

Vendor Standards Webinar Questions and Answers

Webinar 3/24/2010

Hunter Allen - Office of Attorney General

1. When we talk about removing the Ad Hoc vendors, if we want to do business with a vendor that is not registered in eVA, will DGS be entering the information?

Audio Response: We going to work out those details as we go forward but the concept is that we are going to give you a way to submit that vendor to us real time so we can get them in the system.

So we don't anticipate a 2 to 3 day delay?

Audio Response: No, the tool in eVA already has a way for me to give you a form so your organization can submit a vendor and give me everything I need about it. So we can quickly do the review that we have to do, get it turned on, so that you can have them available for purchase or payment transactions.

Bob Fardergill - VRS

2. We do not use eVA, we are an independent entity, does that mean that our accounts payable supervisor will have to take our vendor database that's in our Munis accounting system and bump it up against the CARS system that you are building here in order for CARS to process our invoice payments?

Audio Response: Conceptually you are exactly right. There are a couple of nuances at the technical level they will deal with. For them to have a payment processed they are going to have to work out how to get the standard vendor name on there so that it plays appropriately per the data standard in CARS. As mentioned before, this is not an eVA standard so while you might not be an eVA user, if your organization is required to

comply with the standard then you will have the eVA data about vendors so that when you produce a purchase order, for example, the vendor data on that purchase order is the data that came out of eVA from that vendor's account.

We have to download vendor data file from eVA into our Munis accounting system.

Audio Response: Exactly, that's the kind of technical nuance we have to work out. Munis is used by Norfolk public school and they have done some interface and technology work getting data in and out of eVA that might be able to be leveraged. Maria will put you in contact with those types of opportunities. We will be looking for those types of opportunities with anyone who has an external system like this.

3. What's the difference between a Purchasing Vendor and a Procurement Vendor?

Audio Response: There is no difference between a Purchasing vendor and procurement vendor.

Janice Elliott

4. How will credit cards payments be handled in the future? We pay VISA now for BOA. Will each individual transaction have to be entered into the system?

Audio Response: No, the payment will continue to go to BOA, you will not be paying those individuals. That particular process does not change.

Linda Coleman - Department of Military Affairs

5. As far as impact analysis, are you going to provide any information on areas that we should look at?

Audio Response: The slides give some guidance on areas we think you should look at and we will make the Power Point available to you. The

Vendor Standard includes a data model for the technical folks to dive into to get more specifics. The narrative documents that was included with the invitation includes a compliance section that spells out the same thing as the slides about what areas you should go and do your homework on concerning the potential impact. If you pay a vendor for goods and services, you are going to need a standard name on there, whether you pay through CARS or otherwise. If you don't pay through CARS you still have an obligation to feed Data Point your payment transactions as per this legislation. If you produce any purchase transactions outside of eVA, any vendor data on those purchase transactions will have to have the vendor data that is in eVA. Your impact analysis begins by looking at your own purchasing and payment processes. If you purchase through eVA, we will be responsible for compliance for you.

Debra Pearson - DHP

6. As of July 1st for all CARS transaction we enter into the system will we be using DOA's vendor edit table that is feed by DGS and will stop using the agency vendor table?

Audio Response: If you enter your vendor payments directly into CARS, we will require you to go out to the standard vendor edit table and determine if the vendor you are paying is listed there with the standard name and pull it in. If it is not there, you pay whatever you have on the invoice. What that means is that we have not captured whatever is necessary to standardize the name for that particular vendor.

At some point, will we drop using an agency vendor edit table and use the DOA standard vendor edit table for everything?

Audio Response: That's the idea, yes

Will that have the vendor type indicating whether or not it is a 1099 vendor, and will we be able to download DOA's CARS vendor edit table for the 1099 vendors we use for our agency?

Audio Response: By December 31st you will go to eVA to get your 1099 data download. Based on vendor type code you will be able to ascertain whether it is a 1099 reportable vendor. We will capture the type

information off of the W9 form and make it available in eVA. We plan to standardize anyone we are paying.

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Virginia Schadamali - Virginia Port Authority

7. We do some things through eVA, but we don't pay anything but EDI and CDF through CARS, we do all of our payables outside of state systems. What do we do?

