Data Standards and eVA Registration FAQs

Consolidated notes from 12/15/12, 11/14/14 & 10/15/14

12/15/14 - Additional Specific Types of Vendors

Fiscal Vendors – register in Cardinal

- Processing petty cash payments is not a procurement transaction. Offices receiving the payments would be Fiscal Vendors.
- Adjunct Faculty are contract employees (normally semester to semester) and would be Fiscal Vendors.
- Travel for individuals (hotel, expenses), the vendors would be Fiscal Vendors.
- Payment of taxes to Federal, State or Localities would be Fiscal Vendors.

Procurement Vendors – register in eVA

- Contracting with someone to teach a specialized class (like Excel) would be a Procurement Vendor.
- Hotels providing group travel and conferences are Procurement Vendors.

Clarification: "Purchases of goods or services from a State Agency, Higher Education Institution, Local Government or a State Agency in another state" are a Procurement Vendor and can be in eVA either as a State-Entered or Self-Registered vendor.

11/14/14 FAQs

Procurement Vendors under review

The following purchase and direct payment situations made with either the DOA SPCC P-Card or Voyager Card are under review and at this point in time these vendors are not required to be registered in eVA.

NOTE: if making these types of purchases without either of these cards, then the vendor DOES have to be registerd in eVA.

- Point of sales transactions
- Gas purchases with the voyager card
- Other types: conference registrations, honoraria, accreditation fees, and subscriptions

DPS is taking the above under review for the optimal solution that does not burden agencies and vendors. The above is not to be considered a permanent exemption. Agencies should make every effort to have vendors register in eVA.

Specific types of Vendors that were questioned

A. Fiscal Vendors that must be set up in Cardinal: (eVA Registration is not required)

- Real Estate vendors, Leases (landlords) and Purchases (seller)

  DGS has determined these to be Fiscal Vendors because they are 1) exempt from the Virginia Public Procurement Act and 2) there is no Purchase Order or Invoice associated with these transactions.

- Vendors associated with individual travel (e.g. routine lodging) need to be registered in eVA? See 10/15/14 FAQ# 1 for guidance on 'Point of Sale' and gasoline purchases.

  However there will be a crossover of some hotels that provide conference services and group travel that would then be a Procurement Vendor and would require the hotel to be registered in eVA.

- Current and retired Virginia public school division employees who are being paid a sum to participate in DOE-sponsored activities such as training, curriculum development, and grant review.

- Vendors who are Record Custodians and are providing copies of patient records, business records, papers and physical or other evidence in accordance with Section 54.1-2506 of the Code of Virginia are Fiscal Vendors.

- Vendors giving Grants.

Procurement Vendors that must be registered in eVA

Request the vendor to self-register and if they refuse and the vendor must be used then submit as a 'State Entered' vendor.

- Purchases of goods or services from a State Agency, Higher Education Institution, Local Government or a State Agency in another state.

  These fall under the definition of "public body" so when purchasing goods or services from them they are a 'procurement vendor' and must be registered in eVA.

  Examples
  - Individuals from local government such as sheriff's office who provide transportation to state agencies.
  - Purchase of seedlings from NC Department of Agriculture & Consumer Services.
  - Department of Accounts being paid to provide an Ethics training class.

- Vendors receiving Grant expenditures

  Examples
  - Reforestation Timber grants with landowners throughout Virginia.

- Foreign vendors

Specific Questions/Answers

1. Is it correct that ALL vendors, whether or not they are procurement vendors, have to be registered in eVA.

   Answer: No. Only Procurement Vendors, those where you are procuring a good or a service, must be in eVA. Anyone else that you need to pay for whatever reason would be put into Cardinal as a Fiscal vendor.

2. We are compelled to do business with vendors and are simply going ahead and submitting them as State Entered vendors rather than waiting for the vendor to self-register to avoid delays. In recent conversations with DPS-eVA it was indicated that this was an acceptable practice. We, as an agency, simply do not have time to be going back and forth with the many vendors that are coming across our desk to be entered into the eVA database, to be checking status of their self-registration when our finance people are waiting on registration to pay invoices which, I might add, are required to be paid within state guidelines.

   Response: Agencies are not authorized to simply adopt a practice of submitting their Procurement Vendors as 'State Entered'. As per the Data Standards and policy, procurement vendors are to be entered into eVA as self-registered vendors unless they refuse to register and then the vendor is to be entered into eVA as a 'State Entered' vendor. However, during this transition period for situations where payments may be held up waiting for a vendor to self-register, Agencies are allowed the following options:

   - Enter the vendor as a 'State Entered' vendor into eVA.
   - If there isn't sufficient time to submit a 'State Entered' vendor, then request DOA to create the vendor as a 'Fiscal Vendor'.

   For these vendors, the Agency is still required to go back to the vendor to require them to either self-register or change their 'State Entered' account to a self-registered account. Agencies to meet Prompt Pay Act deadlines. The Agency is still required to have the vendor self-register or enter the vendor as 'State Entered' if the vendor refuses to register.

   eVA Fees: note that for these situations any eVA vendor fees associated with these transactions will be charged to the Agency until such time as the vendor either self-registers or changes their 'State Entered' account to a self-registered account.

