Procurement Vendor
Entity and Attribute Definitions and Notes
12/16/2014

Entity: Address Usage Code   <u>OWNER</u>: DGS

<u>DEFINITION</u>: The 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.

<u>NOTES</u>: Implementation note: This table is not required per se. However, systems must be able to use addresses for various purposes.

PK Address Usage Code CHAR(2)   Entity: Address Usage Code
<u>DEFINITION</u>: The 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.

<u>NOTES</u>: 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 list in the reference values.

<u>REFERENCE VALUES</u>: 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
  SH = Shipping Return
  SO = Solicitation
  WR = Registration Administrator

Address Usage Description VARCHAR(60)   Entity: Address Usage Code
<u>DEFINITION</u>: The Address Usage Description describes the meaning of the Address Usage Code.

<u>REFERENCE VALUES</u>: 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
  SH = Shipping Return
  SO = Solicitation
  WR = Registration Administrator

Principal Usage Requires Person Flag CHAR(1)   Entity: Address Usage Code

Entity & Attribute Definitions and Notes   2

DEFINITION: The Principal Usage Requires Person Flag indicates that if the VendorLocationAddressUsage.PrincipalAddressFlag is set to "Y," then the contact used in communication for this purpose must be of type Person. Secondary communication contacts could be of some other type.
Y = the contact must be of type person.
N = the contact does not need to be of type person.

See VendorContact.VendorContactTypeCode.

NOTES: Implementation Note: This data element is not required per se. However, some functions, say delivery of some legal notices, require a person's name and systems must be able to support this need.

REFERENCE VALUES: Logical Flag (Y/N)
  Y = Yes Condition is valid or true
  N = No Condition is invalid or false

Entity: EDI Remittance

DEFINITION: EDI Remittance contains electronic document interchange (EDI) 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 EDI transfers through a non-DOA source (i.e., universities).

DOA does not process EDI payments to foreign banks.

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 Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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: The Payment Method Sequence Number 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.

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 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 Code
  USD = United States Dollar
  CAD = Canadian Dollar
  EUR = European Euro
  GBP = Great British Pound
  JPY = Japanese Yen
  CHF = Swiss Franc

US Bank Account Number VARCHAR(17) Entity: EDI Remittance <u>DEFINITION</u>: The 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: EDI Remittance
<u>DEFINITION</u>: The US 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

EDI Contact Name VARCHAR(36)   Entity: EDI Remittance
<u>DEFINITION</u>: 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 Address Text VARCHAR(100) Entity: EDI Remittance <u>DEFINITION</u>: The Payment Method EDI Contact Email is the email address for the contact (bank or vendor representative) who deals with electronic funds transfer.

<u>NOTES</u>: 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 <u>DEFINITION</u>: 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.

US Bank Routing Number VARCHAR(9) **FK**   Entity: EDI Remittance
<u>DEFINITION</u>: The 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:

XXXXYYYYC
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.

Entity: Payment Method

DEFINITION: The Payment Method entity collects general information required to pay vendor location invoices and details to pay the vendor location. Created during vendor setup in the fiscal system, the information is provided by a representative of the vendor location or from vendor location invoices.

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 Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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: The Payment Method Sequence Number 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.

Entity & Attribute Definitions and Notes   7

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 Taxpayer Identification Number Type Code 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
    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 Taxpayer Identification Number 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. Additional valid identifiers may be Individual

Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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

Payment Method Effective Start Date   DATE   Entity: Payment Method

Payment Method Effective End Date   DATE   Entity: Payment Method

Accepts MasterCard Flag CHAR(1)   Entity: Payment Method
DEFINITION: The Accepts MasterCard Flag indicates if the vendor location accepts Master Card.

REFERENCE VALUES: Logical Flag (Y/N)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Accepts VISA Flag CHAR(1)   Entity: Payment Method
DEFINITION: The Accepts MasterCard Flag indicates if the vendor location accepts the VISA card.

REFERENCE VALUES: Logical Flag (Y/N)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Accepts American Express Flag CHAR(1)   Entity: Payment Method

DEFINITION: The Accepts American Express Flag indicates if the vendor location accepts the American Express card.

REFERENCE VALUES: Logical Flag (Y/N)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Entity: Vendor Address

DEFINITION: The Vendor Address entity contains the master set of addresses that are available for use by vendor locations. The VLIN associated with each address represents the vendor location designated as the parent. If a vendor only has one vendor location, it is designated as the parent. In this entity, for multiple location vendors, non-parent locations will not own address records.

For example:
Luck Stone Corp (parent)
Luck Stone Richmond (location/child)
Luck Stone Hopewell (location/child)

Luck Stone Corp is a parent vendor location with multiple vendor locations (children). The master set of addresses in this entity will be associated with the VLIN for the parent Luck Stone Corp.

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 Parent Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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.

Vendor Delivery Line Text VARCHAR(40)   Entity: Vendor Address

DEFINITION: The Vendor Delivery Line Text contains additional internal mail routing information that is used by organizations.
For example, mail stop, floor or department.

Vendor Street Line 2 Text VARCHAR(40) Entity: Vendor Address DEFINITION:
The Vendor Street Line 2 Text is the full address line which includes:
Street Pre-Directional Text, Street Number, Street Suffix Text, Street Post-Directional Text from the Common Address Entity

Vendor International Address Line 1 Text VARCHAR(40) Entity: Vendor Address DEFINITION:
The Vendor International Address Line 1 Text 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.

Vendor International Address Line 2 Text VARCHAR(40) Entity: Vendor Address DEFINITION:
The Vendor International Address Line 2 Text 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.

Vendor City Name VARCHAR(28) Entity: Vendor Address
DEFINITION: The Vendor 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

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Vendor State Province Code VARCHAR(3) Entity: Vendor Address
DEFINITION: The Vendor 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 Country Code
   United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Vendor Postal Code VARCHAR(10)   Entity: Vendor Address
DEFINITION: The Vendor 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
Britain example: SO32 4NG Japan
example: 346-8764

NOTES: In eVA the length is 10

Vendor Address Country Code CHAR(3)   Entity: Vendor Address
DEFINITION: The Vendor Address Country Code is the three digit United Nations abbreviations for the County.

REFERENCE VALUES: UN/LOCODE Country Code
   United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Vendor Address Country Name VARCHAR(35)   Entity: Vendor Address
DEFINITION: The Vendor Address Country Name is the full name of the country related to the street address without dialectics.

