Topic	Topic Question#	Question	Answer
Agency vendor data	1	Do you have a time frame for agencies to provide DPS with a list of non eVA procurement vendors?	02/13/2012 We are interpreting the term "non eVA procurement vendor" to be state entered vendors. Our plan is to finish working with SCC's and JMU's example files to form a procedure for Agencies to follow. Based on progress so far, we should have something out to agencies on the procedure by March 16th. If we have it earlier, we will send it out.
CARS Reportline	1	What is Reportline? Who has access to Report line and/or how do we request?	02/13/2012 Reportline is a web-based system that provides user access to an electronic version of reports. It replaced the old way of accessing CARS reports through remote printing. Go to the DOA website and click on the Reportline link on the right side of the screen . You will see the user manual and forms for requesting access.
CARS Suffix	1	The DOA Vendor Data Standard Implementation Update memo dated January 10th, states that eVA will send CARS the TIN validated name, vendor id and the vendor ID suffix. In the Vendor Data Standard conference call with DGS on Monday, January 9th, it was stated that eVA would not have the suffix but would have the sequence number. Is the suffix the same as the vendor sequence number?	01/17/2012 The vendor location name sequence number in eVA will be the suffix in CARS. Initially a DOA Suffix field was added to eVA for each payment address. All references in eVA to that DOA suffix at the payment address level are being removed. eVA is establishing a vendor location name sequence number that will be sent to CARS with the TIN and vendor name. CARS will treat the vendor location name sequence number as the Vendor Suffix. Looking at the eVA specs posted on the eVA vendor data standards support page, http://www.eva.virginia.gov/library/files/eva-vendor-data-standards/eVA-Technical-Specs-Impact-to-Agency-Systems-Revised-as-of-January-1-2012.pdf, you can see the vendor location standard name sequence number as the last field on the 030 file and the 030A file.
CARS checks	1	Is there an issue with having one vendor name on the check and another vendor name passed to CARS? For instance, perhaps our vendor database (and invoice) has a different name, so we cut the check to the vendor name we have on file but we actually transmit the Standard name to CARS?	02/13/2012 This scenario would most likely occur for decentralized agencies. Those agencies send data to CARS in summary format and it is not an actual disbursement. Individual vendor names are not sent. For decentralized agencies that submit procurement vendor payment data to APA, they should be using the vendor location standard name from eVA.

CARS eVA Vendor Edit Table	1	Has a time frame been established for the DOA eVA Vendor Edit table?	02/13/2012 DOA is working on this now but a final data for completion has not been determined. The changes must be tested by DOA and system tested with DGS.
eVA Exempted Orders	1	What will be the requirements for eVA exempted orders from import agencies?	02/13/2012 Import agencies do not need to send eVA exempted orders to eVA. 01/10/2012 Exemption from eVA has no impact on the Vendor Standard name requirement. All procurement transactions, whether they are processed through eVA or not, must use the Vendor Standard Name as assigned within the eVA Vendor system. This will be true for State Entered Vendors as well once implemented.
eVA Exempted Orders	2	If the order is exempt from being entered in eVA, but the vendor is not in eVA, will the agency be required to enter the vendor as a State Entered vendor in eVA?	02/13/2012 Yes. All procurement vendors need to be in eVA regardless of where the purchase transaction is done.
eVA Vendor Files	1	The January 1 System Impact document states the DOA Suffix field will be removed from the 030A file. Do you plan to leave the DOA Suffix field in place or remove it entirely? The concern is if a data element is removed from this file all the following fields will be shifted and will become a problem to coordinate the change with multiple agencies.	2/13/2012 After discussion with the agencies, my mutual agreement, the 030A specs will be changed to put a "filler" field as a place holder for the two position field that used to be after the POSTAL_CD field.
Implementation schedule	1	Will DPS and DOA consider implementing at some time other than the end of June or other busy agency times?	02/13/2012 The vendor location standard name , vendor location standard name sequence number, and state entered vendors will NOT be implemented at the end of June. DOA is also busy closing out the fiscal year at the end of July so it will not be a good time for them. The target date is still being determined.
Non-procurement payments	2	The Supreme Court is required to pay many individuals/vendors such as court-appointed attorneys, interpreters, court reporters, etc. that provide services to the courts but may not be included in the eVA Vendor file. What action will be required to continue to pay these vendors when the Procurement Vendor Data Standard is implemented?	01/16/2012 Only vendors used on a Procurement (solicitation, order or contract covered by the VPPA) are required to be in eVA.

Pcards	1	How will P-Card vendor pay to information be handled since the actual payment will be made to the credit card company?	02/13/2012 There will be no changes to the way pcard payments are currently handled. The credit card company will not be in eVA as a procurement vendor.
Reimbursement to employees	1	How will reimbursements to employees for procurements be handled? (I.e. An employee makes an emergency purchase during non-business hours using personal funds and seeks reimbursement from the agency?	02/13/2012 There will no changes to the way reimbursements to employees are handled. Employees will not be in eVA as procurement vendors.
Updating vendor info	1	Currently we maintain segregation of duties between those individuals who have access to change ordering information and those who have access to update pay to information. How will we be able to accomplish this segregation of duties in eVA for State entered vendors?	01/10/2012 State Entered vendor data is submitted for review and must be approved by the eVA Vendor Support Team. So the actual responsible party for State Entered Vendors ultimately is the eVA Vendor Support Team, not the agency personnel. However, if the agency is concerned, then they can assign individuals in their organization who are not ordering individuals to submit/enter State Entered Vendor data.
Updating vendor info	2	Who will be responsible for updating the pay to address for eVA registered vendors when changes occur?	01/10/2012 Vendors are responsible for updating their Pay To address (and all other info) in their eVA Account. If an agency receives an invoice with a Pay To that is not in eVA, the agency should notify the vendor that they need to update their eVA account and copy the eVA vendor Support team (eVAVendorSupport@dgs.virginia.gov). The eVA Vendor Support team is responsible for providing support to the vendors if they need help. If the vendor does not promptly update their account, the agency can ask the eVA Vendor Support Team to intervene with the vendor to get the account updated.
Vendor location standard name sequence number	1	The DOA Vendor Data Standard Implementation Update memo dated January 10th states that eVA will send CARS the TIN validated name, vendor id and vendor ID suffix. In the Vendor Data Standards conference call with DGS on Monday, January 9th, it was stated that eVA would not have the suffix but would have the vendor location standard name sequence number. What will be sent to CARS and is the vendor location standard name sequence number the same as the DOA suffix?	02/13/2012 Initially a DOA suffix field was added to eVA for each payment address. All references in eVA to that DOA suffix is being removed. eVA is establishing a vendor location standard name sequence number that will be sent to CARS with the TIN and vendor name. CARS will treat the vendor location standard name sequence number as the DOA vendor suffix.