

**February 15, 2012**  
**Procurement Vendor Data Standard**  
**Overview of expected system impact to**  
**All Agencies and Institutions (including Universities)**  
**with existing production systems**

Revision notes: This version is the same as the January 1, 2012 version except for one modification. Based on multiple agency requests, a “filler” field has been added to the 030A file after

All agencies and institutions:

- Must comply with the Vendor Location Standard Name
- May optionally comply with VLIN and Remit To address

Guidance related to implementation of the Standard for State-Entered vendors and use of W-9 data is included.

The target date for Agency Compliance will be communicated separately.

**Procurement payment transactions:**

DPS and DOA developed an interface of eVA Vendor data to CARS. DOA will provide quarterly CARS procurement payment data, including the Vendor Standard Name, to APA for inclusion in DataPoint.

For procurement payments processed as follows:

1. CARS online – no changes are expected to agency systems
2. CARS interface – for payments to vendors on the eVA vendor file, the agency must include the Vendor Location Standard Name from eVA on the payment transactions in their agency system and on the voucher file sent to CARS.

**Purchasing transactions:**

Agencies must use the Vendor Location Standard Name and other vendor data from eVA on purchase transactions generated from their system (e.g. Purchase Orders, Bidders Lists, Vendor notification information, etc.).

When orders are entered on-line in the eMall, the purchase order record in the eVA Data Warehouse will include the Vendor Location Standard Name. DPS will provide quarterly eVA purchasing data from the eVA Data Warehouse to APA for inclusion in DataPoint.

## **Impact to agency systems for vendor information:**

eVA provides procurement vendor data by web services or by flat file. For agencies participating in real-time requisition or order transaction integration, vendor information is sent in XML format with each transaction.

Generally the changes being made to eVA vendor location data for the data standards are as follows:

1. Vendor Location Standard Name
2. Vendor Location Standard Name Sequence Number. There will be a value assigned for each unique Vendor Location Standard name for the same Taxpayer ID (TIN).
3. Vendor Location Identification Number (VLIN)
4. A field to indicate whether the Vendor Location Standard Name has been verified with the IRS and the date associated with that verification.
5. A field to indicate whether the registration type for the vendor is self-registered or state-entered and the date that registration type became effective.

If procurement vendor information is stored in an agency system, it must include the Vendor Location Standard Name from eVA.

For operational reasons, changes being made to the eVA vendor location data are as follows

6. Prior DUNS
7. Prior TIN
8. Prior TIN Type Code

### **eVA Vendor Web Services**

eVA Vendor Web Services already includes the following:

1. Vendor Location Standard Name
2. Remit To (Payment Address) along with the DOA Suffix.
3. VLIN
4. Vendor Location Standard Name Verify Flag and the Vendor Location Standard Name Verify Date.
5. Registration Type Code
6. Prior DUNS
7. Prior TIN

eVA Vendor Web Services will be modified to include:

1. Registration Type Effective Date
2. Prior TIN Type Code
3. Vendor Location Standard Name Sequence Number

eVA Vendor Web Services will be modified to remove:

1. DOA Suffix

**The 030 vendor flat file**

This vendor file contains active vendor location and ordering address information. It already includes the following:

1. The Vendor Location Standard Name which is stored in the existing field named LGL\_NM.

The 030 vendor flat file will be modified to add the following fields:

3. VLIN
4. Vendor Location Standard Name Verify Flag and Vendor Location Standard Name Verify Date
5. Registration Type Code and Registration Type Effective Date.
6. Prior DUNS
7. Prior TIN
8. Prior TIN Type Code
9. TIN Type Code
10. Vendor Location Standard Name Sequence Number

**The 030A vendor flat file**

This vendor file contains a record for each vendor address for each vendor location regardless of status. It already includes the following:

1. Vendor Location Standard Name
2. DOA Suffix (populated on the payment address only)
3. VLIN
4. Vendor Location Standard Name Verify Flag and Vendor Location Standard Name Verify Date

The 030A vendor flat file will be modified to add the following fields:

5. Registration Type Code and Registration Type Effective Date.
6. Prior DUNS
7. Prior TIN
8. Prior TIN Type Code
9. Vendor Location Standard Name Sequence Number

The 030A vendor flat file will be modified to replace the following field with a filler field:

1. DOA Suffix (populated on the payment address only).

**Other 030x flat files**

The 030B vendor flat file contains a record for each vendor business type (small, woman, minority). The 030C flat file contains a record for each vendor commodity code. The 030S file contains a record for each vendor service area. Each of these files contains the same data standards related fields and will need the same modification as the 030A vendor flat file.

A new vendor flat file, the 030T file will contain a record for each combination of Tax Identification Number (TIN) and TIN Type.

A new vendor flat file, the 030N file, will contain a record for each combination of TIN, TIN type, Vendor Location Standard Name Sequence Number and Vendor Location Standard Name.

Details for the changes to the 030, 030A, 030B, 030C, and 030S files and the record layout for the 030N and 030T file are included in the latter part of this document.