NOTES:

REFERENCE VALUES: UN/LOCODE Country Code
   United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Vendor Congressional District Code VARCHAR(3) Entity: Vendor Address <u>DEFINITION</u>: The Vendor 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.

Vendor Locality Code VARCHAR(5)   Entity: Vendor Address
<u>DEFINITION</u>: The Vendor Locality Code is the code that identifies a geographic location within a state. Generally it is a county or parish; in Alaska, it identifies a region within the state. It is a two part code the first two digits indicate the state, the last three digits indicate the locality within the state.

If APO/FPO/DPO, and the record type is S, H, or F, the Locality Code will be blank.

<u>NOTES</u>: This was previously known as the Federal Information Processing Standard (FIPS) Code. FIPS codes were federal pre-assigned numbers to geographically identify cities and counties in the Commonwealth. The FIPS standard was withdrawn by National Institute of Standards and Technology (NIST) as a Federal Information Processing Standard on September 2, 2008 [Federal Register, September 2, 2008 (Volume 73, Number 170), page 51276, http://edocket.access.gpo.gov/2008/E8-20138.htm]. They were replaced by American National Standards Institute codes (ANSI codes). See http://www.census.gov/geo/www/ansi/ansi.html for more information.

This code must be combined with the State code if a unique value is required which is why the length is 5

In eVA the length is 3 .

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

Vendor Locality Name VARCHAR(40)   Entity: Vendor Address
<u>DEFINITION</u>: The Vendor Locality Name is the description of the 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.

<u>NOTES</u>: in eVA length is 75

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

Vendor Address Status Code CHAR(10)   Entity: Vendor Address
<u>DEFINITION</u>: The Vendor Address Status Code indicates whether the address is currently in use (Active) or has been superseded (inactive).

<u>REFERENCE VALUES: Address Status</u>
   1 = Inactive
   2 = Active

DUNS Number CHAR(9)   Entity: Vendor Address
<u>DEFINITION</u>: The DUNS Number is the Dun and Bradstreet number associated with the vendor location's physical address. A DUNS Number is required for some purposes such as ordering and stimulus reporting.

: 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

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.

Address Effective Begin Date DATE Entity: Vendor Address <u>DEFINITION</u>: The Address Effective Begin Date is the first day this information is valid.

Address Effective End Date DATE Entity: Vendor Address <u>DEFINITION</u>: The Address Effective End Date is the last day this information is valid.

Entity: Vendor Authorized Standard Name

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.

DGS is responsible for establishing process and procedures around creating authorized names.

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 Taxpayer Identification Number Type Code 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.
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> 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
> EIN = (1) A business, organization, some sole proprietors, or other organization types issued by IRS
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> 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 Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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 Vendor Location Standard Name VARCHAR(40) Entity: Vendor Authorized Standard Name

DEFINITION: The Vendor Location Standard Name is the name that the Commonwealth has authorized for use in naming a Vendor Location. The Vendor Location Standard Name is associated with the TIN.

DGS is responsible for establishing process and procedures around creating authorized names.

NOTES: For implementations where the Commonwealth Accounting and Reporting System (CARS) is part of the data exchange, restrict the field so it only allows the following characters:
 dash (-)
 pound (#)
 forward slash (/)
 ampersand (&)
 apostrophe (')
 percent (%)
 at symbol (@)
 dollars sign
 ($) period (.)
 comma (,)

 Alpha upper and lower case letters allowed.

Entity: Vendor Certification OWNER: SHARED

DEFINITION: Vendor Certification records certifications issued as authorized by law or regulation by a public body to indicate verified attribute(s) of a Vendor. Examples include certification programs for: Small, Woman-owned and Minority-owned (SWaM) 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.

This entity is shared across multiple agencies. Department of Minority Business Enterprise owns the SWaM and DBE certifications. Department of Veteran Affairs owns the Disabled Veterans certification.

NOTES:

PK Taxpayer Identification Number Type Code VARCHAR(4) **FK** Entity: Vendor Certification

DEFINITION: The Taxpayer Identification Number Type Code 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
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 Certification

DEFINITION: The Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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 Certification Type Code NUMERIC(4) Entity: Vendor Certification DEFINITION: The Vendor Certification Type Code 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, Disabled Veterans

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.

REFERENCE VALUES: Vendor Certification Type Code
  1 = Small, Women- and Minority-owned Business (SWaM)
  2 = Federal Disadvantaged Business Enterprise (DBE) program

PK Vendor Certification Reference Identifier VARCHAR(20) Entity: Vendor Certification DEFINITION: The Vendor Certification Reference Identifier is an identifier that uniquely identifies the certification issued to the vendor taxpayer. This identifier is assigned by the process responsible for issuing the certification.

Vendor Certification Subtype Code NUMERIC(2) Entity: Vendor Certification DEFINITION: The Vendor Certification Subtype Code is a code value that represents the specific certification the vendor has been assigned.

NOTES: The Vendor Certification Sub Domain Name Identifier defines the specific certification the vendor has been assigned.

Entity & Attribute Definitions and Notes

REFERENCE VALUES: Vendor Certification Subtype Code
   1 = Small Business [only valid with Vendor Certification Type Code of SWaM]
   2 = Minority Business [only valid with Vendor Certification Type Code of SWaM]
   3 = Women Business [only valid with Vendor Certification Type Code of SWaM]
   6 = Disadvantaged Business Enterprise (DBE) [only valid with Vendor Certification Type Code of DBE]
   7 = Women Business Enterprise (DBE/WBE) [only valid with Vendor Certification Type Code of DBE]
   8 = Minority Business Enterprise (DBE/MBE) [only valid with Vendor Certification Type Code of DBE]
   9 = Airport Concessions Disadvantaged Business Enterprise (ACDBE) [only valid with Vendor
Certification Type Code of DBE]

Certification Date DATETIME   Entity: Vendor Certification
DEFINITION: The Certification Date indicates the date when the vendor became certified by the certification
authority.

Certification Expire Date DATE Entity: Vendor Certification DEFINITION: The
Certification Expire Date indicates the last day the certification is valid.

Certification Comment Text TEXT   Entity: Vendor Certification
DEFINITION: The 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.

Entity: Vendor Contact

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.

