

Procurement Vendor Data Standard Webinar

March 2010

Procurement Vendor Data Standard

Data Standard Owners

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Data Stewards

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Why are we here?

Effective July 1, 2009, *Code of Virginia* section 2.2-1115 was amended to require DPS, DOA & VITA

to develop and maintain data standards

for use by all agencies and institutions

for the purchase and payment of goods & services

... and requires submission to APA Data Point quarterly after 7/1/10

- all procurement payment & purchasing data... *regardless of system* -

the 'Standard'

Focus:

- Procurement Vendors... not all Vendors
- Vendor Standard Name... all procurement payments, all orders
- 'Procurement Vendor' data... all purchasing transactions
- Data Exchange format... all procurement payment & purchasing transactions

Adoption is mandatory for all Agencies and Institutions
(includes Universities)

Vendor Standard Name

- Captured in eVA
- Location specific
- Validated with IRS eServices (*TIN & Name match*)
- Compliant with CARS rules
- Must be used on all procurement payments (*all systems*)
- Must be used on all purchasing transactions (*all systems*)
- Must be used with all procurement payment & purchase data exchanges
- Required on payment data sent to APA Data Point

other Vendor Payment Data

- Remit To Address
- W-9 Data

Optional use for now

Procurement Vendor Data

- Captured in eVA
- All purchase transactions must use eVA Vendor data
 - Requisitions, Solicitations, Contracts, Orders, Change Orders
 - purchase transactions done outside of eVA must comply
 - data includes Vendor Standard Name, Address, Contact, etc.
- Must be used with all purchasing data exchanges
- Required on purchasing data sent to APA Data Point

Authoritative Data Source - eVA

- eVA responsible for capture & validation
- All Procurement Vendors to be in eVA
 - Procurement Vendor = *individual, public body, or business that desires to sell goods or services*
 - Self-Registered (July 1) = *entered into a registration agreement to participate in eVA*
 - State Entered (Dec. 31) = *has not entered into a registration agreement but has been entered in eVA*
 - *no Ad Hoc vendors (after Dec. 31)*
- eVA to provide data distribution

DPS Actions

by July 1, 2010

- **for all Self Registered Vendors**

- Standard Name (per Location)
- default Remit To address
- new Virginia Vendor Loc ID (VLIN)
- capture CARS suffix

- **eVA feed to CARS vendor file**

- Standard Name
- default Remit To address

- **Update eVA Vendor data distribution**

- Vendor export files (030 & new report)
- Integration Vendor data
- Vendor Web Services
- On-line vendor lookup/reports

- **Update eVA Interfaces/Integration**

- Order Integration & Export
- Order import

- 
- › Standard Name in existing Loc. Legal Name field
 - › New fields/data for:
VLIN, Remit To Address, DOA Suffix

by September 30, 2010

- **all eVA purchasing data to APA Data Point quarterly**

DPS Actions

by December 31, 2010

- **State Entered Vendors in eVA**

- Ad Hoc vendors captured
- develop guidelines for Foreign Vendors
- train Agencies/Institutions
- delegate for fast entry
- less data required (e.g. no NIGP Codes)
- no eVA Vendor MOA (no eVA fee rule changes)

- **W9 data & W9 Forms**

- for self-registered & state entered vendors
- entry & submission through eVA
- W9 verification with IRS eServices
- W9 Form lookup/download
- W9 data added to all Vendor distribution methods

- Vendor export file (030)
- Integration Vendor data
- Vendor Web Services
- On-line vendor lookup/reports

DOA Actions

by July 1, 2010

CARS vendor file available for Standard Name

- Loading eVA Self-Registered vendors into CARS
- Making Vendor Standard Name & default Remit To address available via CARS vendor file
- Using CARS vendor ID and suffix to support multiple trade as names for a TIN

by December 31, 2010

Load eVA State Entered vendors into CARS vendor file

date to be determined

Hard edit in CARS for compliance

Agency and Institution Responsibilities

- **beginning July 1** (*Self-Registered Vendors*)
 - Use eVA as source for Vendor data
 - Use Vendor Standard Name on procurement payment transactions
 - Use eVA Vendor Data on all purchasing transactions
 - Option to use *Remit To address* from eVA
 - Manage any internal Vendor Data to be current with eVA
 - No Agency/Institution vendor registration for purchasing purposes

Agency and Institution Responsibilities

- **after December 31** (*Self-Registered & State Entered Vendors*)
 - Use only vendors in eVA for procurement payment transactions
 - Use only vendors in eVA for purchasing transactions
 - eVA as source for *all* procurement vendor information
 - Work with DPS to input State Entered vendors into eVA
 - Data Exchanges of purchasing or procurement payment transactions must conform to standard data format & include key identifiers
 - Option to use W9 data & Forms from eVA

CARS-only Agency Impact

after July 1

- Use CARS vendor file for Standard Name (if available)
- Use CARS default *Remit To* address or over-write
- eVA reports available for Standard Name, Remit To, CARS Vendor ID & Suffix
- Review purchasing practices to assess impact
 - orders created in eVA will comply... *no action required*
 - orders processed outside of eVA will be impacted

before December 31

- follow DPS procedures to establish State Entered vendors

CARS Interface Agency Impact

after July 1

- Obtain & use Standard Name, default Remit To & eVA CARS suffix in internal processes (if available)
- Review purchasing practices to assess impact
 - orders created in eVA will comply.... *no action required*
 - orders processed outside of eVA will be impacted

before December 31

- follow DPS procedures to establish State Entered vendors

eVA Interface Impact

after July 1

- Update internal vendor files with eVA Vendor data (Standard Name, Sourcing data, Ordering data, etc.)
- Modify Vendor file import procedures for
 - April 15: revised eVA specification and test schedule available
 - July 1: VLIN, Standard Name, Remit To & CARS suffix
 - Dec. 31: State Entered vendors & W9 data

after December 31

- Follow DPS procedures to establish State Entered vendors

eVA Integration Impact

after July 1

- Update internal vendor files with eVA Vendor data (Standard Name, Sourcing data, Ordering data, etc.)
- Modify Vendor XML additions
 - April 15: revised eVA specification and test schedule available
 - July 1: VLIN, Standard Name, Remit To & CARS suffix
 - Dec. 31: State Entered vendors & W9 data

after December 31

- Follow DPS procedures to establish State Entered vendors

Next Steps

- Agencies & Institutions do impact analysis
- DPS provides support for purchasing impact analysis
- DOA provides support for payment impact analysis
- VEAD provides support for Exception requests
- Contacts:

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Coming Soon...

Order to Payment Data Standard

Includes

- *All information about purchasing, receipt of goods/services and the account distribution for payments*
- *Transactions: Requisitions, Orders, Receipts, Invoices & Vouchers*

Excludes *(to be addressed in other Data Standards)*

- *Sourcing activities, contracts, catalogs that are used to support ordering, and workflow approval processes*
- *Non-procurement vendors*

Release for Review -

- *April 21st target*
- *Webinars will be scheduled*

Questions ?

Website for Standard and Powerpoint Documents:

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

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