Audio Response: You fall into a category very similar to many of your decentralized locations and institutions that write their own checks, write their own vendor payments. The same information is available to you through eVA as we've talked about. So what we would expect you to do is to go pull that data in and tie it in to your vendor payment processing, in other words, execute the same process. When you're paying vendors you would run a match against the TIN you're paying to the information you can extract from eVA to see if there is a match and if so to pull in that standard vendor name for usage prior to paying that vendor.

Audio Response: And then you would have to provide the data directly to Data Point.

Is there interface information on how to provide it to Data Point?

Audio Response: The best thing to do is to contact Karen Helderan to find out exactly what the format is.

Audio Response: I would suggest we obtain that standard from Data Point and distribute it to the audience.

Kimberly Lawrence - Virginia Community College System

8. When we interface to CARS, we will be required to send the VLIN which we are not currently sending. What changes will be required to the data that we are interfacing to CARS?

Audio Response: The only thing you are going to have to do when interfacing to CARS is right now for most vendor payments you already populate a TIN, Vendor ID and suffix. What we're really requiring you to do is to go out and get that if there is a match in eVA and pull it in using that already established standard name when you populate the vendor name and your vendor payment. That is all you have to do when interfacing with CARS.

And you're going to add the additional edits at some point to see if we are doing it?

Audio Response: Yes

So you're not going to require the VLIN?

Audio Response: No

Mariam, are we going to add the VLIN to the Vendor XML since we have already received the Vendor XML?

Audio Response: We will determine that by April 15th when we change the specs. It is our expectation but we need to firm that up. It may not be as significant a change to you because we can add the change to the XML and then you choose whether or not you're going to use it or not.

So if you're going to change something that you are sending us, you will let me know by April 15th?

Audio Response: Yes, we will have new specs by then and we will probably have a follow-up meeting to talk about those changes.

Mike Libernat - Department Of Rehab Services

9. If we are expected to keep our vendor table in sync with the DGS table for the records that we use for procurement, how do we know on what date things change because we don't want to be importing the entire file every day?

Audio Response: Part of the eVA data includes a date modified and you will be able to look at that date modified and tell which records have changed and which have not changed.

Will we still pull in the whole file and then look at the date or will you select on eVA by date?

Audio Response: If you're using the batch vendor file, then that includes all the vendor data, every single record, and each record has that date modified and you can pull in and use the ones you care to use. If you're using web services, then you can pull individual vendor or the entire vendor file. Or you can even give a specific date as part of what you pull down, too.

Juan Thompson - Virginia Corrections Enterprises

10. With respect to the DOA and the "hard" edits, how will they be resolved?

Audio Response: There is not going to be a systemic control ensuring compliance to this initiative out of the gate. At some point, I am going to run the same match in my nightly edit-update for all my input files coming in for vendor payment, and if I see that an agency has submitted, whether it's a CARS transaction or interface, if agency has submitted a payment transaction using a vendor id and suffix that has been standardize but not been populated using the standard name, it will be rejected and shoved through the error file and there will be an error message indicating why it's on the error file. The agency will be required to go out and change that or instruct us to change it to the proper vendor name. And of course like any other CARS transaction all transactions on the error file cycle back through with every nightly edit-update so if you've made the correction it will post properly.

You're not planning to put that hard edit in for a very long time?

Audio Response: Yes, it will be a while before we do that. We don't have a target date for that. We just wanted to get that on your radar screen that at some point we will systemically control that.

11. Where can I obtain information about the Web Services?

Audio Response: Email Maria with DPS and she will get you that information.

Lynn Philips

12. Before, if we are going to enter in a non-registered vendor order from eVA (We use eVA for 98% of the things we do) we obtain the W9 form from the vendor, it is keyed into AIS. When a purchase order is created, it integrates into AIS. Our local funds, a few checks we write, do not go through CARS, they are just keyed into AIS – vouchers are created. With state payables when we reconcile our PCards, we reconcile and then close out the PCOs each month in AIS. Same thing with EPs. How is this going to affect us using AIS?

Audio Response: We don't know the answer on the full procedures yet on State Entered Vendors. We are anticipating we have to get them in eVA so that the integration transaction happens and takes care of its normal processing. The reality is, we are going to deal with the fact of timing with each agency and needs, so I don't have the specific answer to that. We will be working with you and others to take your examples and make sure our procedures are timely and take care of what you need.