3. How do we get an address added or changed for an existing eVA vendor?

   Answer: Use the following form from http://www.eva.virginia.gov/pages/eva-customer-care.htm
   - Self-Registered Vendor, new/change Ordering Address – Form# 8
   - Self-Registered Vendor, new Payment Address – Form# 9
   - State Entered Vendor, all types of change – Form# 13
   - Any other change needed send an email to eVAVendorSupport@dgs.virginia.gov

4. Where can I find a list of all fiscal vendors that are entered in eVA?

   Answer: Contact the Cardinal Vendor Group at CVG@doa.virginia.gov

5. Should we be concerned then if a State-Entered vendor shows up on the eVA report 215 (same info on the Dashboard) as "unregistered"?

   Answer: Yes. "Unregistered" on this report means that a user has a Requisition with the vendor entered as Ad Hoc rather than picking the vendor from the list of registered vendors. These "unregistered" examples are typically non-compliant with the Data Standards.

6. Is this new policy for all new vendors in the system or for any vendor that is not self-registered?

   Answer: The policy is actually not new. It was put into place in 2010 to comply with the Code requirements to adhere to Data Standards (see link below). The Policy is for both new and existing 'procurement vendors' who are not already either '*self-registered*' in eVA or in eVA as a '*state entered*' vendor.

   2010 Policy:
   http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/VendorWebinarBriefingMarch2010.pdf?

7. Are there any fees attached when a vendor self registers?

   Answer: No. eVA Registration is free. eVA fee policies have not changed and continue to be applicable to Orders regardless though 'state entered' vendor fees are paid by the Agency/Institution. So it is better for the organization to have the vendor self-register or change their account from 'state entered' to 'self'.

8. What is the best way for a vendor to self-register in eVA

   Answer: Vendors can visit the eVA Home Page at www.eva.virginia.gov and select the Register link on the login row of the screen

. There they can find all the information needed to register. If they have questions or need assistance they can contact eVA Customer Care at evacustomercare@dgs.virginia.gov or call 866-289-7368 or locally 804-371-2525.

9. What is the anticipated turnaround time for registrations submitted by vendors (self registering) or agencies (state entered)?

   Answer: Both Self-Registered, if they validate with IRS, are processed within 24-48 hours. For State-Entered vendors, once we receive verification from the agency that vendor refused to self-register and these accounts validate with the IRS, they are also processed within 24-48 hours.

10. Will there be a new PIM with revisions to section 14.9? In Bob's Q&A information the answer to question #1 indicated that an exception for eVA registration includes "subscriptions" which is not currently an exemption in 14.9.b.

    Answer: Yes. DPS plans to publish a new PIM by this Friday, 10/24.

11. Many of our awards are to public bodies. Will public bodies be required to self-register?

    Answer: Yes, public bodies will need to self-register.

12. We also contract with foreign entities and they do not have a DUNS number or W-9. Many of our contracts are for exhibit space when we are marketing VA products internationally. Will we be required to submit these as state entered vendors?

    Answer: Yes. You should still ask the vendor to self-register (they can get a Dummy DUNS number issued by calling eVA Customer Care). DOA is requiring a W-8 from all Foreign vendors now. If the vendors refuse to register when you ask them, then you can submit them as a state-entered vendor.

13. Will there be any verification process required when we use an existing state entered vendor?

    Answer: No, agencies will not be asked to 'verify' that the existing state-entered vendors has refused to self-register.

14. Is there a report showing AdHoc vendor used by agency? We are trying to identify the AdHoc vendors that are used so we can try to get them to self register.

    Answer: Yes. Report 215 shows Orders created to Ad Hoc (Unregistered) vendors.

15. If we are using the X02 PO category to enter non-procurement transactions, how is the "payment" vendor data entered in eVA? Do they half to self-register in eVA?

    Answer: Add the vendor as a 'State Entered' vendor. They do not need to self-register.

10/15/14 FAQs

1. **With the progression of the rollout of the Cardinal system recent questions have been asked regarding whether agencies and institutions are required to have all procurement vendors entered into eVA. The specific question was about the situation where procurement is exempt from being entered in eVA per 14.9 of the APSPM or the eVA Business Plan.**

Answer: Yes, the vendor must be registered in eVA even if exempted in 14.9 of the APSPM, except for the following that is under review and not required for eVA registration for compliance with data standards at this point in time.

Purchase and direct payments made with P-Card and Voyager Card
- Point of sales transactions
- Gas purchases with the voyager card
- Other types: conference registrations, honoraria, accreditation fees, and subscriptions

This is only for payments made with the DOA SPCC P-Card and Voyager Card. If this transaction is being paid with a check or EDI the vendor must be registered in eVA for payment to be processed.

