

eVA State-Entered Vendors Process to Create Accounts

Overview

This document provides guidance and information on the procedures and processes for entering state-entered vendors as part of the Commonwealth of Virginia Procurement Vendor Data Standard. eVA will be enhanced to provide a secure method for authorized Commonwealth of Virginia (COVA) users to enter and submit unregistered vendor detailed information into eVA.

One-time/Initial Vendor Load

eVA Team: On June 1st, 2012 the eVA technical team pulled all ad hoc vendor data from orders loaded into the eVA Data Warehouse for the previous 12 months. This vendor data was cleansed to remove already registered vendors and any duplicates where the same ad hoc vendor location (TIN/Name/Full Address) was used on multiple orders or was used by multiple Agencies/Institutions. The remaining vendor records were tested using the IRS TIN/Name matching utility.

The tested vendor records were posted on the Technical section of the eVA Report and Resource Center in two separate files, one for those that verified and another file for those that did not. For those that did not pass, the code from the IRS utility indicating why the record failed to validate was included.

Agencies & Institutions can review the 'failed' vendors and either correct the TIN/Name or obtain a W-9 document supporting the TIN/Name they have for the vendor. These can then be re-submitted to the eVA Team for processing.

Once the new State-Entered functionality has moved to Production (scheduled for the weekend of September 29th, 2012) verified vendor records and those with submitted W-9 forms will be loaded into eVA as State Entered Vendor Locations.

Agencies/Institutions: As part of our 'go-live' process for State-Entered Vendors, Agencies and Institutions will have the opportunity to provide the eVA Vendor Support Team with a file of unregistered Procurement Vendor data to be loaded into eVA as State Entered Vendors (see Appendix A for template/format). This will be a 'go-live' activity only and will not be a service provided on a going forward basis. See the **Online State-Entered Vendor Entry/Submittal** section below for details on how Agencies and Institutions will be able to submit new unregistered Procurement Vendors to eVA for inclusion as State-Entered Vendors.

The process for preparing and processing Agency/Institution vendor data for submission to eVA is outlined in the Appendix B "One-Time Initial Vendor Load Flowchart". The following is an overview of the steps with a target timeline:

Who	Task	Milestone Date
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eVA Team	Identify Ad Hoc vendors who have received eVA orders since 6/1/2011, remove those already registered and determine which of remaining verify with IRS TIN/Name matching utility	COMPLETE
Agencies/Institutions	Identify unregistered vendors who have received POs since 9/1/2011	NLT Aug 1 st
Agencies/Institutions	Remove any unregistered vendors that passed eVA Team TIN/Name verification and correct any that failed verification.	NLT Aug. 31 st
Agencies/Institutions	Agency/Institution will pay eVA vendor fees: Submit file of these unregistered Procurement Vendors to eVA Team. Agency/Institution will not pay eVA vendor fees: Contact vendor and direct them to register or add another location in eVA.	Aug. 31 st
eVA Team	Review submitted files: (steps 23-25) <ul style="list-style-type: none"> combine all Agency/Institution files and remove duplicates identify errors & return file to Agency/Institution for correction & re-submission (step 24) Verify vendor records with IRS TIN/Name matching utility & post results for Agency/Institution review. Return failures to Agency/Institution for correction & re-submission (step 25) 	Throughout Sept. 2012
eVA Team	CGI loads verified Agency/Institution vendors into eVA as State-Entered Vendor locations. (step 27)	Oct. 15 th – 19 th
Agencies/Institutions	Correct errors or obtain W-9 forms for a vendors to be re-submitted	Oct. 15 th – 26 th
eVA Team	Process re-submitted vendor records	Oct. 22 nd – Nov. 9th
eVA Team	Provide Agency/Institutions report of vendors successfully loaded with VLIN	Starting NLT Oct. 19th
Agencies/Institutions	Update Agency/Institution vendor records with eVA VLIN	

Agencies/Institutions should not attempt to load their entire Vendor file into eVA. Agencies/Institutions should only submit Procurement Vendor Locations that they expect to do procurement transactions with in the future.

As described in the table above, the eVA Team will ‘cleanse’ and IRS verify Agency/Institution submitted vendor records. These IRS tested vendor records will be posted on the Technical section of the eVA Report and Resource Center in two separate files, one for those that verified and another file for those that did not. For those that did not pass, the code from the IRS utility indicating why the record failed to validate will be included.