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### **eVA integration – Vendor XML**

For each requisition or order transaction sent to an agency for real-time integration, the vendor information for that transaction will also be sent in XML format. It already includes the following:

1. The Vendor Location Standard Name which is stored in the existing SupplierName field.

eVA Integration – Vendor XML will be modified to add the following fields:

2. Vendor Location Standard Name Sequence Number
3. VLIN
4. Vendor Location Standard Name Verify Flag and Vendor Location Standard Name Verified Date
5. Registration Type Code and Registration Type Effective Date
6. Prior DUNS
7. Prior TIN
8. Prior TIN Type Code
9. Other fields, including tax related fields, will be added and are documented in a separate document that will be posted within eVA on the Technical page.

## Impact to agency systems for purchasing information:

For purchase orders processed as follows:

1. **eVA eMall** – If agencies enter requisitions in the eVA eMall and do not store any purchasing data in an agency system, no changes are expected to agency systems.
2. **eVA import order interface** - for Self-Registered and State Entered vendors, agencies must include the Vendor Location Standard Name and order address obtained from eVA on purchase order data in their agency systems. They must send the Vendor Location Standard Name in the Requisition Header Record on the eVA import order interface for Self-Registered and State Entered vendors.

### VLIN and Registration Type Code

VLIN and Registration Type Code are new fields that are being added to the Requisition Header record and the Requisition Line record. Logic will be added to the eVA message broker (Biztalk) to first use the VLIN, if sent by the agency, to look for the vendor on the eVA vendor file. If the agency did not send the VLIN, the eVA message broker will use the DUNS number if sent, otherwise it will use the TIN and first five positions of the ZIP code.

For details of these changes, see the Technical page in eVA.

3. **eVA order export interface** –the Vendor Location Standard Name will be stored in the existing VENDORNAME field on the Requisition Header Record for Self-Registered vendors and State Entered vendors.

### VLIN and Registration Type Code

VLIN and Registration Type Code will be added to the end of the Requisition Header record.

For details of these changes, see the Technical page in eVA.

4. **eVA requisition/order integration** - the Vendor Location Standard Name is already stored in the Supplier.Name field in the line item section of the requisition XML and in the Supplier.Name field in the header section of the purchase order XML.

eVA requisition/order integration will be modified to add the following fields:

- VLIN
- Registration Type Code

For details of these changes, see the Technical page in eVA.

**Details of expected system impact to  
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**eVA Vendor Web Services**

Details of modifications to the eVA Vendor Web Services will be included in a separate document.

**Flat files of Procurement Vendor Data**

**030 Vendor Flat File (eVAReport030):**

Primary key: VLIN (Vendor Location Identification Number)

There is one record for each active vendor location and its active ordering address on the 030 file. The identifier for a vendor location is VLIN according to the data standards. EVA\_CUST\_CD is an alternate identifier for a vendor location( but it is not defined in the data standards).

EVA_CUST_CD	Text	20	Same as VEND CUST CD
LGL_NM	Text	60	Vendor Location Standard Name with data values no longer than 40 characters. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
TIN	Text	9	Tax ID Number
CATALOG_DUNS	Text	9	Null (no longer used)
ACCEPTS_AMEX	Text	60	N/A (no longer used)
PREFERRED_ORDER_METHOD	Text	18	URL-Electronic or Print
LOC_DUNS	Text	9	Vendor Location DUNS
STR_1_NM	Text	75	Street Line 1 for Ordering Address
STR_2_NM	Text	75	Street Line 2 for Ordering Address
CITY_NM	Text	60	City for Ordering Address
ST	Text	2	State Code for Ordering Address
ZIP	Text	10	ZIP Code for Ordering Address
ADDR_PHONE	Text	30	
ADDR_PHONE_EXT	Text	6	
ADDR_FAX	Text	20	

ADDR_FAX_EXT	Text	6	
ADDR_EMAIL	Text	10 0	
LAST_MOD_DT	Date		
ACTION	Text	6	Null (not used)
SMALL	Text	5	TRUE or FALSE
WOMEN_BUSINESS	Text	5	TRUE or FALSE
MINORITY_BUSINESS	Text	5	TRUE or FALSE
COUNTRY	Text	5	For example, US for United States
VLIN	Text	10	Vendor Location Identification Number
RGST_TYPE_CD	Text	2	V = Self-Registered Vendor S = State Entered Vendor
RGST_TYPE_EFF_DT	Date/Time		The date and time the Registration Type Code became effective. It is stored in the format of YYYYMMDDTHH:MM:SS.S SS.
VEND_LOC_STD_NM_VERIFY_FLG	Text	1	Y if the Vendor Location Standard Name (in the LGL_NM field in this record) has been verified with the IRS. N if not.
VEND_LOC_STD_NM_VERIFY_DT	Date		The date the Vendor Location Standard Name was verified with the IRS. If the name has not been verified, this field will be empty. The format is YYYYMMDD.
PRIOR_DUNS	Text	9	If the DUNS number has changed for this vendor location, this is the prior DUNS number.
PRIOR_TIN	Text	9	If the TIN has changed for this vendor location, this is the prior TIN.
PRIOR_TIN_TYPE_CD	Text	4	If the TIN TYPE Code has changed for this vendor location, this is the prior TIN Type Code. Values are EIN, SSN, ATIN, ITIN.
TIN_TYPE_CD	Text	4	The TIN Type for the current

			TIN. Values may be EIN, SSN, ATIN, ITIN.
VEND_LOC_STNDRD_NM_SEQ_NBR	Text	2	When the Vendor Location Standard Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as A1, A2, A3, ...A9, B1, etc. There may be some other values provided to eVA from CARS upon initial implementation.