13. We have to obtain a W9 before we pay a bill. We create the vendor account in AIS, we create a PO using eVA, and we integrate most of our orders. We wanted to try something a little different the other day incorporating AIS with the procedures and it didn't work very well.

Audio Response: The goal is to move the beginning of the W9 up to the before order point.

We have the W9 before we do anything with a vendor.

Audio Response: We are going to be looking for partners to help work through the State Entered Vendor procedures, we are just not going to

dictate something that we think is a good idea, we have to know it's going to work for you all.

There is no change in the PCard payment process, you will continue to pay Bank of America.

What types of vendor payments are you paying that are not in CARS and that are not run through the State treasurer?

Agency Response: Local fund accounts, student fund raising – Some things do not go through CARS.

Audio Response: For all higher Ed institutions on the line – Any of your local money, money not taxpayer funded, like endowments, the type of transactions that are not in the State Treasury, not in CARS – these standards do not apply to them.

What's going to complicate this for higher Ed institutions, they routinely pay vendors just to get the invoice paid, then they will split code part of that with local money and part with state money, My position is that if you are using state money, it's all state money.

Kathleen Meirs - Virginia Department of Health

14. Dealing with the IRS, we have to make sure the name that we cut the check to, matches the name that's in the IRS system. We do not use Trade As Names. How will the Trade As Name be incorporated into the 1099s and other information that's on the system.?

Audio Response: In eVA, we are going to have 1099 (W9) data where there will be only one name associated with the tax id from the 1099 perspective. The Trade As Name has to do with our paying transactions internally and our procurement transactions, so that we can do our transparency reporting but when it comes to the W9 itself, it's going to be in compliance with the IRS requirement. eVA is an optional source of that data and will be in compliance. You can choose to use the W9 data if we have it.

15. We don't have to upload all the Trade As names, we can just use the 1099 standard names we have been accustomed to using, right?

Audio Response: No, in terms of the procurement transactions and payment transactions, we will establish a standard name for those transactions and our starting point for those standard names will be the name on the W9 that is in compliance with the IRS. There will be a small number of exceptions.

16. Can we utilize our F&A System to pick and choose the vendors we actually use and if we need a new vendor can we get the new information from eVA to ensure we are compliant?

Audio Response: Absolutely. That's the model we are proposing and the web services support that concept, so you can be specific about the vendors you are pulling. If you are doing real-time integration transaction with us, that only gives you the vendors for the orders you process in eVA

Vicky - University of Mary Washington

17. Will the user community no longer will be able to enter Ad Hoc vendors?

Audio Response: Our intent is to do away with the Ad Hoc feature. That will not happen until we are not having problems with exceptions. Procedurally, before December 31st, there will be training and guidance given to all eVA users to stop using the Ad Hoc feature but we will not turn that feature off until we have worked it out with you guys.

18. Do the standards apply to the Chapter 14 purchases?

Audio Response: Yes, that is the exception process from the procurement manual. Remember this is legislation not an eVA standard. It's legislation about purchase transactions and the kind of data that has to be on them. eVA is involved because it is the purchasing system and it's the place to park all of the vendor data. Yes, it applies even if you don't process your purchase through eVA.

Mary Baker - Department of Mines, Minerals and Energy

19. How do we handle O type transactions in Vendor Type 3 batches in CARS for vendors that we do not collect EIN numbers?

Audio Response: That's one of the issues that have to be resolved. Any of your transactions where you do not have to enter a Vendor Id and you bypassing CDS from a policy perspective, we have not vetted through. We have to work through these particular issues.

Judy Shrader - Blain Correctional Center

20. How do we handle the reimbursement of inmates through CARS Type 3 that do not require W9s?

Audio Response: They would be outside the procurement vendor requirement

21. How do we handle a contract doctor that we that is not registered in eVA but has a W9? Do we have to register him in eVA?

Audio Response: This question will go to the Purchasing staff.

22. How do we handle other state agencies in eVA that we order from? Will the standard affect this?

Audio Response: No, we will have the data there and we will have all existing vendors in eVA.

Norfolk State

23. What Batch Types are affected?

Audio Response: This is not Batch Type specific.

