COMMONWEALTH OF VIRGINIA

Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE

PROCUREMENT VENDOR DATA STANDARD

Virginia Information Technologies Agency (VITA)

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Vendor Data Standard Owners

The vendor data standard owners shall have authority for the interpretation and application of this standard. The owners responsible for the development and ongoing maintenance of the Commonwealth's Vendor Data Standard are as follows:

- Division of Purchases & Supply (DPS) – Ron Bell
- Department of Accounts (DOA) – David Von Moll

The Data Stewards associated with each agency are as follows:

- DPS – Bob Sievert, Becky Barnett and Marion Lancaster
- DOA – Randy McCabe and Kim White

The VITA Enterprise Application Division (EAD) has supported the development of the vendor data standard and has reviewed it for completeness and accuracy according to data management best practices. The EAD resources responsible for supporting the vendor standard are as follows:

- VITA EAD – Peggy Feldmann, Director Enterprise Applications Division
- VITA EAD – Nadine Hoffman, Data Manager

Publication Version Control

This following table contains a history of revisions to this publication.

Version	Date	Revision Description
1.0	06/30/2010	Final Approved Document
1.1	07/07/2010	- Removed text referring to allowable characters for the Vendor Location Standard Name sentence in the Entity Relationship Model Overview section. Clarified the Division of Purchases and Supply will establish the standard name. - Under the Vendor Location Alternate Identifier entity, removed DUNS number as an example of an external unique identifier for a vendor location in the Entity Relationship Model Overview section. - Corrected typographical errors within the document.
1.2	07/27/2010	- Replaced Figure 1 - Updated Entity Relationship Diagram text to match changes made to model
1.3	09/1/2010	- Replaced Figure 1 - Updated URLs to data dictionary file - Entity Relationship Diagram (ERD) Overview – updated reference to Service Area FIPS Code to Service Area Locality Code. Modified references to Vendor Location Eligibility to Vendor Tax Profile Eligibility. - Compliance Section – modified compliance dates for data standard owners from July 1, 2010 to Dec 31, 2010 and agencies and institutions with existing systems from Oct 1, 2010 to July 1, 2011. Adjusted the due dates for the specific responsibilities.

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Reviews

- This publication was reviewed and approved by the Director of the Policy, Practice and Architecture Division.
- Online review was provided for agencies and other interested parties via the VITA Online Review and Comment Application (ORCA).

Components of the Vendor Data Standard

The Vendor Data Standard consists of the following components:

1. A business narrative describing the standard, (this document)
2. A data model which can be viewed by going to
   http://www.vita.virginia.gov/oversight/EDM/Vendor/index.htm.
3. Data definition reports derived from the data model which can be viewed by going to
   http://www.vita.virginia.gov/oversight/EDM/Vendor/AttachFiles/DPSVendorStandard
   DataDictionary.pdf

Vendor Data Standard Background

All Virginia public bodies are responsible for complying with Code of Virginia Sections 2.2-4300 thru 2.2-4377 referred to as the Virginia Public Procurement Act. Code of Virginia Section § 2.2-1110 assigns responsibility for non-technology procurement to the Department of General Services, Division of Purchases and Supply (DPS). Code of Virginia Section § 2.2-2010 assigns responsibility for technology procurement to The Virginia Information Technologies Agency (VITA). This section also empowers VITA to "Develop statewide technical and data standards for information technology and related systems to promote efficiency and uniformity" and to "Direct the establishment of statewide standards for the efficient exchange of electronic information and technology, including infrastructure, between the public and private sectors in the Commonwealth"

In March 2001, Virginia implemented eVA, the state's enterprise electronic procurement program, to streamline and better manage state purchasing activities, and to provide transparency and accountability to the general public. eVA development focused on automating procurement activities in a way that allowed the state to better manage its procurement vendor list and buying power to obtain more favorable prices for the goods and services it purchases. State agency procurement agents, as well as businesses desiring to sell to the state, are required to use eVA.

