Purchases and Supply is DPS, Virginia Distribution Center is VDC)

Entity: EDI Remittance

OWNER: DOA

DEFINITION: Payment Method EDI collects electronic document interchange information for the vendor location. This information is collected by the Department of Accounts based on information supplied by a vendor location representative. The information is used to process EDI transactions via DOA's EDI process.

It is intended that in the future this information will be shared by agency and institutions that process their transfers through a non-DOA source (i.e. Universities)

NOTES: Sharing EDI information requires modifications to the EDI data gathering instructions at DOA and the ability for a Vendor Location to opt out of sharing their EDI data with external state agencies and institutions.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: EDI Remittance

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: EDI Remittance

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method of EDI are available for selection to process payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

United Nations Country Code VARCHAR(3) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank Country Code is the country in which the bank is located. Valid values are from the United Nations Location Code for Country

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Bank Name VARCHAR(36) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank Name is the common abbreviation for the name of the financial institution that manages the associated bank account

Valid Values are found in the FedACHSM Directory File available from
http://www.fededirectory.frb.org/search_ACH.cfm

Bank Office Code VARCHAR(1) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank Office Code designates if the contact information is for the main bank office or a branch location

Valid Values from the FDIC are:
Main office or branch O=main B=branch

EDI Contact Name VARCHAR(36) Entity: EDI Remittance

DEFINITION: Payment Method EDI Contact Name is the individual at financial institution or vendor that can assist with issues involving electronic funds transfer.

EDI Contact Email VARCHAR(100) Entity: EDI Remittance

DEFINITION: The Payment Method EDI Contact Email is the email address for the contact (bank or vendor representative) who deals with electronic funds transfer.

NOTES: Email information for the remit to vendor location is contained in the vendor location contact entity which is referenced by the vendor location remit to address.

EDI Contact Phone Number VARCHAR(35) Entity: EDI Remittance

DEFINITION: The EDI Contact Phone is the full phone number for the contact (bank or vendor representative) who deals with electronic funds transfer.. The phone number including extensions and options includes all numbers required to phone the contact from a US location.

EDI Bank Alternate Contact Name VARCHAR(36) Entity: EDI Remittance

DEFINITION: The EDI Alternate Contact Name is the name of contact (bank or vendor representative) who deals with electronic funds transfer.

EDI Alternate Contact Email Text VARCHAR(100) Entity: EDI Remittance

DEFINITION: The EDI Alternate Contact Email is the email address for the contact (bank or vendor representative) who deals with electronic funds transfers in the absence of the primary contact.

EDI Alternate Contact Phone Number VARCHAR(35) Entity: EDI Remittance

DEFINITION: The EDI Alternate Contact Phone is the full phone number for the contact (bank or vendor representative) who deals with electronic funds transfers in the absence of the primary contact.. The phone number including extensions and options includes all numbers required to phone the contact from a US location.

EDI Bank Type Code VARCHAR(5) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank type code indicates whether the banking information is the American Bank Association or the International Bank Account Number standard

Valid Values:

ABA or IBAN

EDI Bank Physical Address Text VARCHAR(36) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank Physical Address is the physical location address for the branch where this bank account was opened.

EDI Bank City Name VARCHAR(30) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank City is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only) for the bank mailing address.

EDI Bank USPS State Code CHAR(2) Entity: EDI Remittance

DEFINITION: Payment Method EDI Bank State is the two letter abbreviation for the state or province for the bank mailing address

EDI Bank Zip Code VARCHAR(9) Entity: EDI Remittance

DEFINITION: The Payment Method EDI Bank Zip Code is the 5 or 9 digit zip code for the bank mailing address

EDI Remittance Notification Code CHAR(1) Entity: EDI Remittance

DEFINITION: The Payment Method EDI Remittance Notification Code indicates the supplier's preference for the method of receiving remittance data related to processed payments for the principal endpoint of communication associated with this address and supplier location.

Valid values are: 1 Web Site, 2 Email

NOTES: Website is used for the default notification application - REDI

REFERENCE VALUES: EDI Remit Methods Codes

- 1 = Web Site
- 2 = eMail
- 3 = Check Stub

EDI Payment Format Code VARCHAR(10) Entity: EDI Remittance

DEFINITION: The Payment Method EDI Payment Format defines the electronic data interchange format to be used when sending payment advice information associated with payments sent to the bank account specified by the vendor location.

NOTES: TXP is a special EDI designator used by DOA to process IRS EDI payments
CTXDED is a special EDI designator used by DOA to process DSS EDI payments

Business Rule - when either of these values are used, there will not be a TIN or TIN Type Code associated with the payment method

REFERENCE VALUES: EDI Payment Format

- CTX = Corporate Trade Exchange
- CCD+ = Corporate Credit or Debit with Addenda
- TXP = Federal Tax payment EDI
- CTXwDED = Department of Social Services EDI transactions

EDI VAN Name VARCHAR(100) Entity: EDI Remittance

DEFINITION: The Payment Method EDI VAN Name is often referred to as the "electronic post office", a value added network (VAN) is a third party service that transmits and stores data in the "electronic mailbox" until it is picked up by the appropriate party.

EDI VAN Receiver Identifier VARCHAR(25) Entity: EDI Remittance

DEFINITION: Payment Method EDI VAN Receiver Identifier is the VAN electronic mailbox identifier for the organization that is being paid

EDI VAN Qualifier VARCHAR(2) Entity: EDI Remittance

DEFINITION: Payment Method EDI VAN Qualifier further specifies the receiver VAN location

EDI Currency Code VARCHAR(3) Entity: EDI Remittance

DEFINITION: Payment Method EDI Currency Code is the three character designation for the monetary unit used in the country where the payment is transferred. Valid values are: ISO 4217 currency names and code elements

http://www.iso.org/iso/support/currency_codes_list-1.htm

REFERENCE VALUES: ISO 4217 Currency Codes

Currency = ISO 4217 currency names and code elements

Entity: EDI Remittance Line

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: EDI Remittance Line

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: EDI Remittance Line

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method of EDI are available for selection to process payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

Voucher Number CHAR(25) **FK** Entity: EDI Remittance Line

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

Entity: Government Entity Address

OWNER: DPS

DEFINITION: Government Entity Address contains the addresses that are used by purchasing locations. These addresses are entered by designated Commonwealth of Virginia data managers for the public body locations.

NOTES: Modification from last submission: Removed references to Vendor - renamed the table from eVA Common Address to Government Entity Address; changed attribute length to Varchar(20). This necessitates a change to COV Agency Address Usage - adding an attribute for eVA address IDs which are limited to 6 positions.

Change data lengths for International address lines to align with correct vendor address model (from 25 to 66); Reduce the Postal Code data length from 25 to 10 again to be consistent with the Vendor Address standard.

PK Government Entity Address Identifier VARCHAR(20) Entity: Government Entity Address

DEFINITION: A Commonwealth of Virginia assigned unique identifier that represents government postal or physical address locations independent of usage.

NOTES:

Changed Name from eVA Common Address Identifier to Government Entity Address Identifier

Changed definition from: The eVA Common Address Identifier is an eVA assigned value that uniquely identifies an address independent of usage.

To:

A Commonwealth of Virginia assigned unique identifier that represents government postal or physical address locations independent of usage.

Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

City Name VARCHAR(28) Entity: Government Entity Address

DEFINITION: The Common Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only).

Note: An urbanization is an area, sector, or development within a city; it is an important part of the addressing format of Puerto Rico and aids in precisely matching an address.

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

State Province Code VARCHAR(3) Entity: Government Entity Address

DEFINITION: The Common Address State or Province Code is the code that represents the first level of political subdivision within a country. Commonly named State, Province, etc.

For US Addresses it is a 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO/DPO, then the state abbreviation will be AA,AE, or AP.

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

NOTES:

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

FIPS Locality Code VARCHAR(5) Entity: Government Entity Address

DEFINITION: The FIPS Locality Code is the Federal Identification Program code (FIPS) that identifies a geographic location within a state. It is a two part code the first two digits indicate the state, the last three digits indicate the locality within the state.

The Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO/DPO, and the record type is S,H, or F, the county number will be blank.

NOTES: This code must be combined with the State FIPS code if a unique value is required

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

FIPS Locality Name VARCHAR(40) Entity: Government Entity Address

DEFINITION: The FIPS Locality Name is the description of the Federal Identification Program (FIPS) locality code

If assigned by a ZIP+4 product the name of the county or parish in which the 5-digit ZIP Code resides. If APO/FPO/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Address Country Name VARCHAR(35) Entity: Government Entity Address

DEFINITION: The Address Country Name is the full name of the country related to the street address without dialectics.

NOTES:

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Postal Code VARCHAR(10) Entity: Government Entity Address

DEFINITION: The Common Address Postal Code is sorting or routing code used by the destination country. For the United States this is the 5 digit US zip code. 99999.

For foreign addresses, the postal code should include all spaces and hyphens expected by the addressed country.

Canada example: B3A 9C1

Great Britan example: SO32 4NG
Japan example: 346-8764

International Address Line 1 Text VARCHAR(60) Entity: Government Entity Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines.

NOTES: Open for discussion - if we end up mandating USPS validation - really will need to deal with an international indicator AND how to correctly format International City lines - which vary by country.

This attribute is not available for eVA purchasing location addresses - use Delivery Line Text and Street Line 2 for international purchasing locations.

Street Line 2 VARCHAR(60) Entity: Government Entity Address

DEFINITION: The full address line which includes: Street Pre-Directional Text, Street Number, Street Suffix Text, Street Post-Directional Text from the Common Address Entity

Delivery Line Text VARCHAR(60) Entity: Government Entity Address

DEFINITION: The Delivery Line Text contains additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department.

Congressional District Code VARCHAR(3) Entity: Government Entity Address

DEFINITION: The Congressional District Code the congressional district that is assigned to the address. The congressional district must be combined with the state for a unique value.

International Address Line 2 Text VARCHAR(60) Entity: Government Entity Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines and both would be used.

NOTES:

This attribute is not available for eVA purchasing location addresses - use City Name and State Province Code for international purchasing locations.

Address Country Code CHAR(3) Entity: Government Entity Address

DEFINITION: The three digit United Nations abbreviations for the Country.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Entity: Payment

DEFINITION: The control document used by the fiscal office to authorize a payment. Vouchers 1) document the ordering, receipt, and payment for a good, service or reimbursement and 2) define how the cost should be distributed to COV accounts.

NOTES: The voucher (form-20-250) shows a Vendor Name; this will come from the relationship to Vendor Location.

The voucher form shows a remit to address; the voucher entity has a remit to address ID which can be selected from the available remit to address for the vendor based on address usage. Since a vendor could theoretically have multiple remit to addresses and the voucher needs to know which one was used and there is no way to guarantee that usages in Address Usage will not change, the address ID needs to be in the voucher record.

PK Bank Code CHAR(4) Entity: Payment

DEFINITION: The bank code identifies the bank account from which the disbursements were made.

PK Check Number VARCHAR(8) Entity: Payment

DEFINITION: Identifies the unique check number printed on a disbursement check

Remit To Vendor Address Identifier INTEGER Entity: Payment

DEFINITION: The Common Address Identifier is a system assigned value that uniquely identifies an address independent of usage

The Vendor Remit To Address ID points to the address which was used for a specific voucher and the authorized payment

Disbursing Agency Entity Type Code CHAR(1) FK Entity: Payment

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code

Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

- A for state agencies in the executive including higher education, legislative, and judicial branches
- L for local government bodies including counties, cities, and towns
- E for purchasing organizations with statewide authority (DPS and VITA)
- S eVA Lite (non profits and other local governments that only require minimal email functionality)
- O for Other purchasing organizations (non VA public body)

Disbursing Agency Entity Code CHAR(3) FK Entity: Payment

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Disbursing Agency Location Name VARCHAR(60) FK Entity: Payment

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

Virginia Vendor Location Standard Name VARCHAR(45) Entity: Payment

DEFINITION: The Vendor Location Standard Name is used as the pay to (remit to) name for the check or EDI transaction.

Check Amount DECIMAL(10.2) Entity: Payment

DEFINITION: The check amount is the amount of the check or EDI payment in US dollars

Check Date DATE Entity: Payment

DEFINITION: The Check Date is the date printed on a check or if transmitted as part of an EDI transaction which indicates the date the payment was deposited to the payee's account

Payment Type CHAR(2) Entity: Payment

DEFINITION: Payment Type (also known as check type) indicates the method used for funds transfer, a printed check or an EDI transfer.

Valid values:

- T followed by 7 numbers is the transfer identifier and indicates an EDI payment
- An 8 digit Check Number for issuance of a paper check

Check Writing Indicator CHAR(1) Entity: Payment

DEFINITION: Indicator on the Transaction Code Table used to indicate the check writing impact of each transaction code.

Valid codes are:

Value	Definition
0	Non-check writing transaction
1	CARS automated check generated
2	Check produced other than CARS automated check
3	Reduction of net amount of check

Vendor Remit To Contact Full Name CHAR(60) Entity: Payment

DEFINITION: The primary vendor contact name associate with the applicable remit to address.

NOTES: This attribute length is set to 60, but current DOA check processing will only allow 45.

Disbursing Agency Phone Full Phone Number CHAR(26) Entity: Payment

DEFINITION: The phone number for the government fiscal office that authorized the voucher.

Warrant Number VARCHAR(7) FK Entity: Payment

NOTES: Current length of warrant number is 7 positions

Vendor Location Identification Number VARCHAR(10) FK Entity: Payment

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Payment Method Sequence Number SMALLINT FK Entity: Payment

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location.

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit. This identifier for the vendor location allows for matching of eVA vendor location remit to addresses to DOA remit to addresses. In this implementation the data type is VARCHAR(2).

This number correlates to the CARS Suffix field.

Entity: Payment Method OWNER: DOA

DEFINITION: The Payment Method entity collects general information required to pay vendor location invoices. The information is provided by a representative of the vendor location or from vendor location invoices.

The Payment Method entity is accessed at the time of order to determine if the vendor location accepts the purchasing organization's purchase card type and during payment processing to determine the most cost effective acceptable method for transferring funds to the vendor location.

Information may be modified based on information from the Financial Institution (account no longer valid) or by information provided by the vendor.

Information may be deleted by DOA after 18 months of inactivity.

NOTES: Security is sensitive - DOA protects the payment method to reduce the risk to the vendor during payment transmission. If payment is by check, a mail drop could be monitored in an attempt to intercept the checks. Likewise, a potential hacker allowed access to VAN and routing numbers may be assisted in his attempts to intercept EDI transmissions.

At this time EDI payment method information is not shared with state organizations that do not use DOA's EDI processes. In the future, vendors could be provided an option to allow the sharing of their EDI information with other state agencies. The vendor must be provided an option to opt out of data sharing. As part of the opt-in process the vendor must be provided specific information about what information is to be shared and which agencies will receive the information.

The creation and modification of a payment method requires a history record. The history record should contain the field, before and after value, user id that created and user id that modified, create date, modified date, and modification reason.

The relationship between payment method and Vendor IRS is optional, this allows for a payment prior to collection of a TIN or for individuals and organizations that are not required by law to provide a TIN to receive a payment. Processing payments prior to verification of TIN is limited to specific types of payment transactions. Therefore payment rules must consider the type of vendor and the type of payment prior to determining if a TIN is required.

Payment Method references Vendor Address for remit to addresses and contact information.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Payment Method
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems

find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT Entity: Payment Method

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

Taxpayer Identification Number Type Code VARCHAR(4) FK Entity: Payment Method

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either
an Employer Identification Number (EIN),
a Social Security Number (SSN),
an Individual Taxpayer Identification Number (ITIN)
or an Adoption Taxpayer Identification Number (ATIN).

NOTES: Suggested code values and their description

EIN A business, organization, some sole proprietors, or other entity

SSN An individual, including some sole proprietors

ITIN An individual required to have a taxpayer identification number, but who is not eligible to obtain an SSN

ATIN An adopted individual prior to the assignment of a social security number

Currently Special processing is required for DSS and IRS payments - These organizations will not have a valid Vendor IRS record, but the system must allow for EDI payments to them.

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing

IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

An ATIN is an Adoption Taxpayer Identification Number issued by the IRS and can be used as a TIN. An ATIN is only a temporary taxpayer identification number issued for a child born, and adopted, in the United States. An ATIN contains nine numbers in the same format as an SSN. An ATIN should be requested when an SSN cannot be obtained in time to file your tax return. Once the adoptive parent obtains an SSN for the adopted child, the ATIN becomes obsolete.

For electronic submission of 1099 information - leave the IRS TIN Type Code Identifier Blank if it cannot be determined

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS
SSN = (2) An individual, including some sole proprietors issued by SSA
ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.
ATIN = An adopted individual prior to the assignment of a social security number

Taxpayer Identification Number VARCHAR(9) **FK** Entity: Payment Method

DEFINITION: The Vendor IRS TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. IRS Status Payee TIN Number may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS.

A US TIN must have nine (9) numbers. It does not have letters.

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:
<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

Payment Method Code VARCHAR(3) Entity: Payment Method

DEFINITION: The Payment Method Code Identifier is the type of payment method accepted by this vendor location.

Default value is 1 which equals a payment method of check.

REFERENCE VALUES: Payment Method Code

- 1 = Check
- 2 = EDI
- 3 = PCard
- 4 = Virtual Card

Entity: Payment US Bank OWNER: DOA

DEFINITION: The Payment US Bank Entity contains bank account information for US Financial Institutions. The information is collected from the vendor location during EDI registration at DOA and is accessed when EDI transactions are processed. This entity is a sub-type of Payment Method EDI because the routing information and bank account formats for US financial institutions is assigned by the American Bankers Association.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Payment US Bank

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: Payment US Bank

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method of EDI are available for selection to process payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

US Bank Routing Number VARCHAR(9) Entity: Payment US Bank

DEFINITION: The Payment EDI US Bank Routing Number is the Automated Clearing House (ACH) routing number that identifies in numeric form the location at which the check, electronic transaction or payment must be presented for payment. In simple terms it is the bank address in numbers. The routing number is sometimes called the transit or American Bankers Association (ABA) number.

Routing Numbers use a nine-digit machine readable or magnetic ink character recognition (MICR) format. Routing numbers are usually the first group of numbers at the bottom of the check. The digits are grouped as follows:

Digit: 1-4 Federal Reserve Routing Symbol
5-8 Identifies the institution
9 Check symbol

Key To Routing Numbers

Larger banks may have several assigned routing numbers depending on their location. Routing numbers for credit unions and savings and loans start with the number 2. Depository banks start with 0 followed by a number from 1 to 9.

NOTES: Note: The FDIC maintains a database of routing numbers that can be loaded to check for valid values.

A routing transit number (RTN), routing number, or ABA number is a nine digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn. This code is also used by Federal Reserve Banks to process funds transfers and by the Automated Clearing House to process direct deposits and other automated transfers. The routing number is derived from the bank's transit number originated by the American Bankers Association, which designed it in 1910.

The routing number consists of 9 digits:

XXXXXXXXXXC

where XXXX is Federal Reserve Routing Symbol, YYYY is ABA Institution Identifier, and C is the Check Digit

Number format and standards

The first two digits of the nine digit ABA number must be in the ranges 00 through 12, 21 through 32, 61 through 72, or 80.

The digits are assigned as follows:

00 is used by the United States Government

01 through 12 are the "normal" routing numbers (For example, 0260-0959-3 is the routing number for Bank of America incoming wires in New York)

21 through 32 were assigned only to thrift institutions (e.g. credit unions and savings banks) through 1985; currently they are still used by the thrift institutions, or their successors (For example, 2260-7352-3 is the routing number for Grand Adirondack Federal Credit Union in New York)

61 through 72 are special purpose routing numbers designated for use by non-bank payment processors and clearinghouses and are termed Electronic Transaction Identifiers (ETIs).

80 is used for traveler's checks.

US Bank Account Number VARCHAR(17) Entity: Payment US Bank

DEFINITION: The Payment EDI US Bank Account Number is the US bank account number issued by the financial institution associated with the US EDI Bank Routing Number

US Bank Account Type Code VARCHAR(1) Entity: Payment US Bank

DEFINITION: Payment US EDI Bank Account Type Code is the type of bank account - Valid values are: S- Savings or C-Checking

Money Market Accounts must be designated as either savings or checking.

REFERENCE VALUES: Payment Method Account Type Code

S = Savings

C = Checking

Entity: Planned Account Distribution OWNER: DOA

DEFINITION: The Chart of Account code combination that fully allocates the cost of the Requisition line item.

The Chart of Accounts used for the entity is defined by DOA policy and the entity Fiscal Officer.

Planned Account Distribution can be used for pre-encumbering allocations, automated budget checking, requisition approval routing, or other processes not listed here

NOTES: The Planned Account Distribution structure in eVA supports reference fields for integration with external applications for example work order numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The Planned Account Distribution structure also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations.

The Planned Account Distribution Entity defines the chart of account fields that are defined by the Department of Accounts for executive branch agencies, agency specific chart of account fields as defined by the Agency's accounting office. Planned Account Distribution also supports accounting requirements for local governments.

PK Accounting Line Number SMALLINT Entity: Planned Account Distribution

DEFINITION: A sequential number assigned within each requisition line to uniquely identify each planned account distribution line for the requisition line. Each requisition line may have up to 99 planned account distribution lines.

NOTES: Although a requisition may be allocated by the user at the requisition header (allocate the total requisition amount according to this distribution), the transfer of planned account distribution is by requisition line, therefore header distribution lines are allocated to each line based on the requisition line's amount.

PK Requisition Number VARCHAR(50) **FK** Entity: Planned Account Distribution

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT **FK** Entity: Planned Account Distribution

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

PK Requisition Line Number INTEGER **FK** Entity: Planned Account Distribution

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

General Ledger Fund Number CHAR(2) Entity: Planned Account Distribution

DEFINITION: The General Ledger Fund Number links a voucher amount to a fund within the accounting system.

Ref CAPP 60106.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Program Number CHAR(7)

Entity: Planned Account Distribution

DEFINITION: The Program Number is the 7-digit code identifying the operational function for which an expenditure was appropriated.

The Program Number is part of the Program Code which consists of Program Number - Service Area Number - Program Element Number
See CAPP topic 60107.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Code CHAR(5)

Entity: Planned Account Distribution

DEFINITION: An Accounting Project Code links an expenditure to an identifiable project known to accounting.

Reference CAPP 60110, Project Codes.

An accounting project is identified by [Project Code]-[Task]-[Phase].

The entry is generally optional but may be required for specific types of projects.

If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Amount DECIMAL(14.2)

Entity: Planned Account Distribution

DEFINITION: Planned Allocation Amount indicates the dollar value which will be charged to the specified accounting structures.

Planned Allocation Amount, Planned Allocation Percent, and Planned Allocation Quantity work together. Ultimately the system needs a dollar value which will be in Allocation Amount. But, the user may enter any of the three figure. If a user enters an amount, the system will use that amount. If a user enters a percent or a quantity, the system will save that value and calculate the dollar amount. For a given requisition line, the total allocated should equal the extended dollar value.

Planned Allocation Percent NUMERIC(10.5)

Entity: Planned Account Distribution

DEFINITION: If the user chooses to divide the allocation based upon percent, Planned Allocation Percent indicates the percent of the requisition line extended dollar value which will be charged to the specified accounting structures.

Planned Allocation Amount, Planned Allocation Percent, and Planned Allocation Quantity work together. Ultimately the system needs a dollar value which will be in Allocation Amount. But, the user may enter any of the three figure. If a user enters an amount, the system will use that amount. If a user enters a percent or a quantity, the system will save that value and calculate the dollar amount. For a given requisition line, the total allocated should equal the extended dollar value.

Quantity DECIMAL(14.5)

Entity: Planned Account Distribution

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Accounting Cost Code CHAR(3)

Entity: Planned Account Distribution

DEFINITION: Accounting Cost Code is an optional way to classify an expenditure and is used instead of Project Code. If a Cost Code exists for a project, the Cost Code must be used and Project Code is left blank.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Transaction Code CHAR(3)

Entity: Planned Account Distribution

DEFINITION: The Accounting Transaction Code defines the purpose of the voucher line for inputting data into CARS.

?? FUTURE ??

