

Vendor processing involves creating and maintaining vendor information for use in the Commonwealth's procurement and accounts payable functions.

Virginia's online electronic procurement system (eVA) is a web-based vendor registration and purchasing system that captures and maintains information about procurement vendors. A procurement vendor is defined as any individual, public body, or business that sells goods or services to the Commonwealth. All procurement vendor updates must be made in eVA. These updates will flow to Cardinal via an automated nightly interface. Additional validation will be performed in Cardinal before a new or updated vendor record will be activated for use. Cardinal will serve as the system of record for all valid vendor records. NOTE: In order to make a *payment* to a procurement vendor, that activated vendor information (including the correct address, etc.) must reside in the Cardinal system.

There are also payments that need to be made to vendors who are not considered procurement vendors; these are referred to as fiscal vendors. A fiscal vendor is a payee who receives payments not related to a procurement, for example, a refund. When there is a need to add or update fiscal vendor information, this is done by the CVG (Commonwealth Vendor Group) directly in the Cardinal system.

Working in partnership with the Department of General Service's eVA Team, it is the goal of the CVG to provide agencies, vendors, and other appropriate parties accurate and timely vendor information. The steps below outline the vendor data maintenance process that will be used:

- Agency receives or initiates vendor inquiry
- Agency routes inquiry to the Commonwealth Vendor Group (CVG)
- CVG performs research if required, and provides response to agency for routine vendor-related question
- If vendor maintenance is required, agency indicates whether a new or updated vendor action is being requested
- CVG determines whether the vendor is a procurement or fiscal vendor
- If it is a procurement vendor, CVG determines whether the vendor is Self-Registered or State-Entered:
 - If Self-Registered vendor, CVG contacts vendor and directs the vendor to eVA Customer Care Team for update in eVA: eVACustomerCare@dgs.virginia.gov. These updates will pass to Cardinal via a nightly interface.
 - If State-Entered vendor, CVG directs agency to the agency procurement staff for update required in eVA. These updates will pass to Cardinal via a nightly interface.
- If it is a fiscal vendor, and creation of a new vendor or update to an existing vendor record is required, CVG directs agency to complete the Vendor Maintenance Request form
- Agency completes the Vendor Maintenance Request form:
 - <http://www.cardinalproject.virginia.gov/Statewide%20Forms.shtml>
 - The form and W-9 (if required) are transmitted to CVG: via email to CVG@doa.virginia.gov or via fax to 804-823-2701

- Upon completion of review and analysis of agency's request, CVG enters the new vendor or update to existing vendor in Cardinal and performs additional validation prior to activating vendor record for use in Cardinal
- CVG notifies agency of new or updated Cardinal vendor record
- Agencies are sometimes contacted by vendors who desire to receive payments and remittance information electronically. Information about Vendor EDI enrollment and updates can be found on DOA's website: http://www.doa.virginia.gov/Admin_Services/EDI/EDI_Main.cfm