The Department of Accounts (DOA) is responsible for state agency compliance with *Code of Virginia*, Sections 2.2-4347 through 2.2-4356 and 2.2-5004 referred to as the Prompt Payment Statutes. The Prompt Payment Statutes promote sound cash management and improved vendor relationships by ensuring timely payments for goods and services. Section 2.2-4347 requires state agencies that acquire goods and services, or conduct business through contractual agreements with nongovernmental and privately-owned businesses, to pay by the "required" payment due date for delivered goods and services.

Effective July 1, 2009, *Code of Virginia* section 2.2-1115 was amended by the addition of section 2.2-1115.1 referred to as Standard Vendor Accounting Information. This statute requires the Director of the Division of Purchases and Supply, the State Comptroller (Department of Accounts), and the Virginia Information Technologies Agency to develop and maintain data standards for use by all agencies and institutions for the purchase and payment of goods and services.

§ 2.2-1115. Execution of contracts; payment for purchases; violations.

A.   All contracts entered into by the Division shall be executed in the name of the Commonwealth.

B.   All purchases made by or through the Division shall be paid for in the same manner and out of the same funds as if the purchase had not been made by or through it.

C.   The Division shall maintain a system of accounting prescribed by the State Comptroller. All moneys collected by the Division shall be paid promptly into the state treasury and reported to the State Comptroller for appropriate credit.

D.   The Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of any provision of this article.

E.   Intentional violations of the centralized purchasing provisions of this article by any using agency, continued after notice from the Governor to desist, shall constitute malfeasance in office, and shall subject the officer responsible for violation to suspension or removal from office, as may be provided by law in other cases of malfeasance

§ 2.2-1115.1. Standard vendor accounting information.

A.   The Division, the Virginia Information Technologies Agency, and the State Comptroller shall develop and maintain data standards for use by all agencies and institutions for payments and purchases of goods and services pursuant to §§ 2.2-1115 and 2.2-2012. Such standards shall include at a minimum the vendor number, name, address, and tax identification number; commodity code, order number, invoice number, and receipt information; and other information necessary to appropriately and consistently identify all suppliers of goods, commodities, and other services to the Commonwealth. The Division, the Virginia Information Technologies Agency, and the State Comptroller shall annually review and update these standards to provide the Commonwealth information to monitor all procurement of goods and services and to implement adequate controls to pay only authorized providers of goods and services to the Commonwealth.

B.   The Division and the Virginia Information Technologies Agency shall submit these standards to the Information Technology Investment Board in accordance with § *2.2-2458* for approval as statewide technical and data standards for information technology.

VIRGINIA ACTS OF ASSEMBLY – 2009 SESSION; CHAPTER 758, 3 – That the Department of General Services, the Virginia Information Technologies Agency, and the State Comptroller shall submit to the Information Technology Investment Board the standards required pursuant to § 2.2-1115.1 of this act by December 1, 2009. The Department of General Services and the Virginia Information Technologies Agency shall undertake to use these standards in the Commonwealth's enterprise electronic procurement system upon approval by the Information Technology Investment Board and make the standards available for use by all agencies and institutions by July 1, 2010. After July 1, 2010, the Department of General Services shall provide purchasing data from the Commonwealth's enterprise electronic procurement system, to the extent it is available, at least quarterly for inclusion in the Auditor of Public Accounts' searchable database established pursuant to § 30-133 of the Code of Virginia. All agencies and institutions that use the standards developed pursuant to this act that have not previously reported data to the Auditor of Public Accounts through the Commonwealth's enterprise electronic procurement system

shall, to the extent practicable, provide such data to the Auditor of Public Accounts at least quarterly beginning after July 1, 2010.

VIRGINIA ACTS OF ASSEMBLY – 2010 SESSION, Chapters 136 and 145; CHAPTER 758 and CHAPTER 812 of the Acts of Assembly 2009 are amended and reenacted to give the Secretary of Technology approval authority for the standards developed pursuant to § 2.2-1115.1.