See CAPP topic 60103 for a list of codes

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Charge To Agency Number CHAR(3) Entity: Planned Account Distribution

DEFINITION: The Charge To Agency Number is the three digit number assigned by DOA to uniquely identify agencies and institutions within the Commonwealth of Virginia.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

General Ledger Account Code CHAR(4) Entity: Planned Account Distribution

DEFINITION: The General Ledger Account Code indicates the account which will be have the voucher amount applied.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

General Ledger Fund Detail Number CHAR(2) Entity: Planned Account Distribution

DEFINITION: The General Ledger Fund Detail Number serves to break a General Ledger Fund into finer grained components of the fund.

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NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Funding Fiscal Year CHAR(4) Entity: Planned Account Distribution

DEFINITION: The financial accounting year the requisition was created in. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

Subprogram Number CHAR(2) Entity: Planned Account Distribution

DEFINITION: The subprogram number is a 2-digit number to resolve a program to a finer detail. May be blank if it does not apply.

The Program Number is part of the Program Code which consists of Program Number - Subprogram Number - Program Element Number

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Program Element Number CHAR(2) Entity: Planned Account Distribution

DEFINITION: The Program Element Number gives the lowest level of granularity for the Fund Code. The Program Number is part of the Program Code which consists of Program Number - Subprogram Number - Program Element Number

CAN THIS BE BLANK IF IT DOES NOT APPLY?

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Task CHAR(2) Entity: Planned Account Distribution

DEFINITION: Accounting Project Task breaks down an accounting project into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase]. The entry is generally optional but may be required for specific types of projects. If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Phase CHAR(2) Entity: Planned Account Distribution

DEFINITION: Accounting Project Phase breaks down an accounting project task into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase]. The entry is generally optional but may be required for specific types of projects. If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

FIPS Virginia Locality Code CHAR(3) Entity: Planned Account Distribution

DEFINITION: The three-digit FIPS code which identifies a locality within Virginia. Used if disbursement is being made to a Virginia locality.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Agency Reference Number CHAR(9) Entity: Planned Account Distribution

DEFINITION: Agency Reference Number is an optional number for agencies to use at their discretion.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Distribution Description Text CHAR(27) Entity: Planned Account Distribution

DEFINITION: The Planned Distribution Description is a line which will be passed to [Voucher Accounting Line].[Voucher Line Description Text]. may print on check stubs. If too many voucher lines are aggregated into one check, not all of the descriptions will print.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Distribution Multipurpose CHAR(10) Entity: Planned Account Distribution

DEFINITION: The Multipurpose data element can be used by agencies as they see fit. It will be passed to the corresponding field on the voucher (Voucher Line Multipurpose).

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

DOA Generate 1099 Flag CHAR(1) Entity: Planned Account Distribution

DEFINITION: The DOA Generate 1099 Flag indicates if the agency needs the Department of Administration to generate the 1099 for this expense.

Y = Yes, DOA should generate 1099.

N = No, the agency is responsible to generate the 1099 (default)

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Allocation Type Code VARCHAR(50) Entity: Planned Account Distribution

DEFINITION: Indicates the accounting distribution type for the entire line item. Defaults to _Percentage

Valid Values are:

_Percentage

_Quantity

_Amount

NOTES: Required for the eVA integration standard.

REFERENCE VALUES: Planned Distribution Method

_Percentage
_Quantity
_Amount

Purchase Order Number VARCHAR(50) **FK** Entity: Planned Account Distribution

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER **FK** Entity: Planned Account Distribution

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT **FK** Entity: Planned Account Distribution

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Entity: PO Government Entity Address OWNER: EAD

DEFINITION: A COV address defines postal and physical address even if the physical address is non-deliverable by a postal authority. The information is captured during citizen and organization interaction with government services. The information may be disposed of when the address is no longer active for a period of three years.

This table records addresses independent of recipient. To use for mailing, an application will need to add recipient and possibly internal delivery information.

An address in this table may be used by several vendors. For example, if a individual has three home businesses, each business will be a separate vendor, but each could use the same address record assuming the addresses were identical. Or a business could have two divisions in the same building. If the business records each divisions as a separate vendor, they might both have the same address except for interal routing information.

Because of the shared nature of the address records, once created and used, no address record shall be updated. Further, because of the need to establish historical facts (Where was the PO sent?) and because some application records will contain address identifiers, it becomes important legally that the address record is not updated.

Address Record type examples include:

G = General delivery (5-Digit ZIP, ZIP+4, and Carrier Route products)

H = High-rise (ZIP+4 only)

F = Firm (ZIP+4 only)

S = Street (5-Digit ZIP, ZIP+4, and Carrier Route products)

P = PO Box (5-Digit ZIP, ZIP+4, and Carrier Route products)

R = Rural route/highway contract (5-Digit ZIP, ZIP+4, and Carrier Route products)

M = Multi-carrier (Carrier Route product only)

I = used for all International addresses

NOTES: In cooperation with the mailing industry, USPS designed the Z4CHANGE product to provide mailers the information necessary to create an application that would facilitate frequent and cost-effective processing for updating very large computerized mailing lists for automation compatibility and improved deliverability. Current USPS regulations require that all customer address lists be processed by CASS-certified address-matching software (see Domestic Mail Manual (DMM), section A708 for a complete description of CASS requirements). CASS-certified software applies the correct ZIP+4, delivery point, and/or carrier route codes while standardizing the address, city, and state elements.

Mailing Standards of the United States Postal Service Domestic Mail Manual
<http://pe.usps.gov/text/dmm300/602.htm>

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). ("PO Box" is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see 509.1.0) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

Simple Address

Recipient Line	ABC MOVERS
Delivery Address Line	1500 E MAIN AVE STE 201
Last Line	SPRINGFIELD VA 22162-1010

Multiple Recipient Fields

Recipient Line1	JOHN DOE
Recipient Line2	POSTMASTER GENERAL
Recipient Line3	UNITED STATES POSTAL SERVICE
Delivery Address Line	475 LENFANT PLZ SW RM 10022
Last Line	WASHINGTON DC 20260-0010

US Post Office Box

Recipient Line1	JOHN DOE
Recipient Line2	MANAGER CUSTOMER SERVICE SUPPORT
Recipient Line3	UNITED STATES POSTAL SERVICE
Delivery Address Line	PO BOX 4237
Last Line	ANYTOWN US 12345-4237

Address with Internal Mail Stop Code

MSC 1587
ABC COMPANY
12 E MAIN AVE STE 209
KRYTON TN 38188-3637

Address with Apartment or Suite Number

When secondary delivery information, e.g., APARTMENT or SUITE, is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.

(Preferred)

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

(Accepted)

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002

Vendors with Internal Mail Stops
Mailing Standards of the United States Postal Service
IMM Issue 35 - International Mail Manual

<http://pe.usps.gov/text/imm/welcome.htm>
Example of International Addresses

LINE 1: NAME OF ADDRESSEE
LINE 2: STREET ADDRESS OR POST OFFICE BOX NUMBER
LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION (such as PROVINCE, STATE, or COUNTY) AND POSTAL CODE (IF KNOWN) (Note: in some countries, the postal code may precede the city or town name)
LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)

The following are examples of properly formatted delivery addresses:
MS JOYCE BROWNING
2045 ROYAL ROAD
LONDON WIP 6HQ

ENGLAND

MS JOYCE BROWNING
2045 ROYAL ROAD
06570 ST PAUL
FRANCE

The following format should always be used for destination addresses to Canada:

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

Field lengths in this Entity were based on the AEC and AEC II User Guide Oct 2008 available at www.usps.gov

PK Government Entity Address Identifier SERIAL/INTEGER Entity: PO Government
Entity Address

DEFINITION: The Government Entity Address Identifier is a system assigned value that uniquely identifies an address independent of usage.

Delivery Line Text VARCHAR(66) Entity: PO Government Entity Address

DEFINITION: The Common Address Delivery Line Identifies the street address component of the address as described by USPS postal regulations for the delivery address line. Elements included in this line are: Predirectional Abbreviation, Address Street Number, Address street name, Address Street Suffix Abbreviation, and Address Street Post-Directional Abbreviation

Valid values (123 East Simple Street or 123 Simple Street NW) or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458).

Delivery Line Supplemental Text VARCHAR(66) Entity: PO Government Entity
Address

DEFINITION: The Common Address Delivery Line Supplemental Text is additional information associated with the USPS Delivery Line. This should be used for apartment suite etc designations when there is not sufficient space on the address delivery line for suite or apartment values.

Eliminate dual addresses on the output mail piece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address (Common Address Delivery Line) on the line immediately above the city, state, and ZIP+4 Code. This normally is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 Code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.

Delivery Line Supplemental Text should NOT be used for internal mail routing information such as mail stop, floor or department. These are considered part of the addressee information.

NOTES: Note: According to USPS the print position of information contained in this line (i.e. apartment number) should print on the line immediately before the delivery address line

City Name VARCHAR(28) Entity: PO Government Entity Address

DEFINITION: The Common Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only).

Note: An urbanization is an area, sector, or development within a city; it is an important part of the addressing format of Puerto Rico and aids in precisely matching an address.

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

NOTES: City This is a seventeen character field to enter the city. CAPP 60111

CITY_NM

City

The city name associated with the address.

State Province Code VARCHAR(3) Entity: PO Government Entity Address

DEFINITION: The Common Address State or Province Code is the code that represents the first level of political subdivision within a country. Commonly named State, Province, etc.

For US Addresses it is a 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO/DPO, then the state abbreviation will be AA,AE,or AP.

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

NOTES: State This is a two position field in which the state is entered. A foreign mailing address may be specified by entering two asterisks (* *) in the Vendor State field. CAPP 60111

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007

<http://www.unece.org/cefact/locode>

FIPS Locality Code VARCHAR(5) Entity: PO Government Entity Address

DEFINITION: The Common Address FIPS Locality Code is the Federal Identification Program code (FIPS) that identifies a geographic location within a state. It is a two part code the first two digits indicate the state, the last three digits indicate the locality within the state.

The Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO/DPO, and the record type is S,H, or F, the county number will be blank.

NOTES: This code must be combined with the State FIPS code if a unique value is required

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

FIPS Locality Name VARCHAR(40) Entity: PO Government Entity Address

DEFINITION: The Common Address County Text Is the description of the Federal Identification Program (FIPS) code entered in Vendor Location Address County Code.

If assigned by a ZIP+4 product the name of the county or parish in which the 5-digit ZIP Code resides. If APO/FPO/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)
Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Address Country Name VARCHAR(35) Entity: PO Government Entity Address

DEFINITION: The Address Country Name is the full name of the country related to the street address without dialectics.

NOTES: Not in Table R_AD

IRS max for 1099 is 40 characters; USPS Max is 35

Postal Code VARCHAR(8) Entity: PO Government Entity Address

DEFINITION: The Common Address Postal Code is sorting or routing code used by the destination country. For the United States this is the 5 digit US zip code. 99999.

For foreign addresses, the postal code should include all spaces and hyphens expected by the addressed country.

Canada example: B3A 9C1

Great Britan example: SO32 4NG

Japan example: 346-8764

NOTES: Postal Code is 8 characters to 1) allow the longest foreign postal code to be entered in its entirety and 2) prevent implmentation errors which put the full US zipcode and zipplus 4 in one field. The longest known foreign postal code is 8 characters.

Address Disuse Date DATE Entity: PO Government Entity Address

DEFINITION: The Common Address Disuse Date is the day the system detected that the address was unused.

Default = 12/31/9999 or the max date allowed by they system. This means the address is believed to be in use. Every process which links to an address should set this the default each time an address is linked.

NOTES: Identifies the last date the address is valid to be used or the date the address is inactivated in eVA.

International Address Line 1 Text VARCHAR(66) Entity: PO Government Entity Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines.

NOTES: Open for discussion - if we end up mandating USPS validation - really will need to deal with an international indicator AND how to correctly format International City lines - which vary by country.

USPS Record Type Code VARCHAR(1) Entity: PO Government Entity Address

DEFINITION: The Common Address Record Type Code describes the delivery type of the address.

Valid Values for US addresses include:

G = General delivery (5-Digit ZIP, ZIP+4, and Carrier Route products)

H = High-rise (ZIP+4 only)

F = Firm (ZIP+4 only)

S = Street (5-Digit ZIP, ZIP+4, and Carrier Route products)

P = PO Box (5-Digit ZIP, ZIP+4, and Carrier Route products)

R = Rural route/highway contract (5-Digit ZIP, ZIP+4, and Carrier Route products)

M = Multi-carrier (Carrier Route product only)

I = used for all International addresses

USPS Carrier Route Identifier VARCHAR(4) Entity: PO Government Entity Address

DEFINITION: The Common Address USPS Carrier Route Identifier identifies the carrier route assigned to this address which is a 4-byte code assigned to a mail delivery or collection route within a 5-digit ZIP Code. The first character of this identification is alphabetical, and the last three are numeric:

B###=PO box

H###=Highway contract

R###=Rural route

C###=City delivery

G###=General delivery

Street Pre-Directional Text VARCHAR(2) Entity: PO Government Entity Address

DEFINITION: The Common Address Street Pre-Directional Abbreviation is the a geographic direction that precedes the street name.

Valid values are:

Spaces =No pre-direction

E=East

N=North

NE=Northeast

NW=Northwest

S=South

SE=Southeast

SW=Southwest

W=West

REFERENCE VALUES: Directions

N = North

S = South

E = East

W = West

NE = Northeast

NW = Northwest

SE = Southeast

SW = Southwest

Street Name VARCHAR(28) Entity: PO Government Entity Address

DEFINITION: The Common Address Street Name is the name assigned to the thoroughfare associated with the address

The official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directional (EAST, WEST, etc.) or suffixes (ST, DR, BLVD, etc.). This element may also contain literals, such as PO BOX, GENERAL DELIVERY, USS, PSC, or UNIT. Numeric street names that have numeric components that are four characters (or less) in length at are justified such that the low-order digit of the number is positioned in the fourth position of the street name field. This shift is made so that the numeric street names appear in numeric sequence

NOTES: Canada uses 30 instead of 28 for the street name length

Street Suffix Text VARCHAR(4) Entity: PO Government Entity Address

DEFINITION: The Common Address Street Suffix Abbreviation code that is the standard USPS abbreviation for the trailing designator in a street address. (See Publication 28, Postal Addressing Standards, for values.)

Street Post-Directional Text VARCHAR(2) Entity: PO Government Entity Address

DEFINITION: The Common Address Street Post-Directional Abbreviation is a geographic direction that follows the street name

Valid values are:

Spaces =No pre-direction

E=East

N=North
NE=Northeast
NW=Northwest
S=South
SE=Southeast
SW=Southwest
W=West

REFERENCE VALUES: Directions

N = North
S = South
E = East
W = West
NE = Northeast
NW = Northwest
SE = Southeast
SW = Southwest

Street Number VARCHAR(10) Entity: PO Government Entity Address

DEFINITION: The Common Address Number is a house, rural route, highway contract box, or post office box number. The numeric or alphanumeric component of an address preceding the street name. Often referred to as house number.

Examples:

100 199 , 200 A298, 1A

USPS Address Classification Code VARCHAR(1) Entity: PO Government Entity Address

DEFINITION: The Common Address Postal Classification Code describes the type of Postal area that a US 5-digit ZIP Code serves, e.g., a single educational institution, post office boxes only, or a single address that has unusually high mail volume or many different addresses.

ZIP Classification Codes include the following:

M = Military ZIP Code
P = ZIP Code having only post office boxes
U = Unique ZIP Code (ZIP assigned to a single organization)
Blank = Standard ZIP with many addresses assigned to it
C = Canadian Postal Code
O = Other Country Postal Code

NOTES: Described in the Address Information System Products Technical Guide available from usps.com.

USPS City State Name Facility Code VARCHAR(1) Entity: PO Government Entity Address

DEFINITION: The City State Name Facility Code describes the type of locale identified in the city/state name. The facility may be a USPS facility, such as a post office, station, or branch, or it may be a non-postal place name. City/state name facility codes include the following:

B = Branch
C = Community post office (CPO)
N = Non-postal community name, former USPS facility, or place name
P = Post office
S = Station
U = Urbanization

NOTES: Described in the Address Information System Products Technical Guide available from usps.com.

USPS City Delivery Indicator Flag CHAR(1) Entity: PO Government Entity Address

DEFINITION: TheCommon Address City Delivery Indicator specifies whether or not a post office has city-delivery carrier routes:
Y = Office has city delivery carrier routes
N = Office does not have city-delivery carrier routes

REFERENCE VALUES: Logical Flag
0 = FALSE
1 = TRUE

USPS Residential Indicator Flag CHAR(1) Entity: PO Government Entity Address

DEFINITION: TheCommon Address Residential Indicator provides information about the use of the property. The indicator identifies property that listed as a personal residence not for commercial purposes.

This attribute is referred to as the RDI (residential delivery indicator)

Valid values are: Y for yes, N for no

REFERENCE VALUES: Logical Flag
0 = FALSE
1 = TRUE

Address Suite or Apartment Number VARCHAR(10) Entity: PO Government Entity Address

DEFINITION: The Common Address Suite or Apartment Number is the actual value for the specific delivery location for addresses with multiple physical delivery locations - This is not the Organization's Internal Mail Stop designation

USPS Delivery Point Code VARCHAR(11) Entity: PO Government Entity Address

DEFINITION: The Common Address Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP+4 code and represented by the delivery point barcode (DPBC).

Congressional District Code VARCHAR(3) Entity: PO Government Entity Address

DEFINITION: TheCommon Address Congressional District Code the congressional district that is assigned to the address. The congressional district must be combined with the state for a unique value.

NOTES: Described in the Address Information System Products Technical Guide available from usps.com.

Address Last Active Date DATE Entity: PO Government Entity Address

DEFINITION: The Address Last Active Date reflects the last time a row was verified to be active. Every process which links to this should update this date to the current date.

If an Address Last Linked Date is less than three years old, the address is presumed to be in used and there is no need to consider purging it. If a purge process detects that the record is in use, it should update the date to the current date.

If the Address Last Active Date is greater than the Address Disuse Date, it likely means that the address is in use and some process failed to update the Address Disuse Date.

International Address Line 2 Text VARCHAR(66) Entity: PO Government Entity Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines and both would be used.

Address Format Support Level Code CHAR(10)

Entity: PO Government Entity

Address

DEFINITION: The Address Format Support Level Code classifies an address as follows:

1 = Supported US and Canada address

2 = Supported International

3 = Unsupported

Support means that the address will be validated to some degree, will use specific columns for components of the address, and will be printed the appropriate format. Unsupported addresses will not be validated and will be stored only as complete lines. Unsupported addresses will use

Delivery Line Supplemental Text

Delivery Line Text

International Address Line 1 Text

International Address Line 2 Text

Address Country Name

NOTES: As of July 2009, no international addresses are supported.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007

<http://www.unece.org/cefact/locode>

Zip Plus 4 CHAR(4)

Entity: PO Government Entity Address

DEFINITION: Zip Plus 4 is the part of a US postal code following the dash (-). In 23225-8765, 8764 is Zip Plus 4.

Zip Plus 4 is used only for US addresses.

Entity: Purchase Card Remittance

OWNER: DOA

DEFINITION: Payment Method Purchase Card contains information about the types of purchase cards accepted by the vendor location. The information is provided by the vendor location during registration, is maintained by the vendor location and may be deleted during the vendor location purge process.

PK Vendor Location Identification Number VARCHAR(10) FK Entity: Purchase Card Remittance

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT FK Entity: Purchase Card Remittance

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

VISA MC Processing Level Code CHAR(1) Entity: Purchase Card Remittance

DEFINITION: The VISA or MC Processing Level is an integer value that indicates if the supplier accepts cards and if they do, what level of data capture the supplier supports during purchase transactions with Commonwealth Entities. Used for Master Card and VISA processing (AMEX processing is through a different bank and may have a different level)

Valid values include: 0 Charge Cards Not Accepted; 1 Charge Cards Accepted Level 1 , 2 Charge Cards Accepted Level 2,

NOTES: Charge Card: In the context of this manual, the state-approved Small Purchase Charge Card (SPCC), used for small purchases (\$5,000 or less) of frequent, over-the-counter, Maintenance, Repair, and Operating (MRO) items used in the daily operations of any state activity, and for placing orders up to \$5,000 against term contracts.

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Accepts MasterCard Flag CHAR(1) Entity: Purchase Card Remittance

DEFINITION: The Payment Method Purchase Card Accepts MasterCard Flag indicates if the vendor location accepts Master Card.

REFERENCE VALUES: Logical Flag (Y/N) 1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Accepts VISA Flag CHAR(1) Entity: Purchase Card Remittance

DEFINITION: The Payment Method Purchase Card Accepts MasterCard Flag indicates if the vendor location accepts the VISA card.

REFERENCE VALUES: Logical Flag (Y/N)_1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

American Express Level Code CHAR(1) Entity: Purchase Card Remittance

DEFINITION: The Payment Method Purchase Card American Express Level is an integer value that indicates if the supplier accepts Amex cards and if they do, what level of data capture the supplier supports during purchase transactions with Commonwealth Entities.

Valid values include: 0 Charge Cards Not Accepted; 1 Charge Cards Accepted Level 1 , 2 Charge Cards Accepted Level 2,

Accepts American Express Flag CHAR(1) Entity: Purchase Card Remittance

DEFINITION: The Payment Method Purchase Card Accepts American Express Flag indicates if the vendor location accepts the American Express card.

REFERENCE VALUES: Logical Flag (Y/N)_1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Entity: Purchase Card Remittance Line

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Purchase Card
Remittance Line

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: Purchase Card Remittance
Line

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location..

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit.

Voucher Number CHAR(25) **FK** Entity: Purchase Card Remittance Line

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

Entity: Purchase Order

OWNER: DPS

DEFINITION: A Purchase Order is a collection of goods and or services that are being purchase by an Entity to enable an individual to carry out their work assignment The Purchase Order Header contains common information that applies to each of the detail lines in the Purchase Order. Common mandatory information includes the Vendor, Procurement Method, Funding Fiscal Year, Purchase Order Preparer, the Requester, Entity Invoice Address, and payment method (purchase card or invoice)

All information on the purchase order must be included on the associated requisition. Purchase orders are modified by modifications to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

This logical model represents Purchase Order Data that is transmitted to the Vendor Ordering Location.

NOTES: The Ship To Address and associate phone and delivery attributes are contained in the header XML when all purchase order lines are shipped to the same location.

The PO structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The PO also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations. Agencies requesting purchase order data will also receive agency specific requisition data.

Removed restrictive relationship between Requisition and Purchase Order - although not supported in eVA eMail this will allow for multiple requisitions to be combined into a single purchase order.

PK Purchase Order Number VARCHAR(50) Entity: Purchase Order

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

PK Purchase Order Version Number INTEGER Entity: Purchase Order

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Delivered Order Method Code VARCHAR(5) Entity: Purchase Order

DEFINITION: The Delivered Order Method Code is a short representation that indicates the method used to deliver the purchase order. Options include electronic or paper. If electronic, the vendors' supplier network account setup will determine the actual electronic delivery method. Options include email, fax, web browser, edi or cxml.

The Order Delivery Method Code and Vendor Location Preferred Ordering Method Code are usually the same. They will differ if the preferred ordering method selected by the vendor location is not available at the time the order is sent to the vendor.

NOTES: Changed name from: Delivered Order Method Category Code
to
Delivered Order Method Code

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile
Paper = Buyer must print and send the purchase order

eVA Reserved Attributes CHAR(10) Entity: Purchase Order

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

Current Version Flag INTEGER Entity: Purchase Order

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Currency Code CHAR(3) Entity: Purchase Order

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Contact Name for Order VARCHAR(60) Entity: Purchase Order

DEFINITION: The first and last names of the purchase order "Preparer Contact". The "Preparer" can be the same as or different than the "Requester".

Total Cost DECIMAL(14.2) Entity: Purchase Order

DEFINITION: The Total Cost is the sum of all line item extended price amounts each of which is rounded to two decimal positions

Issued Date Time DATETIME Entity: Purchase Order

DEFINITION: The date and time the order was electronically transmitted to the vendor's procurement network account or printed by the Preparer.

Contact Email Address Text for Order VARCHAR(100) Entity: Purchase Order

DEFINITION: The Internet eMail Address of the purchase order "Preparer Contact". The "Preparer" can be the same as or different than the "Requester".

Contact Phone Number for Order VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person who creates and processes the requisition.

Contact Fax Number for Order VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area, Phone Number, and Extension for the fax number associated with the preparer contact.