An additional set of vendor flat files, the 030x files, were created. Each set of files has the basic vendor location information along with an additional aspect of vendor information.

Each file includes records for vendors that are active and vendors that are not active. A status code is included with a definition that distinguishes between vendors that are active and those that are not.

Although DPS is not focusing on standards for foreign vendors for January 1, 2012 foreign vendors are included on the 030x files. On the 030A Vendor Address file, there is no special formatting, such as CARS formatting, for foreign addresses.

There will be one set of 030x files available online in eVA on the Technical page within eVA that can be manually downloaded. There will be another set that is available for automated download through the use of a Java Client program (except for the 030C file due to its size). There is another subset of the 030x files also available for automated download through the use of a Java Client program that includes only changes made during the previous 5 calendar days.

Full Files available on the eVA Technical page:

eVA_PROD_030A_v1.html	Vendor Address File
eVA_PROD_030B_v1.html	Vendor Business Type File (SWAM data)
eVA_PROD_030C_v1.html	Vendor Commodity Code File
eVA_PROD_030S_v1.html	Vendor Service Area File
eVA_PROD_030T_v1.html	Vendor Tax Profile
eVA_PROD_030N_v1.html	Vendor Location Standard Name File

Full Files available through the Java Client program:

030_A_REPORT_VENDADDR_YYYYMMDD.txt	Vendor Address File (Payment & Ordering addresses only)
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030_B_REPORT_VENDBUSTYPE_YYYYMMDD.txt	Vendor Business Type File (SWAM data)
030_S_REPORT_VENDSRVCAREA_YYYYMMDD.txt	Vendor Service Area File
030_T_REPORT_VENDTAX_YYYYMMDD.txt	Vendor Tax Profile File
030_N_REPORT_VENDNM_YYYYMMDD.txt	Vendor Location Standard Name File

Files with changes for the previous 5 calendar days available through the Java Client program.

030_A_SUBSET_VENDADDR_YYYYMMDD.txt	Vendor Address File (only includes Payment and Ordering addresses)
030_B_SUBSET_VENDBUSTYPE_YYYYMMDD.txt	Vendor Business Type File (SWAM data)
030_C_SUBSET_VENDCOMMCD_YYYYMMDD.txt	Vendor Commodity Code File
030_S_SUBSET_VENDSRVCAREA_YYYYMMDD.txt	Vendor Service Area File
030_T_SUBSET_VENDTAX_YYYYMMDD.txt	Vendor Tax Profile File
030_N_SUBSET_VENDNM_YYYYMMDD.txt	Vendor Standard Name File

File layout for the **Vendor Address File (030A)**

There will be one record for each vendor address for each vendor location regardless of vendor location status. The file will include all addresses, whether active or not.

Primary Key: VLIN + VEND\_ADDR\_ID

There is one record for each vendor location and vendor location address on the 030A file. The identifier for a vendor location is VLIN. EVA\_CUST\_CD is an alternate identifier for a vendor location but it is not defined in the data standards.

Each address associated with a vendor location is assigned a unique number, the VEND\_ADDR\_ID. For example, if the ordering address and payment address have the same street, city, state, and postal code or if they have a different street, city, state, and postal code, they will each have a different value for VEND\_ADDR\_ID.

VLIN	Text	10	The Vendor Location Identification Number. A system assigned identifier. Will be populated on every record.
VEND_CUST_CD	Text	20	ID assigned to a self-registered vendor location by eVA.
VEND_LOC_STNDRD_NM	Text	40	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
VEND_LOC_STNDRD_NM_UPPER	Text	40	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. The data in this field will be stored in upper case.
VEND_LOC_NM	Text	60	Vendor Location Name. This is a clarifying name for purchasing purposes.
HQ_FLG	Text	1	Headquarters Flag. Values of Y and N.
TIN	Text	9	Taxpayer Identification Number
TIN_TYPE_CD	Text	4	EIN

			SSN ATIN ITIN
W9_FIRST_NM	Text	15	This field will only be populated when Tax ID type is SSN
W9_LAST_NM	Text	24	This field will only be populated when Tax ID type is SSN
W9_NM	Text	40	The IRS payee name1 field from the W-9 form.
PARENT_EVA_ACCT_CD	Text	20	ID assigned to a parent self-registered vendor location by eVA.
PARENT_VLIN	Text	10	Parent Vendor Location Identification Number
DUNS_NUM	Text	9	The Dun and Bradstreet number associated with the vendor location's ordering address.
VEND_LOC_STATUS_CD	Text	1	1 = Inactive, new vendor location not yet approved 2= Active 3=Suspended 4=Discontinued 5=Debarred 6=Deleted (Logical) 7=Nonpayment of eVA fees 8 = Bad Address (billing address for eVA fees)
VEND_STATUS_DT	Date		The date associated with the VEND_LOC_STATUS_CD. Technical note: This date is currently being populated with the date when a change to the status or other vendor registration data has changed. In the future this will be updated to accurately represent only the date associated with the status. Note to DGS/eVA programmers: In eVA this is the Last modify date on the R_VEND_CERT table. Stored as YYYYMMDD
PREF_ORDER_METHOD_CD	Text	1	