Scope

This standard defines procurement vendor information that is required to support the purchase and payment of goods and services pursuant to Code of Virginia § 2.2-1115. During the development of this data standard, the owners acknowledged that the concept of Vendor in the most general sense is a large universe. Most agencies have a "vendor" data file that includes not only true procurement vendors, but also fiscal vendors such as grantees, customer's requiring refunds, employees as well as others requiring a payment not associated with the purchase of goods and services. This data standard focuses on Procurement Vendors, as defined in the Definitions Section of this document. Fiscal Vendors have been excluded at this time but will be addressed by the Department of Accounts in the future.

Note: With the exception of this paragraph, within this document the term "vendor" used by itself means "procurement vendor."

The vendor entity relationship model and its associated data dictionary, which are included by reference, define the data requirements for information collected about vendors. This standard applies to all agencies and institutions.

Subsequent standards in this series shall define additional information requirements for purchase transactions (solicitations, contracts, requisitions, purchase orders, change orders, and receipts) and fiscal transactions (invoices, vouchers, and payments)

Definitions

Attribute: An attribute is a specific characteristic that describes an entity (e.g. customer name, employer identification number, commodity code, etc)).

Concatenation: the state of being linked together as in a chain; union in a linked series. These are data attributes typically joined together to create uniqueness. (e.g. combining tax identification type and tax identifier to ensure identification numbers issued by Social Security and the IRS are unique)

Data Dictionary: "A data dictionary is a centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format." (ACM, IBM Dictionary of Computing, 10th edition, 1993) A data dictionary includes such items as complete and accurate definitions of both entities and attributes, attribute domains, valid values, synonyms or aliases, default values, data type and length, required/not required constraints, etc.

Data Owner: The Agency Data Owners define, manage and control the use of data within their organizations. The Agency Head or designee designates the Agency Data Owner(s) for the functional/subject areas within their jurisdictional control or authority. They also ensure adequate resources for Agency Data Owners to effectively develop and maintain their respective functional/subject areas in support of the Commonwealth's Data Management Program.

Data Steward: A data steward is the person assigned by an agency to represent the agency's interagency data needs and ensure that proposed standards meets those needs. The Agency Data Steward works on behalf of their Agency Data Owner. The data steward should have a broad understanding of the agency's data, be able to research data usage, and be empowered to obtain agreement from data owners and speak authoritatively for the agency.

Entity: A person, place, thing, event or concept identified by the user or the business as in independent existence, and can be uniquely identified (e.g. Customer, Vendor, and Address).

Entity Relationship Diagram/Model (ERD/ERM): An entity-relationship diagram is an abstract representation of structured data, which produces a conceptual data model of a system, and its requirements. The actual model is frequently called an "Entity Relationship Model", because it depicts data in terms of the entities and relationships described in the data. An ERD (the diagram of the model) may also be referred to as an Entity Relationship Model (ERM) or a logical data model (LDM).

eVA: The Commonwealth's enterprise electronic procurement system.

Primary Key: A primary key is an attribute that uniquely identifies each instance of the entity. For example, for each vendor location must be identifiable as a location and therefore each location has a unique number to identify it.

Purchase Card (Pcard): A charge card approved by the Commonwealth to be used to pay for goods or services purchased by state entities.

Relationship: A relationship is an association between entities that is relevant to the constraints, rules and policies of the business. Relationships can be thought of as verbs, linking two or more nouns. Examples: an *owns* relationship between a company and a computer, a *supervises* relationship between an employee and a department, a *performs* relationship between an artist and a song, a *proved* relationship between a mathematician and a theorem.

Vendor:

>   **Procurement Vendor**: A Procurement Vendor is an individual, public body, or business that desires to sell goods or services to the Commonwealth. (Note: With the exception of the first paragraph in the Scope section, within this document the term "vendor" used by itself means "procurement vendor.")

>>   a. **Self Registered Vendor**: Is a Procurement Vendor that has entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes.
>>   b. **State Entered Vendor**: Is a Procurement Vendor that has <u>not</u> entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes but has been entered into eVA by the Commonwealth.

>   **Fiscal Vendor**: An entity who requires payment who is not a procurement vendor.

Vendor Location Name: A clarifying name for purchasing purposes.