Vendor Portal Access Identifier VARCHAR(10) Entity: Vendor Contact DEFINITION: The Vendor Portal Access Identifier acts as the electronic signature for the vendor contact. The Vendor 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 Identifier Type Code VARCHAR(3)   Entity: Vendor Contact

DEFINITION: The Personal Identifier (PID) Type Code is the type of identifier being used by the contact.

Valid values may include
USD = US Drivers License with Subtype of State abbreviations
USI = State Issued Identity Card with Subtype of State abbreviation
CAD =Canadian Drivers License with Subtype of Canadian Provinces
FOR = Foreign Identity Card with Subtype 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 Type 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 Type Code] + [Personal ID Subtype 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.

REFERENCE VALUES: Personal Identifier Type Code
   USD = US Drivers License
   USI = State Issued Identity Card
   CAD = Canadian Drivers License
   FOR = Foreign Identity Card
   PEM = Personal Email Address

Personal Identifier Subtype Code VARCHAR(2)   Entity: Vendor Contact

DEFINITION: The Personal Identifier (PID) Subtype 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 Identifier Type 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 Subtype 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.

REFERENCE VALUES: Personal Identifier Subtype Code
  USPS State Abbreviation Code = If the Personal ID Type Code is "State Issued Identity Card" or "US Drivers License"
  Canadian Province Code = If the Personal ID Type Code is "Canadian Drivers License"
  Relevant two digit country code = If the Personal ID Type Code is "Foreign Identity Card"
  XX = If the Personal ID Type Code is "Personal Email"

Person Identifier Text VARCHAR(100)   Entity: Vendor Contact
DEFINITION: The Person Identifier Text when used in combination with Personal ID Type Code + Personal ID Subype Code will uniquely identity an individual. Personal Identifier Text may be a government assigned identifier for the individual or an email address. The primary type 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.

Contact Full Name VARCHAR(60)   Entity: Vendor Contact
DEFINITION: The 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.

Contact First Name VARCHAR(20)   Entity: Vendor Contact
DEFINITION: The 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.

Contact Last Name VARCHAR(30)   Entity: Vendor Contact
DEFINITION: The 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: MacGhilleseatheanaich.
A web search reveals the longest last name in the world is 35
characters: Wolfeschlegelsteinhausenbergerdorff

Contact Email Address Text VARCHAR(100) Entity: Vendor Contact <u>DEFINITION</u>:
The Contact Email Address Text is the Internet email address for the contact.

<u>NOTES</u>: 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.

Contact Fax Country Code CHAR(3)   Entity: Vendor Contact
<u>DEFINITION</u>: The 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 vendor location. Used by the Phone and Fax elements.

<u>NOTES</u>: 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.

<u>REFERENCE VALUES: Country Calling Code</u>
   E.164 : The international public telecommunication numbering plan = http://www.itu.int/rec/T-REC-
E.164/en
   List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) =
http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Contact Fax Full Phone Number VARCHAR(26) Entity: Vendor Contact <u>DEFINITION</u>: The Contact
Fax Full Phone Number is the combination of Area Code and Phone Number for the fax number of the
vendor contact

<u>NOTES</u>: Implementation Note: Mandatory for full compliance.

Contact Fax Extension Number VARCHAR(6)   Entity: Vendor Contact
<u>DEFINITION</u>: The Contact Fax Extension Number is a vendor assigned value that by-passes the vendor
switchboard associated with the principal contact's fax number.

<u>NOTES</u>: Fax Extension. The optional fax extension number associated with the fax number for a contact,
be it a vendor, customer, or internal contact.

Contact Phone Country Code CHAR(3)   Entity: Vendor Contact
<u>DEFINITION</u>: The 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 vendor location. Used by the Phone and Fax elements.

<u>NOTES</u>: 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.

REFERENCE VALUES: Country Calling Code
  E.164 : The international public telecommunication numbering plan = http://www.itu.int/rec/T-REC-E.164/en
  List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) = http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Contact Full Phone Number VARCHAR(26)   Entity: Vendor Contact
DEFINITION: The Contact Full Phone Number is 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.

Contact Phone Extension Number VARCHAR(6) Entity: Vendor Contact DEFINITION: The Contact Phone Extension Number 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: The Vendor Contact Comment Text 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 Parent Vendor Location Identification Number is a Virginia Vendor Location Identification Number (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, is 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: Parent 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 Vendor Location Identification Number for Address is a Commonwealth of Virginia assigned unique number that identifies a 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 <u>DEFINITION</u>: The Vendor Location Address Identifier is an assigned value that uniquely identifies an address independent of usage.

<u>NOTES</u>: 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 Location

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 Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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

Entity & Attribute Definitions and Notes 25

DEFINITION: The Parent Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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
   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 Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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.

The Department of Purchases and Supply (DPS) will assign the standard name for each procurement vendor. A procurement vendor may have one or more Vendor Location Standard Names per TIN.

The assigned standard name will be associated with the vendor's tax documentation and the vendor location.

NOTES: For implementations where the Commonwealth Accounting and Reporting System (CARS) is part of the data exchange, restrict the field so it only allows the following characters:
  dash (-)
  pound (#)
  forward slash (/)
  ampersand (&)
  apostrophe (')
  percent (%)
  at symbol (@)
  dollars sign
  ($) period (.)
  comma (,)

 Alpha upper and lower case letters allowed.

Vendor Location Parent Relationship Type Code VARCHAR(2) Entity: Vendor Location

DEFINITION: The Vendor Location Parent Relationship Type Code defines the nature of the association of this vendor location to its parent. If this vendor location is the parent, this field will not have a value.
For Example:
This vendor location is a franchise of the parent, Subsidiary of the parent, a Division of the parent or a Office of the parent

NOTES: The Vendor Location Parent Relationship Type Code indicates if the Headquarters Account is a franchisor - a business that grants or offers 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

REFERENCE VALUES: Vendor Location Relationship Type Code
   Franchise
   Subsidiary
   Division
   Office

Registration Type Code VARCHAR(2)   Entity: Vendor Location
DEFINITION: The 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.

REFERENCE VALUES: Registration Type Code
   Self-registered
   State entered

Headquarters Flag CHAR(1)   Entity: Vendor Location
DEFINITION: The Headquarters Flag is a logical indicator that identifies the Vendor location that is the Vendor'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)
  Y = Yes Condition is valid or true
  N = No Condition is invalid or false

Vendor Solicitation Classification Code VARCHAR(2) Entity: Vendor Location DEFINITION: The Vendor Solicitation Classification Code groups vendors 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 NAICS (North American Industry Classification System) Classification Code 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 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: UN/LOCODE Country Code
  United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Vendor Location Comment Text VARCHAR(255)   Entity: Vendor Location
DEFINITION: The Vendor Location Comment Text

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.