DPS is taking the above under review for the optimal solution that does not burden agencies and vendors. The above is not to be considered a permanent exemption. Agencies should make every effort to have vendors register in eVA.

2. The following are specific questions that have been received from various agencies and institutions regarding the DGS email from Bob Sievert sent on Monday, 9/22, regarding DGS Procurement Vendor Data vs. eVA Registration. Hopefully the answers provided will be helpful to your organization.

If a purchase is excluded from eVA fees and currently at the option of the agency to be issued in eVA, will the vendor still need to be registered in eVA?

For example, making a purchase using the SPCC card for conference registration and lodging payments (both excluded in 14.9.B of the APSPM), do I have to ensure that the conference host and hotel are registered in eVA?

Answer: Yes, the vendor must be registered in eVA. APSPM section 14.9.B identifies types of exclusions that allow agencies to place the orders in eVA or outside of eVA with no fee assessed. But it *does not eliminate* the requirement that the order be compliance with the approved Data standards as required by the *Code of Virginia*.. As required by the Data Standards the Vendor ***does*** have to be registered in eVA.

3. **Why does the vendor have to be registered in eVA? This seems like it defeats the purpose of having been excluded from eVA fees and at the option of the agency to be issued in eVA**

Answer: On July 1, 2009 the Code of Virginia section §2.2-1115.1 was added requiring DPS, DOA and VITA to "develop and maintain data standards for use by all agencies and institutions for the purchase and payment of goods and services". The standards are "to appropriately and consistently identify all suppliers of goods, commodities, and other services to the Commonwealth". The Procurement Vendor Data Standard was officially adopted on 9/1/2010. The following are links to the official information regarding this standard:

March 2010 Deployment Briefing to all Agencies/Institutions
http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/VendorWebinarBriefingMarch2010.pdf?

Procurement Vendor Data Standard Narrative
http://www.vita2.virginia.gov/oversight/DataStandards/Vendor/AttachFiles/VendorDataStandard.pdf?

In January 2014, DPS in an effort to assist agencies and improve efficiency and transparency announced that the "X02" Purchase Order Category was authorized for use all eVA Entities. This gave agencies the capability to issue eVA-excluded procurement transactions (APSPM 14.9.b) as well as non-procurement (payment) transactions in eVA. eVA orders with the X02 purchase order category are excluded from eVA fees. This allows agencies to have one source to enter all transactions as well as track, report, and analyze their transactions.

4. **Does this mean that we should enter these vendors as a state-entered vendor?**

Answer: No, it does not mean that these vendors should be entered as state-entered.
All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. The vendor should first be directed to self-register in eVA. The vendor should only be entered as a state-entered vendor if they refuse to register in eVA and the agency or institution is compelled to do business with that vendor and the agency or institution has no other alternative source for the purchase.

5. Does this mean that we must enter these exempt purchases as orders into eVA?

Answer: No, In January 2014, DPS in an effort to assist agencies and improve efficiency and transparency announced that the "X02" Purchase Order Category was authorized for use all eVA Entities. This gave agencies the capability to issue eVA-excluded procurement transactions (APSPM 14.9.b) as well as non-procurement (payment) transactions in eVA. eVA orders with the X02 purchase order category are excluded from eVA fees. This allows agencies to have one source to enter all transactions as well as track, report, and analyze their transactions.

6. Why the change to 'exempt vendors'?

Answer: There are no 'exempt vendors' only exclusions from eVA fees with the option to place those in eVA as identified in the APSPM. The Procurement Vendor Data Standards, adopted 9/1/2010, requires the use of only eVA registered vendors on all procurement transactions. So there are no 'exempt vendors'.

7. Are vendors allowed to refuse to register? Under what circumstances?

Answer: Yes, vendors may refuse to register with eVA. In this circumstance the agency or institution has two options: use a different vendor that is registered in eVA, or if the agency or institution is compelled to do business with that and the agency or institution has no other alternative source for the purchase the agency can submit the vendor as a state-entered vendor which means the agency/institution will be responsible for paying unregistered eVA fees in cases where the purchase is not excluded from eVA fees..

8. Does this mean that the Ad Hoc vendor option (also called "New" vendor on non-catalog item in eVA) will no longer be available?

Answer: No, the Ad Hoc/New vendor option will not be taken away. It will be kept for limited use. The Ad Hoc vendor option will continue to be available for use exclusive to immediate need purchasing situations where the agency or institution cannot wait for a vendor to self-register or be entered as a state-entered vendor. However, the agency or institution is still required to have the vendor self-register or, if the vendor is unwilling to self-register, submit the vendor as a state-entered vendor. Once registered, the agency/institution is required to process a change requisition/order to change the vendor on the order from Ad Hoc to the 'now-registered' vendor account to ensure that the vendor is paid in a timely fashion.

9. How do vendors and agencies obtain a DUNS number?

Answer: Vendors and agencies will run into issues with D&B on the phone. Best way to get one and avoid all that is to use their on-line form to request a number:

https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e5s1