			1 = Electronic via Ariba Commerce Services Network 2 = US Postal Service (print and mail)
VEND_ADDR_USAGE_CD	Text	2	BI = Billing Address CS = Customer Service PA = Payment Address (Remit To) PR = Ordering Address PT = Physical SA = Statutory Agent SH = Shipping Return SO = Solicitation Address WR = Registration Administrator Note: The 030A files available for automated download via the Java Client program will only include the Payment (Remit To) and Ordering Addresses. The 030A file available online in eVA on the Reports page will include all address types.
VEND_ADDR_ID	Text	20	Unique identifier assigned to every vendor address.
STREET_LN1	Text	60	Street Address Line 1 (International Address Line 1)
STREET_LN2	Text	60	
CITY_NM	Text	28	
STATE_CD	Text	2	State Code
COUNTRY_CD	Text	3	
POSTAL_CD	Text	10	For the United States this is the 5 digit ZIP code, a hyphen, and the plus 4 digit ZIP, formatted as 99999-9999
<b>FILLER</b>	<b>Text</b>	<b>2</b>	<b>The DOA Suffix field will be removed from the 030A file and replaced with a filler field.</b>
ADDR_PHONE_COUNTRY_CD	Text	3	
ADDR_FULL_PHONE_NUM	Text	26	The combination of Area Code and Phone Number
ADDR_PHONE_EXT	Text	6	
ADDR_FAX_FULL_PHONE_NUM	Text	26	The combination of Area code

			and Phone number
ADDR_FAX_PHONE_EXT	Text	6	
CONTACT_EMAIL_ADDR	Text	10 0	Internet email address for the first contact for the vendor location.
CONTACT FIRST NAME	Text	20	The first name of the contact for the vendor location.
CONTACT LAST NAME	Text	20	The last name of the contact for the vendor location.
ADDR_EFF_BEGIN_DT	Date		Stored as YYYYMMDD
ADDR_EFF_END_DT	Date		Stored as YYYYMMDD
ADDR_STATUS_CD	Text		0 = Inactive 1 = Active
LAST_MOD_DT	Date		The most recent date that the vendor location, address usage or address information was changed. Stored as YYYYMMDD
STNDRD_NM_VERIFY_FLG	Text	1	Flag indicating whether the Vendor Location Standard Name has verified . Y = verified
STNDRD_NM_VERIFY_DT	Date		YYYYMMDD is the date the Vendor Location Standard Name was verified.
RGST_TYPE_CD	Text	2	Registration Type Code V = Vendor Self-Registered S = State Entered
RGST_TYPE_EFF_DT	Date/Time		The date and time the Registration Type Code became effective. Stored as YYYYMMDDTHH:MM:SS.SS
PRIOR_DUNS	Text	9	If the DUNS number has changed for this vendor location, this is the prior DUNS number.
PRIOR_TIN	Text	9	If the TIN has changed for this vendor location, this is the prior TIN.
PRIOR_TIN_TYPE_CD	Text	4	If the TIN TYPE Code has changed for this vendor location, this is the prior TIN Type Code. Values are EIN, SSN, ATIN, ITIN.

VEND_LOC_STNDRD_NM_SEQ_N BR	Text	2	When the Vendor Location Standard Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as A1, A2, A3, ...A9, B1, etc.
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- Fields in Data Dictionary from the Vendor Location entity, not included in the 030A Vendor Address file:
  - a. Vendor Location Approval Status Code
  - b. Last Approved by User Name
  - c. Last Approval Date
  - d. Vendor Solicitation Classification Code
  - e. NAICS Classification Code
  - f. State of Incorporation Code
  - g. Vendor Location Parent Relationship Type Code
  - h. Franchise Flag
  - i. Vendor Location Comment
  - j. Web Address Text
  - k. Internet Catalog Web Address Text
  - l. Default Currency Code
  - m. Organization Legal Type Code
  
- Fields in Data Dictionary from the Vendor Address Usage entity, not included in the 030A Vendor Address file:
  - a. Method of Notification Code
  - b. Principal Address Flag
  - c. Vendor Contact Identifier
  - d. Internal Mail Delivery Text
  - e. FAX Country Code
  
- Fields in Data Dictionary from the Vendor Address entity, not included in the 030A Vendor Address file:
  - a. FIPS Locality Code
  - b. FIPS Locality Name
  - c. Address Country Name
  - d. Delivery Line Text
  - e. Congressional District Code
  - f. International Address Line 2

File layout for the **Vendor Business Type File (030B)**

There will be one record for each Business Type for each vendor location regardless of vendor location status:

Primary Key: VLIN + VEND\_CERT\_SUB\_DOMAIN\_CD

There is one record for each vendor location and vendor certification subdomain code on the 030B file. The identifier for a vendor location is VLIN. EVA\_CUST\_CD is an alternate identifier for a vendor location but it is not defined in the data standards.