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 Code
  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 <u>DEFINITION</u>: The Vendor Location Approval Status Code is the code value of the current step of the vendor registration review and approval process.

<u>REFERENCE VALUES: Approval Code</u>
0 = N/A
1 = Incomplete
3 = Complete

Preferred Ordering Method Code CHAR(1)   Entity: Vendor Location
<u>DEFINITION</u>: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the vendor has elected to receive orders. Purchase orders will refer to this as the Delivered Order Method Code.

<u>REFERENCE VALUES: Procurement Order Method Code</u>
1 = Electronic via Ariba Commerce Services Network
2 = US Postal Service (Print and mail)

Web Address Text VARCHAR(255)   Entity: Vendor Location
<u>DEFINITION</u>: The Web Address Text is the URL link for sales information provided by or on behalf of the vendor or vendor location

Internet Catalog Web Address Text VARCHAR(255) Entity: Vendor Location <u>DEFINITION</u>: The Internet Catalog Web Address Text is the web address for the vendor location's online catalog.

Default Currency Code CHAR(3)   Entity: Vendor Location
<u>DEFINITION</u>: The Default Currency Code indicates the currency which should be used to pay the vendor unless other considerations override.

<u>REFERENCE VALUES: ISO 4217 Currency Code</u>
USD = United States Dollar
CAD = Canadian Dollar
EUR = European Euro
GBP = Great British Pound
JPY = Japanese Yen
CHF = Swiss Franc

Vendor Location Approval Status Date DATE Entity: Vendor Location <u>DEFINITION</u>: The Vendor Location Approval State Date is the last date that vendor location information was reviewed and approved.

Vendor Location Approved By User Name VARCHAR(7) Entity: Vendor Location <u>DEFINITION</u>: The Vendor Location Approved By User Name is the assigned user identifier or logon identifier or the individual that last reviewed and approved the vendor location registration information.

Vendor Location Status Date DATE   Entity: Vendor Location
<u>DEFINITION</u>: The Vendor Location Status Date is the last date that the Vendor Location Status Code was modified.

Entity: Vendor Location Address Usage <u>OWNER</u>: DGS

<u>DEFINITION</u>: The Vendor Location Address Usage 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.

<u>NOTES</u>: 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 Parent Vendor Location Identification Number is a Commonwealth of Virginia assigned
> unique number that identifies the Vendor Location that owns this 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 Vendor Location Identification Number is a Commonwealth of Virginia assigned unique
> number that identifies a 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) **FK** Entity: Vendor Location Address Usage DEFINITION: The Address
> Identifier is an assigned value that uniquely identifies an address independent of usage.

PK Address Usage Code CHAR(2) **FK** Entity: Vendor Location Address Usage DEFINITION: The
> 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
>   BI = Billing (where an vendor receives invoices)
>   CS = Customer Service

Entity & Attribute Definitions and Notes   34

PA = Payment (aka Remit To)
    PR = Ordering
    PT =   Physical
    SA   =Statutory Agent
    SH = Shipping Return
    SO   = Solicitation
    WR = Registration Administrator

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: The Principal Address Flag indicates that this is the default 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)
   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 Method of Notification Code indicates the vendor's preference for the method of receiving correspondence for the principal endpoint of communication associated with this address, vendor location, usage.

REFERENCE VALUES: Correspondence Method
   1 = E-Mail
   2 = Fax
   3 = Postal Service

Internal Mail Delivery Text VARCHAR(60) Entity: Vendor Location Address Usage DEFINITION:
The Internal Mail Delivery Text 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.

Vendor Location Phone Country Code CHAR(3)   Entity: Vendor Location Address
Usage
DEFINITION: The Vendor Location Phone Country Code is a 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.

REFERENCE VALUES: Country Calling Code
   E.164 : The international public telecommunication numbering plan = http://www.itu.int/rec/T-REC-
E.164/en
   List Of ITU-T Recommendation E.164 Assigned Country Codes (Position On 15 April 2009) =
http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

Vendor Location Full Phone Number CHAR(26) Usage   Entity: Vendor Location Address
DEFINITION: The Vendor Location Full Phone Number is the
combination of Area Code and Phone Number for the voice phone number for the address type and
vendor location

Vendor Location Phone Extension Number CHAR(6)   Entity: Vendor Location Address
Usage
DEFINITION: The Vendor Location Phone Extension Number
is a vendor assigned value that by-passes the vendor switchboard for the address type and vendor
location.

Vendor Location Fax Country Code CHAR(3) Entity: Vendor Location Address Usage
DEFINITION: The Vendor Location Fax Country Code is a 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.

REFERENCE VALUES: Country Calling Code
   E.164 : The international public telecommunication numbering plan = http://www.itu.int/rec/T-REC-
E.164/en
   List Of ITU-T Recommendation E.164 Assigned Country Codes
   (Position On 15 April 2009) =
http://www.itu.int/dms_pub/itu-t/opb/sp/T-SP-E.164D-2009-PDF-E.pdf

                                                          Entity: Vendor Location Address

Vendor Location Fax Full Phone Number CHAR(26) Usage
DEFINITION: The Vendor Location Fax Full Phone Number is the
combination of Area Code and Phone
Number for the fax number for this vendor address type and location.

                                                          Entity: Vendor Location

Vendor Location Fax Phone Extension Number CHAR(6)
Address Usage
DEFINITION: The Vendor Location Fax Phone Extension Number is a vendor assigned value that by-
passes the vendor switchboard for this address type and vendor location

Address Usage Effective Begin Date   DATE   Entity: Vendor Location Address Usage
DEFINITION: The Address Usage Effective Begin Date is the first day this information is valid.

Address Usage Effective End Date   DATE   Entity: Vendor Location Address Usage
DEFINITION: The Address Usage Effective End Date is the last day this information is valid.

