

Crack the Codes: The Key to Managing Your eVA Fees and Certifying your eVA Dashboard

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Manager



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Who We Are....

eVA Business Unit

- eVA Business Manager
- Deputy eVA Business Manager (Vacant)
- Billing and Collections Manager
- eVA Billing Analyst Customer Care Team



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What We Do

- Oversee and administer the eVA contract
- Contractor compliance
- Business plan and finance structure
- Financial reporting
- Continued market research
- Enhancements and changes to increase user efficiency
- Functionality development
- Accurate and timely invoicing of eVA fees
- Respond to billing customer questions
- Resolve billing disputes
- Process refunds
- Collect past due eVA fees



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Why do we have fees?



To support
the eVA program.



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What does eVA Give You?

- Administrative efficiency - \$15-\$20 vs \$125 per PO
- Reduced cost of goods and services
- Increased competition
- Improved access to business opportunities for SWaM businesses
- Faster delivery times
- Electronically conduct business
- Transparency and accountability
- Reduce systems duplication
- Historic procurement data
- Procurement manuals and regulations



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What Are the eVA Fees?



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Current eVA Fees – Agency

Refer to the Current eVA Fee Schedule (dated 05/01/12)

*Current eVA Agency Transaction Fees:

eVA Self-Registered, DMBE-Certified Small Business

- 0.1%, Capped at \$500 Per Order

eVA Self-Registered Businesses That Are NOT DMBE Certified Small Businesses

- 0.1% Capped at \$1,500 Per Order

Businesses That Are Not eVA Registered Vendors (State-Entered or Unregistered [Ad Hoc] Vendors)

- 1.1%, Capped At \$3,000 Per Order
- No fees charged to vendor

**Fees are subject to change.*



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Self-Registered Vendors

- Self-Registered Vendors have created a vendor account in eVA and have accepted the eVA Vendor Registration Agreement.
- Receive email/fax notifications on bidding opportunities, online bidding, free catalogs, free support from eVA Customer Care, accessibility to eVA through their mobile device.
- Buyers are encouraged to use Self-Registered Vendors.



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State-Entered Vendors

- State-Entered Vendors have not accepted the eVA Vendor Registration Agreement.
- Authorized COVA users enter vendor information in eVA. The eVA Vendor Support Team authorizes new State-Entered Vendors or denies due to duplication or the vendor is Self-Registered.
- The vendor's registration type is clearly flagged for easy identification during the requisitioning process.



What is the Impact?

- What is the impact of using Self-Registered, State-Entered or Unregistered Vendors?
 - SR –Keeps Agency fees at lowest point possible
 - SR –Agency fees are capped at \$500 and \$1,500 based on the vendor's DMBE certification status
 - SE or Unregistered Vendors. Agency pays 1.1% capped at \$3,000 per order, regardless of the vendor's DMBE certification status.

YOU can crack the codes for your Agency when you make procurement decisions.



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Current eVA Fees – Vendor

Refer to the Current eVA Fee Schedule (dated 05/01/12)

*Current Vendor Transaction Fees:

eVA Self-Registered, DMBE-Certified Small Businesses

- 0.75%, Capped At \$500 Per Order

eVA Self-Registered Businesses That Are NOT DMBE Certified Small Businesses

- 0.75%, Capped At \$1,500 Per Order

**Fees are subject to change.*



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When Are Customers Billed?

- Invoices are issued bi-monthly.

Agencies And Vendors Whose Names Begin with A Thru J , Numbers, and Special Characters	•January •March •May	•July •September •November
Vendors Whose Names Begin With K Thru Z	•February •April •June	•August •October •December

- Payments are due in 30 days.
- Collection process starts when fees are 60 days past due



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Placing Orders

- Effects of choosing an incorrect vendor or vendor location:
 - Incorrect vendor is actually billed
 - Results in calls to eVA Billing
 - Results in calls to the buyer
 - Results in Change Orders
 - Reduces efficiency
- Do not select a vendor whose name contains:
 - “Do Not Use” in the Supplier Contact field



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Requisitions – Vendors with Multiple Locations

Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership

https://ariba.epro.cgipdc.com/Buyer/Main/aw?awh=r&awssk=Xco9

File Edit View Favorites Tools Help

Convert Select

Oracle PeopleSoft Enterpris... Yahoo! (2) Yahoo!

