



<b>Volume No. 1 - Policies &amp; Procedures</b>	<b>TOPIC NO.</b>	<b>21105 – Cardinal</b>
<b>Section No. 60100 – Cardinal</b>	<b>TOPIC</b>	<b>Vendor Maintenance</b>
	<b>DATE</b>	<b>April 2017</b>

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## Overview

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### Introduction

Each month, Commonwealth agencies process thousands of payments to vendors. In order to process these payments correctly, an accurate table of vendor information is critical. The Appropriation Act requires the State Comptroller to establish and maintain a centralized standard vendor database to be shared by all state agencies. This requirement is necessary to facilitate the exchange of vendor information between agencies in a format and content that allows the Commonwealth to uniformly identify and report vendors, goods and services and other information to monitor the use of the Commonwealth’s resources and to minimize the risk of improper payments to vendors.


The Commonwealth Vendor Group (CVG) is responsible for the maintenance and approval of vendor data in the centralized vendor table.

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### Policy

Agency Fiscal Officers should verify that at least one individual on their fiscal staff is authorized to request additions/updates to vendor information and one separate individual is authorized to approve updates to vendor information. The **Agency Signature Authorization for Vendor Maintenance Form** should be submitted to the CVG to designate those persons who can submit and approve properly executed Vendor Maintenance Request Forms using the secure forms website. Agencies may view the vendor data, but may not make any changes.

Staff members with access to Cardinal will be able to view Vendor data. In general, staff will not have access to the vendor TIN unless they have the 1099 Administrator security role in Cardinal. This access should be limited as it is only required for 1099 processing research.

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**Vendor Types** The Cardinal vendor table contains two types of vendors: procurement and fiscal.


- Procurement vendors are defined as any individual, public body, or business that sells good or services to the Commonwealth. Procurement vendors are entered and updated in eVA and interfaced nightly from eVA to Cardinal.
- Fiscal vendors are defined as any entity that an agency needs to pay specific to the nature of the agency’s business (such as utilities, individuals or companies receiving refunds) that is not a procurement vendor. Fiscal vendors are created and updated directly in Cardinal by the CVG.

Cardinal requires a vendor, whether Procurement or Fiscal, to be set up and active in the system **before** a voucher can be processed to pay that vendor.

**Procurement Vendor Maintenance** Vendors who have been added in Cardinal via the eVA Vendor Upload interface may require updates. Updates to these vendors should be made in eVA by a self-registered vendor or by the eVA Customer Care Team.

**Fiscal Vendor Maintenance** Fiscal Vendor additions, updates and requests to inactivate are made in Cardinal by submitting a properly completed Vendor Maintenance Request Form (Cardinal AP-SW-502) along with a COVA W-9 form from the vendor (if required) to CVG through the Department of Accounts (DOA) web-based Secure Forms System. Select individuals at each agency may request and approve vendors to be added to or updated in the Cardinal Vendor Table, as documented on the Agency Signature Authorization for Vendor Maintenance Form. Refer to the **Vendor Maintenance Request Form Instructions** and Online Submission of Vendor Maintenance Request Form Job Aid, located on the Cardinal Project and DOA websites, for detailed instructions regarding how to complete and submit the form through the secure forms website. Prior to making a request to add a vendor, a search should be executed in Cardinal to determine if the vendor already exists.

Authorized request forms should be maintained on file at the agency to document approval by the agency's management. A copy of the W-9 will be attached to the vendor’s record in Cardinal.

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**One Time Vendors**

Cardinal allows creation of a one-time vendor for processing one-time refunds to recipients who are not employees of the agency (e.g., student education refund or DMV refund payments). One time vendors are always paid via check and are inactivated automatically after one use. One time vendors are set up in the same manner as other fiscal vendors, with the exception of the Persistence designation. The ‘One Time’ Persistence box on the Vendor Maintenance Request Form should be checked for these types of vendors.

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**Spreadsheet Upload Vendors**

The Commonwealth Vendor Group (CVG) has granted select agencies the opportunity to submit vendor maintenance requests via spreadsheet for specific instances using the spreadsheet upload feature on the secure forms website. These requests are for vendors that do not require W-9s, are time sensitive, and have received prior approval from DOA. Agencies requesting to utilize spreadsheet submissions, must submit a formal request to DOA for approval.

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**Employees**

State employees are **not** set up as vendors in Cardinal by their specific agency. Travel or other non-payroll reimbursements to employees use data from the employee’s profile (e.g. name, address) in Cardinal to process these transactions in the Cardinal Travel and Expenses Module.