Vendor Location Standard Name: The name used across the Commonwealth in processing orders and payments to the vendor location.
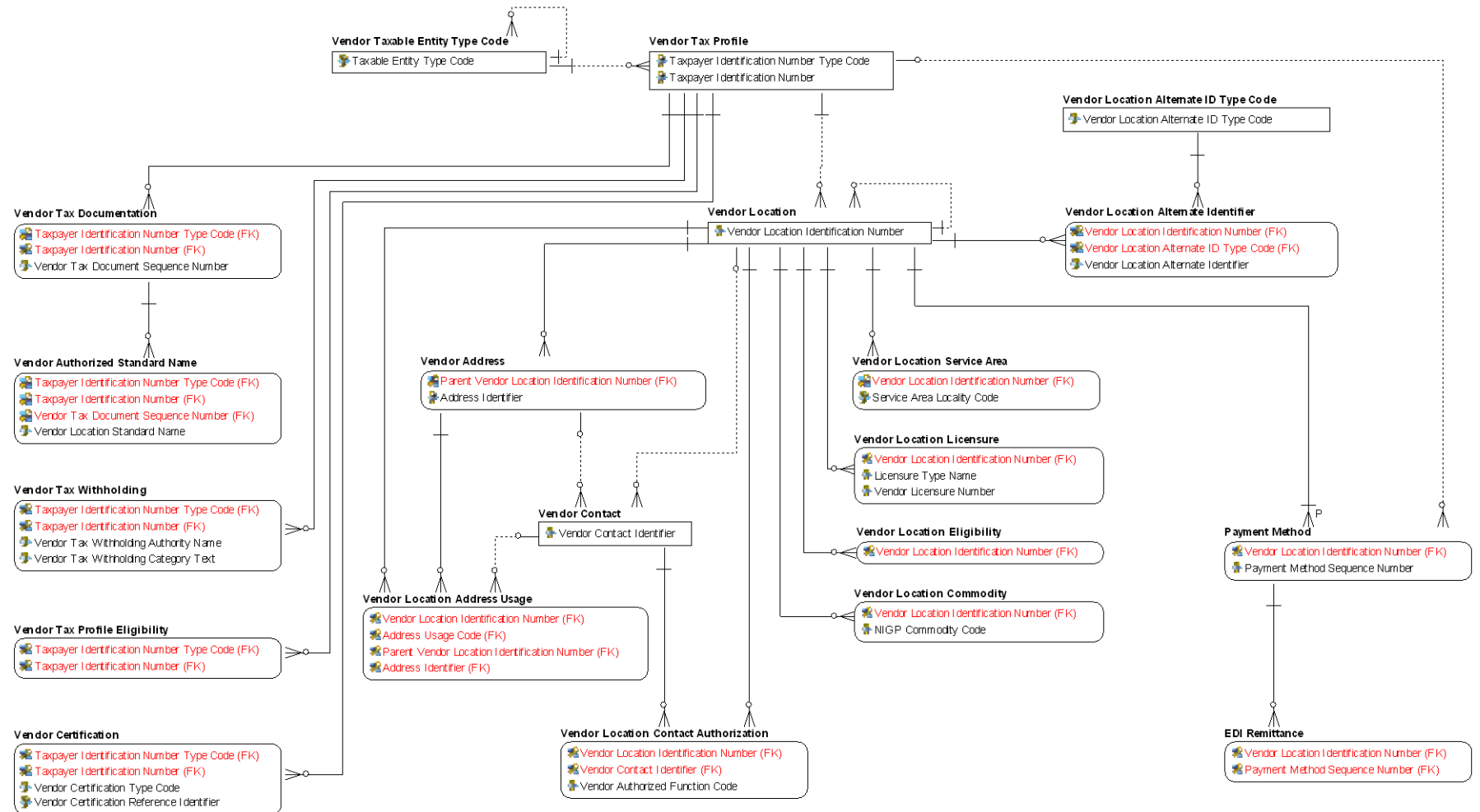
Vendor Entity Relationship Diagram (ERD)

Figure 1 Vendor Data Model

Entity Relationship Diagram (ERD) Overview

The Vendor Entity Relationship Diagram above graphically defines the procurement vendor information that is required to support procurement and payment business processes. Detailed definitions for each entity and attribute, the attribute characteristics, mandatory requirements, and valid reference values are contained in the Vendor Data Dictionary. The Vendor Data Dictionary may be accessed at http://www.vita.virginia.gov/oversight/EDM/Vendor/AttachFiles/DPSVendorStandardDataDictionary.pdf. This overview provides a summary of the model represented by the diagram, its entities, and its key attributes.