Margaret Freeman - DMV

24. When will agencies get the standard names and other info?

Audio Response: July 1st, eVA will have the Self-Registered Vendors with standard names. Information will come out on April 15th.

25. How are we going to reconcile suffixes in our agency vendor id edit table with eVA?

Audio Response: If you have a match we expect you to use the state wide vendor edit table to pull in that information.

Tim Bennett - DCR

26. We make a lot of payments that are not procurement payments. Will we have to maintain our own W9 files on certain vendors?

Audio Response: Yes, if it is not a Procurement Vendor around a purchase order or contract situation then you will have to maintain your own files. The initial run is to standardize Procurement Vendors; ultimately we would like to be the central repository for all vendors.

27. What about small purchase card vendors that we get 1099 services from, is there going to be some effort down the road to form a central repository for them?

Audio Response: Yes, the longer term effort will be to gather that information.

28. When will we get access to the W9 file/database that DGS is creating?

Audio Response: This will be ready by December 31st for all procurement vendors in eVA – self registered is the target.

Christopher Newport University

29. The files that are coming out on the 15th, is it all of the vendors in eVa or just the vendors that are needed for our agency?

Audio Response: The specifications for the changes that will be made will come out on the 15th. The existing eVA vendor data file is out there on a daily basis. We do not have a way of segregation the vendor file per agency so all vendor data is on the same file.

Page Davis - SEC

30. We don't use eVA for our vendors. How will we get our vendor list into eVA?

Audio Response: We will do a comparison and see which vendors are not in eVA and which are already there. We will work with you directly to keep your vendor file in sync.

31. Is the file going to be in XML format?

Audio Response: We have batch files and web services files. We will have it all spelled out by April 15th.

32. When hard edits are put in and the vendor is not there, how do we add the vendor?

Audio Response: If you have a vendor that has not been set up and established yet, the hard edit is not going to stop it.

Valeria Alley - DOA

33. Comment: A regulation has been proposed with the IRS is that 1099 reporting for all purchase card payments may go away from our responsibility and the

burden will go to the vendor's merchant bank effective January 2011. Will relieve us the burden of collecting W9s.

Jim Roberts - Veterans Services

34. Is the exempt vendor going away?

Audio Response: No, the issue of the exempt vendor is not going away with the standard. The issue on exempt is around the idea of whether it goes through eVA or not. Wherever that purchase is done it has to get its vendor data from eVA so you are going to have to figure out a process for getting that information from eVA.

35. On the initial compare in our financial system we do our payments, we will need to get the standard names and numbers in. Will web services be the best way to do this?

Audio Response: That will be the April 15th information that Maria puts out for options and guidance on good solutions. Web services are the latest technology that tends to be preferred and it is an XML file format. We will have more details at that point so that you can figure out options. You may have to do an interim approach and then evolve to something different later. We will have reports and easy lookup tools to make it simple and easy to get to.

36. Will we have the capability to image W9s, and is there going to be an interface where W9s can be imported to our ERP.

Audio Response: We're going to have imaging of the form and give you the capability on a vendor by vendor perspective to download them. We have not had a chance to investigate this and this is one of the reasons that this is a December 31st initiative. We need to determine what the technology will allow us to do, to allow you to mass download them if you have the capacity for that. The people that bring us eVA believe the web services have help for that but we have not confirmed what's possible.

Mary Washington

37. Does Data Point have to have the standard?

Audio Response: The legislation is specific to Procurement Vendors and providing that information to Data Point. If there is other information you provide to Data Point, at this point we are not addressing that information. If the vendors you are dealing with are also in eVA for purchasing purposes you may benefit from it. We will have a discussion with Data Point to get some guidance.

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Jim Simpson

38. What is the impact on the use of the purchasing card? Now, we just go out and use the card, put it in eVA as a confirming order. Will we no longer have to do that?

Audio Response: You will still have to do that. The difference is that the name and all required by the standard will be in eVA available for you and if it is not available for you as we go to the State Entered Vendors, we will be working with you to get the name in there so that it is available on an ongoing basis. But there is no change in the regulations of PCard orders and how you do them or don't do them.