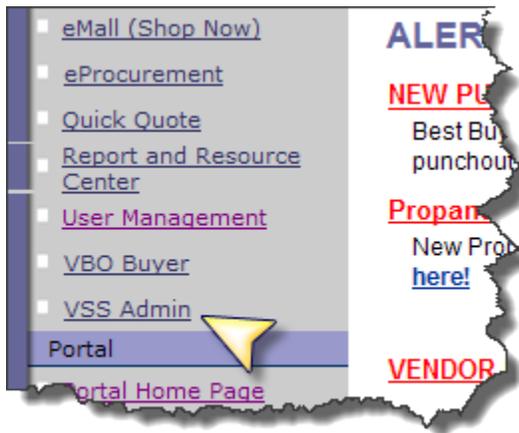
Vendor records that verify will be loaded into eVA as State Entered Vendor Locations. Vendor records that have errors or do not verify with the IRS will be returned to the Agency/Institution for review, correction, and potential re-submission to the eVA Team. Vendor records that failed the IRS verification will require correction to TIN/Name or a W-9 form in order for these records to be re-submitted to the eVA Team for processing.

On-Line State Entered Vendor Entry/Submittal

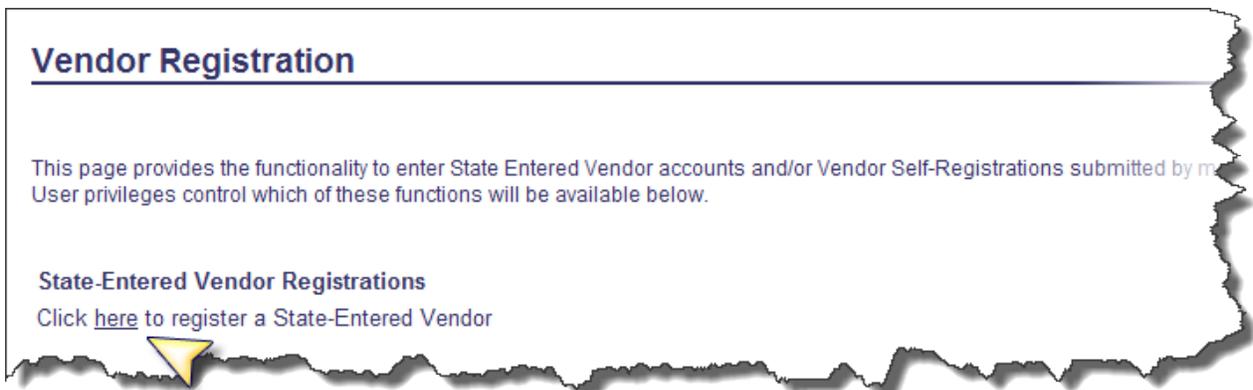
New eVA functionality will allow authorized users to enter and submit a vendor location as a State Entered Vendor. This functionality will be accessed through the normal Buyer Login of eVA and will be presented as an application module (e.g. eMail, Quick Quote, etc.) on the Buyer Portal screen. The new application module will be called 'VSS Admin'. Agencies/Institutions will identify specific users to be provided this functionality (see **Authorizing Users** section).

Data Entry Process:

Step 1. As an authorized user, log into eVA and access the new State Entered Vendor entry application via the VSS Admin module.



Step 2. On the Vendor Registration Screen, under the State-Entered Vendor Registrations section click 'here'.



Step 3. On the State-Entered Vendor Search Page enter the vendor's Taxpayer Identification Number (TIN), Tin Type and ZIP code.

State-Entered Vendor Search

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: EIN SSN

ZIP Code:

Search **Quit** **New SEV Registration**

eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type
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First Prev Next Last

Step 4. Click Search. The system will identify any existing eVA vendor location accounts (Self-Registered or State-Entered) that may be duplicates. If any are found they will be displayed on the screen and you have the option to continue to enter the State-Entered Vendor, enter a new location to an existing vendor, or quit if the vendor already exists.

State-Entered Vendor Search [help & advice](#)

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: EIN SSN

ZIP Code:

Search **Quit** **New SEV Registration**

	eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type	TIN	TIN Type	DUNS	Registration Type
✓ New Location	E493	VA10000743	Smith's Pizza	Location Name Required	4050 Legato Rd Fairfax, VA 22033	Smith Pizza2	General Partnership	111111111	EIN	111111111	State-Entered

First Prev Next Last

Step 5. The system will automatically check whether there is a matching vendor record in the DMBE SWaM certification database and, if so, retrieve vendor data from that database. The data will be used to pre-populate corresponding eVA fields in Step 6 below as well as the vendor SWaM certification information.