The main data entity describing a procurement vendor is **Vendor Location**. A vendor must have one but may have many vendor locations. The vendor location entity is recursive, allowing one vendor location to reference another vendor location. This structure provides flexibility in defining a complex tree of vendor relationships. It is the intent of this standard to designate one vendor location as the headquarters location which becomes the *parent* location for all of its *children* vendor locations

Vendor Location to Vendor Headquarters Location Example

Vendor Location 1 (VL1) is the Corporate Headquarters for ABC Corp. ABC Corporation uses two sales organizations Vendor Location 2 (VL2) and Vendor Location 3 (VL3). ABC Corporation also owns XYZ Corporation which is identified as Vendor Location 4 (VL4). XYZ Corporation uses three sales organizations Vendor Location 5 (VL5), 6 (VL6), and 7 (VL7)

  For ABC Corp

   Vendor Location 1 (VL1) – The Corporate headquarters is the Parent for Vendor Location 1 (this is the top of the tree)

   Vendor Location 2: Parent is VL1

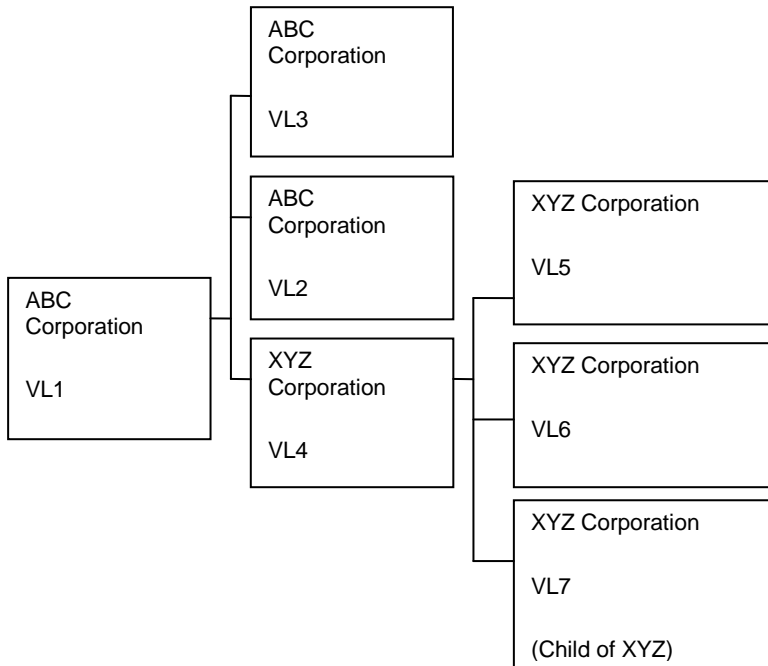   Vendor Location 3: Parent is VL1

  For XYZ Corp

   Vendor Location 4 (VL4): Parent is VL1 (ABC Corporate Headquarters)

   Vendor Location 5: Parent is VL4 (XYZ Corporate Headquarters)

   Vendor Location 6: Parent is VL4

   Vendor Location 7: Parent is VL4

By walking the nodes of the tree – you can move from Vendor Location 7 all the way up to Vendor Location 1. This structure allows vendor locations to be related to each other when the locations use different tax identifiers and/or choose to conduct business using different trade names.

The primary key for the **Vendor Location** entity is the **Vendor Location Identification Number** (VLIN). This number is assigned by the Division of Purchases and Supply at the time the vendor location is entered in eVA. The VLIN must be used by all agencies and institutions when vendor information is exchanged. The **Vendor Location** entity also contains the **Vendor Location Name** (clarifying name for purchasing purposes), and **Vendor Location Standard Name**. The **Vendor Location Standard Name** attribute contains the vendor location name that must be used by all agencies and institutions when issuing orders and payments to the vendor. The **Vendor Location Standard Name** is limited to 40 characters. The Division of Purchases and Supply within the Department of General Services will establish the Commonwealth's standard name for each vendor location.