Purchase Card Holder Name VARCHAR(60) Entity: Purchase Order

DEFINITION: The name printed on the purchase card. By DOA policy purchase cards are assigned to an individual however some universities and local governments issue group cards - so the purchase card holder could have a more generic name like NIH Grant 12234

Purchase Card Number VARCHAR(100) Entity: Purchase Order

DEFINITION: The PO Purchase Card Number is the purchase card number intended to be used by the vendor to obtain payment for this order. The number is encrypted

NOTES: The full purchase card number is encrypted while stored. The full number is only transmitted to the vendor when a secured transmission method is used (xml, edi, efax, ariba network inbox). Only the last four digits of the purchase card number are displayed on the UI, in email, or print.

Order Method Category VARCHAR(4) Entity: Purchase Order

DEFINITION: The PO Order Method Category indicates the kind of ordering document generated by the Commonwealth's eprocurement application. Each method has a standard prefix value that will be the leading characters of the "Purchase Order Number" attribute. Ordering methods include: purchase card order (e.g. PCO12345), direct purchase order (e.g. DO34567), enterprise or integrated purchase order (e.g. EP56789)

REFERENCE VALUES: Order Method Category

POB = Ordering document originated in eVA's advanced procurement tool

EP = Purchase Order for Agencies with advance procurement enabled

DO = Direct Order from eVA email

PCO = Purchase Card Order from eVA email

EXT = Purchase Order interfaced from External system

Purchase Card Expiration Date DATE Entity: Purchase Order

DEFINITION: The date the purchase card expires. The card always expires the last day of the specified expiration month. For purchase orders, this is the last day the vendor may process the purchase card for payment.

Creation Date Time DATETIME Entity: Purchase Order

DEFINITION: The Order Creation Date and Time is the date and time this order document was created

NOTES: Orders transmitted through the Ariba Commerce Network are in GMT, Printed Purchase Orders are in Eastern Time

Vendor Location DUNS Number CHAR(9) Entity: Purchase Order

DEFINITION: The Vendor Location DUNS Number Identifier is the Dun and Bradstreet number associated with the vendor location's physical address

The DUNS number is used as the unique identifier for external delivery of orders via Virginia's eprocurement network.

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS
SSN = An individual, including some sole proprietors issued by SSA
ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.
ATIN = An adopted individual prior to the assignment of a social security number

Vendor Location Preferred Order Method Code VARCHAR(5) Entity: Purchase Order

DEFINITION: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the vendor has elected to conduct business.

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile

Paper = Buyer must print and send the purchase order

Vendor Location Standard Name VARCHAR(40) Entity: Purchase Order

DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

This attribute defaults to the Vendor Location Legal Name, truncated at the maximum field length of 40 characters. It should be modified to allow for appropriate identification of the legal name for the vendor location. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations. Names may not contain special characters, except for a dash and an ampersand.

Vendor Location Name VARCHAR(60) Entity: Purchase Order

DEFINITION: The Vendor Location Name is the name commonly used by buyers and payers to reference this specific vendor location. Commonly known as trading as name or doing business as name.

Vendor Ordering Location Contact Email Address Text VARCHAR(100) Entity: Purchase Order

DEFINITION: The Email Address Text is the Internet email address for the Vendor Ordering Location contact.

Vendor Ordering Location Contact Phone Number VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the Vendor Ordering Location Address contact

Vendor Ordering Location Contact FAX Number VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the Vendor Ordering Location Contact.

Preprinted Terms Text TEXT Entity: Purchase Order

DEFINITION: The PO Terms Text is a general term and condition text that is applicable to this purchase order. The terms and condition text may vary by organization (Agency, Institution or Local Government).

NOTES: Current example of the text

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of

which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Requisitioning Entity Code CHAR(4) Entity: Purchase Order

DEFINITION: The Requisitioning Entity's [Requester's] Code value as assigned by the Department of Planning & Budget for state organizations, and by the Division of Purchases and Supply for local government organizations.

Financial Integration Attributes VARCHAR(25) Entity: Purchase Order

DEFINITION: PO Financial Integration Attributes are one or more attributes required to support integration between Virginia's electronic procurement system and a purchasing entity's financial or inventory application. Configuration of these attributes is controlled by the Division of Purchases and Supply.

Bill to Phone VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Fax VARCHAR(26) Entity: Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill To Email Address Text VARCHAR(100) Entity: Purchase Order

DEFINITION: The Bill To Email Address Text is the Internet email address for the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Purchasing Location Name VARCHAR(100) Entity: Purchase Order

DEFINITION: The purchasing organization text descriptor for the bill to address.

Requisitioning Entity Name Text VARCHAR(60) Entity: Purchase Order

DEFINITION: The full name of the public body that is placing the order. This is not the ordering location name, but the actual name of the Local Government or State Agency Name

NOTES: Changed name from Requisitioning Entity Name Text to Requisitioning Entity Name

Entity Tracking Reference Text VARCHAR(25) Entity: Purchase Order

DEFINITION: The Entity Tracking Reference Text is used to associate the requisition to an external request.

The attribute is used to reference an inventory reply request, reference a manual request log, or to associate an internal agency purchase requisition or order to the enterprise purchase order.

Financial Interface Attributes CHAR(25) Entity: Purchase Order

DEFINITION: PO Financial Interface Attributes are one or more attributes required to support interfacing between Virginia's electronic procurement system and a purchasing entity's financial or inventory application. Configuration of these attributes is controlled by the Division of Purchases and Supply.

NOTES: Agencies that receive delegated procurement authority from DPS must be approved by DPS to interface with eVA.

Entity Use Attributes VARCHAR(25)

Entity: Purchase Order

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

Minority Vendor Flag at Order CHAR(1)

Entity: Purchase Order

DEFINITION: The Minority Vendor Flag records whether or not the Vendor is a DMBE certified minority-owner business at the time the order is created.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Woman Vendor Flag at Order CHAR(1)

Entity: Purchase Order

DEFINITION: The Women Vendor Flag records whether or not the Vendor is a DMBE certified women-owned business at the time the order is created

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Small Vendor Flag at Order CHAR(1)

Entity: Purchase Order

DEFINITION: The Small Vendor Flag records whether or not the Vendor is a DMBE certified small business at the time the order is created

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Virginia Vendor Parent Location Identification Number VARCHAR(25)

Entity:

Purchase Order

DEFINITION: The Virginia Vendor Parent Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location that indicates the highest level of the vendor organization registered in eVA.

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Approved Date Time DATETIME

Entity: Purchase Order

DEFINITION: Date and time this order was finally approved

Total Tax Amount DECIMAL(14.2)

Entity: Purchase Order

DEFINITION: Total amount of any applicable sales or use tax for the attached line items.

Total VAT TAX Amount DECIMAL(14.2)

Entity: Purchase Order

DEFINITION: Total amount of any applicable VAT or GST tax for the attached line items.

Purchase Order Type Code CHAR(10) Entity: Purchase Order
DEFINITION: The attribute informs the vendor if the order is a new order, a modification to an previous order or a cancellation

REFERENCE VALUES: Purchase Order Type - External

new = Original Purchase Order (default)
update = Change Order
delete = Order Cancellation

Requester ID VARCHAR(10) FK Entity: Purchase Order
DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA) The eVa Access Identifier provides access to authorized Virginia electronic procurement applications.

Preparer ID VARCHAR(10) FK Entity: Purchase Order
DEFINITION: The unique eVA Access Identifier for the Preparer. "Preparer" is the person that created the requisition. The "Preparer" can be the same as or different than the "Requester". This identifier is used as the person's electronic signature.

Virginia Vendor Ordering Location Identification Number VARCHAR(25) Entity:
Purchase Order
DEFINITION: The Virginia Vendor Location Identification Number (VVLIN) is a Commonwealth of Virginia assigned unique number that represents the Vendor Location.

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Bill To Address Identifier VARCHAR(6) Entity: Purchase Order
DEFINITION: The eVA Common Address Identifier that represents the purchasing location bill to address identifier.

NOTES: Bill to Address ID is combined with Requisitioning Entity Type Code and Requisitioning Entity Code to form the full Bill to Address ID

Vendor Location Common Ordering Address Identifier VARCHAR(15) Entity:
Purchase Order
DEFINITION: The Vendor Location Address Identifier provides the ordering location address information for the vendor location associated with the purchase order.

NOTES: eVA Fields that are part of this identifier

VENDORLOC_LINES
VENDORLOC_CITY
VENDORLOC_STATE
VENDORLOC_POSTALCODE
VENDORLOC_COUNTRY

REFERENCE VALUES: Address Usage Code

BI = Billing (where an vendor receives invoices)
CS = Customer Service
PA = Payment (aka Remit To)
PR = Ordering
PT = Physical
SA = Statutory Agent
SO = Solicitation

WR = Web Administrator

Vendor Location Taxpayer Identification Number Type Code VARCHAR(5) Entity: Purchase Order

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

Vendor Location Taxpayer Identification Number VARCHAR(9) Entity: Purchase Order

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

Integration Encumbrance Status VARCHAR(25) Entity: Purchase Order

DEFINITION: Identifies the integration status of the purchase order. Defaults to In Progress.

REFERENCE VALUES: Integration ERP PO Status

INPROGRESS = Initial status for eligible integration events

DENY = Agency Application Denied the purchase order

CANCELLED = User cancelled the purchase order

NONE = PO has not been integrated

NOT ENABLED = Agency enabled, but workgroup is not enabled for integration

USER BYPASSED = Use requested PO bypass ERP

APPROVE = ERP approved the purchase order

SENT TO EPRO = Requisition was sent for sourcing

BELOW THRESHOLD = PO did not meet minimum dollar requirements for encumbrance

Purchase Order Status Code CHAR(10) Entity: Purchase Order

DEFINITION: The Purchase Order Status Code identifies the step in the ordering process.

REFERENCE VALUES: Purchase Order Status Code

Ordering = Requisition is approved but not transmitted to vendor
Ordered = Requisition has been ordered
Cancelled = Requisition and all Purchase Orders are Cancelled
Receiving = Some Purchase Order Lines have been received
Received = All Purchase Order Lines are fully received
eprocurement = Requisition sent to sourcing

Original Purchase Order Number VARCHAR(50) Entity: Purchase Order
DEFINITION: The Purchase Order Number that was first issued to the vendor ordering location.

Requisitioning Entity Type Code CHAR(3) Entity: Purchase Order
DEFINITION: The requesting entity's entity type code which differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

Vendor Location Identification Number VARCHAR(10) FK Entity: Purchase Order
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Parent Vendor Location Identification Number VARCHAR(10) FK Entity: Purchase Order
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Vendor Ordering Address ID VARCHAR(20) FK Entity: Purchase Order
DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

Entity: Purchase Order Comment OWNER: DPS

DEFINITION: Purchase Order comments and associated file attachments are copied from the requisition comment into the purchase order. When processing a change order, associated purchase order files must be re-attached to the requisition comment.

NOTES: Only requisition comments designated as send to vendor are attached to the purchase order.

PK Comment Sequence Number SMALLINT Entity: Purchase Order Comment

DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object. In the context of Purchase Order Header comments, if a Purchase Order header had three comments, the Purchase Order Line Number for each would be 0 (zero) and the Comment Sequence Numbers would be 1, 2, and 3.

PK Purchase Order Line Number SMALLINT **FK** Entity: Purchase Order Comment

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

NOTES: For comments associated with the Purchase Order Header, the value in this field would be "0" to act as an indicator that the comment is associated with the Purchase Order Header.

PK Purchase Order Number VARCHAR(50) **FK** Entity: Purchase Order Comment

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

PK Purchase Order Version Number INTEGER **FK** Entity: Purchase Order Comment

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Comment Text VARCHAR(255) Entity: Purchase Order Comment

DEFINITION: The purchase order comment text provides the vendor with instructions, documents, contractual terms, or other information that is contractually bound to be met by the vendor or is useful to the vendor in fulfilling the purchase order.

Proprietary Flag CHAR(1) Entity: Purchase Order Comment

DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50)

Entity: Purchase Order Comment

DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Entity: Purchase Order Line

OWNER: DPS

DEFINITION: The specific good or service that is being purchased for the business unit. The PO item may reference an existing catalog, or is entered manually. PO items must meet procurement processing requirements (are on an existing contract or have been competitively procured). A PO line item may be associated with only one ship to location. PO items may have their costs allocated to up to 99 Chart of Account combinations

All information on a purchase order line is copied from the associated requisition. In the current electronic procurement system, no modifications are made to purchase orders. Any modification to the purchase order must begin with a modification to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

NOTES: The requisition structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The requisition also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations.

PK Purchase Order Line Number SMALLINT Entity: Purchase Order Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

PK Purchase Order Number VARCHAR(50) FK Entity: Purchase Order Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

PK Purchase Order Version Number INTEGER FK Entity: Purchase Order Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Specification Text TEXT Entity: Purchase Order Line

DEFINITION: A specific description of the good or service that is being ordered. This description is populated directly from the Requisition Line associated with this Purchase Order Line.

For collaborative procurement of temporary labor the specification text includes the selected candidates full name and position title.

For collaborative procurement of project services the specification text describes a milestone or deliverable.

NOTES: Field limited to 2,000 characters

Quantity DECIMAL(14.5) Entity: Purchase Order Line

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit of Measure CHAR(5) Entity: Purchase Order Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Changed Attribute name to Unit of Measure

Unit Price Amount DECIMAL(15.5) Entity: Purchase Order Line

DEFINITION: The price to be paid for the requested item and designated unit-of-measure.

For collaborative procurement of temporary labor this is the bill rate amount for the selected labor candidate. Unit of measure must be hours.

For collaborative procurements projects, this is the cost of the milestone or deliverable with a unit of measure of each or the per hour or per day rate for the service.

Vendor Part Number VARCHAR(25) Entity: Purchase Order Line

DEFINITION: The vendor's part number entered by the vendor in an electronic eMall catalog or by the Requisition Preparer for non-catalog items

NOTES: Changed attribute from Manufacturer Part Number - this is an attribute on the requisition but does not get transmitted on the PO

Commodity Code VARCHAR(12) Entity: Purchase Order Line

DEFINITION: Unique Identifier for the NIGP commodity code that best describes the good or service being requested/ordered.

Extended Price Amount DECIMAL(14.2) Entity: Purchase Order Line

DEFINITION: The unit price multiplied by the quantity ordered. The value of this field is rounded to two decimal places.

Contract Number CHAR(25) Entity: Purchase Order Line

DEFINITION: A Contract Number identifies a specific contract with a specific vendor for a specific commodity or group of commodities.

Catalog Lead Time Amount INTEGER Entity: Purchase Order Line

DEFINITION: The number of days to be allowed/expected to elapse between placing an order with the vendor and delivery of the items ordered.

Requisition Number VARCHAR(50) FK Entity: Purchase Order Line

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

Requisition Version Number SMALLINT FK Entity: Purchase Order Line

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Requisition Line Number INTEGER FK Entity: Purchase Order Line

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

Ship To Delivery Line Text VARCHAR(60) Entity: Purchase Order Line

DEFINITION: The organization mail stop or other identifier (receiver name, mile post, etc.) that specifically describes the delivery location of the good or service.

Requester Full Name VARCHAR(60) Entity: Purchase Order Line

DEFINITION: The first and last names of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

Ship To Location Phone Number VARCHAR(26) Entity: Purchase Order Line

DEFINITION: The combination of Country, Area, Phone Number, and Extension for the phone number associated with the designated ship to purchasing location for this order.

Ship To Address Identifier VARCHAR(6) Entity: Purchase Order Line

DEFINITION: The Common Address Identifier for the location where vendors are to deliver the goods and/or services. It is a system assigned value that uniquely identifies an address independent of usage.

NOTES: Ship to Address ID is combined with the requisitioning Entity Type Code and requisitioning Entity Code to form the full Ship to Address ID

Vendor Auxiliary Part Number VARCHAR(255) Entity: Purchase Order Line

DEFINITION: The Auxiliary Part number entered by the vendor in an electronic eMall catalogs to indicate variable or flexible pricing (i.e. item price differs depending upon quantity ordered) for an item. When prices or descriptions (e.g. color) vary for the same item, vendors must provide a catalog line for each variation in description.

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Needed By Date DATETIME Entity: Purchase Order Line

DEFINITION: Date and time the requester needs to receive the ordered item(s).

Ship To Location FAX Number VARCHAR(26) Entity: Purchase Order Line

DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with this ship to address and purchasing location.

Ship To Purchasing Location Name VARCHAR(100) Entity: Purchase Order Line

DEFINITION: The purchasing organization text descriptor for the ship to address.

Is Non Catalog Flag CHAR(1) Entity: Purchase Order Line

DEFINITION: The Is Non Catalog Flag attribute indicates the requisition line was entered (typed) by the preparer, not selected from an existing electronic eMall catalog.

Catalog Manufacturer Part Number VARCHAR(25) Entity: Purchase Order Line

DEFINITION: The manufacturer's part number entered by the vendor in an electronic eMall catalog.

Catalog Manufacturer Name VARCHAR(255) Entity: Purchase Order Line

DEFINITION: Name of the product manufacturer as entered by the vendor in an electronic eMall catalog.

Requester Email Address Text VARCHAR(100) Entity: Purchase Order Line

DEFINITION: The Internet email address of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer". Used at the ship to email address on the purchase order

Requester Phone Number VARCHAR(26) Entity: Purchase Order Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person for whom the requisition is being processed.

Required Delivery Date DATE Entity: Purchase Order Line

DEFINITION: Date and time that the vendor is required to deliver the ordered item(s)

For collaborative procurement temporary labor it is the end date of the engagement
For collaborative procurement project services it is the milestone delivery date.

NOTES: The current eVA application does not provide a Required Delivery Date (it only has a requested delivery date). This will need to be added to the application.

Line Tax Amount DECIMAL(14.2) Entity: Purchase Order Line

DEFINITION: The amount of any applicable sales or use tax for the purchase order line item.

Line VAT TAX Amount DECIMAL(14.2) Entity: Purchase Order Line

DEFINITION: The amount of any applicable VAT or GST tax for the purchase order line item.

Line Currency Code CHAR(3) Entity: Purchase Order Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Category Request Type Code CHAR(10) Entity: Purchase Order Line

DEFINITION: The Category Request Type Code indicates the type of resource being requested and determines the specific category attributes that apply to this request.

Based on the commodity and contract requirements a specific template of information is available. This means that required attributes may vary by category type and contract

NOTES: This is a future data requirement which will be more fully defined once Ariba Collaboration Module is implemented in eVA.

Unit of Measure Description Text VARCHAR(255) Entity: Purchase Order Line

DEFINITION: An English description of the unit of measure code value

Commodity Code Description Text VARCHAR(255) Entity: Purchase Order Line

DEFINITION: An English description of the commodity code.

Entity: Purchase Order Receipt OWNER: DPS

DEFINITION: Common identifying information about the delivery of goods and or services associated with a specific purchase order.

A PO receipt is created at the time of order and modified with the quantity received by an authorized receiver. A receipt is required for all goods and services. Multiple receipts may be created for a single purchase order line.

PK Receipt Number CHAR(25) Entity: Purchase Order Receipt
DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Receipt Date DATE Entity: Purchase Order Receipt
DEFINITION: The date on which the good or service was received

Receiver ID VARCHAR(10) Entity: Purchase Order Receipt
DEFINITION: The eVA Access Identifier of the person that entered the receipt information into the eProcurement system. It is used as the electronic signature for the receiver.

Receipt Status CHAR(10) Entity: Purchase Order Receipt
DEFINITION: The last completed step in the receipt process.

Valid Values: Receiving, Received

Close Order Flag CHAR(1) Entity: Purchase Order Receipt
DEFINITION: Indicates whether to close order. A closed order indicates a final state for all associated documents including the requisition and purchase order.

Receipt Create Date Time DATETIME Entity: Purchase Order Receipt
DEFINITION: Date and time when this receipt was first created

Receipt Submit Date Time DATETIME Entity: Purchase Order Receipt
DEFINITION: Date and time when this receipt was submitted for approval.

Receipt Approved Date Time DATETIME Entity: Purchase Order Receipt
DEFINITION: Date and time this receipt was finally approved

Purchase Order Number VARCHAR(50) FK Entity: Purchase Order Receipt
DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER FK Entity: Purchase Order Receipt
DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Receiver Full Name VARCHAR(60)

Entity: Purchase Order Receipt

DEFINITION: The Receiver Full Name is the first and last name of the person who verified receipt of the good or service.

Entity: Purchase Order Receipt Comment

DEFINITION: Receipt Comment provides a place to store multiple comments about a receipt or receipt line. A receipt comment is mandatory when items are rejected.

PK Comment Sequence Number SMALLINT Entity: Purchase Order Receipt Comment
DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object.

PK Receipt Line Number INTEGER FK Entity: Purchase Order Receipt Comment
DEFINITION: The Receipt Line Number uniquely identifies a line on a receipt. Receipt Line Numbers in the Receipt Line entity must be >0.

PK Receipt Number CHAR(25) FK Entity: Purchase Order Receipt Comment
DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Comment Text VARCHAR(255) Entity: Purchase Order Receipt Comment
DEFINITION: The comment text provides either internal instructions and/or documents needed to support processing of the receipt.

Proprietary Flag CHAR(1) Entity: Purchase Order Receipt Comment
DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public.

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50)

Entity: Purchase Order Receipt Comment

DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Entity: Purchase Order Receipt Line OWNER: DPS

DEFINITION: Details concerning the quantity delivered and condition for a specific PO item contained on a purchase order

PK Receipt Line Number INTEGER Entity: Purchase Order Receipt Line
DEFINITION: The Receipt Line Number uniquely identifies a line on a receipt. Receipt Line Numbers in the Receipt Line entity must be >0.

PK Receipt Number CHAR(25) FK Entity: Purchase Order Receipt Line
DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Accepted Quantity DECIMAL(14.5) Entity: Purchase Order Receipt Line
DEFINITION: Captures the number of products or services accepted within this shipment

Received on Date DATE Entity: Purchase Order Receipt Line
DEFINITION: The date on which the good or service was received

Rejected Quantity DECIMAL(14.5) Entity: Purchase Order Receipt Line
DEFINITION: Captures the number of products or services rejected within this shipment.

Reject Reason Text CHAR(255) Entity: Purchase Order Receipt Line
DEFINITION: Memo field to capture any additional comments. On the Receipt Item, this field captures the reason for rejection.

Receipt Unit of Measure CHAR(5) Entity: Purchase Order Receipt Line
DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Not used in eVA - receipt must be in same unit of measure as order

Asset Flag CHAR(1) Entity: Purchase Order Receipt Line
DEFINITION: Indicates that the good meets the requirements for recording and tracking of controlled assets.

NOTES: Available in eVa but Serialized Receiving is turned off in eVA

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Previously Accepted Quantity DECIMAL(14.5) Entity: Purchase Order Receipt Line
DEFINITION: Captures the sum of all products or services accepted on prior receipts

NOTES: Changed from:
Captures the number of products or services accepted on a prior receipt.

To:
Captures the sum of all products or services accepted on prior receipts

Notify Purchasing Agent Flag CHAR(1) Entity: Purchase Order Receipt Line

DEFINITION: Indicates whether to send email to Purchasing Agent

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Purchase Order Number VARCHAR(50) **FK** Entity: Purchase Order Receipt Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER **FK** Entity: Purchase Order Receipt Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT **FK** Entity: Purchase Order Receipt Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Entity: Requisition OWNER: DPS

DEFINITION: A Requisition is a collection of goods and or services that are required by an individual to carry out their work assignment. The requisition header contains common information that applies to each of the detail lines in the requisition. Requisitions may request items from one or more suppliers.

NOTES: State agencies that have received a delegation of purchasing authority from DPS, must begin the procurement process at the point of requisition in eVA. This is a mandatory requirement.

Removed restrictive relationship between Requisition and Purchase Order - although not supported in eVA eMall this will allow for multiple requisitions to be combined into a single purchase order.

PK Requisition Number VARCHAR(50) Entity: Requisition

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT Entity: Requisition

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Requisitioning Entity Sub Code Name TEXT Entity: Requisition

DEFINITION: An identifying name for the entity sub code. (e. g. Region 2, Residency 210, South West, Northern VA, the name of a school, division department, etc.

NOTES: Changed Name from: Requisitioning Entity Sub Code Name Text To Requisition Entity Sub Code Name

Original Requisition Number VARCHAR(50) Entity: Requisition

DEFINITION: The combined "Requisition" and "Requisition Version" Numbers of the first version of a fully approved requisition (e.g.. If the current requisition number is PR12345-V3 then the original requisition number is PR12345).