Step 6. To continue click 'New SEV Registration' or 'New Location'. Additional screens will be presented for entry of the following:

- **Location Information.** Enter Vendor Location Standard Name (required), Location Name (required), DUNS Number (optional), and Web address (optional). Click Next.

Step 1: Location Information Next >

Please complete all required fields which have been denoted with a red asterisk (*) and any additional information you would like to provide.

General Information

Please complete this information that will be used to define your organization and create your legal name.

eVA Vendor ID : VS0000001841 Vendor Location ID : VA00000751

*Vendor Location Standard Name :

As it would be displayed to buyers

*Location Name :

e.g. Roanoke Office

DUNS Number :

9 digits (no dashes)

Web Address :

Please include http:// or https://

Next >

- **W-9 Information.** Enter Organization Type (required). All other fields are optional. Click Next. (Please note you will not perform this step when adding a new location)

Step 2: W-9 Information [< Back](#) [Next >](#)

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

▼ Taxpayer ID Information
Complete the information below.

*Taxpayer ID Number : 111111111

*Taxpayer ID Number Type : EIN

*Organization Type : LLC Classification :

Supplemental Organization Type : Tax Exempt :

Name (as shown on tax return) :

First Name :

Last Name :

Address :

City :

State :

ZIP Code :

Country :

[< Back](#) [Next >](#)

- **Address Information.** Enter Address and Contact Information (required). Click Next.

Step 3: Address Information < Back | Next >

Please enter the Address Information of your company.

▼Address Information
Please complete the address information below.

*Street 1 : *Phone :
Format XXX-XXX-XXXX

Street 2 : Phone Extension :

*City : *Country :
Will default to US if a state is selected

State/Province :
required for US addresses

*Zip/Postal Code :

▼Contact Information
Provide a contact by completing the information below.

Principal Contact : *Phone :
Format XXX-XXX-XXXX

*Contact First Name : Phone Extension :

*Contact Last Name : *Fax :
Format XXX-XXX-XXXX

*Email :

*Retype Email :

< Back | Next >

- **Attach Files.** Attach W-9 form (optional). Click Next.

Step 4: Attach Files < Back | Next >

Please attach any supporting files such as a signed copy of your W9 form.

[Add your Attachments](#) 

Your Attachments :

Delete	File Name	Date	Description	Attachment Type
✓ <input type="checkbox"/>	lane1280.jpg	8/20/12		W-9

< Back | Next >

Step 7. Verify & Submit Registration. A summary screen will be displayed showing all of the information entered. Click 'Submit Registration' to submit the State-Entered Vendor for review, approval/activation or denial by the eVA Vendor Support Team.

Verify & Submit Registration [< Back](#)

What's Next?:

- To change the information you entered, Click any of the Step links on the left or click the Back button.
- Print Registration → [Print Friendly](#)
- Click the Submit Registration button below to complete your registration.

Submit Registration

Quit Registration

Step 1: Location Information

▼General Information

eVA Vendor ID : VS0000001841 Vendor Location ID : VA00000751

VA Location Standard Name : Screen Shots

Location Name : Screen shots

DUNS Number :

Web Address :

[Top](#)

Step 2: W-9 Information

An email will be sent confirming submission of the State-Entered Vendor for review/approval. The email will include, at a minimum, all details entered, an explanation of the approval process and contact information for the COVA eVA Customer Care Team.

Review/Approval Process

The eVA Vendor Support Team will test submitted vendors using the IRS TIN/Name matching utility. Vendor records that verify will be activated/approved and those that do not will be denied. Upon approval or denial, an automated email will be sent to the Agency/Institution user that entered the vendor information notifying them of the approval or denial. In the case of a denial any remedies that are needed at that point (W-9 request to verify TIN and Vendor Name due to IRS rejection, data entry errors, etc.) will be detailed in this email.

Authorizing Users

Agencies/Institutions will determine which users will have access to the functionality for entering state-entered vendors. It is recommended that these users come from the staff that manages the Agency/Institution vendor file. Access will be granted using the existing

User Management and User Bulk Load functionalities in eVA. Agencies/Institutions will work with their eVA Security officer and DPS Account Executive to establish new user accounts if necessary.

Agencies/Institutions will not be able to have Authorized Users enabled until after the new functionality is live in Production.