VLIN	Text	1 0	The Virginia Vendor Location Identifier. Will be populated on every record.
VEND_CUST_CD	Text	2 0	ID assigned to the vendor location to self-registered vendors by eVA.
VEND_LOC_STNDRD_NM	Text	4 0	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
VEND_LOC_STNDRD_NM_UPPER	Text	4 0	Vendor Location Standard Name stored in upper case.
VEND_LOC_NM	Text	6 0	Vendor Location Name. This is a clarifying name for purchasing purposes.
HQ_FLG	Text	1	Headquarters Flag. Values of Y and N.
TIN	Text	9	Taxpayer Identification Number
TIN_TYPE_CD	Text	4	EIN SSN ATIN ITIN
W9_FIRST_NM	Text	1 5	This field will only be populated when Tax ID type is SSN
W9_LAST_NM	Text	2 4	This field will only be populated when Tax ID type is SSN
W9_NM	Text	4	The IRS payee name1 field

		0	from the W-9 form.
PARENT_EVA_ACCT_CD	Text	2 0	ID assigned to a parent self-registered vendor location by eVA.
PARENT_VLIN	Text	1 0	
DUNS_NUM	Text	9	The Dun and Bradstreet number associated with the vendor location's ordering address.
VEND_LOC_STATUS_CD	Text	1	1 = Inactive, new vendor location not yet approved 2= Active 3=Suspended 4=Discontinued 5=Debarred 6=Deleted (Logical) 7=Nonpayment of eVA Fees 8=Bad Address (billing address for eVA fees)
VEND_STATUS_DT	Date		The date associated with the VEND_LOC_STATUS_CD. Technical note: This date is currently being populated with the date when a change to the status or other vendor registration data has changed. In the future this will be updated to accurately represent only the date associated with the status. Note to DGS/eVA programmers: In eVA this is the Last modify date on the R_VEND_CERT table which must be added to the data warehouse. Stored as YYYYMMDD
PREF_ORDER_METHOD_CD	Text	1	1 = Electronic via Ariba Commerce Services Network 2 = US Postal Service (print and mail)
VEND_CERT_DOMAIN_TYPE_ID	Text	4	SWAM
VEND_CERT_REFERENCE_ID	Text	2 0	
CERT_DT	Date		The date when the vendor became certified. Stored as

			YYYYMMDD
CERT_EXPIRE_DT	Date		
VEND_CERT_SUB_DOMAIN_CD	Text	2	S = Small W = Woman M = Minority D = Small Disabled Veteran
LAST_MOD_DT	Date		The date the vendor location or vendor location certification information was last changed. Stored as YYYYMMDD
STNDRD_NM_VERIFY_FLG	Text	1	Flag indicating whether the Vendor Location Standard Name has been verified. Y = verified.
STNDRD_NM_VERIFY_DT	Date		YYYYMMDD is the date the Vendor Location Standard Name was verified.
RGST_TYPE_CD	Text	2	Registration Type Code V = Vendor Self-Registered S = State Entered
RGST_TYPE_EFF_DT	Date/Time		The date and time the Registration Type Code became effective. Stored as YYYYMMDDTHH:MM:SS.SS
PRIOR_DUNS	Text	9	If the DUNS number has changed for this vendor location, this is the prior DUNS number.
PRIOR_TIN	Text	9	If the TIN has changed for this vendor location, this is the prior TIN.
PRIOR_TIN_TYPE_CD	Text	4	If the TIN TYPE Code has changed for this vendor location, this is the prior TIN Type Code. Values are EIN, SSN, ATIN, ITIN.
VEND_LOC_STNDRD_NM_SEQ_NBR	Text	2	When the Vendor Location Standard Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as 1A, 1B, 1C, etc.

- On the 030B Vendor Business Type file, the following fields have not been included from the Vendor Location Certification entity:
  - a. Certification Comment Text
  - b. Certification Form Locator Text

File layout for the **Vendor Commodity Code File (030C)**

There will be one record for each commodity code for each vendor location regardless of vendor location status:

Primary Key: VLIN + NIGP\_COMMODITY\_CODE

There is one record for each vendor location and NIGP Commodity Code on the 030C file. The identifier for a vendor location is VLIN. EVA\_CUST\_CD is an alternate identifier for a vendor location but it is not defined in the data standards.

