

EDI Information for Accounts Payable Personnel or Persons Receiving Vendor Phone Calls (e.g., Purchasing)

CARS Vendor Edit Table Access for EDI Research

Whether or not your agency maintains vendor records on the CARS Vendor Edit Table, **at least two people at each agency should have access to the CARS Vendor Edit Table so that EDI trading partner information can be viewed and used to resolve payment issues.** Notify staff without access to the CARS Vendor Edit Table who research payment issues which co-workers have access so that they know who to contact for EDI research assistance. Complete and submit a CARS Security Table Maintenance form (located on DOA's website under the "DOA forms" button) to DOA (fax 804-225-4250) to obtain access to the Vendor Edit Table.

Determine whether a vendor is an EDI trading partner:

All EDI trading partners are listed on the CARS Vendor Edit Table under agency 000. However, the records for trading partners signed up for EDI under Social Security Numbers (SSN) are not available for viewing. Search by Employer Identification Number (EIN) and suffix, or name. EIN is more accurate since names may be abbreviated. Vendors/payees who have more than one EDI account are listed under different suffix numbers. This usually means that the vendor has more than one bank account for Commonwealth of Virginia payments. The Sort Name or Vendor Name fields identify the specific payee and, when there is more than one suffix, often the type of payment that should be made using a particular suffix. If the data in the CARS Vendor ID field of a payment matches the Vendor ID and Vendor Suffix on the CARS Vendor Edit Table under agency 000, that payment will be made via EDI. If an incorrect EIN or SSN is used in the CARS Vendor ID field of a payment and the payment is transmitted via EDI, then the wrong vendor will be paid. If an incorrect suffix is used in the CARS Vendor ID field of a payment, then the payment may go via EDI to the wrong bank account of the correct vendor or may not go via EDI at all.

If a vendor calls and says they did not receive their EDI payment or to research a payment made via EDI:

1. Confirm the EIN or SSN for the payee with the caller.
2. Determine the payment method used (check, EDI, not yet paid) by looking at **CARS screens 65 or 66** or **CARS report ACTR1303** (not your agency-based system screens or reports).
 - If the data in the CARS check number field begins with a "T", the payment went via EDI. Provide the vendor the date in the CARS Check Date field. This is the date the money should have been deposited in their bank account. If the vendor says the money is not there, then follow the steps below to determine whether your agency paid the correct vendor.

Note: If another state agency paid this vendor on the same day, their payment would have been added to your agency's, so the vendor would not be able to locate the dollar amount of your agency's payment on their bank statement. Instead, the vendor must look for an EDI deposit from the "Commonwealth of Virginia" on the date in the CARS Check Date field. Your agency's payment would be part of that larger payment.

1. Look at the Vendor ID Number in the CARS payment record and compare it to the one provided by the vendor in step number 1. above.
2. Access the CARS Vendor Edit Table under agency 000 to view the trading partner/vendor paid. Key "V" in the Enter Function field, "1" in Search Type, "000" in Agency, and the EIN or SSN and suffix used on the particular CARS payment and

- hit Enter. Compare the Sort Name and Vendor Name listed in the CARS Vendor Edit Table record to the vendor that should have been paid. Place an “N” in the Enter Function field and strike Enter to scroll to the next EDI trading partner to check for different suffixes for this same EIN or SSN.
3. Utilize vendor information your agency maintains on the particular vendor.
 4. If you determine that the correct vendor was paid, provide the caller/vendor’s staff the Contact Name and Phone number from the record on the CARS Vendor Edit Table that matches the Vendor ID and suffix used when making the payment. This is the person at the company who knows about their use of EDI. Request the vendor’s staff member call this “co-worker” (who should be able to confirm receipt of the payment and identify in which bank account the money was deposited via EDI) and provide the deposit date and amount of the payment.
 5. **If you determine that an incorrect vendor was paid**, explain to the caller that an incorrect vendor was paid and when to expect to be paid. **It is your agency’s responsibility to get the money back** and pay the correct vendor. Call the contact person listed on the CARS Vendor Edit Table, agency 000, for the Vendor ID/suffix that you actually paid and arrange for the money to be returned to your agency.
 - If the data in the check number field is all numerics, the payment went via check. This means that the data your agency submitted to CARS in the Vendor ID field (EIN or SSN and the suffix) did not match any of the EDI trading partners on the CARS Vendor Edit Table. Inform the vendor that the payment was made by check and provide the check number, check date and address from CARS. If the vendor should have received the payment via EDI, determine the correct Vendor ID (including suffix) to use for future payments to this vendor so that they go via EDI and to the proper bank account.
 - If the check date field is blank, the payment has not been made. The payment is most likely waiting for the due date to be reached.

To sign-up Vendors/pavees for EDI

1. Direct vendors to DOA’s web site www.doa.virginia.gov to obtain the enrollment form. If a vendor does not have access to the Internet, print the “Trading Partner Agreement and Enrollment Form for Vendors” after clicking the Refresh button on your toolbar while on DOA’s website and fax it to them.

Note: There are separate enrollment forms available on the website for grantees and localities and non-state agencies.

2. Click the EDI button on DOA’s Homepage.
3. Scroll down to the list of EDI documents available online.
4. Click on and print:
 - Trading Partner Agreement and Enrollment Form for **Vendors**
 - “EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-state Agencies”
 - Trading Partner Notification of Change Form (used to submit changes after enrolled in EDI).
 - Vendors may also want to print the “REDI Virginia Procedure Guide” if they plan to use the REDI Virginia website to obtain EDI remittance data.
5. Read the “EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-state Agencies” for information on how EDI works and the steps for enrollment and testing.
6. Complete the Trading Partner Agreement and Enrollment Form for Vendors and mail it to the address on the third page of the form.

Updating Trading Partner Information:

It is the trading partner's responsibility to notify DOA of changes in corporate information (address, contact person, phone number, etc.) or banking information. This includes state agencies that receive petty cash reimbursements via EDI. The Trading Partner Notification of Change form from DOA's web site should be completed and submitted to DOA.

State employees who are signed up for EDI should submit changes in their banking or other EDI information to their agency Employee EDI Coordinator. Their Employee EDI Coordinator will forward the information to DOA.

It is the trading partner's responsibility to update their **e-mail address** registered on the **REDI Virginia website**.