Appendix II
Trading Partner Certification Checklist

All CSPs must complete the following pre-certification tasks prior to testing with an LDC. This Checklist should be sent with the registration materials. Note any exceptions in the Comments/Exceptions column.

Company Name:	
Contact Name:	
Contact Email:	
Contact Phone:	

1. Known Non-Compliance
List any transactions that are not currently VAEDT compliant and/or still under development. Attach additional sheets if

Description of Non-compliance and Transaction Affected	Expected Date of Compliance

2. Exceptions to the EDI Plan
Document any exceptions you will make to the test plan due to the non-compliance above and/or any other exceptions. Please note the test plans not intended to complete. Attach additional sheets if necessary.

Description of Test Plan Exception	Account/Scenarios

3. Manual Processes to be Used in Testing and Production
Document any manual processes you will be using to supplement the EDI automated processes including where EDI transactions are input manually. Add additional sheets if necessary.

Description of Manual Processes

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4. Trading Partner Responsibilities

Please review the list below and document any exceptions or comments. Submitting this worksheet implies understanding with the item unless noted.

Each Trading Partner is responsible for the following:	Comments or Exceptions
1) using VAEDT compliant 'EDI transactions', 'business processes', and 'communications.'	
2) having a dedicated test system in place during testing.	
3) documenting in section 1 any areas where the trading partner is not compliant with the VAEDT standards and dates where the trading partner is expected to be in compliance.	
4) documenting in section 2 any scenarios of the test plan that the trading partner will not test.	
5) documenting in section 3 any manual processes that will be used.	
6) completing the EDI Trading Partner Set-Up Form so that test connectivity can be established.	
7) CSP must specify billing option(s) (Rate Ready, Bill Ready, Dual) on the Registration Form and complete the Rate Ready form, if applicable.	
8) sending EDI 997 Functional Acknowledgments for all test files received.	
9) LDC must provide test accounts or method to obtain test accounts .	
10) participating in any conference calls conducted by the LDC for EDI testing.	
11) keeping up with the established test schedule.	
NOTE: Each trading partner will certify the other and notify the VA SCC promptly upon completion of testing.	