The vendor location **Registration Type Code** attribute designates the registration type for the vendor location. There are two valid registration types – Self Registered and State registered.

DPS and DOA are working on policies and procedures to centralize the collection of W9 and W8 information for use by all agencies and institutions. The **Vendor Tax Profile** entity contains attributes found on IRS Forms W9 or W8. The primary key for Vendor Tax Profile is the US taxpayer identification number. This identifier is comprised of two attributes: the **Taxpayer Identification Number** (TIN) **Type Code**, **Taxpayer Identification Number**. The **TIN Type Code attribute** identifies the issuing organization, Internal Revenue Service or Social Security Administration. The related **Vendor Tax Withholding** entity supports multiple simultaneous withholding rates per tax identifier.

The **Vendor Tax Documentation** entity provides a place to link multiple W9s to a tax profile. This is needed because a vendor may submit multiple W9s each with different Trade Names but the same TIN which also requires that the **Vendor Authorized Standard Name** <u>entity</u> also provides a place to record multiple standard names. When setting up a new vendor location the **Vendor Location Standard Name** must be one of the authorized **Vendor Standard Names** on file.

All other entities in this standard require at least one vendor location to be created prior to entry of entities that more fully describe the vendor location.

The **Vendor Address** entity represents the data requirements for processes related to Vendors. It anticipates the needs of the Order-To-Payment process. All US addresses must comply with USPS abbreviations, city names, and formatting. Although, the **Vendor Address** entity allows for international addresses, the standard specifies no formatting rules for international addresses. The primary key for Vendor Address is the VLIN plus the Address ID. Although no two address records will have the same Address ID, several address records could have the same address content.

The **Vendor Contact** entity contains telephone, fax, and email information for all contacts related to the vendor (e.g., solicitation contacts, ordering contacts, billing contacts, payment contacts). Some of these contacts are referenced by the Vendor Location Address Usage entity as the principal contact for the vendor address. Vendor Contacts are related to the parent vendor location, but may be used by all related vendor locations. The primary key for the vendor contact entity is the **Vendor Contact Identifier** attribute. A related entity, the **Vendor Location Contact Authorization** entity records which vendor locations and the type of access assigned to the contact for each vendor location the contact may access.

The **Vendor Location Address Usage** entity associates vendor addresses and vendor contacts to vendor locations and particular usages. The usage of the address is described by the **Vendor Location Address Usage Code** attribute. Some of the valid values for the vendor location address usage code are solicitation, order, invoice, payment, and customer service. The standard anticipates that a vendor location may have many addresses with the same Address Usage Code attribute value. The **Principal Address Flag** attribute is used to designate the primary address for each Usage Code value. The primary key for the Vendor Location Address Usage entity is the concatenation of **Parent Vendor Location Identification Number, Vendor Location Identification Number**, **Vendor Location Address Usage Code**, and **Address Identifier**.

The **Vendor Location Commodity** entity provides a list of the goods or services provided by the vendor location. The primary key is the concatenation of the **Vendor Location Identification Number** and the **NIGP commodity code** attributes. Valid values for the commodity code attribute are those set forth in the National Institute of Government Purchasing (NIGP) Living Code at the five digit level.

The **Vendor Location Service Area** entity provides a list of all Virginia localities the vendor location has agreed to service. The primary key is the concatenation of the **Vendor Location Identification Number** and the **Service Area Locality Code** attributes. Valid values for the service area attribute are the Federal Information Processing Standard (FIPs) codes for Virginia counties and cities.

The **Vendor Certification** entity is designed to support disadvantaged vendor certifications

issued by the Department of Minority Business Enterprises (DMBE) and other certifications that the Commonwealth may designate. A certification is identified by the combination of Taxpayer Identification Number Type Code, Taxpayer Identification Number, Certification Domain Type Identifier, and Certification Reference Identifier. This entity is currently updated from DMBE's certification application via a near-real time web service.