NOTES: Changed length for 10 to 50

Integration PreEncumbrance Status VARCHAR(25) Entity: Requisition

DEFINITION: Identifies the integration status of the requisition. Defaults to NONE

REFERENCE VALUES: Integration Requisition Status

- NONE
- NOT ENABLED
- APPROVE
- DENY
- USER BYPASSED
- BELOW THRESHOLD
- CANCELLED

Integration Pre Encumbrance Number VARCHAR(25) Entity: Requisition

DEFINITION: Identifies an external application identifier passed by the external application when the original requisition was approved by the external application through integration. This attribute could be

used to store an external application requisition number for the requisition created in the external application from the data received from eVA)

Integration Encumbered Flag CHAR(1) Entity: Requisition

DEFINITION: Indicates if any purchase order arising from the requisition has been encumbered in an external application.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Funding Fiscal Year CHAR(4) Entity: Requisition

DEFINITION: The financial accounting year the requisition is to be paid. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

NOTES: Implementation note: The Funding Fiscal Year also appears in the Planned Distribution Entity. Agencies are encouraged to configure their planned distribution lines to support multi-funding fiscal year requisitions.

Requester ID VARCHAR(10) FK Entity: Requisition

DEFINITION: The unique eVA Access Identifier assigned to the person that requested the good or service. The "Requester" can be the same as or different than the "Preparer". This identifier is used as the person's electronic signature.

Preparer ID VARCHAR(10) FK Entity: Requisition

DEFINITION: The unique eVA Access Identifier for the Preparer. "Preparer" is the person that created the requisition. The "Preparer" can be the same as or different than the "Requester". This identifier is used as the person's electronic signature.

Non-registered Fee Code CHAR(25) Entity: Requisition

DEFINITION: Indicates for orders sent to non-registered vendors whether the vendor or agency has agreed to pay all processing fees associated with this transaction.

REFERENCE VALUES: Fee Payment Code

Vendor
Agency

Purchase Order Category Code CHAR(3) Entity: Requisition

DEFINITION: Purchase Order Category is a code value that represents the procurement rules that guided the sourcing of the requested goods and or services

NOTES: Changed length from 25 to 3

REFERENCE VALUES: Purchase Order Category Code

R01 = Routine
E01 = Emergency
P01 = Proprietary
S01 = Sole Source
R02 = Exception Routine
E02 = Exception Emergency
P02 = Exception Proprietary
S02 = Exception Sole Source
VR1 = VITA Routine
VE1 = VITA Emergency

VP1 = VITA Proprietary
VS1 = VITA Sole Source
VR2 = VITA Exception Routine
VE2 = VITA Exception Emergency
VP2 = VITA Exception Proprietary
VS2 = VITA Exception Sole Source
X01 = APSPM Exclusion - Not Exempt (Restricted To Certain Agencies)
X02 = APSPM Exclusion - Exempt (Restricted to Certain Agencies)

eVA Reserved Attributes VARCHAR(25) Entity: Requisition

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

Submitted DateTime DATETIME Entity: Requisition

DEFINITION: Requisition Submitted Date indicates the date and time the requisition was first submitted for approval.

Final Approved DateTime DATETIME Entity: Requisition

DEFINITION: A requisition is fully approved when all approvers have approved. The Final Approved Date is the date and time the last required approver approved the requisition or, if denied, the date and time the requisition was denied.

Requisition Title Text VARCHAR(128) Entity: Requisition

DEFINITION: "Requisition Title" is a free-form text field that provides an easy way for people to refer to and search for the requisition.

Current Version Flag CHAR(1) Entity: Requisition

DEFINITION: The Current Version Flag indicates the most current version (Y) to make it easily distinguishable from all past versions (N). All action is taken based upon the current version. In the context of a Requisition, it indicates the version of the requisition which is the most recent version.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Requisitioning Entity Code VARCHAR(4) Entity: Requisition

DEFINITION: The Requisitioning Entity's [Requester's] Agency Code value as assigned by the Department of Planning & Budget for state organizations and by the Division of Purchases and Supply for local government organizations.

Requisitioning Entity Sub Code VARCHAR(15) Entity: Requisition

DEFINITION: A code that allows for the further subdivision of the requisitioning entity. This attribute may be used to identify geographic regions, departments, etc.

NOTES: This is an optional use attribute with agency specific values.

Entity Tracking Reference Text VARCHAR(25) Entity: Requisition

DEFINITION: The Entity Tracking Reference Text is used to associate the requisition to an external request.

The attribute is used to reference an inventory reply request, reference a manual request log, or to associate an internal agency purchase requisition or order to the enterprise purchase order.

External Application Reference Identifier VARCHAR(25) Entity: Requisition

DEFINITION: Used by agencies for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Purchase Card Alias VARCHAR(50) Entity: Requisition

DEFINITION: The Purchase Card Alias is a substitute identifier for the purchase card number.

Requisition Status Code VARCHAR(25) Entity: Requisition

DEFINITION: The Requisition Status Code identifies the step in the requisition to purchase order process.

REFERENCE VALUES: Requisition Status Codes

Composing = Requisition is still being drafted
Submitted = Requisition has been submitted for approval
Ordering = Requisition is approved but not transmitted to vendor
Ordered = Requisition has been ordered
Denied = A workflow step (ERP or Approver) denied the requisition
Cancelled = Requisition and all Purchase Orders are Cancelled
Receiving = Some Purchase Order Lines have been received
Received = All Purchase Order Lines are fully received
eprocurement = Requisition sent to sourcing

Requisition Total Cost DECIMAL(14.2) Entity: Requisition

DEFINITION: The Total Cost is the sum of all line item extended price amounts each of which is rounded to two decimal positions

Preparer eMail VARCHAR(100) Entity: Requisition

DEFINITION: The Internet eMail Address of the person who creates and processes the requisition. The "Preparer" can be the same as or different than the "Requester".

The Preparer eMail is used as the Order Person eMail on the Purchase Order.

Preparer Phone Number VARCHAR(26) Entity: Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person who creates and processes the requisition.

Requester Email VARCHAR(100) Entity: Requisition

DEFINITION: The Internet email address of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

The Requester Email is used as the Ship To eMail for purchase order lines

Requester Phone Number VARCHAR(26) Entity: Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person for whom the requisition is being processed.

Resubmit DateTime DATETIME Entity: Requisition

DEFINITION: Date and time the requisition was most recently resubmitted for approval.

Previous Requisition Number VARCHAR(50) Entity: Requisition

DEFINITION: The combined "Requisition" and "Requisition Version" Numbers of the previous version of a fully approved requisition (e.g.. If the current version number is 3 then the previous requisition number is PR12345-V2).

Purchase Card Holder Name VARCHAR(100) Entity: Requisition

DEFINITION: The name printed on the purchase card. By DOA policy purchase cards are assigned to an individual however some universities and local governments issue group cards - so the purchase card holder could have a more generic name like NIH Grant 12234

Purchase Card Expiration Date DATE Entity: Requisition

DEFINITION: The date the purchase card expires. The card always expires the last day of the specified expiration month. For purchase orders, this is the last day the vendor may process the purchase card for payment.

Requisitioning Entity Name VARCHAR(60) Entity: Requisition

DEFINITION: The official name of the requisitioning entity.

NOTES: Changed name from: Requisitioning Entity Code Name Text to Requisitioning Entity Name

Use Purchase Card Flag CHAR(1) Entity: Requisition

DEFINITION: The Use Purchase Card Flag indicates the requester's authorization to use the designated purchase card to pay for the purchased goods/services.

Valid Values:

True: Use the purchase card and issue a purchase card order.

False: Issue a purchase order and do NOT use a purchase card.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Entity Use Attributes VARCHAR(25) Entity: Requisition

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

Sourcing Identifier VARCHAR(50) Entity: Requisition

DEFINITION: An identification number associated with the sourcing event if applicable to processing of the requisition. For example the quick quote, invitation for bid, or request for proposal identifier.

NOTES: This value will be populated on Ariba Requisitions only.

Currency Code CHAR(3) Entity: Requisition

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

NOTES: The valid values list is the ISO 4217 currency names and code elements list

REFERENCE VALUES: Currency Code

USD = United States Dollar

CAD = Canadian Dollar

EUR = European Euro
GBP = Great British Pound
JPY = Japanese Yen
CHF = Swiss Franc

Unregistered Procurement Vendor Flag CHAR(1) Entity: Requisition

DEFINITION: The Unregistered Procurement Vendor Flag (True) indicates that the vendor data was recorded by an authorized state entity (as opposed to being created by the vendor) and that the vendor has not agreed to eVA's Vendor Registration Memorandum of Agreement.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Requester Full Name VARCHAR(60) Entity: Requisition

DEFINITION: The first and last names of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

Preparer Full Name VARCHAR(60) Entity: Requisition

DEFINITION: The first and last names of the person who creates and processes the requisition. The "Preparer" can be the same as or different than the "Requester".

Requester Fax VARCHAR(26) Entity: Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number of the person for whom the requisition is being processed.

Preparer Fax Number VARCHAR(26) Entity: Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number of the person who creates and processes the requisition.

Purchasing Location Entity Type Code CHAR(1) FK Entity: Requisition

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code

Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

Purchasing Location Entity Code CHAR(3) FK Entity: Requisition

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Purchasing Location Name VARCHAR(60) FK Entity: Requisition

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

Entity: Requisition Comment

DEFINITION: A requisition comment documents the sourcing of the requisition, provides comments and attachments that are to be incorporated in the order sent to the supplier, or is used to document instructions, issues, concerns during the approval process.

A requisition comment may be added to the requisition at anytime.

PK Comment Sequence Number SMALLINT Entity: Requisition Comment
DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object. In the context of Requisition Header comments, if a Requisition header had three comments, the Requisition Line Number for each would be 0 (zero) and the Comment Sequence Numbers would be 1, 2, and 3.

PK Requisition Number VARCHAR(50) FK Entity: Requisition Comment
DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT FK Entity: Requisition Comment
DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

PK Requisition Line Number INTEGER FK Entity: Requisition Comment
DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

NOTES: For comments associated with the Requisition Header, the value in this field would be "0" to act as an indicator that the comment is associated with the Requisition

Comment Text VARCHAR(255) Entity: Requisition Comment
DEFINITION: The comment text provides either internal instructions and/or documents needed to support processing of the Requisition. Or the comment text may provide the vendor with instructions, documents, contractual terms, or other information that is contractually bound to be met by the vendor or is useful to the vendor in fulfilling the purchase order.

Proprietary Flag CHAR(1) Entity: Requisition Comment
DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50)

Entity: Requisition Comment

DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Purchase Order Comment Flag CHAR(1)

Entity: Requisition Comment

DEFINITION: The PO Comment Flag indicates whether the comment is only related to the requisition or if true the comment should be copied to the purchase order comment entity and with the same association to either header or line number.

NOTES: Requisition Comments may be added throughout the life of the requisition and subsequent purchase order. Requisition comments are used to document the procurement file.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Entity: Requisition Line OWNER: DPS

DEFINITION: The specific good or service that is needed by the business unit. The item may be selected from an existing catalog, or entered manually. Requested items may already be on contract or may require a sourcing event prior to becoming a purchase order. A requested item must recommend a supplier.

PK Requisition Number VARCHAR(50) **FK** Entity: Requisition Line

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Line Number INTEGER Entity: Requisition Line

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

PK Requisition Version Number SMALLINT **FK** Entity: Requisition Line

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Entity Cross Reference Line Text VARCHAR(25) Entity: Requisition Line

DEFINITION: This text field is a place for each agency or local government to enter information needed to cross reference the requisition to their own manual or automated system.

Bill To Purchasing Location Name VARCHAR(100) Entity: Requisition Line

DEFINITION: The purchasing organization text descriptor for the bill to address.

Vendor Location Preferred Order Method Code VARCHAR(5) Entity:
Requisition Line

DEFINITION: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the vendor has elected to conduct business.

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile

Paper = Buyer must print and send the purchase order

Vendor Location Purchase Card Acceptance Level CHAR(1) Entity: Requisition Line

DEFINITION: The VISA or MC Processing Level is an integer value that indicates if the supplier accepts cards and if they do, what level of data capture the supplier supports during purchase transactions with Commonwealth Entities. Used for Master Card and VISA processing (AMEX processing is through a different bank and may have a different level)

REFERENCE VALUES: Purchase Card Acceptance Level

0 = Purchase Cards Not Accepted

1 = Charge Cards Accepted Level 1

2 = Charge Cards Accepted Level 2.

Unit of Measure Description Text VARCHAR(255) Entity: Requisition Line

DEFINITION: An English description of the unit of measure code value.

Commodity Code Description Text VARCHAR(255) Entity: Requisition Line

DEFINITION: An English description of the commodity code.

REFERENCE VALUES: NIGP Living Code

Parent Virginia Vendor Location Identifier VARCHAR(25) Entity: Requisition Line
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location that is designated as the parent (headquarters) vendor location.

NOTES: In the initial phase of implementing this data standard the VVLIN will be the eVA Vendor Location Customer Number

Vendor Location Identification Number VARCHAR(10) Entity: Requisition Line
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Bill To Email Address Text VARCHAR(100) Entity: Requisition Line
DEFINITION: The Bill To Email Address Text is the Internet email address for the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill To Address ID CHAR(2) FK Entity: Requisition Line
DEFINITION: The address identifier used in eVA for shipping and invoicing address locations associated with the purchasing location. eVA address identifiers are used by vendors to identify the buyer as a Commonwealth of Virginia purchaser eligible for specific contract pricing and terms.

NOTES: Bill to Address ID is combined with Entity Type Code and Entity Code to form the full Bill to Address ID

Ship To Address ID CHAR(2) FK Entity: Requisition Line
DEFINITION: The address identifier used in eVA for shipping and invoicing address locations associated with the purchasing location. eVA address identifiers are used by vendors to identify the buyer as a Commonwealth of Virginia purchaser eligible for specific contract pricing and terms.

NOTES: Ship to Address ID is combined with Entity Type Code and Entity Code to form the full Ship to Address ID

Entity Type Code CHAR(1) FK Entity: Requisition Line
DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:
A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

NOTES: Changed Role Name from: Controlling Agency Public Body Type Code to Controlling Entity Type Code

Entity Code CHAR(3) FK Entity: Requisition Line

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Changed Role name from: Controlling Agency Entity Code to Controlling Entity Code

Specification Text TEXT Entity: Requisition Line

DEFINITION: A specific description of the good or service that is being requested/ordered. The Requisition Specification Text may be selected from an electronic eMall catalog, a vendor bid/offer, or entered by the Requisition Preparer.

NOTES: Field limited to 2,000 characters

Quantity DECIMAL(14.5) Entity: Requisition Line

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit Price Amount DECIMAL(15.5) Entity: Requisition Line

DEFINITION: The price for one (1) unit of measure for the ordered item.

For collaborative procurement of temporary labor this is the bill rate amount for one (1) unit of measure for the selected labor candidate. Typical unit of measure for this situation is 'hour'.

For collaborative procurements projects, this is the service rate of one (1) unit of measure for a milestone or deliverable. Typical n\Unit of measure for these situations are 'each', 'hour' or 'day'

Currency Code CHAR(3) Entity: Requisition Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

REFERENCE VALUES: Currency Code

USD = United States Dollar
CAD = Canadian Dollar
EUR = European Euro
GBP = Great British Pound
JPY = Japanese Yen
CHF = Swiss Franc

Unit of Measure Code CHAR(5) Entity: Requisition Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

REFERENCE VALUES: UN Unit Of Measure

Needed By Date DATE Entity: Requisition Line

DEFINITION: Date and time the requester needs to receive the ordered item(s).

Vendor Location Name VARCHAR(60) Entity: Requisition Line

DEFINITION: The Vendor Location Name is the name commonly used by buyers and payers to reference this specific vendor location. Commonly known as trading as name or doing business as name.

Small Vendor Flag at Requisition CHAR(1) Entity: Requisition Line

DEFINITION: The Small Vendor Flag records whether or not the Vendor is a DMBE certified small business vendor at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Woman Vendor Flag at Requisition CHAR(1) Entity: Requisition Line

DEFINITION: The Women Vendor Flag records whether or not the Vendor is a DMBE certified women-owned business at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Minority Vendor Flag at Requisition CHAR(1) Entity: Requisition Line

DEFINITION: The Minority Vendor Flag records whether or not the Vendor is a DMBE certified minority-owned business at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Vendor Location Taxpayer Identification Number VARCHAR(9) Entity:
Requisition Line

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

Parent DUNS Number CHAR(9) Entity: Requisition Line

DEFINITION: The Parent DUNS Number Identifier is the Dun and Bradstreet number associated with the headquarters' vendor location's physical address as provided by the vendor during registration.

During requisitioning the Parent DUNS Number identifies the electronic catalog items offered by the vendor location.

Vendor Location DUNS Number CHAR(9) Entity: Requisition Line

DEFINITION: The Vendor Location DUNS Number Identifier is the Dun and Bradstreet number associated with the vendor location's physical address

The DUNS number is used as the unique identifier for external delivery of orders via Virginia's eprocurement network.

Vendor Auxiliary Part Number VARCHAR(255) Entity: Requisition Line
DEFINITION: The Auxiliary Part number entered by the vendor in an electronic eMall catalogs to indicate variable or flexible pricing (i.e. item price differs depending upon quantity ordered) for an item. When prices or descriptions (e.g. color) vary for the same item, vendors must provide a catalog line for each variation in description.

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Vendor Part Number VARCHAR(25) Entity: Requisition Line
DEFINITION: The vendor's part number entered by the vendor in an electronic eMall catalog or by the Requisition Preparer for non-catalog items

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Catalog Manufacturer Part Number VARCHAR(25) Entity: Requisition Line
DEFINITION: The manufacturer's part number entered by the vendor in an electronic eMall catalog.

Commodity Code VARCHAR(12) Entity: Requisition Line
DEFINITION: Unique Identifier for the NIGP commodity code that best describes the good or service being requested/ordered.

REFERENCE VALUES: NIGP Living Code

Vendor Location Standard Name VARCHAR(40) Entity: Requisition Line
DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

This attribute defaults to the Vendor Location Legal Name, truncated at the maximum field length of 40 characters. It should be modified to allow for appropriate identification of the legal name for the vendor location. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations.

Extended Price Amount DECIMAL(14.2) Entity: Requisition Line
DEFINITION: The unit price multiplied by the quantity. The value of this field is rounded to two decimal places.

Catalog Manufacturer Name VARCHAR(128) Entity: Requisition Line
DEFINITION: Name of the product manufacturer as entered by the vendor in an electronic eMall catalog.

Catalog Recycled Product Flag CHAR(1) Entity: Requisition Line
DEFINITION: Indicates whether the product can be classified as a recycled product according to federal regulations. Values are 1 [Yes] or 0 [No].

REFERENCE VALUES: Logical Flag (Y/N)
Y = Yes Condition is valid
N = No Condition is invalid

Catalog Contract Price Amount DECIMAL(15.5) Entity: Requisition Line
DEFINITION: The mutually agreed contract price to be paid for a requested contract item and designated unit-of-measure.

Catalog Market Price Amount DECIMAL(15.5) Entity: Requisition Line

DEFINITION: The mutually agreed price to be paid for a requested non-contract item and designated unit-of-measure when a contract price amount is not applicable.

IS Punch Out Catalog Flag CHAR(1) Entity: Requisition Line

DEFINITION: The IS Punch Out Catalog Flag, if set to "true", indicates the items attributes requisition line details were populated from an external Internet catalog maintained by the vendor.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Catalog Hazardous Product Code VARCHAR(10) Entity: Requisition Line

DEFINITION: If the purchased product can be classified as a hazardous product according to federal Department of Transportation regulations, the appropriate DOT class code for the material is entered in this field.

Valid values are assigned by the United Nations <http://www.unece.org/trans/danger/danger.htm>

NOTES: enter the appropriate DOT class code for the material. Codes are obtainable at www.science.tamu.edu/safety/dot.html.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Ship To Delivery Line Text VARCHAR(60) Entity: Requisition Line

DEFINITION: The organization mail stop or other identifier (receiver name, mile post, etc) that specifically describes the delivery location for the good or service.

Resale Flag CHAR(1) Entity: Requisition Line

DEFINITION: This attribute is used to extend the application for agency specific requirements related to items purchased for resale. This field is used by some agencies and not others. The Resale Flag is used to identify goods that are purchased for resale. Examples include books used to stock a university book store, raw materials required by Correctional Enterprises to produce furniture, or products purchased by the Virginia Distribution Center for resale to agencies, institutions, and public bodies.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Is Non Catalog Flag CHAR(1) Entity: Requisition Line

DEFINITION: The Is Non Catalog Flag attribute indicates the requisition line was entered (typed) by the preparer, not selected from an existing electronic eMall catalog.

NOTES: If the attribute Is Non Catalog Flag is false the following attributes default from the Catalog Line Item and cannot be modified by the preparer

Manufacturer Name

Manufacturer Part Number

Vendor Part Number

Vendor Auxiliary Part Number

NIGP Code

Requisition Specification Text
Recycled Product Flag
Requisition Unit of Measure
Requisition Unit Price Amount
Expected Delivery Date
Hazardous Product Flag
IS Punch Out Catalog Flag
Contract Number
Contract Type Code
Contract Price Amount
NonContract Price Amount

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Catalog Contract Type Code VARCHAR(1) Entity: Requisition Line

DEFINITION: Specifies the contract type associated with each electronic eMail catalog item provided by the supplier.

REFERENCE VALUES: Contract Type Code

1 = Mandatory Source
2 = Mandatory Contract
5 = Optional Use Contract
77 = Agency Specific Contract
99 = Not a contract item

Ship To Location Phone VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) ship to address contact.

Ship To Location FAX Number VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) ship to address contact.

Bill to Phone VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Fax VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Parent Vendor Legal Name VARCHAR(100) Entity: Requisition Line

DEFINITION: The Parent Vendor Legal Name is the legal name of the vendor location which is designated as the headquarters location.

The Vendor Location Legal Name is the name of a business entity as registered by the business entity registration authority. For domestic, foreign, and professional: corporations, limited partnerships, limited liability companies, associations, business trusts, insurance and financial institutions the registration authority is the State Corporation Commission. For other business entities not registered by the SCC (sole proprietorships, partnerships, governmental agencies, etc) it is the Virginia Department of Taxation or the US Internal Revenue Service.

Vendor Location Taxpayer Identification Number Type Code VARCHAR(3) Entity: Requisition Line

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

Vendor Ordering Location Contact Phone VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the Vendor Ordering Location Address contact

Vendor Ordering Location Contact FAX VARCHAR(26) Entity: Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the Vendor Ordering Location Contact.

Vendor Ordering Location eMail Text VARCHAR(100) Entity: Requisition Line

DEFINITION: The Email Address Text is the Internet email address for the Vendor Ordering Location contact.

Entity Use Attributes VARCHAR(25) Entity: Requisition Line

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

External Application Reference Identifier VARCHAR(25) Entity: Requisition Line

DEFINITION: Used by agencies for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Integration Non-Registered Vendor DUNS Number VARCHAR(15) Entity: Requisition Line

DEFINITION: This agency specific attribute is used by integration agencies to record Vendor Location DUNS numbers that may not be recorded in the enterprise vendor registration application.

eVA Reserved Attributes VARCHAR(25) Entity: Requisition Line

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid

values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

External Application Reference Identifier Line Number INTEGER Entity: Requisition Line

DEFINITION: The line number for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Vendor Ordering Location Address Identifier VARCHAR(15) Entity: Requisition Line

DEFINITION: The Vendor Ordering Location Address Identifier represents the vendor ordering location principal ordering address. This can be found in the previously defined Vendor Data Standard.

NOTES: The requisition line accesses detailed vendor addressing information including the :
Address street lines
City, State, Country, and postal code

Change Attribute fro Vendor Ordering Location eVA Address Identifier to
Vendor Ordering Location Address Identifier

Changed definition from:
The eVA Common Address Identifier that represents the vendor ordering location principal ordering address.

To:

The Vendor Ordering Location Address Identifier represents the vendor ordering location principal ordering address. This can be found in the previously defined Vendor Data Standard.

Catalog Lead Time Amount INTEGER Entity: Requisition Line

DEFINITION: The number of days to be allowed/expected to elapse between placing an order with the vendor and delivery of the items ordered.