VLIN	Text	10	The Virginia Vendor Location Identifier. Will be populated on every record.
VEND_CUST_CD	Text	20	ID assigned to the vendor location to self-registered vendors by eVA.
VEND_LOC_STNDRD_NM	Text	40	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
VEND_LOC_STNDRD_NM_UPPER	Text	40	Vendor Location Standard Name stored in upper case.
VEND_LOC_NM	Text	60	Vendor Location Name. This is a clarifying name for purchasing purposes.
HQ_FLG	Text	1	Headquarters Flag. Values of Y and N.
TIN	Text	9	Tax Identification Number
TIN_TYPE_CD	Text	4	EIN SSN ATIN ITIN
W9_FIRST_NM	Text	15	This field will only be populated when Tax ID type is SSN
W9_LAST_NM	Text	24	This field will only be populated when Tax ID type is SSN

W9_NM	Text	40	The IRS payee name1 field from the W-9 form.
PARENT_EVA_ACCT_CD	Text	20	ID assigned to a parent self-registered vendor location by eVA.
PARENT_VLIN	Text	10	Parent Vendor Location Identification Number
DUNS_NUM	Text	9	The Dun and Bradstreet number associated with the vendor location's ordering address.
VEND_LOC_STATUS_CD	Text	1	1 = Inactive, new vendor location not yet approved 2= Active 3=Suspended 4=Discontinued 5=Debarred 6=Deleted (Logical) 7=Nonpayment of eVA fees 8=Bad Address (billing address for eVA fees)
VEND_STATUS_DT	Date		The date associated with the VEND_LOC_STATUS_CD . Technical note: This date is currently being populated with the date when a change to the status or other vendor registration data has changed. In the future this will be updated to accurately represent only the date associated with the status. Note to DGS/eVA programmers: In eVA this is the Last modify date on the R_VEND_CERT table which must be added to the data warehouse. Stored as YYYYMMDD
PREF_ORDER_METHOD_CD	Text	1	1 = Electronic via Ariba Commerce Services Network 2 = US Postal Service (print and mail)
NIGP_COMMODITY_CODE	Text	5	
NIGP_COMMODITY_DESC	Text	255	NIGP Commodity

			Description
LAST_MOD_DT	Date		The last date that a change was made to the vendor location or the date a commodity code was added to this vendor's registration. Stored as YYYYMMDD
STNDRD_NM_VERIFY_FLG	Text	1	Flag indicating whether the Vendor Location Standard Name has been verified. Y = verified
STNDRD_NM_VERIFY_DT	Date		YYYYMMDD is the date the Vendor Location Standard Name was verified.
RGST_TYPE_CD	Text	2	Registration Type Code V = Vendor Self-Registered S = State Entered
RGST_TYPE_EFF_DT	Date/Time		The date and time the Registration Type Code became effective. Stored as YYYYMMDDT:HH:MM:SS.SSS
PRIOR_DUNS	Text	9	If the DUNS number has changed for this vendor location, this is the prior DUNS number.
PRIOR_TIN	Text	9	If the TIN has changed for this vendor location, this is the prior TIN.
PRIOR_TIN_TYPE	Text	4	If the TIN TYPE Code has changed for this vendor location, this is the prior TIN Type Code. Values are EIN, SSN, ATIN, ITIN.
VEND_LOC_STNDRD_NM_SEQ_NBR	Text	2	When the Vendor Location Standard Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as 1A, 1B, 1C, etc.

File layout for the **Vendor Service Area File (030S)**

There will be one record for each service area for each vendor location regardless of vendor location status:

Primary Key: VLIN + SERVICE\_AREA\_CD

There is one record for each vendor location and service area code on the 030S file. The identifier for a vendor location is VLIN. EVA\_CUST\_CD is an alternate identifier for a vendor location but it is not defined in the data standards.

VLIN	Text	1 0	The Virginia Vendor Location Identifier. Will be populated on every record.
VEND_CUST_CD	Text	2 0	ID assigned to the vendor location to self-registered vendors by eVA.
VEND_LOC_STNDRD_NM	Text	4 0	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
VEND_LOC_STNDRD_NM_UPPER	Text	4 0	Vendor Location Standard Name stored in upper case.
VEND_LOC_NM	Text	6 0	Vendor Location Name. This is a clarifying name for purchasing purposes.
HQ_FLG	Text	1	Headquarters Flag. Values of Y and N.
TIN	Text	9	Taxpayer Identification Number
TIN_TYPE_CD	Text	4	EIN SSN ATIN ITIN
W9_FIRST_NM	Text	1 5	This field will only be populated when Tax ID type is SSN
W9_LAST_NM	Text	2	This field will only be

		4	populated when Tax ID type is SSN
W9_NM	Text	4 0	The IRS payee name1 field from the W-9 form.
PARENT_EVA_ACCT_CD	Text	2 0	ID assigned to a parent self-registered vendor location by eVA.
PARENT_VLIN	Text	1 0	Parent Vendor Location Identification Number
DUNS_NUM	Text	9	The Dun and Bradstreet number associated with vendor location's ordering address.
VENDOR_LOC_STATUS_CD	Text	1	1 = Inactive, new vendor location not yet approved 2= Active 3=Suspended 4=Discontinued 5=Debarred 6=Deleted (Logical) 7=Nonpayment of eVA fees 8=Bad Address (billing address for eVA fees)
VEND_STATUS_DT	Date		The date associated with the VEND_LOC_STATUS_CD. Technical note: This date is currently being populated with the date when a change to the status or other vendor registration data has changed. In the future this will be updated to accurately represent only the date associated with the status. Note to DGS/eVA programmers: In eVA this is the Last modify date on the R_VEND_CERT table which must be added to the data warehouse. Stored as YYYYMMDD
PREF_ORDER_METHOD_CD	Text	1	1 = Electronic via Ariba Commerce Services Network 2 = US Postal Service (print and mail)
SERVICE_AREA_CD	Text	5	<b>10</b> = Statewide <b>97</b> = Cities: Chesapeake, Franklin, Hampton, Newport