Address Status Code CHAR(10) Entity: Vendor Location Address Usage <u>DEFINITION</u>: The Address Status Code indicates whether the address is currently in use (Active) or has been superseded (inactive)

<u>REFERENCE VALUES: Address Status</u>
  1 = Inactive
  2 = Active

Entity: Vendor Location Alternate ID Type Code

DEFINITION: The Vendor Location Alternate ID Type Code entity records the allowable values of the Vendor Location Alternate ID Type Code, defines the meaning of the codes and indicates which ones allow duplicate ID values within the type if the Vendor Location ID is ignored.

PK Vendor Location Alternate ID Type Code CHAR(6) Entity: Vendor Location Alternate ID Type Code

DEFINITION: The Vendor Location Alternate ID Type Code indicates the registration authority responsible for the uniqueness of the identifier
Examples:
CCR = Central Contractor Registration
DUNS = Dun and Bradstreet Number (Does not allow duplicates)
FMS = DOA Financial Management System (in planning as of Jul 09)

This could contain IDs used by various state agencies. Additional domains would need to be defined.

REFERENCE VALUES: Vendor Location Alternate ID Type Code
　CCR = Central Contractor Registration
　DUNS = Dun and Bradstreet Number (Does not allow duplicates)
　FMS = DOA Financial Management System (in planning as of Jul 09)

Vendor Location Alternate ID Type Name CHAR(40) Entity: Vendor Location Alternate ID Type Code

DEFINITION: The Vendor Location Alternate ID Type Name gives the meaning of the Alternate ID Type Code.
Examples:
CCR = Central Contractor Registration
DUNS = Dun and Bradstreet Number
FMS = DOA Financial Management System (in planning as of Jul 09)

REFERENCE VALUES: Vendor Location Alternate ID Type Code
　CCR = Central Contractor Registration
　DUNS = Dun and Bradstreet Number (Does not allow duplicates)
　FMS = DOA Financial Management System (in planning as of Jul 09)

Vendor ID Type Duplicates Flag CHAR(1) Entity: Vendor Location Alternate ID Type Code

DEFINITION: The Vendor ID Type Allows Duplicates Flag indicates if the type allows duplicate ID values within the type if the Vendor Location ID Number is ignored. For example, if VLIN is ignored, the system should not have any duplicate DUNS numbers. However, if some alternate ID is assigned to a headquarters and all branch offices have the same ID, then duplicates would be allowed for that ID.

NOTES: Implementation Note: The Vendor Data Standard does not intend to specify alternate ID value uniqueness will be enforce or allowed, but does intend to specify that it must be possible to conditionally enforce such uniqueness.

REFERENCE VALUES: Logical Flag (Y/N)
　Y = Yes Condition is valid or true
　N = No Condition is invalid or false

Entity: Vendor Location Alternate Identifier

DEFINITION: The Vendor Location Alternate Identifier entity identifies alternate domains and unique identifiers for the Vendor Location. It is intended to be used for enterprise-wide identifiers that a large number of agencies may require. For example federal reports may require an association of Virginia vendor locations with Federal GSA vendor registration (the CCR number). This entity provides a mechanism to support this type of external identifier.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location Alternate Identifier

> DEFINITION: The Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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 Alternate ID Type Code CHAR(6) **FK** Entity: Vendor Location Alternate Identifier

> DEFINITION: The Vendor Location Alternate ID Type Code indicates the registration authority responsible for the uniqueness of the identifier
> Examples:
> CCR = Central Contractor Registration
> DUNS = Dun and Bradstreet Number (Does not allow duplicates)
> FMS = DOA Financial Management System (in planning as of Jul 09)

> This could contain IDs used by various state agencies. Additional types would need to be defined.

> NOTES: Implementation Note;
> DUNS number is listed as a possible alternate identifier and is also an attribute in Vendor Location. See the Implementation note on the DUNS Number attribute.

> REFERENCE VALUES: Vendor Location Alternate ID Type Code
> CCR = Central Contractor Registration
> DUNS = Dun and Bradstreet Number (Does not allow duplicates)
> FMS = DOA Financial Management System (in planning as of Jul 09)

PK Vendor Location Alternate Identifier VARCHAR(25) Entity: Vendor Location Alternate Identifier

> DEFINITION: The Vendor Location Alternate Identifier is a unique number assigned to this vendor location by the type registrar.

Entity: Vendor Location Commodity

DEFINITION: A Vendor Location Commodity defines a standard category of goods and or services offered by a Vendor location.

The National Institute of Governmental Purchasing (NIGP) Living Code at the 5 digit level is Virginia's commodity code standard for registration for the type of commodities offered by a Vendor location

Commodities are part of Vendor self registration, therefore commodities are added, updated and deleted by an authorized Vendor representative. Commodity codes may be deleted when the Vendor location information for the Vendor is no longer active

NOTES: Implementation Note: To interoperate with the Commonwealth central purchasing system, NIGP code is mandatory.

General Notes:
The NIGP Commodity/Services Code (NIGP Code) is a proprietary product comprised of an extensive library of descriptive codes assembled and organized into a coding structure to identify and describe a wide variety of products and services. The Code is very useful to public sector purchasing professionals for tracking purchasing activity, for budgeting and management reporting, for tracking and controlling inventory, and for classifying vendors by the types of products they provide. The NIGP Code, which is a copyrighted product owned by NIGP, was developed by NIGP in partnership with Periscope Holdings, Inc. (Periscope), who holds the exclusive license to maintain, enhance, and market the NIGP Code and various crosswalks of the NIGP Code to other codes such UNSPSC and NAICS. The NIGP Code has become the national standard for product/service codes used in the public sector. It is used at some level by thirty-three (33) states and literally hundreds of local jurisdictions and political subdivisions.

 www.nigp.com or contact NIGP Code Services at (800) 757-6064

3-Digit (Class)   Code 620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.
5-Digit (Class-Item)   Code 620-80 Pens (General Writing Types): Ball Point, Nylon Tip, etc.
7-Digit (Class-Item-Group) Code 620-80-21 Pens, Ball Point, Retractable, Refillable, All Plastic Barrel W/Metal Pocket Clip
11-Digit (Class-Item-Group-Detail) Code 620-80-21-0354 Fine Point, Black Ink, 12/Box

Digit 1-3 is Class
Digit 4-5 is Item
Digit 6-7 is Group
Digit 8-11 is Detail

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

DEFINITION: The Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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 NIGP Commodity Code VARCHAR(5) Entity: Vendor Location Commodity <u>DEFINITION</u>: The NIGP Commodity Code is the National Institute of Governmental Purchasing code structure for the classification of commodities (goods and services) The code is broken into segments class, item, group, detail. The more digits used the more specific the code becomes. Vendor Location registration may select Class and Item codes.

