



COMMONWEALTH of VIRGINIA

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January 10, 2012

TO: Fiscal Officers of Agencies and Institutions

FROM: Melinda L. Pearson
Director, General Accounting

SUBJECT: Vendor Data Standard Implementation Update

The Department of Accounts (DOA) and the Department of General Services (DGS) are continuing in efforts to implement the Vendor Data Standard. This standard will enable procurement and payment data to utilize common vendor names and provide transparency of Commonwealth of Virginia expenditures.

As stated in the email from Marion Lancaster dated November 21, 2011, DOA and DGS are to provide final documentation to agencies and institutions of the required changes for the implementation of the vendor standard name in January 2012. After reviewing and refining the process between CARS and eVA, it has been determined that only the standard name will be passed from eVA to CARS. DOA will be adding a new table to CARS under the Vendor Edit function. This table will contain the vendor standard names from eVA. These are the standard names that should be used when making payments to procurement vendors. DOA will be ensuring the EDI/ePayable Vendor Edit Table is updated with the correct standard name from eVA. Agencies will be responsible for ensuring their Agency Vendor Edit Tables are updated with the correct standard name from eVA. DOA will assist agencies with the first update of their Agency Vendor Edit Table by request.

Each unique vendor name will be associated to a vendor ID and unique suffix. All unique vendor names and assignments to vendor ID and suffixes will occur in eVA and will then be established in CARS. eVA will send to CARS the TIN validated name, vendor id and vendor id suffix. The main vendor ID that is TIN validated will use suffix 00. "Trade- as" or DBA names in eVA that are under the same vendor id will be assigned unique suffixes starting with A1 and will continue for each additional "trade-as" or DBA names with A2, A3, etc.

When a payment needs to be made to a vendor id that is in the eVA vendor edit table but the payee name that is on the invoice is not an available choice in the eVA vendor edit table (i.e. – the invoice “pay to” name does not agree to the name on the vendor id and suffix 00 or there is not a trade-as or DBA name suffix established in the table for this name), CARS will allow the transaction to pass through CARS edits but the transaction will receive a warning that the vendor name was not in the eVA vendor edit table. These warnings will be provided to agencies and institutions via a report in Reportline. Agencies and institutions should review this report and work with DGS/DPS to have this name established in eVA for future payments. Agencies and institutions should also work with DGS/DPS to ensure any procurement vendors that they make payments to that do not exist in the eVA vendor edit table are added to eVA. Once agencies and institutions have had a period of time to ensure they have the correct standard names in their Agency Vendor Edit Table or their internal accounting systems, DOA will turn the warning message into an edit that will cause transactions to go to the CARS Error File if the vendor name on procurement vendor payments does not equal the name in the eVA vendor edit table.

Further information and Go Live dates will be communicated as DOA and DGS work through testing this process.