Ariba Spend Management

Home | Help | Logout

Welcome Flexon, Kelly

My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

Review Details for Supplier Name

These are the details for the field you selected.

Supplier Name: PEPSI-COLA BOTTLING OF CENTRAL VIRGINIA

Customer ID:

Corp. web site: [N/A](#)

Notes:

Preferred Currency: (no value)

Dispatch:

Carrier:

Carrier Method:

Terms of Payment:

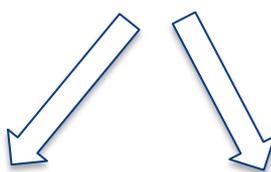
Locations: [SHENANDOAH VALLEY PEPSI](#), [CHARLOTTESVILLE](#)

Small Business:

Minority Owned Business:

Woman Owned Business:

Done



Done

Trusted sites 100%

Requisitions – Selecting a Location

Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership

https://ariba.epro.cgipdc.com/Buyer/Main/aw?awh=r&awssk=Xco9

File Edit View Favorites Tools Help

Oracle PeopleSoft Enterpris... Yahoo! (2) Yahoo! Get more Add-ons

Ariba Spend Management

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Welcome Flexon, Kelly

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Create Search Manage Recent Preferences

PR5205614: Forum 2012 Supplies Items:0 Total: \$0.00000 USD OK Cancel

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * supplies for 2012 Forum

Commodity Code:

Supplier:

Contact:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Choose Value for Contact

Field: Name Search New

Preferred Ordering Method ↑	Name	Street	City	State	Contact	Reg. Type	
Print	SHENANDOAH VALLEY PEPSI	POB 127 100 TRIANGLE DRIVE	WEYERS CAVE	VA	JESSE YOWELL	Self-Registered	Select
URL	CHARLOTTESVILLE	P O BOX 9035	CHARLOTTESVILLE	VA	Sena Becton	Self-Registered	Select

Done Update Total

OK Cancel

Trusted sites 100%

Requisitions – Changing the Location

Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership

https://ariba.epr.cgpdc.com/Buyer/Main/aw?awh=r&awssk=Xco9

File Edit View Favorites Tools Help

Convert Select

Favorites Oracle PeopleSoft Enterpris... Yahoo! (2) Yahoo! Get more Add-ons

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Create Search Manage Recent Preferences

Create Custom Contact

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

Name: * Pepsi-Cola Bottling of C

Street: * 1111 North Avenue

City: * Richmond

State: * VA

Postal Code: * 23819

Country: United States

ID: AD501133

Contact (Joe Smith): * Bob Smith

Email Address: * bob.smith@virginia.gov

Phone: * 804-999-0000

Fax: 804-999-0001

Tax Id Number (TIN): * 54-1258497

Tax Id Number Type: * EIN

DUNS Number: 1234567891

Organization Type: * Limited Liability Co.

LL Company (LLC): Partnership

Reg. Type: Un-Registered

Vendor Location Id Number:

Preferred Ordering Method: Print

Save Cancel



Requisitions – Vendor Do Not Use

Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership

https://ariba.eprocgipdc.com/Buyer/Main/aw?awh=r&awssk=3XT.&dard=1

File Edit View Favorites Tools Help

Virginia.gov - Home Ariba Spend Management

eVA My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

PR5205614: Forum 2012 Supplies **Items:0 Total:\$0.00000 USD**

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved

Full Description: * Soda

Choose Value for Contact

Field: Name Search New

Preferred Ordering Method	Name	Street	City	State	Contact	Reg. Type
Print	3500 CORPORATE PARKWAY; CENTER VALLEY, PA 18034	3500 Corporate Parkway	Center Valley	PA	SScientific Equipment Group Customer Service	Self-Registered <input type="button" value="Select"/>
Print	DSG	3500 Corporate Parkway	Center Valley	PA	Do Not Use Do Not Use	Self-Registered <input type="button" value="Select"/>

Done



Placing Orders – Shipping/Freight

- Agencies and Vendors do not pay eVA transaction fees on shipping/freight if:
 - Single shipping/freight line item only, not the entire purchase order
 - Correct NIGP codes is selected
 - Shipping NIGP 96286 –or–
 - Freight NIGP 96286



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Choose the Right PO Category

R =
Routine

E =
Emergency

P = Proprietary

S =
Sole Source

VR = Technology
Routine

VE = Technology
Emergency

VP = Technology
Proprietary

VS = Technology
Sole Source



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Change Order Information

- Change Orders are self-correcting to eVA fees
- Buyers should issue Change Orders to correct open balances on Purchase Orders

WHY?