Catalog Product Item Number VARCHAR(255) Entity: Requisition Line

DEFINITION: The Product Item Number entered by the vendor in an electronic eMall catalog.

Entity: Vendor Address OWNER: DPS

DEFINITION: The Vendor address table contains the addresses that are used by procurement vendors and purchasing locations. These addresses are captured at the time vendors self-register in eVA, or are entered by state organizations.

NOTES: The Vendor Address identifier is required for integration of vendor addresses with external applications.

PK Parent Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Address

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Address Identifier VARCHAR(20) Entity: Vendor Address

DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

Delivery Line Text VARCHAR(60) Entity: Vendor Address

DEFINITION: The Delivery Line Text contains additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department.

Street Line 2 VARCHAR(60) Entity: Vendor Address

DEFINITION: The full address line which includes: Street Pre-Directional Text, Street Number, Street Suffix Text, Street Post-Directional Text from the Common Address Entity

International Address Line 1 Text VARCHAR(60) Entity: Vendor Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines.

International Address Line 2 Text VARCHAR(60) Entity: Vendor Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines and both would be used.

City Name VARCHAR(28) Entity: Vendor Address

DEFINITION: The Common Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only).

Note: An urbanization is an area, sector, or development within a city; it is an important part of the addressing format of Puerto Rico and aids in precisely matching an address.

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

State Province Code VARCHAR(3) Entity: Vendor Address

DEFINITION: The Vendor Address State or Province Code is the code that represents the first level of political subdivision within a country. Commonly named State, Province, etc.

For US Addresses it is a 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO/DPO, then the state abbreviation will be AA, AE, or AP.

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Postal Code VARCHAR(10) Entity: Vendor Address

DEFINITION: The Postal Code is sorting or routing code used by the destination country. For the United States this is the 5 digit US zip code. 99999 Plus the 4 digit zip plus 4 code This code is normally formatted at 99999-9999

For foreign addresses, the postal code should include all spaces and hyphens expected by the addressed country.

Canada example: B3A 9C1

Great Britan example: SO32 4NG

Japan example: 346-8764

NOTES: In eVA the length is 10

Address Country Code CHAR(3) Entity: Vendor Address

DEFINITION: The three digit United Nations abbreviations for the County.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Address Country Name VARCHAR(35) Entity: Vendor Address

DEFINITION: The Address Country Name is the full name of the country related to the street address without dialectics.

NOTES:

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

Congressional District Code VARCHAR(3) Entity: Vendor Address

DEFINITION: The Congressional District Code the congressional district that is assigned to the address. The congressional district must be combined with the state for a unique value.

FIPS Locality Code VARCHAR(5) Entity: Vendor Address

DEFINITION: The FIPS Locality Code is the Federal Identification Program code (FIPS) that identifies a geographic location within a state. It is a two part code the first two digits indicate the state, the last three digits indicate the locality within the state.

The Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO/DPO, and the record type is S, H, or F, the county number will be blank.

NOTES: This code must be combined with the State FIPS code if a unique value is required which is why the length is 5

In eVA the length is 3

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

FIPS Locality Name VARCHAR(40) Entity: Vendor Address

DEFINITION: The FIPS Locality Name is the description of the Federal Identification Program (FIPS) locality code

If assigned by a ZIP+4 product the name of the county or parish in which the 5-digit ZIP Code resides. If APO/FPO/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

NOTES: in eVA length is 75

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

eVA Address Status CHAR(10) Entity: Vendor Address

DEFINITION: Indicates whether the address is currently in use (Active) or has been superseded (inactive)

REFERENCE VALUES: Address Status

1 = Inactive

2 = Active

DOA Remit To Suffix CHAR(2) Entity: Vendor Address

DEFINITION: A two character designation that facilitates vendor location remit to address matching against the existing CARS vendor file.

Entity: Vendor Authorized Standard Name OWNER: DGS

DEFINITION: Vendor Authorized Standard name provides a list of validated names to choose from when creating a Vendor Location and assigning a Vendor Location Standard Name.

Because a vendor can submit multiple W8/W9s and because a single W9/W9 may have multiple doing business as names on line 2, a business can have many names which by which it is known.

The names are standardized in the sense that they have been made to conform to a maximum length (40) and to have no characters except alpha-numeric, hyphen, and ampersand.

NOTES: Research shows that vendors may have dozens of DBA names which need to be recognized for purchasing purposes but are the same TIN for tax purposes.

PK Taxpayer Identification Number Type Code VARCHAR(4) **FK** Entity: Vendor
Authorized Standard Name

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

NOTES: Implementation Note: Systems must be able to distinguish between SSN and EIN.

Currently at DOA two additional TIN Type Code identifiers are used for the processing of EDI payments to DSS and IRS:

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing

IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS.

For 1099 processing if the TIN Type Code Identifier is not known fill this field with 5 spaces.

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = (2) An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

PK Taxpayer Identification Number VARCHAR(9) FK Entity: Vendor Authorized Standard Name

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

PK Vendor Tax Document Sequence Number SMALLINT FK Entity: Vendor Authorized Standard Name

DEFINITION: The Vendor Tax Document Sequence Number serves to distinguish individual documents when a vendor has more than one W8/W9. This may occur if the vendor has multiple DBA names.

PK Virginia Standard Vendor Name VARCHAR(40) Entity: Vendor Authorized Standard Name

DEFINITION: A Virginia Standardized Vendor Name is a name that the Commonwealth has adopted for use as an allowable Vendor Location Standard Name for Vendor Locations associated with the TIN.

A standardized name must be no more than 40 characters and have no special characters other than an ampersand (&). It must be consistent with a W8/W9 submitted by the vendor.

NOTES: If a Tax Profile has one W8/9 and that form has only one name, then there will only be one name associated with the form.

If a Tax Profile has one W8/9 and that form has two names, then there will be two names associated with the form.

If a Tax Profile has multiple W8/9s, the ostensible reason is that the establishment identified by the TIN has multiple DBA names. Ideally, the first name on each additional W8/9 would be identical to the first name on the first form received. In that case, each additional form should have only one name. However, in the event that reality falls short of ideal, additional forms may have two names.

If a standard name is supported by more than one form, there is no need to enter the name for each form. One occurrence of a name is sufficient. If a Virginia Standard Vendor Name is updated (changed) then any Vendor Location Standard Names with the original value must be updated to the new value unless the old value exists associated with another form.

Entity: Vendor Contact

OWNER: DGS

DEFINITION: A Vendor Contact defines the communications end-point (contact). Although the contact may be a group like Customer Support., it is normally a person. For some purposes, the contact must be a person. See Principal Usage Requires Person Flag in the Address Usage table.

NOTES: Implementation Note: Systems should be able to record comments about contacts. Implementers have great latitude in how to implement comments associated with entities in this model.

PK Vendor Contact Identifier VARCHAR(15) Entity: Vendor Contact

DEFINITION: The Vendor Contact Identifier is a system generated identifier to uniquely identify one vendor contact.

The intent is that a person would have one and only one contact record regardless of how many companies he or she represents over time.

NOTES: Implementation note: There is no expectation that agency systems will have common Contact Identifier values.

eVA Portal Access Identifier VARCHAR(10) Entity: Vendor Contact

DEFINITION: The eVA Portal Access Identifier acts as the electronic signature for the vendor contact. The eVA Portal Access Identifier is assigned by the application and provides access to authorized Virginia applications.

NOTES: Implementation Note: It is not required for external applications

Personal ID Domain Code VARCHAR(3) Entity: Vendor Contact

DEFINITION: The PID Domain Code is the type of identifier being used by the contact.

Valid values may include

USD = US Drivers License - SubPID Domain State abbreviations

USI = State Issued Identity Card - SubPID Domain State abbreviation

CAD = Canadian Drivers License - SubPID Canadian Provinces

FOR = Foreign Identity Card - SubPID 2 Digit Country Code

PEM = Personal Email Address

NOTES: Implementation note: Systems must be able to handle an external identifiers as specified in the definition. The code values indicated for Personal ID Domain Code are mandatory and exhaustive. That is all agencies must use the code values listed and must come to the data standard owners (DPS, DOA, & VITA Enterprise Applications Division - Data Management Group) to have new values and meanings assigned.

The combination of [Personal ID Domain Code] + [Personal ID SubDomain Code] + [Person Identifier Text] will uniquely identify a person. The intent is to have some way to reduce the situations where one person ends up with multiple contact records. If a person changes companies and is still assigned as a contact for the Commonwealth, the record can be found and relinked to the new company. Since it is conceivable that rare situations would exist where one person is a representative for multiple companies, the three columns would serve to logically tie the multiple contact records together.

Personal ID SubDomain Code VARCHAR(2) Entity: Vendor Contact

DEFINITION: The PID SubDomain Code is the locality that issued the Person Identification Number

Valid values include - US States, Canadian Provinces, two digit country codes and XX if the Personal ID Domain Code is "Personal Email."

NOTES: Implementation Note: Implementation note: Systems must be able to handle an external identifiers as specified in the definition. The code values indicated for Personal ID SubDomain Code are mandatory and exhaustive. That is all agencies must use the code values listed and must come to the data standard owners (DPS, DOA, & VITA Enterprise Applications Division - Data Management Group) to have new values and meanings assigned.

Person Identifier Text VARCHAR(100) Entity: Vendor Contact

DEFINITION: Person Identifier Text when used in combination with Personal ID Domain Code + Personal ID SubDomain Code will uniquely identify an individual. Personal Identifier Text may be a government assigned identifier for the individual or an email address. The primary domain is state driver's license/identity numbers assigned by US or Canadian States or Provinces. Alternate identifiers include County Issued Identity card numbers.

Social Security numbers are not allowed to be used as an identifier.

NOTES: Implementation Notes: Because Person Identifier may be an email address, it is allowed to be 100. If an implementation limits the field to government issued identifiers, the length can be cut back to 20. International driver's license numbers currently require 13 characters and the longest national identifier discovered is 20 - Indonesia.

Full Name VARCHAR(60) Entity: Vendor Contact

DEFINITION: The Common Contact Full Name is either

- 1) the first and last name the person who is designated as a vendor contact for any purpose, formatted as the person would like the name formatted. For example, Henry Ross Perot may want his name shown as "H. Ross Perot." or
- 2) the name of a group contact such as Customer Service.

NOTES: Implementation note: Systems must be able to store both the components of name and the name as it should be formatted.

First Name VARCHAR(20) Entity: Vendor Contact

DEFINITION: The Common Contact First Name is the first given name of the person

NOTES: Implementation Note: Of the most common first names for men and women, the longest is 11 characters. First name should allow at least 15 characters. Anything beyond 20 is considered unnecessary and depending upon the technology used to implement, could generate unnecessary storage and performance costs.

Last Name VARCHAR(30) Entity: Vendor Contact

DEFINITION: The Common Contact Last Name is the family name or surname that indicates the family to which the person belongs.

NOTES: Implementation note: Last name must allow at least 20 and should be no more than 35 characters.

Research notes from various sources.

US form 1099 allows for 40 characters of first name and 40 characters of last name

50% Americans have last names 14 characters or less

Of the 40,000 most common names in the US all are <=15 characters. This represents >80% of all Americans.

Longest American name found: Campbell-Robertson 18 characters

To get a name > 30 characters would require hyphenating two of the longest names.

There is a Gaelic last name of 21 characters: MacGhilleseathanaich.

A web search reveals the longest last name in the world is 35 characters:

Wolfeschlegelsteinhausenbergerdorff

Email Address Text VARCHAR(100) Entity: Vendor Contact

DEFINITION: The Common Contact Email is the Internet email address for the contact.

NOTES: Implementation notes: This is required for full support of the Vendor data standard and must support 100 characters. The longest domain name allowed by Internet standards is 70 characters including the domain type (the dot and following). 100 characters allows 30 the email addressee and the @. Going significantly beyond 100 seems unnecessary and, depending upon the underlying technology, could create performance problems.

FAX Country Code CHAR(3) Entity: Vendor Contact

DEFINITION: The Common Contact FAX Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system associated with this address and supplier location. Used by the Phone and Fax elements.

NOTES: Implementation Note: Mandatory for full compliance. This field is char(3) to allow for international country codes. Anything shorter may not be able to handle some phone numbers.

Fax Full Phone Number VARCHAR(26) Entity: Vendor Contact

DEFINITION: Fax Full Phone Number. The combination of Area Code, Phone Number or the fax number of the vendor contact

NOTES: Implementation Note: Mandatory for full compliance.

Fax Extension Number VARCHAR(6) Entity: Vendor Contact

DEFINITION: The Fax Extension Number is a supplier assigned value that by-passes the supplier switchboard associated with the principal contact's fax number.

NOTES: Fax Extension. The optional fax extension number associated with the fax number for a contact, be it a vendor, customer, or internal contact.

Phone Country Code CHAR(3) Entity: Vendor Contact

DEFINITION: The Common Contact Phone Country Code contains the International ITU dial code for the country code. It can be entered onto a telephone keypad after the escape code to reach the country telephone system associated with this address and supplier location. Used by the Phone and Fax elements.

NOTES: Implementation Note: Mandatory for full compliance. This field is char(3) to allow for international country codes. Anything shorter may not be able to handle some phone numbers.

Contact Country Phone Code. The international dialing code for this country associated with the address of the principal contact. This field defaults from the State/Province page.

Full Phone Number VARCHAR(26) Entity: Vendor Contact

DEFINITION: The combination of Area Code and Phone Number for the voice phone number of the vendor contact

NOTES: Contact Phone Number. Telephone number of the contact person responsible for answering questions concerning an associated entity.

Phone Extension Number VARCHAR(6) Entity: Vendor Contact

DEFINITION: The Contact Phone Extension is a vendor assigned value that by-passes the vendor switchboard.

NOTES: Fax Extension. The optional fax extension number associated with the fax number for a contact, be it a vendor, customer, or internal contact.

Vendor Contact Comment Text VARCHAR(255) Entity: Vendor Contact

DEFINITION: Vendor Comment contains any textual notes related to the contact.

NOTES: Implementation Note: Systems should be able to record comments about contacts. Implementers have great latitude in how to implement comments associated with entities in this model.

Parent Vendor Location Identification Number VARCHAR(10) FK Entity: Vendor Contact

DEFINITION: The Contact Top Vendor Location Identification Number is a Virginia Vendor Location Identification Number (V.V.L.I.N.) which, in the context of Vendor Contact, identifies the vendor location which is at the highest level that a contact can operate.

A vendor contact can be assigned relationships in Vendor Location Contact Authorization and Vendor Location Address Usage for the location specified as the Top Vendor Location and for any location which is a child location of the Top Location. Starting from a vendor location, when displaying contacts to choose for linking, a system could look recursively for contacts with the VVLIN, the parent VVLIN, the VVLIN of the grandparent and so on. Starting from a contact and desiring to show all vendor locations which a contact might represent, the system could display the Top Vendor Location, its children, grandchildren and so on. It can also be used to easily roll up summary data to the highest level.

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier.

Implementation Note: Contact Top Vendor Location ID is provided facilitate rapid navigation and simplify certain processes. It is not required but is encouraged.

Vendor Location Identification Number for Address VARCHAR(10) FK Entity: Vendor Contact

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: For purchase order processing of various kinds, the Vendor Location Address Usage table associates Vendor Locations, Vendor Addresses, and Vendor Contacts. However, many vendor contacts will not participate in the formal purchasing process. The combination of [Vendor Location Identification Number for Address] + [Vendor Location Address Identifier] in the Vendor Contact table indicates which vendor address to use to contact an individual apart from purchase order processing.

Vendor Location Address Identifier VARCHAR(20) FK Entity: Vendor Contact

DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

In Vendor the maximum identifier is Vchar(20)

Entity: Vendor Invoice

PK Vendor Invoice Number VARCHAR(12) Entity: Vendor Invoice

DEFINITION: A number provided by the Vendor as a reference to the invoice. If the vendor does not provide a number, the fiscal office assigns a unique tracking number for the invoice.

PK Taxpayer Identification Number CHAR(9) Entity: Vendor Invoice

Purchase Order Number VARCHAR(50) **FK** Entity: Vendor Invoice

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER **FK** Entity: Vendor Invoice

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Invoice Date DATE Entity: Vendor Invoice

DEFINITION: The date the invoice was issued by the vendor

Vendor Customer Number CHAR(12) Entity: Vendor Invoice

Bill To Purchasing Location CHAR(10) Entity: Vendor Invoice

Bill To Address CHAR(10) Entity: Vendor Invoice

Bill To Contact Full Name CHAR(10) Entity: Vendor Invoice

Total Amount DECIMAL(10.2) Entity: Vendor Invoice

DEFINITION: The Total Amount is the full amount the vendor is requesting to be paid. The amount includes the extended cost of all invoice lines, taxes, and shipping charges.

Total Tax Amount DECIMAL(10) Entity: Vendor Invoice

Total VAT Tax Amount DECIMAL(10) Entity: Vendor Invoice

Remit To Address CHAR(10) Entity: Vendor Invoice

DEFINITION: The full address provided by the Vendor where payments should be sent.

Total Shipping Amount DECIMAL(10) Entity: Vendor Invoice

SubTotal Amount DECIMAL(10.2) Entity: Vendor Invoice

DEFINITION: The total of all invoice lines for the goods and services that were provided. The Subtotal Amount does not include TAX or Shipping Amounts

Bill To Email Address VARCHAR(100) Entity: Vendor Invoice

Service Start Date DATE Entity: Vendor Invoice

DEFINITION: The beginning date a service was provided that is included in the invoice

NOTES: Service Start and End dates are used when the purchase order or contract specifies a periodic billing cycle. For example a contract might specify invoice monthly in arrears for labor provided during the month. In this example the Service Start Date is the First day of the month, the Service End date is the last day of the month.

Service End Date DATE Entity: Vendor Invoice

DEFINITION: The last date service was provided that is included in this invoice

Discount Text CHAR(25) Entity: Vendor Invoice

DEFINITION: Discount Terms for early payment of invoice. Early payment is determined by the contract or by DOA policy which states payment will be made within 30 days from date invoice is received or good/service is provided whichever is later.

Entity: Vendor Invoice Line OWNER: DPS

DEFINITION: The specific good or service that is being purchased for the business unit. The PO item may reference an existing catalog, or is entered manually. PO items must meet procurement processing requirements (are on an existing contract or have been competitively procured). A PO line item may be associated with only one ship to location. PO items may have their costs allocated to up to 99 Chart of Account combinations

All information on a purchase order line is copied from the associated requisition. In the current electronic procurement system, no modifications are made to purchase orders. Any modification to the purchase order must begin with a modification to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

NOTES: The requisition structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The requisition also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations.

PK Taxpayer Identification Number CHAR(9) **FK** Entity: Vendor Invoice Line

PK Vendor Invoice Number VARCHAR(12) **FK** Entity: Vendor Invoice Line
DEFINITION: A number provided by the Vendor as a reference to the invoice. If the vendor does not provide a number, the fiscal office assigns a unique tracking number for the invoice.

PK Vendor Invoice Line Number SMALLINT Entity: Vendor Invoice Line

Specification Text TEXT Entity: Vendor Invoice Line
DEFINITION: A specific description of the good or service that is being ordered. This description is populated directly from the Requisition Line associated with this Purchase Order Line.

For collaborative procurement of temporary labor the specification text includes the selected candidates full name and position title.

For collaborative procurement of project services the specification text describes a milestone or deliverable.

NOTES: Field limited to 2,000 characters

Quantity DECIMAL(14.5) Entity: Vendor Invoice Line
DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit of Measure CHAR(5) Entity: Vendor Invoice Line
DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Changed Attribute name to Unit of Measure

Unit Price Amount DECIMAL(15.5) Entity: Vendor Invoice Line
DEFINITION: The price to be paid for the requested item and designated unit-of-measure.

For collaborative procurement of temporary labor this is the bill rate amount for the selected labor candidate. Unit of measure must be hours.
For collaborative procurements projects, this is the cost of the milestone or deliverable with a unit of measure of each or the per hour or per day rate for the service.

Vendor Part Number VARCHAR(25) Entity: Vendor Invoice Line
DEFINITION: The vendor's part number entered by the vendor in an electronic eMail catalog or by the Requisition Preparer for non-catalog items

NOTES: Changed attribute from Manufacturer Part Number - this is an attribute on the requisition but does not get transmitted on the PO

Extended Price Amount DECIMAL(14.2) Entity: Vendor Invoice Line
DEFINITION: The unit price multiplied by the quantity ordered plus any additional special charges associate with the good or service. The value of this field is rounded to two decimal places.

Ship To Delivery Line Text VARCHAR(50) Entity: Vendor Invoice Line
DEFINITION: The organization mail stop or other identifier (receiver name, mile post, etc.) that specifically describes the delivery location of the good or service.

Requester Full Name VARCHAR(60) Entity: Vendor Invoice Line
DEFINITION: The first and last names of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

Ship To Location Phone Number VARCHAR(26) Entity: Vendor Invoice Line
DEFINITION: The combination of Country, Area, Phone Number, and Extension for the phone number associated with the designated ship to purchasing location for this order.

Ship To Address Identifier VARCHAR(6) Entity: Vendor Invoice Line
DEFINITION: The Common Address Identifier for the location where vendors are to deliver the goods and/or services. It is a system assigned value that uniquely identifies an address independent of usage.

NOTES: Ship to Address ID is combined with the requisitioning Entity Type Code and requisitioning Entity Code to form the full Ship to Address ID

Ship To Purchasing Location Name VARCHAR(100) Entity: Vendor Invoice Line
DEFINITION: The purchasing organization text descriptor for the ship to address.

Requester Email Address Text VARCHAR(100) Entity: Vendor Invoice Line
DEFINITION: The Internet email address of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer". Used at the ship to email address on the purchase order

Requester Phone Number VARCHAR(26) Entity: Vendor Invoice Line
DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person for whom the requisition is being processed.

Required Delivery Date DATE Entity: Vendor Invoice Line

DEFINITION: Date and time that the vendor is required to deliver the ordered item(s)

For collaborative procurement temporary labor it is the end date of the engagement
For collaborative procurement project services it is the milestone delivery date.

NOTES: The current eVA application does not provide a Required Delivery Date (it only has a requested delivery date). This will need to be added to the application.

Line Tax Amount DECIMAL(14.2) Entity: Vendor Invoice Line

DEFINITION: The amount of any applicable sales or use tax for the purchase order line item.

Line VAT TAX Amount DECIMAL(14.2) Entity: Vendor Invoice Line

DEFINITION: The amount of any applicable VAT or GST tax for the purchase order line item.

Line Currency Code CHAR(3) Entity: Vendor Invoice Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Special Handling Amount DECIMAL(10.2) Entity: Vendor Invoice Line

DEFINITION: Special Handling Amount is used by the vendor to describe an additional charge associated with the good or service that was provided. Special Handling Amount could be an increase in price because of expedited delivery, difficult delivery situation (stairs, etc).

Special Handling Comment Text VARCHAR(255) Entity: Vendor Invoice Line

DEFINITION: A reason for the special handling charge.

Entity: Vendor Location OWNER: DGS

DEFINITION: A vendor is an individual, public body, or business who desires to sell goods or services to the Commonwealth.

A Vendor Location is a physical location where a vendor conducts business.

A vendor may have many offices and the CoV may do business with the vendor at several of the locations. If a vendor has multiple locations, then one of them will be designated as the parent (headquarters). A parent may also be the owning corporation of a wholly owned subsidiary or the or the franchising corporation of a franchise outlet.

Vendor location information is captured during vendor registration in eVA. It is the lowest level of the vendor's organizational structure used for the solicitation, ordering and payment of goods and services. eVA fees are based on use of a registered Vendor Location. The information is also used to determine the correct remit to location for payments and the correct invoice location for Commonwealth of Virginia invoices. Vendor Location information may be disposed of through inactivity of at least three years, or voluntary withdrawal by the vendor of one or more vendor locations.

NOTES: A Purchase Order references only one Vendor location. A payment references only one Vendor location remit to address and payment method.

A Vendor Location may have the same or a different Tax ID (to support a franchise model) from the Vendor Headquarters.

Code of Virginia § 12.1-19.1. Service of process on the clerk of the State Corporation Commission as statutory agent.