<u>NOTES</u>: Vendors register for commodities at the 5 digit level. Commodities are classified during purchases using up to 11 digits of the code

Commodity Code. The identification code assigned to the commodity.
3-Digit (Class) Code
5-Digit (Class-Item) Code
7-Digit (Class-Item-Group) Code 11-
Digit (Class-Item-Group-Detail) Code

National Institute of Governmental Purchasing, Inc.
151 Spring Street, Herndon, VA 20170-5223
Phone: 703-736-8900 o Fax: 703-736-2818
Toll-Free: 800-FOR-NIGP

In the future vendor catalogs may use NIGP at lower levels of detail either 7 or 11 digits.

<u>REFERENCE VALUES: NIGP Living Code</u>
   NIGP Code = http://www.nigp.com/solutions.php

NIGP Commodities Description Text VARCHAR(255) Entity: Vendor Location Commodity
<u>DEFINITION</u>: The NIGP Commodities Description Text is the English description of the goods or services represented by the associated commodity code

Entity: Vendor Location Contact Authorization

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 Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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
> too: ALL = All
> OFFER = Person is an authorized offerer for the related vendor location
> AUTH = person is authorized to set authorizations for the vendor location.

> REFERENCE VALUES: Vendor Authorized Function Code
> 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 Location Eligibility

DEFINITION: The Vendor Location Eligibility entity defines the business processes in which the vendor location may participate

The entity is created at the time of registration and is maintained by designated state employees based on the vendor location having maintained current information as requested by the Commonwealth.

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

DEFINITION: The Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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 Eligibility Type Code CHAR(1) Entity: Vendor Location Eligibility DEFINITION: The Vendor Location Eligibility Type Code indicates the type of business processes in which the vendor location may participate.

REFERENCE VALUES: Vendor Location Eligibility Type Code
   Award = Indicates that a vendor location may receive a contract award, purchase order or other type of business agreement from a Commonwealth Entity. This vendor location will be available within the eprocurement application. Valid values are Y (Yes) and N (No).
   Solicitation = Indicates that the vendor may receive procurement solicitations. This vendor location will be available within the eprocurement application. Valid values are Y (Yes) and N (No).

PK Vendor Location Eligibility Type Start Date DATE Entity: Vendor Location Eligibility
DEFINITION: Vendor Location Eligibility Type Start Date is the calendar date that the vendor location became eligible for the specified Vendor Location Eligibility Type Code.

Vendor Location Eligibility Type End Date DATE Entity: Vendor Location Eligibility
DEFINITION: Vendor Location Eligibility Type End Date is the calendar date that the vendor location became uneligible for the specified Vendor Location Eligibility Type Code.

Vendor Location Eligibility Status Code CHAR(1) Entity: Vendor Location Eligibility DEFINITION: Vendor Location Eligibility Status Code indicates whether the vendor location is eligibile to particpate in the specified business process.

REFERENCE VALUES: Logical Flag (Y/N)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Entity: Vendor Location Licensure

DEFINITION: Vendor Location Licensure provides a place to record vendor related licenses which are required as part of the vetting process to ensure a vendor is qualified to perform the work requested. Licenses are issued by legally authorized public bodies to indicate specific qualifications or legal authorizations associated with a Vendor location.

Vendor location licensures are created, updated, and deleted based on information from the source licensing process.

NOTES: Implementation Note: Full implementation by agencies does not require that agencies maintain licensure data. DGS hopes to provide this as a service.

A licensure differs from a certification in that a licensure normally has continuing obligations beyond renewal. A Vendor and/or the Vendor location must meet on going obligations of professional conduct, education, and/or quality.
For Example: Contractor's License and License Type

DPOR

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

DEFINITION: The Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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 Licensure Type Name VARCHAR(25) Entity: Vendor Location Licensure
DEFINITION: The Licensure Type Name identifies which type of licensure is associated with the vendor location. It normally identifies the commonly used name for the type of certification.

Examples include: Contractor, Cosmetology, Physician, Outpatient facility, etc.

NOTES: Need to add begin and end dates for license.

PK Vendor Licensure Number VARCHAR(20) Entity: Vendor Location Licensure DEFINITION: The Vendor Licensure Number is an identifier that uniquely identifies the license issued to the vendor location. This identifier is assigned by the process responsible for issuing the license.

Licensing Entity Name VARCHAR(30) Entity: Vendor Location Licensure
DEFINITION: The Licensing Entity Name Text is the name of the public body (e.g., agency, federal dept) that issued the license.

NOTES: Not in eVA today

Licensee Name CHAR(30) Entity: Vendor Location Licensure
DEFINITION: The Licensee Name is the name of the vendor or the vendor employee as it appears on the license in question.

License Form Locator Text VARCHAR(10) Entity: Vendor Location Licensure

DEFINITION: The License Form Locator Text defines the location of an electronic picture of the paper document supporting the data.

License Effective Date DATE Entity: Vendor Location Licensure
DEFINITION: The License Effective Date is the date when the licensee is authorized to exercise the privileges of the license.

NOTES: The date the license became effective.

License Expire Date DATE Entity: Vendor Location Licensure
DEFINITION: The License Expire Date is the date when the licensee is authorized to exercise the privileges of the license based upon the license in question.

NOTES: The date the license did or will expire and no longer be valid.

Entity: Vendor Location Service Area

DEFINITION: A Vendor Location Service Area is one of the Virginia geographic areas defined by Department of General Services in which the Vendor is willing to deliver goods and or services. There is also a code for statewide service.

Service areas are created by a Vendor location selecting one or more service areas during Vendor registration and are self maintained. Service areas may be deleted by an authorized Vendor location user or by DGS once the Vendor location is no longer active.

PK Vendor Location Identification Number VARCHAR(10) **FK** Entity: Vendor Location Service Area

DEFINITION: The Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that identifies a 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 Service Area Locality Code VARCHAR(5) Entity: Vendor Location Service Area DEFINITION: The Service Area Locality Code is the geographic identifier that is associated with the associated service area group

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

Entity: Vendor Tax Documentation

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 Taxpayer Identification Number Type Code 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
    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 Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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 Documentation   Entity: Vendor Tax
    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 Text 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   <u>OWNER</u>: DGS

<u>DEFINITION</u>: 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.