In a similar manner, in the future, the **Vendor Location Licensure** entity will contain licensing information about the vendor location as contained in the state's various licensing systems. This licensing data will be restricted to only what is needed by the Commonwealth to validate licensing requirements.

The **Vendor Tax Profile Eligibility** entity is used to determine in which procure-to-pay processes the vendor may participate. For example a vendor may meet all requirements to receive a purchase order, but without a validated W9 on file, may not be eligible to receive a payment. The entity also provides a single location to determine if a payment should be processed through the Comptroller's debt set off program or is on the federal excluded parties list. The primary keys for this entity are the Taxpayer Identification Number (TIN) Type Code and Taxpayer Identification Number. Changes made to this information affects all vendor locations associated with the TIN Type Code and Taxpayer Identification Number.

The **Vendor Location Payment Method** entity contains information about how the vendor location would prefer to receive payments. The primary key for **Vendor Location Payment Method** is the concatenation of **Vendor Location Identification Number** and **Payment Method Sequence Number** attributes. Every vendor location must designate at least one **Vendor Location Payment Method**, but may designate as many payment methods as needed. By default the vendor location payment method is check. Each vendor location is required to designate if they accept purchase cards and, if so, which type of cards are accepted. In the future, information required to process EDI payments will be gathered as part of vendor registration for use in the planned enterprise financial management system. DOA is responsible for collecting required trading partner agreements for EDI and supporting issues that may arise during EDI payment processing. In the future and to the extent allowed by law, EDI information may be shared with agencies and institutions that do not use DOA for payment processing.

The **Vendor Location Alternate Identifier** entity is designed to support additional unique identifiers for the vendor location. DOA, DPS, and VITA shall determine which alternate identifiers will be mapped to vendor locations.

Vendor Data Standard Compliance

Agencies and Institutions will comply with all policies & procedures issued regarding this data standard. In support of this standard, DGS, DOA and VITA have established eVA as the authoritative source for procurement vendor information.

Data Standard Owners' Responsibilities

by July 1, 2010

DPS will provide a means to capture Procurement Vendor information via a vendor self-registration or paper registration process.

- DPS will configure eVA to support Vendor Location Identification Number (VLIN), Vendor Standard Name, W9 data and W9 form image file portions of this data standard.
- DPS will configure eVA to establish a standard name for any new Self Registered Vendor Location as part of the eVA vendor registration process.
- DPS will define a process to verify Vendor Standard Names pursuant to this data standard for both Self Registered and State Entered vendors. This process will be implemented initially for Self Registered vendors and will be implemented separately for State Entered vendors as part of the entry/management process described below.
- Where technically feasible, DPS and DOA will establish a process to update the CARS vendor file with the Vendor Location Standard Name and Payment (Remit To) Address data from eVA.

by December 31, 2010

- DPS will establish a standard name and default payment (Remit To) address for each existing Self Registered Vendor Location in eVA.
- DPS will develop process and procedure to ensure that DPS obtains W9 forms for both self-registered and state-entered vendors added to eVA.
- DPS will configure eVA to distribute available Self Registered Vendor data to Agencies and Institutions through existing web-services, eVA integration, eVA Vendor export files, and on-line lookup functionality.
- DPS will define a process for entry and management of State Entered Vendors which will include procedures for Agencies and Institutions to establish these types of vendors within eVA when needed. This process will be implemented after all other July 1, 2010 deadlines have been met.
- DPS and DOA will provide coordinated policies, procedures and guidance to agencies and institutions on the following topics:
    - o Policy for the use Vendor Location Standard Name when processing payment transactions to Procurement Vendors.
    - o Policy for the use of eVA vendor data when processing purchasing (solicitation, contract, purchase order, change order) transactions to Procurement Vendors.
    - o Procedures for the entry into eVA of State Entered Vendors.
- DPS will complete implementation of processes for entry and management of State Entered Vendors. Upon completion, DPS will be able to support the requirement that Agencies and Institutions not use a procurement vendor for purchasing or payment transactions that is not in the eVA vendor registration system as either a Self Registered or State Entered vendor.