D. The address for the mailing of process pursuant to this section shall be the address on record with the Commission, as follows:

1. The principal office address of a domestic corporation,
2. The principal office address of a foreign corporation authorized to transact business in Virginia, or., in case of withdrawal from this Commonwealth, the address shown in the application for withdrawal or any change thereto.
3. The specified office address of a limited partnership on record with the Commission pursuant to the Virginia Revised Uniform Limited Partnership Act (§ 50-73.1 et seq.),
4. If the defendant is an individual or entity other than one specified in subdivision 1, 2, or 3 of this subsection, the address set forth in any document on record with the Commission which is required or permitted to be filed by or on behalf of the defendant

Known in eVA Ariba as the Supplier Contact

PK Vendor Location Identification Number VARCHAR(10) Entity: Vendor Location
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Parent Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: To fully support the model, a system must be able to roll up purchases from multiple vendor locations to a primary location, known in the model as the headquarters.

Taxpayer Identification Number Type Code VARCHAR(4) **FK** Entity: Vendor Location

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN).

NOTES: Implementation Note: Systems must be able to distinguish between SSN and EIN.

Currently at DOA two additional TIN Type Code identifiers are used for the processing of EDI payments to DSS and IRS:

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing

IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS.

For 1099 processing if the TIN Type Code Identifier is not known fill this field with 5 spaces.

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = (2) An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

Taxpayer Identification Number VARCHAR(9) **FK** Entity: Vendor Location

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is

the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

Vendor Location Name VARCHAR(60) Entity: Vendor Location

DEFINITION: The Vendor Location Name is a clarifying name for purchasing purposes. It is the name commonly used by buyers and payers to reference this specific vendor location. Often it contains the trading as name or doing business as name.

NOTES: § 59.1-69. Certificate required of person, partnership, limited liability company or corporation transacting business under assumed name.

A. No person, partnership, limited liability company or corporation shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless such person, partnership, limited liability company or corporation shall sign and acknowledge a certificate setting forth the name under which such business is to be conducted or transacted, and the names of each person, partnership, limited liability company or corporation owning the same, with their respective post-office and residence addresses (and, (i) when the partnership or limited liability company is a foreign limited partnership or limited liability company, the date of the certificate of registration to transact business in this Commonwealth issued to it by the State Corporation Commission, or (ii) when the corporation is a foreign corporation, the date of the certificate of authority to transact business in this Commonwealth issued to it by the State Corporation Commission), and file the same in the office of the clerk of the court in which deeds are recorded in the county or city wherein the business is to be conducted.

Vendor Location Standard Name VARCHAR(40) Entity: Vendor Location

DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

If a Tax Profile exists for a vendor, this attribute must be one of the Virginia Standard Vendor Names in the Vendor Authorized Standard Name entity. This attribute defaults to the first Virginia Vendor Authorized Standard Name in the Vendor Standard Name entity but may be changed to Standard Name listed for the vendor. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations.

The name shall limit the use of special characters to: hyphen and ampersand.

NOTES: Examples of names that require modification are:

European Aeronautic Defense and Space Company EADS N.V. - 55

Southern California Coastal Water Research Project Authority - 60

Lincoln-Lewis-Vannoy Communities for Assistance & Improvement - 61

Mr. Windows Residential and Commercial Cleaning Services, LLC - 61

Verizon Network Integration Corp-Communications-Network Services - 64

Osterhoudt, Prillaman, Natt, Hechler, Yost, Maxwell & Ferguson PLC - 66

NATIONAL ASSOCIATION OF STATE AUDITORS, COMPTROLLERS AND TREASURERS -67

Vendor Location Parent Relationship Type Code VARCHAR(2) Entity: Vendor Location

DEFINITION: The Vendor Location Parent Relationship Type defines the nature of the association between the vendor location and its parent.

For Example:

Franchise, Subsidiary, Division, Office location

NOTES:

The Vendor Franchise Code indicates if the Headquarters Account is a franchisor - a business that grants or offers to grant a franchise.

Code of Virginia § 13.1-559. Definitions; applicability of chapter.

"Franchise" means a written contract or agreement between two or more persons, by which:

1. A franchisee is granted the right to engage in the business of offering, selling or distributing goods or services at retail under a marketing plan or system prescribed in substantial part by a franchisor;
2. The operation of the franchisee's business pursuant to such plan or system is substantially associated with the franchisor's trademark, service mark, trade name, logotype, advertising or other commercial symbol designating the franchisor or its affiliate; and
3. The franchisee is required to pay, directly or indirectly, a franchise fee of \$500 or more.

"Franchise fee" means a fee or charge for the right to enter into or maintain a business under a franchise, including a payment or deposit for goods, services, rights, or training, but not including: (i) the payment of a bona fide wholesale price for starting and continuing inventory of goods for resale or (ii) the payment at fair market value for the purchase or lease of real property, fixtures, equipment, or supplies necessary to enter into or maintain the business.

"Franchisee" means a person to whom a franchise is granted.

"Franchisor" means a person, including a sub franchisor, which grants or offers to grant a franchise.

"Place of business" means a building or portion thereof from which the goods or services authorized by the franchise are sold or offered for sale in person by the franchisee or employees or agents of the franchisee, or a truck or van used in the sale of such goods which is of a type designated by the franchisor and is equipped and marked in conformance with requirements of the franchisor.

"Preopening obligations" means the franchisor's obligations to provide to the franchisee, prior to the opening of the franchisee's business, real estate, improvements, equipment, inventory, training, or other items to be included in the offering.

This attribute also supports the eVA Franchise flag attribute

Registration Type Code VARCHAR(2) Entity: Vendor Location

DEFINITION: Vendor Location Registration Type Code indicates the business processes which initiated the registration of the vendor. Registration Type Code provides information indicates which procedures and business rules apply to this vendor.

Registration may be "Self-registered" or "State entered."

NOTES: Formerly agencies were allowed to create one-time purchase orders to vendors and not enter the vendor into eVA registration. These vendors were referred to as "unregistered vendors." Going forward, all vendors receiving purchase orders must be in eVA and must be either self-registered or state-entered.

Headquarters Flag CHAR(1) Entity: Vendor Location

DEFINITION: The Vendor Location Headquarters Code is a logical indicator that identifies the Supplier location that is the Supplier's headquarters. (Y/N)

NOTES: If Vendor Location Headquarters Flag is true - the Vendor Identification Number also populates the Parent VIN attribute for children of the parent.

This attribute is required for a full implementation of the data standard.

REFERENCE VALUES: Logical Flag (Y/N) 1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Organization Legal Type Code VARCHAR(2) Entity: Vendor Location

DEFINITION: A Vendor Location Organization Type Code is the code identifier for the legal designation for the type of business organization/charter

NOTES: The organization type needs to accommodate the distinction between state agency and local government - to assist COV internal service funds in determining how goods and services should be accounted for in the Commonwealth's Cash Flow reports.

REFERENCE VALUES: Organization Type 1

- 1 = Corporation (Incorporated)
- 2 = General Partnership
- 3 = Sole Proprietorship
- 4 = Non-Profit Associations
- 5 = Political Subdivision
- 6 = Individual
- 8 = Limited Liability Company
- 9 = Limited Liability Partnership
- 99 = Undeclared
- 10 = Business trusts
- 11 = Professional Corporation
- 12 = Medical and Health Care Corporation
- 13 = Legal Services Corporation
- 14 = Virginia State Agency
- 15 = Virginia Local Government
- 16 = Federal Government

Vendor Solicitation Classification Code VARCHAR(2)

Entity: Vendor Location

DEFINITION: The Vendor Solicitation Classification Code groups suppliers by common attributes of their business related to the types of solicitations they might receive.

REFERENCE VALUES: Organization Class Code

- 1 = Manufacturer
- 2 = Retailer
- 3 = Service Vendor
- 4 = Agent
- 5 = Distributor
- 6 = Wholesaler
- 7 = Software Dev
- 8 = Other

NAICS Classification Code VARCHAR(6)

Entity: Vendor Location

DEFINITION: The Vendor Commerce Classification Code is the NAICS (North American Industry Classification System) code which is a system for classifying establishments (individual business locations) by type of economic activity. Its purposes are: (1) To facilitate the collection, tabulation, presentation, and analysis of data relating to establishments; and (2) to promote uniformity and comparability in the presentation and analysis of statistical data describing the North American economy. NAICS is used by Federal statistical agencies that collect or publish data by industry. It is also widely used by State agencies, trade associations, private businesses, and other organizations.

REFERENCE VALUES: NAICS 2007 Classification Code

NAICS 2007 Classification code = <http://www.census.gov/naics/2007/index.html> (see attached list)

State of Incorporation Code VARCHAR(2)

Entity: Vendor Location

DEFINITION: The Vendor State of Incorporation Code indicates the two digit state code abbreviation for a state where a vendor with organization type of corporation is chartered.

REFERENCE VALUES: State Province UN Location Code 2007

State Province LOCODE 2007 = See State-ProvinceLocCode.xls file

Franchise Flag CHAR(1) Entity: Vendor Location

DEFINITION: The Vendor Franchise Flag indicates if the vendor location is a franchise of the parent.

REFERENCE VALUES: Logical Flag (Y/N)_1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Vendor Location Comment Text VARCHAR(255) Entity: Vendor Location

NOTES: Implementation Note: Systems should be able to record comments about vendor locations. Implementers have great latitude in how to implement comments associated with entities in this model.

DUNS Number CHAR(9) Entity: Vendor Location

DEFINITION: The Vendor Location DUNS Number Identifier is the Dun and Bradstreet number associated with the vendor location's physical address

NOTES: The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. D&B links the D&B D-U-N-S Numbers of parents, subsidiaries, headquarters and branches around the world. Used by the world's most influential standards-setting organizations, it is recognized, recommended and/or required by more than 50 global, industry and trade associations, including the United Nations, the U.S. Federal Government, the Australian Government and the European Commission. In today's global economy, the D&B D-U-N-S Number has become the standard for keeping track of the world's businesses.

Code of Virginia § 13.1-603. Definitions

"Principal office" means the office, in or out of the Commonwealth, where the principal executive offices of a domestic or foreign corporation are located, or, if there are no such offices, the office, in or out of the Commonwealth, so designated by the board of directors. The designation of the principal office in the most recent annual report filed pursuant to § 13.1-775 shall be conclusive for purposes of this chapter

In this model to find the Headquarters DUNS number follow the recursive relation (parent Vendor Identification Number) in Vendor Location to determine the Headquarters DUNS number.

Implementation Note:

eVA uses the Ariba vendor network which uses DUNS number to route electronic purchase orders to the vendor. In that sense, the DUNS number serves as an electronic routing ID. DUNS number is also specified as a possible alternate identifier in the in the Vendor Location Alternate Identifier entity. Implementations do not need to carry it in two locations. This model shows it explicitly in Vendor Location because of its special usage and the fact that it is so important to the existing system.

Vendor Location Status Code INTEGER Entity: Vendor Location

DEFINITION: The Vendor Location Status Code describes the code value for the current status of participation in Commonwealth procurement processes

REFERENCE VALUES: Procurement Vendor Status Codes

0 = N/A

1 = Inactive

2 = Active

3 = Suspended

4 = Discontinued

5 = Debarred

6 = Deleted (Logical)

Vendor Location Approval Status Code INTEGER Entity: Vendor Location

DEFINITION: The Vendor Location Approval Status Code is the code value of the current step of the vendor registration review and approval process.

REFERENCE VALUES: Approval Code

0 = N/A

- 1 = Incomplete
- 3 = Complete

Preferred Ordering Method Code CHAR(1) Entity: Vendor Location

DEFINITION: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the supplier has elected to conduct business.

REFERENCE VALUES: Procurement Order Method Codes

- 1 = Electronic via Ariba Commerce Services Network
- 2 = US Postal Service (Print and mail)

Web Address Text VARCHAR(255) Entity: Vendor Location

DEFINITION: The Vendor Location Web Address Name is the URL link for sales information provided by or on behalf of the supplier or supplier location

Internet Catalog Web Address Text VARCHAR(255) Entity: Vendor Location

DEFINITION: The Vendor Location Internet Catalog is the web address for the supplier location's online catalog.

Default Currency Code CHAR(3) Entity: Vendor Location

DEFINITION: The default currency code indicates the currency which should be used to pay the vendor unless other considerations override.

Last Approval Date DATE Entity: Vendor Location

DEFINITION: The Vendor Location Last Approval Date is the date that information in eVA was reviewed and approved

Last Approved By User Name VARCHAR(7) Entity: Vendor Location

DEFINITION: The Vendor Location Last Approved By User Name is the eVA assigned user identifier or logon-in identifier or the individual that last reviewed and approved the supplier location registration information.

Entity: Vendor Location Address Usage OWNER: DGS

DEFINITION: The Vendor location Address Usage table identifies Vendor location postal addresses and the physical (legal) address of the Vendor location even if the physical address is non-deliverable by a postal authority. It also defines the principal communications end-point (contact) at the address location.

Address Usage answers the question "For a given vendor location and purpose, to whom do we send communication and how. The VLIN defines the vendor location; the usage code defines the purpose; the who is defined by the contact ID; and the how is defined by the method of notification code. The method of notification code can point to the contact entity or the address entity.

Address usage examples include but are not limited to:

- PR Ordering,
- SO Solicitation,
- PA Payment (Remit to),
- BI Billing,
- SH Shipping Return,
- PT Physical
- WR Registration Administrator
- CS Customer Service
- SA Statutory Agent

The information is captured at the time of Vendor location registration in eVa. It is used to provide notification of solicitations to all interested Vendor locations, send purchase order and contract documents, the determination of the correct payment (remit to) address for the Vendor location, and the correct address for sending Vendor location eVA fee invoices. The information may be disposed of when the address is not longer active for a period of three years.

NOTES: Implementation note: To fully implement the vendor standard, the system must be able to

1. associate the same address with multiple usages,
2. associate multiple contacts with the same address for the same purpose (usage),
3. allow a single contact to receive communication for multiple purposes.

As used above, the term "address" does not include the addressee.

The vendor standard does not specifically mandate an Address Usage table, but other solutions will require some denormalization, data redundancy, and logic to accomplish the same goal.

eVA requires for each address usage type one address be designated as the principal usage.

General Notes:

The logical primary key for Vendor Location Address Usage is Vendor location ID, address usage code, address identifier, and contact identifier. This key allows for

1. Multiple addresses with the same usage code for a location.
2. Multiple contacts for a given address-location combination
3. Multiple companies to use the same address.

#1 is necessary because although a remit to address may be captured at time of registration, the remit to address listed on the invoice is used to process a payment so there needs to be a means to hold multiple addresses.

#2 is necessary because multiple people in a company may want to be informed of solicitations.

#3 is necessary because some individuals do business out of their homes using various business names.

Mailing Standards of the United States Postal Service Domestic Mail Manual
<http://pe.usps.gov/text/dmm300/602.htm>

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and post-directional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). ("PO Box" is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see 509.1.0) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

Simple Address

Recipient Line	ABC MOVERS
Delivery Address Line	1500 E MAIN AVE STE 201
Last Line	SPRINGFIELD VA 22162-1010

Multiple Recipient Fields

Recipient Line1	JOHN DOE
Recipient Line2	POSTMASTER GENERAL
Recipient Line3	UNITED STATES POSTAL SERVICE
Delivery Address Line	475 LENFANT PLZ SW RM 10022
Last Line	WASHINGTON DC 20260-0010

US Post Office Box

Recipient Line1	JOHN DOE
Recipient Line2	MANAGER CUSTOMER SERVICE SUPPORT
Recipient Line3	UNITED STATES POSTAL SERVICE
Delivery Address Line	PO BOX 4237
Last Line	ANYTOWN US 12345-4237

Address with Internal Mail Stop Code

MSC 1587
ABC COMPANY
12 E MAIN AVE STE 209
KRYTON TN 38188-3637

Address with Apartment or Suite Number

When secondary delivery information, e.g., APARTMENT or SUITE, is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.

(Preferred)

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

(Accepted)

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002

Vendors with Internal Mail Stops
Mailing Standards of the United States Postal Service

IMM Issue 35 - International Mail Manual

<http://pe.usps.gov/text/imm/welcome.htm>

Example of International Addresses

LINE 1: NAME OF ADDRESSEE

LINE 2: STREET ADDRESS OR POST OFFICE BOX NUMBER

LINE 3: CITY OR TOWN NAME, OTHER PRINCIPAL SUBDIVISION (such as PROVINCE, STATE, or COUNTY) AND POSTAL CODE (IF KNOWN) (Note: in some countries, the postal code may precede the city or town name)

LINE 4: COUNTRY NAME (UPPERCASE LETTERS IN ENGLISH)

The following are examples of properly formatted delivery addresses:

MS JOYCE BROWNING

2045 ROYAL ROAD

LONDON WIP 6HQ

ENGLAND

MS JOYCE BROWNING

2045 ROYAL ROAD

06570 ST PAUL

FRANCE

The following format should always be used for destination addresses to Canada:

MS HELEN SAUNDERS

1010 CLEAR STREET

OTTAWA ON K1A 0B1

CANADA

Field lengths in this Entity were based on the AEC and AEC II User Guide Oct 2008 available at www.usps.gov

PK Parent Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor
Location Address Usage

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location
Address Usage

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Address Usage Code CHAR(2)

Entity: Vendor Location Address Usage

DEFINITION: The Vendor Location Address Usage Code indicates what type of communication should go to the contact-address combination for the vendor location.

Solicitation,
Remit To,
Invoice To,
eVA Registration,
Physical
See reference values for a more complete list.

NOTES: Implementation Note: Because many COTS packages will not have an address usage coding scheme, the use of the Address Usage Code is not mandated. However, systems should be able to distinguish between all the functions listed in the reference values. In particular the ERP must be able to maintain eVA ordering address locations

REFERENCE VALUES: Address Usage Code 1

BI = Billing
CS = Customer Service
PA = Payment
PR = Ordering
PT = Physical
SA = Statutory Agent
SH = Shipping Return
SO = Solicitation
WR = Web Administrator

PK Address Identifier VARCHAR(20) FK

Entity: Vendor Location Address Usage

DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

Vendor Contact Identifier VARCHAR(15) FK

Entity: Vendor Location Address Usage

DEFINITION: The Vendor Contact Identifier is a system generated identifier to uniquely identify one vendor contact.

The intent is that a person would have one and only one contact record regardless of how many companies he or she represents over time.

NOTES: Implementation note: There is no expectation that agency systems will have common Contact Identifier values.

Principal Address Flag CHAR(1)

Entity: Vendor Location Address Usage

DEFINITION: Vendor Location Address Principal Address Flag indicates that this is the primary correspondence location and contact for the vendor location and address usage. For an application that can support only one type of a communication end point per address type - this is the address that should be used.

NOTES: Implementation Note: Systems must be able to record the contact and address to use for the delivery of legal documents.

Legal and formal correspondence should go to the principal address for the purpose. Other recipients may receive the information electronically. The principal recipient may receive the information electronically in addition to the paper copy. This may be a registered agent.

REFERENCE VALUES: Logical Flag (Y/N) 1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Method of Notification Code CHAR(1)

Entity: Vendor Location Address Usage

DEFINITION: The Vendor Location Address Method of Notification Code indicates the supplier's preference for the method of receiving correspondence for the principal endpoint of communication associated with this address, supplier location, usage.

REFERENCE VALUES: Correspondence Methods

- 1 = E-Mail
- 2 = Fax
- 3 = Postal Service

Internal Mail Delivery Text VARCHAR(60)

Entity: Vendor Location Address Usage

DEFINITION: Vendor Contact Internal Mail Delivery is for additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department. The US Post Office does not consider this as part of the postal address. From a USPS perspective, the postal address ends where the postal employee drops off the mail; internal routing is not part of the postal address.

NOTES: Implementation note: Systems must be able to record internal delivery instructions on a separate line.

Internal Mail Delivery Text is in the Address Usage table and not the Contact table because a contact may receive mail a different addresses and have multiple internal delivery instructions.

Phone Country Code CHAR(3)

Entity: Vendor Location Address Usage

DEFINITION: A Phone Country Code is 1-3 digit code which represents the country of the destination being called.

NOTES: This domain is char(3) to allow for international country codes. Anything shorter may not be able to handle some phone numbers.

Full Phone Number CHAR(26)

Entity: Vendor Location Address Usage

DEFINITION: The combination of Area Code and Phone Number for the voice phone number for the address type and vendor location

Phone Extension Number CHAR(6)

Entity: Vendor Location Address Usage

DEFINITION: The Phone Extension is a vendor assigned value that by-passes the vendor switchboard for the address type and vendor location.

FAX Country Code CHAR(3)

Entity: Vendor Location Address Usage

DEFINITION: A Phone Country Code is 1-3 digit code which represents the country of the destination being called.

NOTES: This domain is char(3) to allow for international country codes. Anything shorter may not be able to handle some phone numbers.

FAX Full Phone Number CHAR(26)

Entity: Vendor Location Address Usage

DEFINITION: Fax Full Phone Number. The combination of Area Code and Phone Number for the fax number for this vendor address type and location.

Fax Phone Extension CHAR(6)

Entity: Vendor Location Address Usage

DEFINITION: The Fax Extension Number is a vendor assigned value that by-passes the vendor switchboard for this address type and vendor location

Address Effective Begin Date DATE Entity: Vendor Location Address Usage

DEFINITION: The first day this information is valid

Address Effective End Date DATE Entity: Vendor Location Address Usage

DEFINITION: The last day this information is valid.

Address Status Code CHAR(10) Entity: Vendor Location Address Usage

DEFINITION: Indicates whether the address is currently in use (Active) or has been superseded (inactive)

REFERENCE VALUES: Address Status

1 = Inactive

2 = Active

Entity: Vendor Location Certification OWNER: DMBE

DEFINITION: Vendor location Certification records certifications issued as authorized by law or regulation by a public body to indicate verified attribute(s) of a Vendor location. Examples include certification programs for: Small, Woman-owned and Minority-owned Businesses or the federal U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) Program

The entity is created by the receipt of certification information from the issuing location, it is updated by the source process and it is deleted when the source system issues a delete request or the effective end date has been reached.

NOTES: For eVA this is maintained at the Vendor location level because a franchise model could have some franchises with different certifications. Also large corporations may have certifications for subsidiaries that are different than the headquarters location.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location Certification

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Vendor Certification Domain Type Identifier VARCHAR(4) Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Domain Type Identifier defines the type of certification that is associated with the vendor. It normally identifies the commonly used name for the type of certification.

Examples include: SWAM, DBE

NOTES: Implementation Note: Currently eVA does not distinguish between SWAM (Small, Women, and Minority business) and DBE (Disadvantaged Business Enterprise) but only records that the vendor has a certification and some data about the certification. Adding a type code may be a future enhancement. It is shown in this model to record the needed logical structure to handle the true situation. It is also possible that other certifications could be created in the future by the Commonwealth or buy the federal government. In that case it may become more important to distinguish what kind of certification a vendor has.

PK Vendor Certification Reference Identifier VARCHAR(20) Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Reference Identifier is an identifier that uniquely identifies the certification issued to the supplier location. This identifier is assigned by the process responsible for issuing the certification.

Vendor Certification Sub Domain Code CHAR(2) Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Sub Domain Code is a code value that represents the specific certification the supplier has been assigned.

NOTES: The Vendor Certification Sub Domain Name Identifier defines the specific certification the supplier has been assigned.

REFERENCE VALUES: Disadvantaged Business Codes_1

S = (1) Small Business
M = (2) Minority Business
W = (3) Women Business

Certification Date DATETIME Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Date indicates the date when the vendor became certified by the certification authority.

Certification Expire Date DATE Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Expire Date indicates the last day the certification is valid.

Certification Comment Text TEXT Entity: Vendor Location Certification

DEFINITION: The Vendor Certification Comment Text is a free form text field for notes and additional explanation about the associated certification.

NOTES: Implementation Note: Systems should be able to record comments about certifications. Implementers have great latitude in how to implement comments associated with entities in this model.

Certification Form Locator Text VARCHAR(50) Entity: Vendor Location Certification

DEFINITION: The Certification Form Locator defines the location of an electronic picture of the paper document supporting the data.

Entity: Vendor Location Contact Authorization

OWNER: DGS

DEFINITION: Vendor Location Contact Authorization defines which Vendor contacts are allowed to access electronic information about the vendor location and represent the vendor location in specific business transactions. It is intended to both allow access to electronic functions and allow users to verify authority of signers of paper documents.