		<p>News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. Counties: Isle of Wight, James City, Southampton, Surry, Sussex, and York.</p> <p><b>98</b> = Cities: Colonial Heights, HopeWell, Petersburg, and City of Richmond. Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince George.</p> <p><b>99</b> = City: Fredericksburg. Counties: Caroline, Culpeper, Essex, Gloucester, King and Queen, King George, Lancaster, Madison, Mathews, Middlesex, Northumberland, Orange, Richmond County, Spotsylvania, Stafford, and Westmoreland.</p> <p><b>100</b> = Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park and Winchester. Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenandoah, and Warren.</p> <p><b>101</b> = Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro. Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham.</p> <p><b>102</b> = City: Emporia. Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward.</p> <p><b>103</b> = Cities: City of Bedford,</p>
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			<p>Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg. Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania, and Rockbridge.</p> <p><b>104</b> = Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem. Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County.</p> <p><b>105</b> = Cities: Bristol and Norton. Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.</p> <p><b>106</b> = Counties: Accomack and Northampton</p>
LAST_MOD_DT	Date		The last date changes were made to the vendor location information or a service area was added to the vendor's registration. Stored as YYYYMMDD
STNDRD_NM_VERIFY_FLG	Text	1	Flag indicating whether the Vendor Location Standard Name has been verified. Y = verified
STNDRD_NM_VERIFY_DT	Date		YYYYMMDD is the date the Vendor Location Standard Name was verified.
RGST_TYPE_CD	Text	2	Registration Type Code V = Vendor Self-Registered

			S = State Entered
RGST_TYPE_EFF_DT	Date/Time		The date and time the Registration Type Code became effective. Stored as YYYYMMDDTHH:MM:SS.SS
PRIOR_DUNS	Text	9	If the DUNS number has changed for this vendor location, this is the prior DUNS number.
PRIOR_TIN	Text	9	If the TIN has changed for this vendor location, this is the prior TIN.
PRIOR_TIN_TYPE_CD	Text	4	If the TIN TYPE Code has changed for this vendor location, this is the prior TIN Type Code. Values are EIN, SSN, ATIN, ITIN.
VEND_LOC_STNDRD_NM_SEQ_NBR	Text	2	When the Vendor Location Standard Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as 1A, 1B, 1C, etc.

- For the 030S Vendor Service Area file, the following fields have not been included from the Vendor Location Certification entity:
  - a. Service Area FIPS Code

## Vendor Export File for the Vendor Tax Profile (030T)

There will be one record for each combination of TIN and TIN type. For field definitions, see the Vendor Procurement Data Standards at

<http://www.vita.virginia.gov/oversight/EDM/Vendor/AttachFiles/DPSVendorStandardDataDictionary.pdf>

Primary Key: TIN + TIN\_TYPE\_CD

TIN	Text	9	Taxpayer Identification Number
TIN_TYPE_CD	Text	4	EIN, SSN (future ATIN, ITIN)
TAXPAYER_FIRST_NM	Text	15	This field will only be populated when TIN_TYPE_CD is SSN. The only special characters allowed are dash(-) and ampersand (&).  This field is not in the data standard but it is in eVA. We have included it on the other 030x files, so it has also been included here.
TAXPAYER_LAST_NM	Text	24	This field will only be populated when TIN_TYPE_CD is SSN. The only special characters allowed are dash(-) and ampersand (&).  This field is not in the data standard but it is in eVA. We have included it on the other 030x files, so it has also been included here.
TAXPAYER_PRIMARY_PAYEE_NM	Text	40	The only special characters allowed are dash(-) and ampersand (&).
IRS_NAME_CONTROL_TXT	Text	4	If TIN_TYPE_CD is SSN, will be based on TAXPAYER_LAST_NM. If TIN_TYPE is EIN, will be based on TAXPAYER_PRIMARY_PAYEE_N M.
TAXPAYER_ADDRESS_TXT	Text	40	
TAXPAYER_CITY_NM	Text	40	
TAXPAYER_STATE_CD	Text	2	The data standard currently has this defined at 3 positions. We will change the data standard to be 2 positions.
TAXPAYER_COUNTRY_CD	Text	2	
TAXPAYER_COUNTRY_NM	Text	40	
TAXPAYER_ZIP_CD	Text	9	If only the first five digits are known, left-justify and fill the unused positions with blanks.
ORGANIZATION_LEGAL_TYPE_CD	Text	2	1 = Corporation