- DPS will complete standard name verification of Self Registered vendors that existed prior to July 1.
- DPS will configure eVA to capture multiple payment (Remit To) addresses for each Vendor Location in eVA.
- DPS will configure eVA to also distribute both State Entered Procurement Vendor data to Agencies and Institutions through existing web-services, eVA integration, eVA Vendor export files, and on-line lookup functionalities.
- DPS will configure eVA to provide, where available, W9 data and image files of completed W9 forms for Self Registered Vendors and State Entered Vendors to agencies and institutions.

by July 2014

- DPS and DOA will address the implementation and compliance with the remaining components of the Procurement Vendor data standard.

Agencies and Institution Responsibilities

Agencies and Institutions which are unable to comply with the standard and dates as outlined below, must submit an exception request to the Data Standard Owners using the VITA Exception Form found here http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/EA%20Change-Exception%20Request%20Form.doc The completed form should be emailed to ea@vita.virginia.gov

After December 31, 2010, when available, agencies and institutions may use the W9 data and W9 form image files stored in the eVA vendor registration system.

New or Upgrading Systems

Agencies and Institutions implementing a *new system or a full version application upgrade* where the system contains vendor information going into production after January 1, 2011 must comply with all aspects of the Vendor Data Standard prior to production use of the system or application. This includes, at a minimum:

- All procurement vendor data stored within the system must be obtained from eVA and be maintained so it matches the data in eVA at the time of local system use.
- All procurement vendor data utilized for purchasing transactions (requisitions, solicitations, contracts, orders, and change orders) and payment transactions will be obtained from the eVA vendor registration system.
- All payment transactions will use the eVA Vendor Location Standard Name as the vendor name on the transaction.
- All data exchanges of procurement vendor related information with enterprise databases must comply with the Vendor Entity Relationship Model and Data Dictionary established in this standard including all standard identifiers (Vendor Location Identifier, Vendor Address Identifier, Contact Identifier).
- Agencies and Institutions may not use a procurement vendor for purchasing or payment transactions that is not in the eVA vendor registration system as either a Self Registered or State Entered vendor.

- Vendors will not be required to register for purchasing purposes in locally maintained vendor registration systems but non-eVA system must obtain vendor data from eVA.
- When available, agencies and institutions will use the W9 data and W9 form image files stored in the eVA vendor registration system.

Existing Systems

Agencies and Institutions with *existing productions systems* placed into production prior to January 1, 2011 which contain vendor information must comply with the specific components of the Vendor Data Standard as described below and upon the dates stipulated.

after July 1, 2011, to the extent practicable

The Data Standard Owners will not complete all their responsibilities initially targeted for July 1, 2010. Those requirements are targeted to be completed by December 31, 2010. Agencies and institutions with existing systems must have sufficient time to analyze, implement and test system modifications. The Data Standard Owners work must be complete for the agencies and institutions to begin their analysis. Therefore the Data Standard Owners, with support from Peggy Feldmann, the Director for Enterprise Applications, have extended the October 1 compliance date to *July 1, 2011*. Agencies and institutions are encouraged to come into compliance with the standard earlier, if practicable.

For all Procurement vendors (Self Registered & State Entered):

- Unless specifically authorized by DPS or DOA, Agencies and Institutions may not use a procurement vendor for purchasing or payment transactions that is not in the eVA vendor registration system as either a Self Registered or State Entered vendor.
- All procurement vendor data utilized for purchasing transactions (requisitions, solicitations, contracts, orders, and change orders) will be obtained from the eVA vendor registration system.
- All payment transactions will use the eVA Vendor Location Standard Name as the vendor name on the transaction.
- eVA will be an optional source for Vendor Location Payment (Remit To) addresses.
- All procurement vendor data maintained within another system will be managed so as to be current with the data in the eVA vendor registration system.
- Vendors will not be required to register for purchasing purposes in locally maintained vendor registration systems.
- All data exchanges of vendor related information with enterprise databases shall use the data and include the key identifiers from the eVA vendor registration system.