Cheryl Miller - Labor and Industry

39. CARS does not allow punctuations in name and address. On July 1st, will that change?

Audio Response: In order to comply with CARS data standards which allows a few special characters, including dash and ampersand, which are allowed, we will comply with that. Part of the W9 responsibility that eVA is taking on, we are going to be capturing the W9 name which is TINS

specific not vendor location specific, and in those cases the symbols that are not allowed from an IRS perspective will be stripped out.

Rachel Pace

40. Are we collecting W9s for one half of the year and you are capturing W9s for the other half? Is that correct?

Audio Response: We will capture W9 data for everyone that is registered in eVA, so by the end of this year, everybody who is in there is either Self-Registered or State Entered. So in theory, we should end up with everybody you're paying if they are a Procurement Vendor. If they are not a Procurement Vendor, then that responsibility will fall to you.

41. You indicated that the APA will get purchasing data from eVA. Will we still be sending purchasing data, as well?

Audio Response: If the purchase was processed through eVA or recorded in eVA, we will take care of it to Data Point. If you do purchases outside of eVA either because they are authorized or otherwise, that responsibility falls to you to comply with the legislation which says quarterly this data has to be sent to APA. You will send only the purchases that did not go through eVA. When you send data to APA you will have to exclude data the things that came through eVA.

Linda Orr

42. How does this standard apply to Purchase Card transactions some of which do not go through eVA, i.e., such as over the counter type purchases?

Audio Response: Those purchases will have to be sent to APA by you because the legislation says that all transactions will be sent to APA, to the extent practicable. That purchase card information that was not recorded in eVA, must be transmitted to APA by you.

Richard Johns

43. Realistic timelines for the schools in the Consortium with the eVA integration need to be discussed to determine how we will meet the requirements.

Audio Response: Look at the information that we will put out by April 15th and assess the specific impacts. You will find where you are already integrating with eVA, you will be in large part ok, but the things that will come will be very specific. For example, the standard name, one of the decisions we made in eVA is to park it in the Location Legal Name which is an existing field, which is part of spec that the integration has already taken care of. So we are already aligned to get some compliance early on in some of the areas just by what you are already doing with eVA. There is going to be an assessment impact and then we will deal with the exception, which we all have to do because this is not an eVA standard, not a DOA standard, this is all of us trying to comply with legislation. We have to go through the same process even with our own financial system. After April 15th, when the specs are released, Mariam will coordinate a Consortium meeting to work with the seven schools. We will share the impact information with the APA. The more you can share with us about the impact to you the better off we are because we will share that information. This is not VITA; the legislation is requiring us to do it. VITA is just coordinating that it's getting done with the agencies.

44. When can we have some sample files and sample XML to work with?

Audio Response: We will have a better answer on April 15th. Part of the answer will depend on set up information we need to get from CGI and we still have lots of work to do in eVA.

45. If purchases outside of eVA payments are sent to CARS, is the purchasing information getting to APA?

Audio Response: If you send the payments to CARS, the purchase transaction data is not getting to APA. We will talk to APA to see if it is sufficient that the PCard report file we get from BOA will take care of that. But for right now, any purchase transaction done outside of eVA, your agency is responsible for getting that information reported to APA.

Richard Johns

46. Will Nadine be willing to coordinate conversation with the APA and other agencies about the data feeds and the synchronization to try to avoid the duplication? We could have one big conversation instead of three dozen individual conversations

Audio Response: That makes good sense. We actually had a call into APA on Monday to start asking some questions. Our current service here will not provide us that one call with everyone interested in APA but we will figure out a way. APA is interested in us setting up that call once the Order To Payment standard is in your hands to look at as well so they can field the full set of questions because the Order To Payment will speak to the format for the order transactions. APA's focus now is the data they are getting from eVA. They are interested in a single meeting and waiting a few weeks to get the Order To Payment standard in everyone's hand. I will be happy to coordinate that with Karen Helderma and April.

Eugene

47. The items that are excluded under 14.9, primarily for membership, for registration, etc. how will those vendors be reported?

Audio Response: The vendor will end up in eVA as a State Entered Vendor or a Self-Registered Vendor. In terms of reporting the purchasing transactions, if you do not put those transactions in eVA you will have the responsibility for getting those purchasing transactions to APA on a quarterly bases.