The information is captured at the time of Vendor location self-registration. It is used to provide notification of solicitations to all interested contacts for a Vendor location, determine which contacts may submit binding offers for the vendor location, and how the contract prefers to receive correspondence. The history may be disposed of when the contact is no longer active for a period of three years.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location
Contact Authorization

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Vendor Contact Identifier VARCHAR(15) **FK** Entity: Vendor Location Contact
Authorization

DEFINITION: The Vendor Contact Identifier is a system generated identifier to uniquely identify one vendor contact.

The intent is that a person would have one and only one contact record regardless of how many companies he or she represents over time.

NOTES: Implementation note: There is no expectation that agency systems will have common Contact Identifier values.

PK Vendor Authorized Function Code CHAR(5) Entity: Vendor Location Contact
Authorization

DEFINITION: The Vendor Authorized Function Code indicates what a particular contact is allowed to access or update electronically for a particular vendor location.

Values would include but not be limited to:

ALL = All

OFFER = Person is an authorized offerer for the related vendor location

AUTH = person is authorized to set authorizations for the vendor location.

Entity: Vendor Tax Documentation

OWNER: DGS

DEFINITION: Vendor Tax Documentation provides a place link multiple W8/W9s to a tax profile.

PK Taxpayer Identification Number Type Code VARCHAR(4) FK Entity: Vendor Tax Documentation

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

NOTES: Implementation Note: Systems must be able to distinguish between SSN and EIN.

Currently at DOA two additional TIN Type Code identifiers are used for the processing of EDI payments to DSS and IRS:

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing

IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS.

For 1099 processing if the TIN Type Code Identifier is not known fill this field with 5 spaces.

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = (2) An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

PK Taxpayer Identification Number VARCHAR(9) FK Entity: Vendor Tax Documentation

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

PK Vendor Tax Document Sequence Number SMALLINT Entity: Vendor Tax Documentation

DEFINITION: The Vendor Tax Document Sequence Number serves to distinguish individual documents when a vendor has more than one W8/W9. This may occur if the vendor has multiple DBA names.

Tax Form Locator Text VARCHAR(50) Entity: Vendor Tax Documentation

DEFINITION: The Tax Form Locator defines the location of an electronic picture of the paper document supporting the data.

Multiple documentation records may have the same Form Locator.

Vendor Tax Document Upload DateTime DATETIME Entity: Vendor Tax Documentation

DEFINITION: The Vendor Tax Document Upload DateTime records the date and time when a tax document was scanned and became part of the system.

Entity: Vendor Tax Profile OWNER: DGS

DEFINITION: Vendor Tax Profile contains the determination and supporting information required to support a designation of US person or entity or Foreign person or entity. Depending on the status and the specific information that is provided by the US or Foreign person or entity, Vendor IRS captures withholding requirements and attributes required for submission of Information Reports.

Individuals and business entities that do not have a valid US Internal Revenue Service (IRS) or Social Security Administration (SSA) assigned identifier will not have an entry in this entity.

Based on US Treasury Regulation Definition

It is acquired during eVA vendor registration. The information is used as the basis for informational reports that are required by Federal and State taxing authorities. It is also used to determine if withholding of tax amounts from payments made to the Vendor is required. The information is disposed of through inactivity. Inactivity includes not conducting business with the vendor for at least three years, the vendor replacing the current information with updated information; the vendor ceases to conduct business under the applicable tax identifier.

This information is frequently referred to as 1099 data. A 1099 is an information report that is provided to US Persons or Entities that identifies certain kinds of payment amounts. This information is also provided to the IRS and VA Tax. A similar but more complicated information report, 1042s, is required to be provided to Foreign Persons and Entities.

NOTES: Modifications: 1/14/2010 Added Vendor Location Standard Name to Entity and made part of the primary key. This will allow multiple locations that use the same Vendor Location Standard Name to access a common tax profile, but will provide the flexibility for a vendor location to have a different Vendor Location Standard Name than other locations that use the same Tax Identification Number.

Implementation Note: Unless specified otherwise, all data elements in Vendor Tax Profile are mandatory for and must be available for all vendors.

General Notes:

The IRS permits substitution of an electronic system W-9 under the following business rules:

- Ensure the information received is the information sent, and document all occasions of user access that result in the submission;
- Make reasonably certain that the person accessing the system and submitting the form is the person identified on Form W-9, the investment advisor, or the introducing broker;
- Provide the same information as the paper Form W-9;

Be able to supply a hard copy of the electronic Form W-9 if the Internal Revenue Service requests it; and

Require as the final entry in the submission an electronic signature by the payee whose name is on Form W-9 that authenticates and verifies the submission. The electronic signature must be under penalties of perjury and the perjury statement must contain the language of the paper Form W-9.

Detailed information about IRS rules for foreign vendors may be found at:
<http://www.irs.gov/businesses/small/international/article/0,,id=96436,00.html>

This is an excerpt from the IRS web site: "A foreign person is an individual that is not a U.S. person. Generally, this includes non-resident aliens and it also includes U.S. branches of foreign corporations, foreign estates, foreign corporations and partnerships.

For example, a foreign corporation is a corporation that was created or organized outside of the United States or under the law of a country other than the United States. In general a non-resident alien is an individual whose permanent residence is outside of the United States and who is not a U.S. citizen. The U.S. or foreign status should be documented for those payees who are paid FDAP (Fixed, Determinable, Annual, or Periodical) income. Reference U.S. Treasury Regulations Sec. 1.1441-1(b) (3) (ii) (E), concerning certain payments for services performed by individuals that are presumed made to foreign persons.

All existing foreign vendors are required to submit the applicable Forms W-8 as soon as possible. If a valid W-8 is not received, the U.S. Treasury Regulations contain presumption rules for withholding agents to apply in determining the status of payees for withholding purpose. (See FAQ Section V regarding documentation requires and U.S. Treasury Regulations Section 1.1441-1(b) (3) concerning the presumption rules). "

See Department of Accounts policies for details on W-8 and W-9 collection and validation. To avoid application of the presumption tax withholding rules or the need to obtain the documentation later, a valid Form W-8 is required from the foreign vendor before any payment is made to them.

This publication can be obtained by downloading it at www.irs.gov/formspubs, by calling 1-800-829-3676, or by writing to the National Distribution Center, P.O. Box 8903, Bloomington, IL 61702-8903.

Publication 901, U.S. Tax Treaties provides information about tax treaties between the United States and a particular country offers a reduced rate of, or possibly a complete exemption from, U.S. income tax for residents of that particular country. Tables in the back of the publication show the countries that have income tax treaties with the United States, the tax rates on different kinds of income, and the kinds of income that are exempt from tax. In addition to the tables in the back of the publication, the publication contains discussions of the exemptions from tax and certain other effects of the tax treaties on the following types of income:

Pay for certain personal services performed in the United States
Pay of a professor, teacher, or researcher who teaches or performs research in the United States for a limited time
Amounts received for maintenance and studies by a foreign student or apprentice who is here for study or experience
Wages, salaries, and pensions paid by a foreign government

The use of foreign corporation as used in this note is a federal definition and should not be confused with the use of "foreign corporation" as used in the Code of Virginia to mean a corporation that is chartered in a state other than Virginia.

PK Taxpayer Identification Number Type Code VARCHAR(4) Entity: Vendor Tax Profile
DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either
an Employer Identification Number (EIN),
a Social Security Number (SSN),
an Individual Taxpayer Identification Number (ITIN)
or an Adoption Taxpayer Identification Number (ATIN).

NOTES: Implementation Note: Systems must be able to distinguish between SSN and EIN.

Currently at DOA two additional TIN Type Code identifiers are used for the processing of EDI payments to DSS and IRS:

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing
IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS.

For 1099 processing if the TIN Type Code Identifier is not known fill this field with 5 spaces.

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS
SSN = (2) An individual, including some sole proprietors issued by SSA
ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.
ATIN = An adopted individual prior to the assignment of a social security number

PK Taxpayer Identification Number VARCHAR(9) Entity: Vendor Tax Profile
DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

Tax Form Received Date DATE Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Form Received Date is the date the form was received.

NOTES: Implementation note: All agencies which receive tax forms and keep a record, must record when the form was received by the agency.

Tax Form Number VARCHAR(10) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Form Code identifies which type of form is submitted by the Vendor. Valid Forms include W9 or W8 versions (BEN, IMY, EXP, ECI).

NOTES: Implementation Note:

REFERENCE VALUES: IRS Form Code

W-9 = US Vendor Information Reporting Information
W-8BEN = Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding
W-8IMY = Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding
W-8EXP = Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding
W-8ECI = Certificate of Foreign Person's Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States

Taxable Entity Type Code VARCHAR(3) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Entity Type Code is the code value that represents the type of legal organization as listed on the W9 and W8 IRS forms.

NOTES: The Code value list used for this attribute is the same list used for Vendor Location Organization Type - This is a candidate for removal if the attribute's valid values list remains the same.

The Department of Accounts provides the following policy guidance for entry of Entity Type Codes into CARS.

This list is reflected in the Organization Type Code field contained in Vendor Location Entity. A decision needs to be made to determine if the same set of codes should be used and if so, does this still comply with the electronic filing requirements for W9 and W8 forms.

Payees may be:

1. Individuals (Non-employees) A determination should be made prior to hiring an individual as to their employment status. Agencies must determine whether an individual should be classified as an employee and paid through the agency payroll or classified as a non-employee and paid through the vendor payment process. Agencies should obtain a copy of IRS Publication 15 (Circular E), Employer's Tax Guide, and IRS Publication 15A, Employer's Supplemental Tax Guide, for guidance in determining employee/non-employee status. Frequently called 1099 vendors or employees.

2. Sole proprietors (including doctors and attorneys)

3. Partnerships

4. Limited Liability Companies (for sole proprietors or partnerships)

5. Trusts or Estates

6. Medical and Healthcare Corporations (for services rendered)

7. Legal Corporations

Most corporations are exempt from receiving information returns. However, medical and legal corporations must receive 1099-MISC returns for service payments totaling \$600.00 or more during the calendar year. When reporting payments to legal or medical corporations on a Form 1099-MISC, list the corporation as the recipient rather than the individual providing the services.

For CARS the applicable codes are:

This one position field is used to denote the type of payee.

0 Vendor Other e.g., a non-profit organization or tax-exempt charity under IRC §501 (c) (3)

1 State Employee

2 Federal Agency

3 State Government

4 Local Government

5 Political Subdivision

6 Non-Reportable Corporation

7 Sole Proprietors and Reportable Individuals

8 Reportable Corporation (medical and/or legal)

9 Non-Reportable Individual

A Partnership

B Estates

C Trusts

D Limited Liability Company

Note: Only Vendor types 7, 8, A, B, C, or D are 1099 reportable.

If the Vendor type is equal to 7 (Sole Proprietor) the individual owner's name is required.

If the Vendor Type is equal A (Partnership), B (Estate), C (Trust), or D (Limited Liability Company) the legal name of the Partnership, Estate, Trust, or Limited Liability Company is required.

For 1099 reporting not all types of payments are reportable - 1099 reporting requirements should be determined at the time the payment is made.

Corporations, governmental agencies, nonprofit organizations, and entities that are tax exempt under § 501 (c) (3) of the IRC are not subject to IRS tax reporting. There are some types of payments to certain types of corporations that are 1099 reportable (an example is medical treatment payments to a professional medical corporation)

The IRS tax withholding and reporting requirements for payments to foreign persons and entities are explained in the Instructions for the Requester of Forms W-8 Series and the W-8 Form-specific instructions. Foreign persons must provide Form W-8 BEN, or applicable documentary evidence. They are exempt from the Form W-9 requirements and related backup withholding (but they are not exempt from tax withholding) and they are exempt from Form 1099 reporting. The requirements for withholding of tax on payments of U.S.

source income to foreign persons can be obtained by calling the IRS at (215) 516-2000 and from IRS Publications 515, 519 and 901.

Nonresident aliens are taxed on income earned within the United States and such income is reported annually on Forms 1042-S, 1042 and/or a Form W-2 as appropriate. All non-payroll earnings are reported on the Form 1042-S, and the Form 1042, and are generally subject to tax withholding.

IRS Forms W9 and W8 use the following values:

Valid Values from the W9 and W8 forms are:

Individual/Sole Proprietor
Corporation
Partnership
Limited Liability Company
Other

Additional values valid for W8 forms

Simple trust
Complex Trust
Estate
Government
Grantor trust
Central bank of issue
Tax-exempt organization
Private foundation
International organization
Disregarded entity

REFERENCE VALUES: Organization Type_1

- 1 = Corporation (Incorporated)
- 2 = General Partnership
- 3 = Sole Proprietorship
- 4 = Non-Profit Associations
- 5 = Political Subdivision
- 6 = Individual
- 8 = Limited Liability Company
- 9 = Limited Liability Partnership
- 99 = Undeclared
- 10 = Business trusts
- 11 = Professional Corporation
- 12 = Medical and Health Care Corporation
- 13 = Legal Services Corporation
- 14 = Virginia State Agency
- 15 = Virginia Local Government
- 16 = Federal Government

IRS Tax Classification Code CHAR(1) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Tax Classification Code further describes the IRS tax regulations that apply to a limited liability corporation or limited liability partnership

REFERENCE VALUES: IRS TAX Classification Code

- D = Disregarded Entity
- C = Corporation
- P = Partnership

Disregarded Entity Organization Filing Type Text VARCHAR(20) Entity: Vendor Tax Profile

DEFINITION: Vendor Tax Profile Disregarded Organization Filing Type defines the federal tax filing status for a limited liability company or limited liability partnership when they have elected not to file as a

corporation or partnership. (They have selected an IRS Tax Classification code value of D) The valid values are sole proprietorship, partnership, joint venture.

REFERENCE VALUES: IRS Disregarded Entity Type

sole proprietorship = Single member LLC

partnership = Multi-member LLC or LLP

joint venture = Certain LLC or LLP where members are family members filing jointly

Country Name VARCHAR(40) Entity: Vendor Tax Profile

DEFINITION: Vendor Tax Profile Country Name is the full English language name of the Country for the applicable address as described by the UN/Locode - Code for Trade and Transport Locations Issue 2007

IRS limits this field to 40 characters; leave blank if US

NOTES: The country name does not use special characters.

The approved list of Country Name without special characters is UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 available at <http://www.unece.org/cefact/locode>

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007

<http://www.unece.org/cefact/locode>

Vendor Tax Profile Primary Payee Name VARCHAR(40) Entity: Vendor Tax Profile

DEFINITION: Vendor Tax Profile Primary Payee Name is the name of the payee (preferably surname first if using a person name instead of a business entity name) associated with the Taxpayer Identification Number (TIN) taken from the first line of the W8/W9. For W8 forms it is the name of individual or organization that is listed as the beneficial owner.

This is the name of the individual, sole proprietor (legal owner), or organization with which you are doing business. When producing Information Returns, the name of the recipient must match the name associated with the TIN. For sole proprietors, enter the individual's name on the first name line. On the second name line, enter the business name or enter the "doing business as (DBA) name" if provided. (CAPP 20320)

Vendor Tax Profile Second Payee Name VARCHAR(40) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Second Payee Name Text is used when multiple payees (e.g., partners, joint owners, spouses, or doing business as name for disregarded entities) appear on the IRS reporting forms, use this field for those names not associated with the TIN provided on the W-9, or if not enough space was provided in the First Payee Name Line, continue the name in this field.

NOTES: May not contain address information

Taxpayer Is Foreign Flag CHAR(1) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Is Foreign Indicator Flag indicates the geographic location of the address of the payee. If the address is in a foreign country, the Vendor IRS Foreign Indicator Flag is set to true (value of 1) when producing the IRS electronic filing output file.

NOTES: When 1099 payers use this indicator, they are not required to follow the electronic filing format for payee city, state, and ZIP Code. Foreign information is entered in the following order: city, province or state, postal code, and the name of the country. Address information must not appear in the First or Second Payee Name Line.

REFERENCE VALUES: Logical Flag (Y/N) 1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Payee Exempt from Withholding Flag CHAR(1) Entity: Vendor Tax Profile

DEFINITION: A logical indicator that represents the withholding status of the payee. If the box is true then taxes are not withheld for the TIN number.

Default value: 1 = True

REFERENCE VALUES: Logical Flag (Y/N)_1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Payee Address Line Text VARCHAR(40) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Payee Address Line Text is the mailing address of Vendor IRS Detail First Payee Name Text payee. Street address should include number, street, apartment or suite number, or PO Box if mail is not delivered to street address.

The mailing address should be the business location address for the recipient of the Information Return. In many cases, this address may differ from the payment remittance address (CAPP 20320)

NOTES: This field is defined as the vendor's business mailing address and is not valid for foreign vendors. If the vendor's remittance address and the vendor's mailing address are the same, enter only the vendor's address in the remittance address field. CAPP 60111

Payee Foreign Address Text VARCHAR(50) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Payee Foreign Address Text is the city, country, and postal code indicator for payees that have a foreign withholding address. This field is only completed if the Vendor IRS Is Foreign Indicator is true

City Name VARCHAR(40) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Payee Address City Text is the city, town or post office the payee filed on the Vendor's IRS withholding form

Required (see foreign exceptions)

USPS State Code VARCHAR(3) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Payee State Code is the valid U.S. Postal Service state abbreviations for states or the appropriate postal identifier for US military installations (AA, AE, or AP) or foreign political jurisdictions

Required (see foreign exceptions)

REFERENCE VALUES: State Province UN Location Code 2007

State Province LOCODE 2007 = See State-ProvinceLocCode.xls file

Zip Code VARCHAR(9) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Payee Zip Code is the valid ZIP Code (nine or five-digit) assigned by the U.S. Postal Service. If only the first five digits are known, left-justify information and fill the unused positions with blanks.

For foreign countries, alpha characters are acceptable as long as the filer has entered a "1" (one) in the Foreign Country Indicator

Required (see foreign exceptions)

Example:

US ZIP 23071

US ZIP Plus 4 230710305

Canadian:

Postal Code: NS B2G 2R8

Withholding Required Flag CHAR(1) Entity: Vendor Tax Profile

DEFINITION: The Withholding Required Indicator is a logical value indicating the payer organization must withhold tax from vendor payments.

True indicates taxes are to be withheld (value = 1 for true)

NOTES: It is unusual for state agencies to be required to withhold taxes on vendor payments

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes. (as of 2009)

Payments may require withholding if the payee fails to furnish the following information:

For W9 Filings:

1. The payee fails to furnish a valid TIN to the requester,
2. The payee does not certify their TIN when required (see the Part II instruction on page 3 for details)
3. The IRS tells the requester that the payee furnished an incorrect TIN,
4. The IRS tells the payee that they are subject to backup withholding because they did not report all their interest and dividends on their tax return (for reportable interest and dividends only), or
5. The payee did not certify to the requester that they are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

For W8 Filings:(PUB 515)

Generally, the payer must withhold 30% from the gross amount paid to a foreign payee unless the payer can reliably associate the payment with valid documentation that establishes either of the following.

The payee is a U.S. person

The payee is a foreign person that is the beneficial owner of the income and is entitled to a reduced rate of withholding

Backup withholding is required when:

A vendor fails to provide an agency or institution with their Taxpayer Identification Number (TIN).

The IRS notifies the agency or institution that the TIN provided by the vendor is incorrect TIN on an IRS B Notice.

The vendor fails to certify, under penalties of perjury, that the TIN provided is correct.

The vendor fails to certify, under penalties of perjury, that they are not subject to backup withholding.

CAPP 20320

A payer may treat a payee as exempt if:

The business entity name contains the term insurance company, indemnity company, reinsurance company or assurance company. Requirement one is also met if the entities name indicates that it is an entity listed as a corporation under IRS Regulations, section 301.7701-2(b)(8)(i),

The payer has on file a corporate resolution or similar document clearly indicating corporate status, the payer receives a Form W-9 which includes an EIN and a statement from the payee that it is a domestic corporation or,

the payer receives a withholding certificate described in Section 1.1441-1(e) (2)(i), that includes a certification that the person whose name is on the certificate is a foreign corporation.

REFERENCE VALUES: Logical Flag (Y/N) 1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Tax Information Reportable Flag CHAR(1) Entity: Vendor Tax Profile

DEFINITION: The Tax Information Reportable Indicator identifies payees that must be provided an Informational Return for reportable payments by the payer.

Default value is 0 = false

NOTES: Payers are not required to provide 1099s to most US Corporations. Primary exceptions include Medical and Legal Services Corporations.

REFERENCE VALUES: Logical Flag (Y/N)_1

Y = Yes Condition is valid or true

N = No Condition is invalid or false

Foreign Tax Number VARCHAR(15) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Foreign Tax Number is the tax identifier for the Foreign person or entity that is associated with the country of incorporation or organization (box 7 on W-8 forms if it appears)

IRS Name Control Text VARCHAR(4) Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Name Control Text is a four character identifier of the surname of the person or entity whose TIN is being reported

See notes for the rules associated with assigning the four character identifier

NOTES: <http://www.irs.gov/pub/irs-pdf/p1220.pdf>

The following specifications include a field in the payee records called "Name Control" in which the first four characters of the payee's surname are to be entered by the filer:

(a) If filers are unable to determine the first four characters of the surname, the Name Control Field may be left blank.

Compliance with the following will facilitate IRS computer programs in identifying the correct name control:

1. The surname of the payee whose TIN is shown in the "B" Record should always appear first. If, however, the records have been developed using the first name first, the filer must leave a blank space between the first and last names.

2. In the case of multiple payees, the surname of the payee whose TIN (SSN, EIN, ITIN, or ATIN) is shown in the "B" Record must be present in the First Payee Name Line. Surnames of any other payees may be entered in the Second Payee Name Line.

3. Business names ignore the first word when it is an article, except when the business name only has only two words. Ignore all special characters except dash (-) and ampersand (&) No spaces in Control name except to fill out to fixed length 4 characters

Name Name Control
Individuals:

Jane Brown	BROW
John A. Lee	LEE*
James P. En, Sr.	EN*
John O'Neil	ONEI
Mary Van Buren	VANB
Juan De Jesus	DEJE
Gloria A. El-Roy	EL-R
Mr. John Smith	SMIT
Joe McCarthy	MCCA
Pedro Torres-Lopes**	TORR
Maria Lopez Moreno**	LOPE
Binh To La	LA*
Nhat Thi Pham	PHAM

Corporations:

The First National Bank	FIRS
The Hideaway	THEH
A & B Cafe	A&BC
11TH Street Inc.	11TH

Sole Proprietor: Mark Hemlock DBA The Sunshine Club	HEML
Mark D'Allesandro	DALL
Partnership: Robert Aspen and Bess Willow	ASPE
Harold Fir, Bruce Elm, and Joyce Spruce et al Ptr	FIR*

* Name Controls of less than four significant characters must be left-justified and blank-filled.

**For Hispanic names, when two last names are shown for an individual, derive the name control from the first last name.

IRS Matching Validation Code VARCHAR(2) Entity: Vendor Tax Profile

DEFINITION: The IRS Matching Validation Code is the IRS provided value for the status of this information matched against the IRS file for the same vendor.

REFERENCE VALUES: IRS TIN Match Codes

- 0 = TIN and Name Match IRS Records
- 1 = TIN was missing or not 9 digit numeric
- 2 = TIN entered is not currently used
- 3 = TIN and Name combination does not match IRS records.
- 4 = Invalid TIN matching request
- 5 = Duplicate TIN matching request
- 6 = TIN and Name combination matches IRS SSN records
- 7 = TIN and Name combination matches IRS EIN records
- 8 = TIN and Name combination matches IRS SSN and EIN records

IRS Validation Date DATE Entity: Vendor Tax Profile

DEFINITION: The Vendor Tax Profile Validation date is the date the information was last matched against the IRS file for the same vendor.

an Employer Identification Number (EIN),
a Social Security Number (SSN),
an Individual Taxpayer Identification Number (ITIN)
or an Adoption Taxpayer Identification Number (ATIN).

NOTES: Implementation Note: Systems must be able to distinguish between SSN and EIN.

Currently at DOA two additional TIN Type Code identifiers are used for the processing of EDI payments to DSS and IRS:

DSS - Department of Social Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing

IRS- Internal Revenue Service - this type code is used to ignore business rules on the formatting of the TIN. Used by DOA EDI processing to send payments to the IRS.

For 1099 processing if the TIN Type Code Identifier is not known fill this field with 5 spaces.

