



Town Hall Conversations about eVA Business

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FORUM2016



Who We Are

eVA Business Unit

eVA Business Manager

Deputy eVA Business Manager

Billing and Collections Manager

eVA Billing Analyst Customer Care Team



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



What We Do

- Functionality development
- Monitor utilization
- Accurate and timely invoicing of eVA fees
- Respond to billing customer questions
- Resolve billing disputes
- Process refunds
- Collect past due eVA fees

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

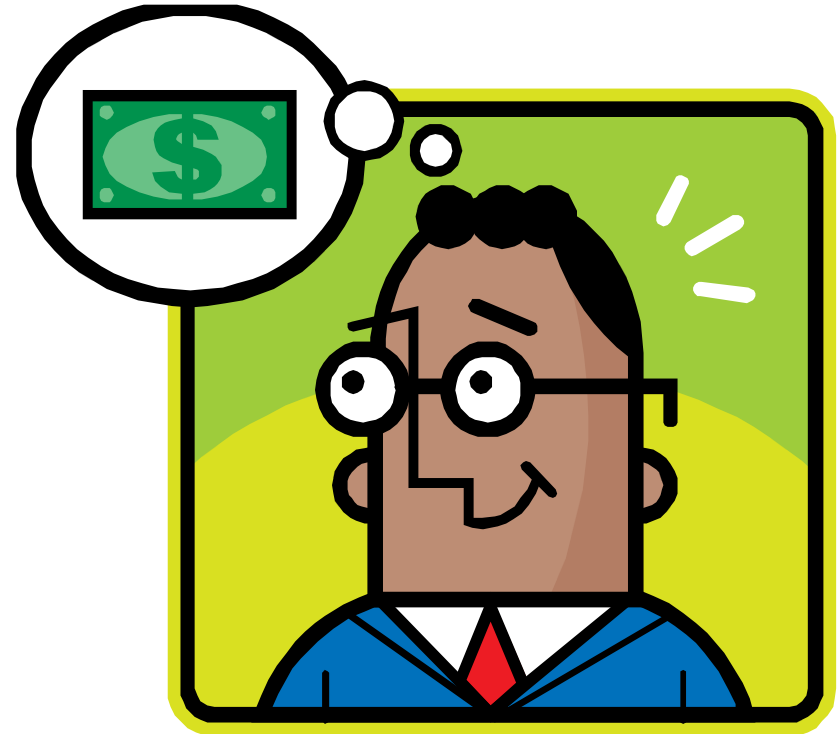
eVA Fees

- Why do we have fees?



To support the eVA program

- What are the eVA Fees?



Current eVA Transaction Fees – Agency

**Refer to the Current eVA Fee Schedule (dated 07/01/2014)*

eVA Self-Registered, DSBSD-Certified Small Business

0.1%, Capped at \$500 Per Order

eVA Self-Registered Businesses that are NOT
DSBSD-Certified Small Business

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

Self-Registered Vendors

- Self-Registered (SR) Vendors have created a vendor account in eVA and have accepted the eVA Vendor Registration Agreement.
- Receive email/fax notification 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.



State-Entered Vendors

- State-Entered Vendors (SEV) 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 if 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 (SR), State-Entered Vendors (SEV), 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 DSBSD certification status
 - SEV or Unregistered Vendors – Agency pays 1.1% capped at \$3,000 per order, regardless of the vendor's DSBSD certification status.
- You can control the impact to your agency when you make procurement decisions.

Current eVA Transaction Fees – Vendor

**Refer to the Current eVA Fee Schedule (dated 07/01/2014)*

*Current Vendor Transaction Fees:

eVA Self-Registered, DSBSD-Certified Small Business

- 1.0%, Capped at \$500 Per Order

eVA Self-Registered Businesses that are NOT DSBSD-Certified Small Business

- 1.0%, Capped at \$1,500 Per Order

*Fees are subject to change

When Are Customers Billed?

- Invoices are issued bi-monthly.

Agencies And Vendors Whose Names Begin with A Thru J , Numbers, and Special Characters	<ul style="list-style-type: none">• January• March• May	<ul style="list-style-type: none">• July• September• November
Vendors Whose Names Begin With K Thru Z	<ul style="list-style-type: none">• February• April• June	<ul style="list-style-type: none">• August• October• December

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



Placing Orders

- Identify goods and services by commodity codes
- Increase utilization of self-registered vendors
- Select by vendor location
- Minimize agency transaction fees

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 code selected
 - Shipping NIGP 96286 –or–
 - Freight NIGP 96286

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

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

Choose the Right PO Category

X02 =
Exempt

Exclusive purpose of identifying:

- * eVA-excluded procurement transactions (APSPM 14.9.b)
- * non-procurement (payment) transactions

Exempt from eVA agency and vendor transaction fees



Change Order Information

Change Orders are self-correcting to eVA fees

Buyers should issue Change Orders to correct open balances on Purchase Orders

WHY?