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Change Order Example

- In May, a PO is issued to not exceed \$40,000
 - \$300 eVA Fee – Vendor
 - \$40 eVA Fee – Agency
- In September the work is complete and the vendor invoices the Agency for \$15,000. The actual fees:
 - \$112.50 eVA Fee – Vendor
 - \$15 eVA Fee – Agency
- ❖ The eVA fees are calculated on Purchase Order totals. If a Change Order is not issued, the Agency and the vendor are not accurately billed. The Agency's spend is also not reflected correctly in reports.



Buyer Responsibilities

- Process Change Orders when needed
- Be proactive in using Self-Registered Vendors in procurement transactions
- Contact the eVA Billing team when help is needed



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Are There Other eVA Fees?

The eVA Dashboard

- Password protected electronic dashboard
- Monthly self-certification of compliance or non-compliance with Chapter 14 Electronic Procurement – APSPM
- If a transaction is not exempted by APSPM 14.9b, the agency assesses a 2% eVA Fee of the total dollar value of the non-compliant eVA purchase transactions
- An adjustment of 2% is made to the Agency's billing account



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eVA Dashboard

eVA Dashboard Usage Report

 Use this page to review and make changes to this agency's current usage report. To view a previous year report, choose the appropriate year in the Fiscal Year drop down box and click on View Report.

eVA Dashboard Detailed Report For Current Report Month

Agency:

Fiscal Year:

[View Report](#)

[Print Report](#)

[AdminMenu](#)

	All Purchase Orders (Note 1)		eVA Purchase Orders (Note 2)						Non-eVA Purchase Orders (Notes 3 and 4)			
	Total eVA & Non-eVA Purchase Orders		Self-Registered Vendors		State-Entered Vendors		Unregistered Vendors		Not Excluded Per APSPM 14.9.b		Agency	
	#	Total \$'s	#	Total \$'s	#	Total \$'s	#	Total \$'s	#	Total \$'s	eVA Fee	
July 2013	63	\$563,947.55	57	\$560,598.55	3	\$1,049.00	3	\$2,300.00	0	\$0.00	\$0.00	Certified/cholmes on 8/30/2013
August 2013	84	\$480,158.37	78	\$477,673.17	1	\$68.90	4	\$2,283.40	1	\$132.90	\$2.66	Certified/cholmes on 9/16/2013
September 2013	78	\$2,169,976.75	64	\$2,151,893.15	2	\$558.60	12	\$17,525.00	0	\$0.00	\$0.00	Certified/cholmes on 10/18/2013

- Note 1: **"All Purchase Orders"** includes any purchase order governed by the Virginia Public Procurement Act, regardless of the source of funds. These columns will be calculated by the Dashboard.
- Note 2: **"eVA Purchase Orders"** are orders executed by delivery of an eVA purchase order to the vendor. Not all orders imported from agency ERP's to eVA meet this requirement (e.g., ERP import orders for unregistered vendors). These columns will be populated by the Dashboard using eVA data.
- Note 3: **"Non-eVA Purchase Orders"** are purchase orders executed outside of the eVA system, not including transactions exempted by APSPM 14.9.b. These columns will be completed by the agency/institution.
- Note 4: **"Agency eVA Fee"** is 2% of the total dollar value of **"Non-eVA Purchase Orders Not Excluded Per APSPM 14.9.b"**. This fee must be paid monthly by the agency to the Department of General Services. This column will be calculated by the Dashboard.

[Click Here to Add Comments](#)

By clicking the CERTIFY REPORT button as provided above, I certify that the information provided by the agency is accurate and complete. In addition, I certify that applicable noncompliant order documentation and agency fees will be forwarded to the Department of General Services as required by the eVA Business Plan.

Authorized Agency User(s):

Certify Data Role: Carmen Holmes, Phil Pippert, Charles Townes
 Manage Data Role: No User(s)
 View Only Role: No User(s)

eVA Billing and Payment Portal

- Copies of current and past agency invoices
- Review invoice details – Purchase Orders, Change Orders, Adjustments, and Payments
- Reconciliation reports
- Billing related policies

*Go To: www.eva.virginia.gov
Click On: Billing & Payment Portal*



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Invoice Inquiry & Account Reconciliation Reports

Commonwealth of Virginia

Governor

[Skip to Content](#)

[Web Policy](#)

[FOIA Policy](#)



Virginia's Total e-Procurement Solution

CUSTOMER

eVA Invoice Inquiry and Account Reconciliation Reports

Account #:	<input type="text"/>
Invoice #:	<input type="text"/>
<input type="submit" value="Submit"/>	

To access your account, you must enter your account number and any valid eVA fee invoice number corresponding to the specified account number. Your account number is displayed on your invoice.