<u>NOTES</u>: 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 <u>DEFINITION</u>:
        The Taxpayer Identification Number Type Code 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
   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 <u>DEFINITION</u>: The Taxpayer
Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification
Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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.

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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 Tax 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 Tax Form Number 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

IRS Tax Classification Code CHAR(1)   Entity: Vendor Tax Profile
DEFINITION: The IRS 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: The Disregarded Entity Organization Filing Type Text 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

Taxpayer Country Name VARCHAR(40)   Entity: Vendor Tax Profile
DEFINITION: The Taxpayer 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

   United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Taxpayer Primary Payee Name VARCHAR(40)   Entity: Vendor Tax Profile
DEFINITION: The Taxpayer 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)

Taxpayer Second Payee Name VARCHAR(40) Entity: Vendor Tax Profile DEFINITION: The Taxpayer Second Payee Name 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 Taxpayer Is Foreign Flag indicates the geographic location of the address of the payee.

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)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Taxpayer Exempt From Withholding Flag CHAR(1) Entity: Vendor Tax Profile DEFINITION: The Taxpayer Exempt from Withholding Flag is 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)
   Y = Yes Condition is valid or true
   N = No Condition is invalid or false

Taxpayer Address Text VARCHAR(40)   Entity: Vendor Tax Profile
DEFINITION: The Taxpayer Address 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

Taxpayer Foreign Address Text VARCHAR(50) Entity: Vendor Tax Profile <u>DEFINITION</u>: The Taxpayer 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

Taxpayer City Name VARCHAR(40)　　　　　Entity: Vendor Tax Profile
<u>DEFINITION</u>: The Taxpayer City Name is the city, town or post office the payee filed on the Vendor's IRS withholding form

Required (see foreign exceptions)

Taxpayer State Code VARCHAR(3)　　　　　Entity: Vendor Tax Profile
<u>DEFINITION</u>: The Taxpayer 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)

<u>REFERENCE VALUES: UN/LOCODE Country Code</u>
　United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

Taxpayer Zip Code VARCHAR(9)　　　　　Entity: Vendor Tax Profile
<u>DEFINITION</u>: The Taxpayer 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
<u>DEFINITION</u>: The Withholding Required Flag 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)

<u>NOTES</u>: 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 son 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)
  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 Flag 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)
  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 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 IRS 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 Code
  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 matchers IRS EIN records
8 = TIN and Name combination matches IRS SSN and EIN records

IRS Validation Date DATE   Entity: Vendor Tax Profile
DEFINITION: The IRS Validation Date is the date the information was last matched against the IRS file for the same vendor.

Taxable Entity Type Code VARCHAR(3) **FK**   Entity: Vendor Tax Profile
DEFINITION: The Taxable Entity Type Code is the code that represents the type of organization specified on a W9 or W8 IRS form for tax reporting purposes.

NOTES: The Department of Accounts provides the following policy guidance for entry of this data into CARS.

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: Taxable Entity Type with Supplemental Code
  1 = Corporation
  2 = General Partnership
  3 = Sole Proprietorship
  4 = Non-Profit Associations
  5 = Governmental Entity
  6 = Individual
  8 = Limited Liability Co
  9 = Limited Liability Partner
 10 = Business trusts
 12 = Estates
 99 = Undeclared

11 = Joint Venture
15 = Professional Corporation
16 = Medical and Health Care Corporation
17 = Legal Services Corporation
18 = Real Estate Agent
20 = Virginia State Agency
21 = Virginia Local Government
22 = Federal Government
23 = Political Subdivision

Organization Legal Type Code VARCHAR(2)   Entity: Vendor Tax Profile
DEFINITION: The Organization Legal Type Code is a code which represents the legal designation for the type of business organization.

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 Legal Type Code
  1 = Corporation (Incorporated)
  2 = General Partnership
  3 = Sole Proprietorship
  4 = Non-Profit Associations
  5 = Governmental Entity
  6 = Individual
  8 = Limited Liability Co
  9 = Limited Liability Partner
  10 = Business Trusts
  12 = Estates
  99 = Undeclared

Entity: Vendor Tax Profile Eligibility

DEFINITION: The Vendor Tax Profile Eligibility entity defines the business processes in which the taxpayer may participate.

NOTES: General Notes:
Example of information provided from EPL (Excluded Persons List)

Name HEALTH INFORMATION RESOURCES
 Classification Firm
 Exclusion Type Reciprocal
 Description none

Address(es) --
 Address 17868 BELLOWS FALLS CT, SOUTH BEND, IN, 46614
 DUNS 156738515

CT Action(s) --
 Action Date 28-Jul-2004
 Termination Date Indef.
 CT Code Z2
 Agency OPM
 Agency POC OPM Contacts
 EPLS Create Date 29-Jul-2004
 EPLS Modify Date

PK Taxpayer Identification Number Type Code VARCHAR(4) **FK** Entity: Vendor Tax Profile Eligibility

DEFINITION: The Taxpayer Identification Number Type Code 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
   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 Profile Eligibility <u>DEFINITION</u>: The Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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

<u>NOTES</u>: 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.

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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 Taxpayer Eligibility Type Code CHAR(1) Entity: Vendor Tax Profile Eligibility <u>DEFINITION</u>: The Taxpayer Location Eligibility Type Code indicates the type of business processes in which the taxpayer may participate.

<u>REFERENCE VALUES: Taxpayer Eligibility Type Code</u>
   Open for Payment = Indicates that payments may be processed for this vendor location. The primary reason for this flag to be false is there is not a valid W9 or W8 on file for the vendor. Valid values are Y (Yes) and N (No).
   Send to Debt Setoff = Indicates that one or more claims are active for this vendor. If true any payment to this vendor must be processed by the Comptroller's Debt Setoff program prior to paying the vendor. All or part of the payment may be withheld to cover an existing state, local, or federal government claim. Valid values are Y (Yes) and N (No).
   On VA TAX List = Indicates if the vendor location TIN number appears on Virginia Tax prohibited doing business list. Special consideration should be made in soliciting, awarding to or paying the vendor. Valid values are Y (Yes) and N (No).
   On Federal Excluded Parties List (EPL) = Indicates if the vendor location standard name or DUNS number appears on the Excluded Parties consolidated federal watch list located at www.epls.gov. A review

of current law should be conducted prior to transacting business with the vendor location. Valid values are X (Never researched or set), Y (Yes, on the EPL) and N (No, not on the EPL).