Change Order Example

In May, a PO is issued to not exceed \$40,000

- \$400 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:

- \$150 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 (follow policy)

Contact the eVA Billing team when help is needed



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

eVA Dashboard

eVA Dashboard Usage Report

i 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 eVA Fee				
	#	Total \$'s	#	Total \$'s	#	Total \$'s	#	Total \$'s	#	Total \$'s	eVA Fee	
July 2015	85	\$93,369.19	43	\$83,470.77	11	\$6,492.21	0	\$0.00	31	\$3,406.21	\$68.12	Certified/' on 8/10/2015
August 2015	87	\$70,667.02	51	\$68,911.86	6	(\$318.81)	0	\$0.00	30	\$2,073.97	\$41.48	Certified/' on 9/3/2015
September 2015	81	\$61,628.51	41	\$55,277.61	8	\$3,471.60	0	\$0.00	32	\$2,879.30	\$57.59	Certified/' on 10/9/2015
October 2015	90	\$114,147.76	56	\$109,790.22	8	\$1,962.65	0	\$0.00	26	\$2,394.89	\$47.90	Certified/' on 11/3/2015

- 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:

Manage Data Role:

View Only Role:

eVA Dashboard

		Reporting	Month/Year: Aug. 2015		
NON-EVA PURCHASE TRANSACTIONS					
PO.NUM.	DATE	VENDOR	AMOUNT	OBJECT CODE	LOCAL PICK UP
A 104 6-6	8/3/2015	Wal-Mart	48.05	13620	LOCAL PICK UP
A 105 6-6	8/3/2015	Wal-Mart	63.79	13740	LOCAL PICK UP
A 106 6-6	8/7/2015	Wal-Mart	22.77	13620	LOCAL PICK UP
A 107 6-6	8/7/2015	Wal-Mart	47.4	13620	LOCAL PICK UP
A 110 6-6	8/10/2015	Wal-Mart	26.54	13620	LOCAL PICK UP
A 112 6-6	8/12/2015	Wal-Mart	40.56	13780	LOCAL PICK UP
A 113 6-6	8/13/2015	Wal-Mart	173.38	13740	LOCAL PICK UP
A 115 6-6	8/17/2015	Wal-Mart	50.37	13620	LOCAL PICK UP
A 117 6-6	8/17/2015	Wal-Mart	89.86	13780	LOCAL PICK UP
A 118 6-6	8/17/2015	Wal-Mart	41.93	13780	LOCAL PICK UP
A 119 6-6	8/19/2015	Lowes	34.08	13780	LOCAL PICK UP
A 120 6-6	8/20/2015	Lowes	7.48	13510	LOCAL PICK UP
A 145 6-6	8/20/2015	Wal-Mart	93.1	13740	LOCAL PICK UP
A 146 6-6	8/24/2015	Southern States	42.89	13710	LOCAL PICK UP
A 147 6-6	8/24/2015	Wal-Mart	58.95	13620	LOCAL PICK UP
A 150 6-6	8/28/2015	Lowes	397.92	13120	LOCAL PICK UP
A 151 6-6	8/28/2015	Wal-Mart	21.82	13620	LOCAL PICK UP
A 152 6-6	8/28/2015	Wal-Mart	100.92	14130	LOCAL PICK UP
A 153 6-6	8/28/2015	Wal-Mart	69.94	14130	LOCAL PICK UP
A 154 6-6	8/28/2015	Wal-Mart	50.75	13620	LOCAL PICK UP
A 155 6-6	8/31/2015	Lowes	37.94	13220	LOCAL PICK UP
A 156 6-6	8/31/2015	Wal-Mart	35.93	13740	LOCAL PICK UP
A 157 6-6	8/31/2015	Wal-Mart	49.52	13620	LOCAL PICK UP
			2073.97	30	



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”

Click On: “Invoice Detail & Reconciliation Reports”

Invoice Inquiry & Account Reconciliation Reports

Commonwealth of Virginia

Governor

[Skip to Content](#)

[Web Policy](#)

[FOIA Policy](#)



Virginia's Total e-Procurement Solution

CUSTOMER

Account #:

Invoice #:

eVA Invoice Inquiry and Account Reconciliation Reports

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



Virginia's Total e-Procurement Solution

[Home \(Log-In Screen\)](#)

[Log Out](#)

[Invoice & PO Search](#)

[Account Reconciliation Reports](#)

[Adjustments](#)

[Payments](#)

[Customer Profile](#)

Customer Account #:	VA-A1940000	Status: Active
Customer Name:	VA DEPT OF GENERAL SERVICES	Type: State-Agency
Billing Address:	FISCAL OFFICE - WASHINGTON BLDG., 5TH FLOOR P. O. BOX 404 RICHMOND VA 23218-0404	Calendar Year: 2015
Balance:	\$10.10 (As of 09-Nov-2015 15:04:10)	

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
09/17/2015	EVA1663144	View/Print	Go To Detail
07/17/2015	EVA1637105	View/Print	Go To Detail
05/15/2015	EVA1608628	View/Print	Go To Detail
03/17/2015	EVA1579649	View/Print	Go To Detail
01/15/2015	EVA1545886	View/Print	Go To Detail

Search by Invoice Number

Enter Invoice Number :

Search by P.O. Number

Enter PO Number :

Navigate to the PO HISTORY Screen

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

Common Questions

How can I get transactions/payment details in a report format?

- [Account Reconciliation Report](#)

Why do you only send us Page 1 of the invoice?

- [High volume of printing; Reduce print cost](#)

Do I pay by IAT?

- [Cardinal Wave I agencies pay with EDI or Credit Card](#)
- [Cardinal Wave II agencies IAT while still using CARS; EDI after switch to Cardinal; or use Credit Card](#)



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



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



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.



Additional Questions?

Thank You!