After supplying the required login data, you will be able to execute the following actions for eVA fee invoices issued by the Commonwealth of Virginia, Department of General Services:

- View and Print Current and Past Invoices
- Access and Print Invoice Detail Information and Data
- View and Download Account Reconciliation Reports
- View and Print Payment History Information
- View and Print Account Adjustment Information
- Obtain Order, Change Order, Adjustment, and Payment to Invoice Cross-References
- View and Print Your eVA Billing Account (Customer) Profile

This site is best viewed using Internet Explorer 5.5 or higher with Screen Resolution **1024 x 768**. If your browser is older, it may not present JavaScript, Cascading Style Sheets, colors, text formatting and other features properly. You can determine the version of your browser by choosing "Help" on the browser's menu - then click "About".

Invoice and PO Search

Home (Log-In Screen)

[Log Out](#)

Invoice & PO Search

Account Reconciliation Reports

Adjustments

Payments

Customer Profile

Customer Account #: VA-A1940000
Customer Name: VA DEPT OF GENERAL SERVICES
Billing Address: FISCAL OFFICE - WASHINGTON BLDG., 5TH FLOOR P. O. BOX 404 RICHMOND VA 23218-0404
Calendar Year: 2012

INVOICE & PO SEARCH

Click on "View/Print" to view or print a copy of the invoice. Click on "Go" to go to the Invoice Detail. Use the Calendar Year drop-down box (above) to change the list of displayed invoices. Use the search options to find an invoice or purchase order.

Invoice Date	Invoice No	View/Print	Go To Detail
09/17/2012	EVA1141754	View/Print	Go To Detail
07/18/2012	EVA1112585	View/Print	Go To Detail
05/18/2012	EVA1084533	View/Print	Go To Detail
03/19/2012	EVA1054505	View/Print	Go To Detail
01/20/2012	EVA1026000	View/Print	Go To Detail

Search by Invoice Number

Enter Invoice Number :

[View/Print](#)

[Go To Detail](#)

Search by P.O. Number

Enter PO Number :

Navigate to the PO HISTORY Screen

[Go](#)

An asterisk indicates the customer account was not active during the billing period and the invoice was created but not mailed.

Common Questions

- Why do you only send us Page 1 of the invoice?
 - High volume of printing; Reduce print cost
- What if I don't have a current IAT form?
 - Copy an old IAT form or use a blank IAT form
- How can I get transactions/payment details in a report format?
 - Account Reconciliation Report



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eVA Collections

- Identify delinquent accounts
- Issue Dunning Letter
- Submit vendor's information to the Virginia Department of Taxation's Debt Set-Off Program
- If no response/resolution: deactivate State-Entered Vendor Registration
- >90 days, and >\$3,000, submit to the Office of the Attorney General.



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Collections Steps

1. Issue Invoice
2. Non-Payment Issue Dunning Letter
3. Submit to TAX
4. Non-Payment Deactivate Vendor Registration
5. Submit to OAG



Deactivated Vendors

- Listed on the eVA Knowledge Center
- What happens when the buyer tries to process a confirming Purchase Order (after-the-fact) and the Self-Registered Vendor is deactivated?
 - If deactivated, the vendor is converted to a State-Entered Vendor, resulting in the Agency paying a higher transaction fee of 1.1%
- Why should you continue to make payment to deactivated vendors?
 - Contractually obligated
 - Possible match through the Debt Set-Off program



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Payment Arrangements

- Vendors must request
- eVA Billing and Collections may offer the vendor a payment arrangement that achieves repayment within 6 months
- Must keep new eVA fees current



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Vendor Reinstatement

- Vendors may request reinstatement by completing the “Request Reinstatement of Your eVA Account” form located on the eVA Website, eVA Customer Care link.
- The eVA Billing and Collections Manager determines if the account meets the criteria for reinstatement and processes the request accordingly.



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Questions ??????



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