PK Taxpayer Eligibility Type Start Date DATE Entity: Vendor Tax Profile Eligibility <u>DEFINITION</u>: The Taxpayer Location Eligibility Type Start Date is the calendar date that the taxpayer became eligible for the specified Taxpayer Eligibility Type Code.

Taxpayer Eligibility Type End Date DATE Entity: Vendor Tax Profile Eligibility <u>DEFINITION</u>: The Taxpayer Location Eligibility Type End Date is the calendar date that the taxpayer became uneligible for the specified Taxpayer Eligibility Type Code.

Taxpayer Eligibility Type Status Code CHAR(1) Entity: Vendor Tax Profile Eligibility <u>DEFINITION</u>: The Taxpayer Location Eligibility Status Code indicates whether the taxpayer is eligibile to particpate in the specified business process.

Entity: Vendor Tax Withholding   OWNER: DOA

DEFINITION: Vendor Tax Withholding contains the determination and supporting information required to determine the rate to be used for computing tax withholding from eligible payments and the taxing authority that should receive the withholdings.

Based on US Treasury Regulation Definition

It is acquired during eVA vendor registration or prior to the first payment to the vendor. The information is 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.

NOTES: Detailed information about this entity may be found at:
http://www.irs.gov/businesses/small/international/article/0,,id=96436,00.html

Withholding rates are 28 percent for US Persons or Entities and 30 percent for Foreign Persons or Entities. In most instances Virginia agencies do not withhold taxes for vendor payments.

Determining that the person or entity is eligible to have taxes withheld is only one step in determining withholding amounts. The next step is to determine the type of payment. Only payments for certain goods and services are eligible for withholding. This means for each payment transaction a decision must be made if this payment type is eligible for withholding. This process is also known as determining if a payment is "1099 reportable". Tax treaties with foreign governments may vary who, which type of services, and withholding rates apply to foreign persons or entities. It is the payee's responsibility to provide all substantiating documentation to the payer that demonstrates why there should be no withholding or withholding at a reduced rate.

There is legislation at the federal level to make withholding mandatory of certain payments (currently payments over $10,000.

This model anticipates the following changes in business practices:

-COV may be required to withhold taxes for US persons (non-employees) and entities -
COV may be required to withhold taxes for Foreign persons (non-employees) and entities
-COV may begin withholding taxes for Virginia and other state governments
-COV may begin withholding taxes for local governments
-COV may be required to withhold taxes for Foreign governments

PK Taxpayer Identification Number Type Code VARCHAR(4) **FK** Entity: Vendor Tax Withholding

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
 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 <u>DEFINITION</u>: The Taxpayer Identification Number 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. Additional valid identifiers may be Individual Taxpayer Identification Number (ITIN) or Adoption Taxpayer Identification Number (ATIN), both issued by the IRS to individuals.

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

<u>NOTES</u>: 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: The 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 Country Code
   United Nations Code for Trade and Transport Locations = http://www.unece.org/cefact/locode

PK Vendor Tax Withholding Category Text VARCHAR(10) Entity: Vendor Tax Withholding

DEFINITION: The Vendor Tax Withholding Category Text 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: Vendor Taxable Entity Type Code

DEFINITION: The Vendor Taxable Entity Type Code indicates what type of taxable entity the vendor is.

NOTES: The Parent Taxable Entity Type Code indicates a hierarchical relationship between Taxable Entity Type Codes.

Level 1 values have the Parent Taxable Entity Type Code set to themselves:
1   Corporation
2   General Partnership
3   Sole Proprietorship
4   Non-Profit Associations
5   Governmental Entity
6   Individual
8   Limited Liability Co
9   Limited Liability Partner
10   Business trusts
 12   Estates
 99   Undeclared

Level 2 values only valid with use of Level 1 value 1 Corporation (Incorporated)
15   Professional Corporation
16   Medical and Health Care Corporation
17   Legal Services Corporation

Level 2 values only valid with use of Level 1 value 5 Governmental Entity
20   Virginia State Agency
21   Virginia Local Government
22   Federal Government
23   Political Subdivision

Level 2 values valid with any Level 1
value 11 Joint Venture
18   Real Estate Agent

> **PK Taxable Entity Type Code** VARCHAR(3) Entity: Vendor Taxable Entity Type Code DEFINITION: The Taxable Entity Type Code is the code that represents the type of organization specified on a W9 or W8 IRS form for tax reporting purposes.
>
> NOTES: 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: Taxable Entity Type with Supplemental Code
  1 = Corporation
  2 = General Partnership
  3 = Sole Proprietorship
  4 = Non-Profit Associations
  5 = Governmental Entity
  6 = Individual
  8 = Limited Liability Co
  9 = Limited Liability Partner
 10 = Business trusts
 12 = Estates
 99 = Undeclared
 11 = Joint Venture
 15 = Professional Corporation
 16 = Medical and Health Care Corporation
 17 = Legal Services Corporation
 18 = Real Estate Agent
 20 = Virginia State Agency
 21 = Virginia Local Government
 22 = Federal Government
 23 = Political Subdivision

Parent Taxable Entity Type Code VARCHAR(3) **FK** Entity: Vendor Taxable Entity Type Code

DEFINITION: The Parent Taxable Entity Type Code is the code value that indicates the Taxable Entity Type Code that this code belongs under.

NOTES: Level 1 codes have identical Taxable Entity Type Code and Parent Taxable Entity Type Code.
Level 2 codes have a Level 1 code as the Parent Taxable Entity Type Code.

REFERENCE VALUES: Taxable Entity Type Code
  1 = Corporation
  2 = General Partnership
  3 = Sole Proprietorship
  4 = Non-Profit Associations
  5 = Governmental Entity
  6 = Individual
  8 = Limited Liability Co
  9 = Limited Liability Partner
 10 = Business trusts
 12 = Estates
 99 = Undeclared

11 = Joint Venture
15 = Professional Corporation
16 = Medical and Health Care Corporation
17 = Legal Services Corporation
18 = Real Estate Agent
20 = Virginia State Agency
21 = Virginia Local Government
22 = Federal Government
23 = Political Subdivision

Taxable Entity Type Description VARCHAR(25) Entity: Vendor Taxable Entity Type Code

DEFINITION: The Taxable Entity Type Description is text describing the code value.

Entity & Attribute Definitions and Notes   69