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**State Agencies**

State agencies **are** set up as vendors in Cardinal. The Accounts Payable Module is used to process many inter-agency transactions. When this occurs, the proper vendor ID for the state agency being paid must be selected. Refer to CAPP – Cardinal Topic No. 20405, *Inter-Agency Transactions*, for more information. The **Agency to Agency (ATA) Transactions Information Sheet** under the Statewide Toolbox – Job Aids, has a cross reference sheet for agencies and their corresponding Vendor ID.

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## Vendor Table Components

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**Vendor ID** Cardinal uses Vendor ID numbers to uniquely identify vendors. The vendor Taxpayer ID number (TIN) and Vendor Location Identification Number (VLIN) are stored in Cardinal and can also be used to search for and identify a vendor. For procurement vendors, the eVA VLIN is stored on the address record.

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**Vendor Name** The Vendor Name is the legal name of the company, as filed with the IRS. The name entered in this field will be printed on the check mailed to the payee, unless a Payment Alternate Name is specified. A Vendor Short Name is also assigned by the CVG.

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**Vendor Address** A vendor may have many addresses (billing, ordering, remit, 1099, etc.). It is important to select the appropriate Remit To address while creating a voucher to ensure that the vendor’s check payment is sent to the correct address.

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**Vendor Location** Cardinal uses Location to store a vendor’s payment information and also to identify a vendor subject to tax liens and garnishments. Location is not a physical address, but stores defaults and processing rules for payments to be made to vendors. A vendor may have multiple locations due to EDI banking or e-Payables information. It is important to select the appropriate vendor Location to ensure that if the vendor is paid by EDI, the payment goes to the correct vendor bank account.

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**Other Vendor Information** The following information is also utilized by the CVG when setting up a new vendor in Cardinal:

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<b>Vendor Classification</b>	Vendor classification is used to help determine whether payments to the vendor will be 1099 reportable. This information is included on the Vendor Maintenance Request Form. Options include:  Board Member Federal Government Foreign Entity Local Government Non-Vendor Payee State Government Supplier
<b>ID Type and Number</b>	The vendor should be requested to provide a signed W-9 Form during initial setup. The W-9 form supplies applicable federal ID numbers such as EIN, SSN, etc. This information is included on the Vendor Maintenance Request Form.
<b>Contact Information</b>	Contact information includes name, title, address, email address, and phone number. A vendor may have multiple contacts, such as one for billing and another for ordering.
<b>SWAM Status</b>	SWAM (Small, Women, and Minority-owned Business) information is provided via a weekly interface from the Department of Small Business and Supplier Diversity.

## Internal Control

### General

Proper internal control requires a segregation of duties between the individual who has the ability to set up a new vendor and those who enter payment transactions.

Agencies should classify data and develop and implement procedures, guidelines, and business practices that facilitate the safekeeping of critical, sensitive, and/or confidential data. Agencies should ensure compliance with the Commonwealth's Information Security Standard contained in the current version of the ITRM Standard SEC 501 maintained by the Virginia Information Technologies Agency (VITA), if applicable.

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## DOA Contact

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**Contact**            Assistant Director, Finance and Administration  
Voice: (804) 225-2239  
Email: [cvg@doa.virginia.gov](mailto:cvg@doa.virginia.gov)

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## Subject Cross Reference

**Reference**            CAPP – Cardinal Topic No. 20405, *Inter-Agency Transactions*  
CAPP – Cardinal Topic No. 21005, *Records and Retention*  
CAPP – Cardinal Topic No. 70220, *Security*

Refer to suggested job aids and training information for data entry and processing on the Cardinal website: <http://www.cardinalproject.virginia.gov/>

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### **Suggested Forms and Job Aids**

The following forms can be found on the DOA Website, Commonwealth Vendor Group:


- Agency Signature Authorization for Vendor Maintenance Form**
- Commonwealth Substitute W-9 form**
- Online Submission of Vendor Maintenance Request Form**
- Vendor Maintenance Request Form**
- Vendor Maintenance Request Form Instructions**

The following can be found on the Cardinal Website, under Statewide Toolbox – Training Materials:

**SW INTRO110 Accounts Payable and Expenses Overview (Course Presentation)**

The following can be found on the Cardinal Website, under Statewide Toolbox – Job Aids:

- Vendor Maintenance Request Form Job Aid**
- Agency to Agency (ATA) Transactions Information Sheet**

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Additional job aids and training materials may be available on the Cardinal website.

Please note: The Cardinal job aids, training materials and forms on the Cardinal website are not policy of the Department of Accounts and are not part of the Commonwealth Accounting Policies and Procedures Manual (CAPP).

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