Identifying Foreign Entities

Foreign Employee Identification Number - EIN's issued to foreign entities starts with 98 (98-xxxxxxx)

An ITIN is an individual Taxpayer Identification Number issued by the IRS and may be used as a TIN. Resident aliens and nonresident aliens, who are not eligible for SSNs, use ITINs. An ITIN has nine numbers in the same format as an SSN and always begins with the number 9. The fourth and fifth digits are always within the range of 70 through 80.

Foreign Individual taxpayer Identification Number - ITINs issued to foreign persons start with 999 (999-XX-XXX) and the fourth digit is a 7 or an 8 (999-7XX-XXXX or 999-8XX-XXXX).

REFERENCE VALUES: IRS TIN Type Code 1

EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = (2) An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

PK Taxpayer Identification Number VARCHAR(9) **FK** Entity: Vendor Tax Withholding

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: Implementation note: TIN is required for all implementations of vendor data. Implementers should know that because SSNs and EINs are generated by different federal organizations, there is overlap; that is the same digits used for a particular person's SSN may be identical to the digits used in an EIN. TIN, as defined, requires TIN Type Code to guarantee uniqueness.

The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:
<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

PK Vendor Tax Withholding Authority Name VARCHAR(40) Entity: Vendor Tax Withholding

DEFINITION: Vendor Tax Withholding Authority Name is the full English language name of the tax authority setting the rate and regulations associated with the withholding rate.

Examples include: IRS for US Federal Tax Organization, Virginia or other state taxing authority, a Locality name such as New York City, or a Foreign Country Name

NOTES: The country name does not use special characters.
The approved list of Country Name without special characters is UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 available at <http://www.unece.org/cefact/locode>

REFERENCE VALUES: UN/LOCODE Issue 2007
UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007
<http://www.unece.org/cefact/locode>

PK Vendor Tax Withholding Category VARCHAR(10) Entity: Vendor Tax Withholding

DEFINITION: The Vendor Tax Withholding Category is used to indicate the withholding tax rate for a specific type of payment. Tax withholding for foreign vendors may depend on a tax treaties that vary tax withholding tax rates based on the type of service provided by the foreign person or organization.

Vendor Tax Withholding Tax Rate NUMERIC(5,3) Entity: Vendor Tax Withholding

DEFINITION: The Vendor Tax Withholding Tax Rate is the percentage tax rate of the specified country. This value is used for foreign vendors that are flagged as 1042-S reportable. The value indicates the percentage withheld from payments during disbursement processing.

Example: Withholding values are entered as decimals - a 28% withholding would be entered at 0.28

Entity: Voucher

DEFINITION: The control document used by the fiscal office to authorize a payment. Vouchers 1) document the ordering, receipt, and payment for a good, service or reimbursement and 2) define how the cost should be distributed to COV accounts.

NOTES: The voucher (form-20-250) shows a Vendor Name; this will come from the relationship to Vendor Location.

The voucher form shows a remit to address; the voucher entity has a remit to address ID which can be selected from the available remit to address for the vendor based on address usage. Since a vendor could theoretically have multiple remit to addresses and the voucher needs to know which one was used and there is no way to guarantee that usages in Address Usage will not change, the address ID needs to be in the voucher record.

PK Voucher Number CHAR(25) Entity: Voucher

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

Voucher Status CHAR(2) Entity: Voucher

DEFINITION: Voucher Status indicates where the voucher is in a series of steps to process the voucher.

REFERENCE VALUES: Voucher Status

- 1 = Voucher Created
- 2 = Sent To Accounting
- 3 = Pending / Received by Accounting
- 4 = Processing finished

Receiving Report Confirmed Flag CHAR(1) Entity: Voucher

DEFINITION: The Receiving Report Confirmed Flag indicates that an agency has received the goods or service related to a voucher.

REFERENCE VALUES: Voucher Status

- 1 = Voucher Created
- 2 = Sent To Accounting
- 3 = Pending / Received by Accounting
- 4 = Processing finished

Disbursing Agency Address Identifier INTEGER FK Entity: Voucher

DEFINITION: The COV Government Address for the organization that is authorizing payment.

Reason For Remit To Vendor Address Change Text VARCHAR(80) Entity: Voucher

DEFINITION: If the remit to address is changed, the reason for the change should be stated in Reason For Remit To Address Change.

Rush Payment Requested Flag CHAR(1) Entity: Voucher
DEFINITION: The rush payment requested flags indicates that the agency is requesting DOA to handle the payment as an emergency payment.

Rush Payment Reason Text VARCHAR(80) Entity: Voucher
DEFINITION: The rush payment reason explains why special processing is needed.

Rush Payment Date DATE Entity: Voucher
DEFINITION: Rush Payment Date indicates the date the agency is requesting payment be made by.

Hold For Agency Pickup Flag CHAR(1) Entity: Voucher
DEFINITION: If the agency wants to send someone to pick up a rush payment check, the Hold For Agency Pickup Flag should be set to Y.

DEQ EIR Completed Flag CHAR(1) Entity: Voucher
DEFINITION: The Department of Environmental Quality Environmental Impact Report Completed Flag indicates if a required EIR has been completed for construction and land related payments for projects over \$100,000.

Attorney General Approval Flag CHAR(1) Entity: Voucher
DEFINITION: Attorney General Approval (Y/N) indicates that the AG has approved payment to an outside legal firm.

Vendor Return Coupon Needed Flag CHAR(1) Entity: Voucher
DEFINITION: Vendor Return Coupon Needed Flag indicates that the vendor requires a vendor supplied coupon or stub to be returned with the check for the vendor's internal processing. If true, the check will be processed as a Batch Type X which routes checks to the responsible agency so that the agency can match checks to coupons and send out the payment.

Disbursing Agency Entity Type Code CHAR(1) FK Entity: Voucher
DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code
Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

A for state agencies in the executive including higher education, legislative, and judicial branches
L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
S eVA Lite (non profits and other local governments that only require minimal email functionality)
O for Other purchasing organizations (non VA public body)

Disbursing Agency Entity Code CHAR(3) FK Entity: Voucher

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Disbursing Agency Location Name VARCHAR(60) FK Entity: Voucher

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

Certified Total Amount DECIMAL(10.2) Entity: Voucher

DEFINITION: The total of all voucher line extended amounts associated to the voucher. The amount authorized for payment by this voucher.

Vendor Location Standard Name CHAR(40) Entity: Voucher

DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

This attribute defaults to the Vendor Location Legal Name, truncated at the maximum field length of 40 characters. It should be modified to allow for appropriate identification of the legal name for the vendor location. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations.

Vendor Location Identification Number VARCHAR(10) FK Entity: Voucher

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Remit To Vendor Location Identification Number VARCHAR(10) FK Entity: Voucher

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Remit to Vendor Address ID VARCHAR(20) **FK** Entity: Voucher

DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

Prior Remit To Parent Vendor Location Identification Number VARCHAR(10) **FK**

Entity: Voucher

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Prior Remit To Vendor Address Identifier VARCHAR(20) **FK** Entity: Voucher

DEFINITION: The Address Identifier is an assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

Customer Identifier CHAR(15) Entity: Voucher

DEFINITION: The customer account number assigned by the vendor to this COV government location

Voucher Date DATE Entity: Voucher

DEFINITION: The date the voucher was prepared by the fiscal office

Certification Identifier CHAR(10) Entity: Voucher

DEFINITION: An identification (initials, electronic signature, log-in identifier) for the person who completes the voucher

Vendor Invoice Number VARCHAR(12) **FK** Entity: Voucher

DEFINITION: A number provided by the Vendor as a reference to the invoice. If the vendor does not provide a number, the fiscal office assigns a unique tracking number for the invoice.

Taxpayer Identification Number CHAR(9) **FK** Entity: Voucher

Bank Code CHAR(4) **FK** Entity: Voucher

DEFINITION: The bank code identifies the bank account from which the disbursements were made.

Check Number VARCHAR(8) **FK** Entity: Voucher

DEFINITION: Identifies the unique check number printed on a disbursement check

Entity: Voucher Distribution Line

OWNER: DOA

DEFINITION: A voucher accounting line indicates how funds related to an invoice will be charged to COV internal accounting.

There is no specific relationship of the distribution of funds to specific invoice line items, but eventually, possibility based upon multiple vouchers, the total of the invoice should be accounted for.

NOTES: Although the data standard relates a voucher accounting line to a specific purchase order line, this is a future state relationship. The Commonwealth's current financial system (CARS) cannot make this association. Entities supplying payment data directly to APA (non-detail CARS reporting agencies) should provide this relationship.

PK Distribution Line Number SMALLINT Entity: Voucher Distribution Line

DEFINITION: The Voucher Line Number corresponds to the sequence of an entry on the Voucher.

The numbers increment sequentially within a voucher. Lines may be marked as deleted (see Voucher Line Delete Flag) but will still be retained by the system. When a delete occurs, existing lines will not be resequenced and the deleted sequence number will not be reused.

PK Voucher Number CHAR(25) FK Entity: Voucher Distribution Line

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

PK Voucher Line SMALLINT FK Entity: Voucher Distribution Line

DEFINITION: Voucher Line Number is a sequence number within each Voucher to uniquely identify each line specifying an item being paid

Voucher Line Delete Flag CHAR(10) Entity: Voucher Distribution Line

DEFINITION: The Voucher Line Delete Flag (Y/N) indicates if a voucher line has been logically deleted (Y). This means that the line can be ignored for processing but is retained for forensic purposes.

Accounting Transaction Code CHAR(3) Entity: Voucher Distribution Line

DEFINITION: "The Accounting Transaction Code defines the purpose of the voucher line for inputting data into CARS.

The future FMS will not have this.

See CAPP topic 60103 for a list of codes."

General Ledger Account Code CHAR(4) Entity: Voucher Distribution Line

DEFINITION: The General Ledger Account Code indicates the account which will be have the voucher amount applied.

General Ledger Fund Number CHAR(2) Entity: Voucher Distribution Line

DEFINITION: The General Ledger Fund Number links a voucher amount to a fund within the accounting system.
Ref CAPP 60106.

General Ledger Fund Detail Number CHAR(2) Entity: Voucher Distribution Line
DEFINITION: The General Ledger Fund Detail Number serves to break a General Ledger Fund into finer grained components of the fund.
CAPP 60106.

Funding Fiscal Year CHAR(2) Entity: Voucher Distribution Line
DEFINITION: This extrinsic is used for Fiscal Year which is the financial accounting year the requisition is to be paid. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

Program Number CHAR(7) Entity: Voucher Distribution Line
DEFINITION: "The Program Number is the 7-digit code identifying the operational function for which an expenditure was appropriated.
The Program Number is part of the Program Code which consists of Program Number - Service Area Number - Program Element Number
See CAPP topic 60107."

Service Area Number CHAR(2) Entity: Voucher Distribution Line
DEFINITION: "The Service Area is a 2-digit number to resolve a program to a finer detail. May be blank if it does not apply.
The Program Number is part of the Program Code which consists of Program Number - Service Area - Program Element Number.
This was formerly known as Subprogram Number."

Program Element Number CHAR(2) Entity: Voucher Distribution Line
DEFINITION: The Program Element Number is the lowest granularity of the Program Code which consists of Program Number - Subprogram Number - Program Element Number. It can be blank.

Expenditure Code CHAR(4) Entity: Voucher Distribution Line
DEFINITION: Expenditure Code (also known as Object) classifies expenditures for reporting and control. Reference CAPP 60108.
The code consists of four digits:
XXXX
| | | |- subobject
| | |- object
| |- major object
|- expenditure character

EXAMPLES:

1. The first digit denotes expenditure character, such as:

1XXX - Operating Expenses
2XXX - Fixed Asset Expenses
3XXX - Debt Service Expenses

2. The second digit denotes the major object classification of expenditure, such as:

11XX - Personal Services
12XX - Contractual Services

3. The third digit denotes the object of expenditure, such as:

111X - Employee Benefits
112X - Salaries

4. The fourth digit denotes subobject of expenditure, such as:
1111 - Employer Retirement Contributions
1114 - Group Insurance

Voucher Line Amount NUMERIC(14,2) Entity: Voucher Distribution Line
DEFINITION: The Voucher Line Amount indicates the dollar value of an expenditure up to \$100,000,000,000.00

Accounting Project Code CHAR(5) Entity: Voucher Distribution Line
DEFINITION: An Accounting Project Code links an expenditure to an identifiable project known to accounting.
Reference CAPP 60110, Project Codes.
An accounting project is identified by [Project Code]-[Task]-[Phase].
The entry is generally optional but may be required for specific types of projects.
If used, lower grain components are optional but must be filled in order.

Accounting Project Task CHAR(2) Entity: Voucher Distribution Line
DEFINITION: Accounting Project Task breaks down an accounting project into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase].
The entry is generally optional but may be required for specific types of projects.
If used, lower grain components are optional but must be filled in order.

Accounting Project Phase CHAR(2) Entity: Voucher Distribution Line
DEFINITION: Accounting Project Phase breaks down an accounting project task into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase].
The entry is generally optional but may be required for specific types of projects.
If used, lower grain components are optional but must be filled in order.

Accounting Cost Code CHAR(3) Entity: Voucher Distribution Line
DEFINITION: Accounting Cost Code is an optional way to classify an expenditure and is used instead of Project Code. If a Cost Code exists for a project, the Cost Code must be used and Project Code is left blank.

FIPS Code CHAR(10) Entity: Voucher Distribution Line
DEFINITION: FIPS Code is the three digit code identifying the locality. Blank if not applicable or if a cost code is being used.
CAPP 60105

FIPS Virginia Locality Code CHAR(3) Entity: Voucher Distribution Line
DEFINITION: The three-digit FIPS code which identifies a locality within Virginia. Used if disbursement is being made to a Virginia locality.

Entity Reference Number CHAR(9) Entity: Voucher Distribution Line
DEFINITION: Entity Reference Number is an optional number for agencies to use at their discretion.

Voucher Line Description Text VARCHAR(27) Entity: Voucher Distribution Line
DEFINITION: The voucher line description is a line which may print on check stubs or in the EDI remittance data.

Voucher Line Multipurpose CHAR(10)

Entity: Voucher Distribution Line

DOA Generate 1099 Flag CHAR(1)

Entity: Voucher Distribution Line

DEFINITION: The DOA Generate 1099 Flag indicates if the agency needs the Department of Accounts to generate the 1099 for this expense.

Y = Yes, DOA should generate 1099.

N = No, the agency is responsible to generate the 1099 (default)

NOTE: DOA does not generate any 1099's - the Flag is used by agencies who are responsible for issuing 1099's to acquire it in a download from FINDS or with use in the ARS system.

Due Date DATE

Entity: Voucher Distribution Line

DEFINITION: The Due Date of a Voucher Accounting Line indicates when

Payment Due Date DATE

Entity: Voucher Distribution Line

DEFINITION: The Due Date of a Voucher Accounting Line indicates when payment is due under the Prompt Payment statutes

Vendor invoice received date DATE

Entity: Voucher Distribution Line

DEFINITION: The date the invoice was received by the fiscal office

Entity: Voucher Line OWNER: DPS

DEFINITION: The specific good or service that is being purchased for the business unit. The PO item may reference an existing catalog, or is entered manually. PO items must meet procurement processing requirements (are on an existing contract or have been competitively procured). A PO line item may be associated with only one ship to location. PO items may have their costs allocated to up to 99 Chart of Account combinations

All information on a purchase order line is copied from the associated requisition. In the current electronic procurement system, no modifications are made to purchase orders. Any modification to the purchase order must begin with a modification to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

NOTES: The requisition structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The requisition also supports inclusion of agency specific data requirements; contact DPS for details and solutions for specific implementations.

PK Voucher Number CHAR(25) **FK** Entity: Voucher Line

DEFINITION: The unique identifier for a fiscal voucher

NOTES: Voucher - Voucher also has:

Vendor (payee) name (Is associated by Vendor Location ID Number

Dollar amount, Customer Account Number, Invoice Number, Invoice Date, and CARS "Description" field for each individual transaction within the voucher

PK Voucher Line SMALLINT Entity: Voucher Line

DEFINITION: Voucher Line Number is a sequence number within each Voucher to uniquely identify each line specifying an item being paid

Quantity Received DECIMAL(14.5) Entity: Voucher Line

DEFINITION: The numeric quantity of the item's specific unit of measure that has been received by the requestor and invoiced by the vendor. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit of Measure CHAR(5) Entity: Voucher Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Changed Attribute name to Unit of Measure

Order Unit Price Amount DECIMAL(15.5) Entity: Voucher Line

DEFINITION: The price to be paid for the requested item and designated unit-of-measure.

For collaborative procurement of temporary labor this is the bill rate amount for the selected labor candidate. Unit of measure must be hours.

For collaborative procurements projects, this is the cost of the milestone or deliverable with a unit of measure of each or the per hour or per day rate for the service.

Extended Price Amount DECIMAL(14.2) Entity: Voucher Line

DEFINITION: The unit price multiplied by the quantity authorized for vendor payment. The value of this field is rounded to two decimal places.

Line Currency Code CHAR(3) Entity: Voucher Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Voucher Line Description Text TEXT Entity: Voucher Line

DEFINITION: A specific description of the good or service that being authroized for payment. This description is populated directly from the Purchase Order Line (Order Specification Text), if available, or entered by the fiscal office for payments not associated with a purchase order.

Purchase Order Number VARCHAR(50) FK Entity: Voucher Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER FK Entity: Voucher Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT FK Entity: Voucher Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Taxpayer Identification Number CHAR(9) FK Entity: Voucher Line

Vendor Invoice Number VARCHAR(12) FK Entity: Voucher Line

DEFINITION: A number provided by the Vendor as a reference to the invoice. If the vendor does not provide a number, the fiscal office assigns a unique tracking number for the invoice.

Vendor Invoice Line Number SMALLINT FK Entity: Voucher Line

Receipt Number CHAR(25) FK Entity: Voucher Line

DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Receipt Line Number INTEGER FK Entity: Voucher Line

DEFINITION: The Receipt Line Number uniquely identifies a line on a receipt. Receipt Line Numbers in the Receipt Line entity must be >0.

Entity: Warrant

DEFINITION: The control document used by the fiscal office to authorize a payment. Vouchers 1) document the ordering, receipt, and payment for a good, service or reimbursement and 2) define how the cost should be distributed to COV accounts.

NOTES: The voucher (form-20-250) shows a Vendor Name; this will come from the relationship to Vendor Location.

The voucher form shows a remit to address; the voucher entity has a remit to address ID which can be selected from the available remit to address for the vendor based on address usage. Since a vendor could theoretically have multiple remit to addresses and the voucher needs to know which one was used and there is no way to guarantee that usages in Address Usage will not change, the address ID needs to be in the voucher record.

PK Warrant Number VARCHAR(7) Entity: Warrant

NOTES: Current length of warrant number is 7 positions

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Warrant

DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

PK Payment Method Sequence Number SMALLINT **FK** Entity: Warrant

DEFINITION: Payment Method Sequence Code allows for multiple active payment methods of the same payment type for the vendor location.

For example a vendor location may have multiple bank accounts for the same TIN. The sequence code would be used to identify which bank accounts within the payment method are available for selection during the processing of payments to the vendor location.

NOTES: Implementation Note: Payment Method Sequence Number serves to allow multiple methods of payment per Vendor Location. The attribute is not required per se, but systems should allow at least payment by check and electronic transfer or deposit. This identifier for the vendor location allows for matching of eVA vendor location remit to addresses to DOA remit to addresses. In this implementation the data type is VARCHAR(2).

This number correlates to the CARS Suffix field.

Payment Status CHAR(2) Entity: Warrant

DEFINITION: Payment Status indicates where the payment is in a series of steps to process the payment.

REFERENCE VALUES: Voucher Status

- 1 = Voucher Created
- 2 = Sent To Accounting
- 3 = Pending / Received by Accounting
- 4 = Processing finished

Remit To Vendor Address Identifier INTEGER Entity: Warrant

DEFINITION: The Common Address Identifier is a system assigned value that uniquely identifies an address independent of usage.

In Voucher, the Vendor Remit To Address ID points to the address which was used for a specific voucher.

Disbursing Agency EntityType Code CHAR(1) Entity: Warrant

DEFINITION: The entity type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

NOTES: Changed Name from: Public Body Type Code to Entity Type Code

Changed definition from: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

To:

The entity type code differentiates government entities based on their ultimate reporting node.

Valid Values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

S eVA Lite (non profits and other local governments that only require minimal email functionality)

O for Other purchasing organizations (non VA public body)

Disbursing Agency Entity Code CHAR(3) Entity: Warrant

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

NOTES: Changed definition from:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

To:

The Agency Code value as assigned by the Department of Planning & Budget for state organizations or a unique value assigned by the Division of Purchases and Supply for local government and other public bodies organizations.

Disbursing Agency Location Name VARCHAR(60) Entity: Warrant

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

NOTES: For the initial implementation of this standard, the purchasing location name is the Buysense Organization Unique name entered into eVA. The Buysense Organization name identifies a work group

within an organization characterized by common purchasing approval rules, catalog access, and receiving methods.

Bank Code CHAR(4) Entity: Warrant

DEFINITION: The bank code identifies the bank account from which the disbursements were made.

Vendor Location Standard Name VARCHAR(45) Entity: Warrant

DEFINITION: The Vendor Location Standard Name is used as the pay to (remit to) name for the check or EDI transaction.

Total Payment Amount DECIMAL(10.2) Entity: Warrant

DEFINITION: The total payment amount is the amount of the check or EDI disbursement in US dollars

Check Date DATE Entity: Warrant

DEFINITION: The Check Date is the date of a disbursement. If a check the date the check is issued, if an EDI payment the date the disbursement was deposited to the payees account.

Payment Method Code Identifier VARCHAR(3) Entity: Warrant

DEFINITION: The Payment Method Code Identifier is the type of payment method accepted by this vendor location.

Default value is 1 which equals a payment method of check.

NOTES: Also known as Check Type

Remit To Vendor Contact Full Name CHAR(60) Entity: Warrant

DEFINITION: The primary vendor contact name associate with the applicable remit to address.

NOTES: Current CARS can only handle 45 characters

Disbursing Agency Full Phone Number CHAR(26) Entity: Warrant

DEFINITION: The Full Phone Number is the subscriber specific portion of the phone number including area code associated with the Contact.

Taxpayer Identification Number CHAR(9) Entity: Warrant

NOTES: Only the last four digit and the DOA suffix for the vendor location remit to address are printed on checks.

Vendor Tax Type CHAR(1) Entity: Warrant

Taxpayer Identification Number Type Code CHAR(4) Entity: Warrant

NOTES: Current DOA process only used first character (E for EIN)

US Bank Routing Number CHAR(9) Entity: Warrant

DEFINITION: Mandatory for EDI payments

US Bank Account Number VARCHAR(17) Entity: Warrant

DEFINITION: Mandatory for EDI Payments

US Bank Account Type Code CHAR(1) Entity: Warrant
DEFINITION: Mandatory for EDI payments

Valid Values are C for Checking or S for Savings

EDI Remittance Notification Code CHAR(1) Entity: Warrant
DEFINITION: The Payment Method EDI Remittance Notification Code indicates the supplier's preference for the method of receiving remittance data related to processed payments for the principal endpoint of communication associated with this address and supplier location.

Valid values are: 1 Web Site, 2 Email

EDI Payment Format Code VARCHAR(10) Entity: Warrant
DEFINITION: The Payment Method EDI Payment Format defines the electronic data interchange format to be used when sending payment advice information associated with payments sent to the bank account specified by the vendor location.

EDI VAN Name VARCHAR(100) Entity: Warrant
DEFINITION: The Payment Method EDI VAN Name is often referred to as the "electronic post office", a value added network (VAN) is a third party service that transmits and stores data in the "electronic mailbox" until it is picked up by the appropriate party.

EDI VAN Receiver Identifier VARCHAR(25) Entity: Warrant
DEFINITION: Payment Method EDI VAN Receiver Identifier is the VAN electronic mailbox identifier for the organization that is being paid

EDI VAN Qualifier VARCHAR(2) Entity: Warrant
DEFINITION: Payment Method EDI VAN Qualifier further specifies the receiver VAN location

EDI Currency Code VARCHAR(3) Entity: Warrant
DEFINITION: "Payment Method EDI Currency Code is the three character designation for the monetary unit used in the country where the payment is transferred. Valid values are: ISO 4217 currency names and code elements

http://www.iso.org/iso/support/currency_codes_list-1.htm"