			<p>2 = General Paratnership  3 = Sole Proprietorship  4 = Non-Profit Associations  5 = Governmental Entity  6 = Individual  8 = Limited Liability Company  10 = Business Trusts  12 = Estates  99 = Undeclared</p>
<b>SUPPLEMENTAL_ORG_TYP_CD</b>	Text	2	<p>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</p>
<b>TAXABLE_ENTITY_TYPE_CD</b>	Text	3	<p>1 = Corporation  2 = General Partnership  3 = Sole Proprietorship  4 = Non-Profit Associations  5 = Governmental Entity  6 = Individual  8 = Limited Liability Company  10 = Business Trusts  11 = Joint Venture  12 = Estates  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  99 = Undeclared</p>
<b>IRS_TAX_CLASSIFICATION_CD</b>	Text	1	<p>D = Disregarded Entity  C = Corporation  P = Partnership</p> <p>This will only be populated when the organization type is 8 = Limited</p>

			Liability Company
IRS_VALIDATION_FLG	Text	1	Y = validated by the IRS N = validation by the IRS not attempted or failed  This field is not in the data standards but it is eVA.
IRS_MATCHING_VALIDATION_CD	Text	2	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 Nam combination atches IRS EIN records 8 = TIN and Name combination matches IRS SSN and EIN records W9 = TIN was not validated by the IRS. DPS has a signed W-9 form on file.
IRS_VALIDATION_DATE	Date		Stored as YYYYMMDD The date associated with IRS_Matching_Validation_Cd.  This field will only be populated if the TIN has been validated by the IRS.
PRIOR_TIN	Text	9	If the TIN was changed, this is the prior TIN.
PRIOR_TIN_TYPE_CD	Text	4	If the TIN Type Code was changed, this is the prior TIN Type code.
NEW_TIN	Text	9	If the TIN was changed, this is the new TIN.
NEW_TIN_TYPE_CD	Text	4	If the TIN was changed, this is the new TIN Type Code.
TAX_FORM_NBR	Text	10	W-9 – This field will be populated on the 030T file, if eVA has a W-9 form where the TAXPAYER_PRIMARY_PAYEE_N M is the same as the Vendor Location Standard Name. To see the W9 form

			data for all values of the Vendor Location Standard Name, see the 030N File.
TAX_FORM_RECEIVED_DT	Date		Stored as YYYYMMDD. This is the date the most recent W9 was received. This field will be populated on the 030T file, if eVA has a W-9 form where the TAXPAYER_PRIMARY_PAYEE_NM is the same as the Vendor Location Standard Name. To see the W9 form data for all values of the Vendor Location Standard Name, see the 030N File.
TAXPAYER_EXEMPT_FROM_WITH_HOLDING_FLG	Text	1	This is a field that will be populated in the future but is being added to the layout now as a placeholder.  The taxpayer declares on W9 whether they are exempt from withholding.  Y means they don't expect taxes to be withheld.  N means they expect taxes to be withheld.
FOREIGN_TAX_NBR	Text	15	Future field for W-8.
TAXPAYER_FOREIGN_ADDRESS_TXT	Text	50	Future field for W-8
TAXPAYER_IS_FOREIGN_FLG	Text	1	Future field for W-8.
LAST_MOD_DT	Date		The most recent date that the Tax ID information was changed. Stored as YYYYMMDD.

File layout for the Vendor Location Standard Name File (030N)

There will be one record for each combination of TIN, TIN Type, Vendor Location Standard Name Sequence Number and Vendor Location Standard Name.

Primary Key: TIN+TIN\_TYPE\_CD+VEND\_LOC\_STNDRD\_NM\_SEQ\_NBR+VEND\_LOC\_STNDRD\_NM

TIN	Text	9	Taxpayer Identification Number
TIN_TYPE_CD	Text	4	EIN SSN ATIN ITIN
VEND_LOC_STNDRD_NM_SEQ_NBR	Text	2	When the Vendor Location Standard

			Name is the same as the TIN Name, this sequence number will be 00. For each subsequent Vendor Location Standard Name, this field will be assigned in a sequence such as A1, A2, A3, ...A9, B1, etc.
VEND_LOC_STNDRD_NM	Text	40	Vendor Location Standard Name also known as Vendor Standard Name. This name conforms to CARS special character edits for vendor name. This name field is provided to you exactly as the vendor entered it in eVA. Some vendors may have entered this name in all upper case – others may have entered this name in mixed case.
VEND_LOC_STNDRD_NM_UPPER	Text	40	The VEND_LOC_STNDRD_NM in upper case.
TAX_FORM_NBR	Text	10	If the VEND_LOC_STNDRD_NM_SEQ_NBR is 00 and a W9 form has been received where the VEND_LOC_STNDRD_NM is the same as the first name line on the W9 form (the name to be shown on the vendor's tax return), this field will be populated with "W9". If the VEND_LOC_STNDRD_NM_SEQ_NBR is not 00 and a W9 form has been received where the VEND_LOC_STNDRD_NM is the same as the second name line on the W9 form (the business name), the field will be populated with "W9".
TAX_FORM_RECEIVED_DT	/date		Stored as YYYYMMDD. This is the date the most recent W9 form referenced in the TAX_FORM_NBR field above was received.
LAST_MOD_DT	Date		The date this vendor location standard name was created or modified. In the format of YYYYMMDD.

#### eVA Integration – Vendor XML

Changes to the Vendor XML for integration will be included in a separate document and published in eVA on the Technical page.