

FORUM 2017: Creating Connections Together



Conversations with eVA Business

Presented by:

Jan Giffin

Kylie Robbins



Who We Are

eVA Business Unit

eVA Business Manager

Deputy eVA Business Manager

Billing and Collections Manager

eVA Billing Customer Care Team



What We Do

- **Oversee and Administer the eVA Contract**
- **Monitor Contractor Compliance**
- **Perform Market Research**
- **Recommend Enhancements to Increase User Efficiency**
- **Participate in Development of New Functionality**
- **Monitor eVA Dashboard Utilization**



What We Do

- Manage Business Plan and Finance Structure
- Perform Financial Reporting
- Accurate and Timely Invoicing of eVA Fees
- Respond to Billing Customer Questions
- Resolve Billing Disputes
- Process Refunds
- Collect Past Due eVA Fees



Why use eVA?

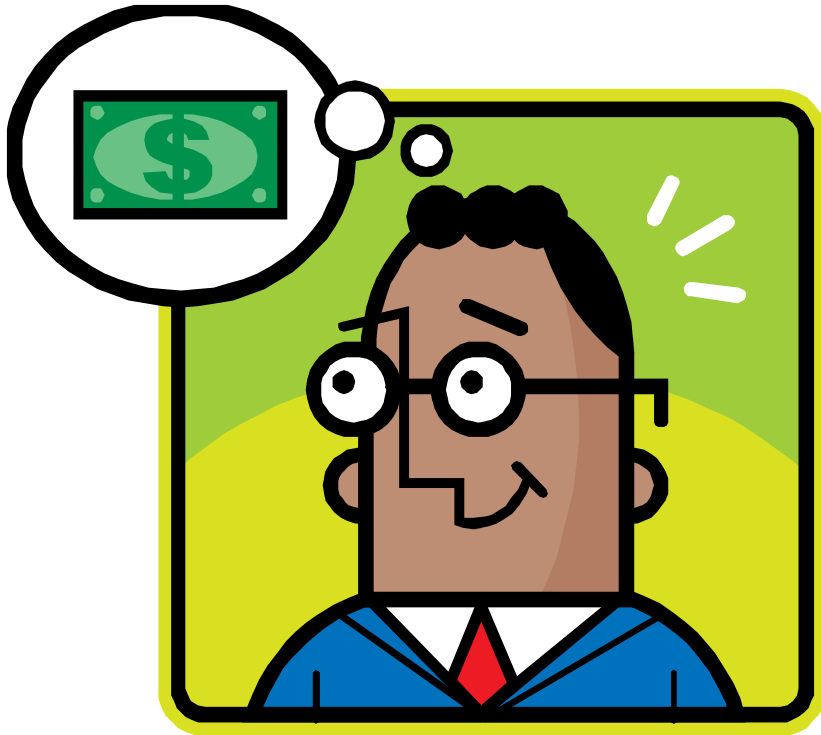
- Administrative Efficiency:
\$15 - \$20 vs. \$125 per PO
- Historic Procurement Data
-  Systems Duplication
-  SWaM Access to Business Opportunities
-  Competition
-  Cost of Goods & Services
-  Delivery times





eVA Fees

- Why do we have fees? To support the eVA program



- What are the eVA Fees?



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 a DSBSD-Certified Small Business

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

*Fees are subject to change



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 a 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



Minimize Transaction Fees

- ↑ Utilization of Self-Registered Vendors
- ↑ Utilization of DSBSD-Certified Small Businesses
 - Create line Item for Shipping/Freight & use Correct NIGP code
 - Choose the Right PO Category
 - Process Change Orders when needed
 - Place transactions in eVA (eVA Dashboard)
- ★ You can control the impact to your agency when you make procurement decisions!



Why does a vendor's registration type matter?

	Self-Registered (SR) Vendors	State-Entered Vendors (SEV) or Unregistered Vendors
Vendor creates eVA account	YES	NO
Accepted eVA Vendor Registration Agreement	YES	NO
eVa fees per order	Agency pays 0.1% capped at \$500 and \$1,500 based on the vendor's DSBSD designation.	Agency pays 1.1% capped at \$3,000, regardless of the vendor's DSBSD designation.



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 – Vendor Location

- Select Vendor by correct Vendor Location
- Do not select a vendor whose name contains:
 - “Do Not Use” in the Supplier Contact field

Choose Value for Supplier

Field: All x Search

Supplier Name	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Micro	Reg. Type	VCUST#	
(No Preference)													<input type="button" value="Select"/>
W W GRAINGER INC		GRAINGER-ALL ORDERS	2424 Magnolia Ct	Richmond	VA	URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	C7188	<input type="button" value="Select"/>
W W GRAINGER INC		JAMES MADISON UNIV ONLY!! DO NOT USE!!	455 Knightsbridge Pkwy	Lincolnshire	IL	URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000166882	<input type="button" value="Select"/>
W W GRAINGER INC		JAMES MADISON UNIV ONLY!! DO NOT USE!!	455 Knightsbridge Pkwy	Lincolnshire	IL	URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000166882	<input type="button" value="Select"/>
W W GRAINGER INC		VA TECH AND UVA ONLY!! DO NOT USE	455 Knightsbridge Pkwy	Lincolnshire	IL	Print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VC0000039380	<input type="button" value="Select"/>



Placing Orders – Vendor Location

- Choosing an incorrect vendor or vendor location results in:
 - Incorrect vendor is actually billed
 - Calls to eVA Billing and the buyer
 - Change Orders
- ↓ Efficiency



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:
Purchases exempt from eVA agency
and vendor transaction fees



New PIM 34 - To enhance transaction transparency, analysis, and reporting

- Mandatory Use of eVA (APSPM 14.9.b.)
- Optional Use of eVA (APSPM 14.9.c.)
 - eVA-excluded procurement transactions and non-procurement (payment) transactions



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.*



eVA Fees For Non-Compliance

The eVA Dashboard

- Password protected electronic dashboard
- Monthly self-certification of compliance or non-compliance with APSPM - Chapter 14 Electronic Procurement
- If a transaction is not exempted by APSPM 14.9.b or 14.9.c., the agency assesses an uncapped 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.



Non-eVA Transactions Log

PO NUMBER	DATE	VENDOR	AMOUNT	OBJECT CODE	Reason
00000459003	7/19/2017	1 STOP CAMERA & ELECTRONICS	428.00	1377	Local Pickup
		JULY TOTAL	428.00		
000004537210	8/20/2017	1ST CLASS EXTERMINATING INC	490.00	1254	Local Pickup
00000454502	8/21/2017	A & L EASTERN AGRICULTURAL LABORATORIES	54.00	1371	Local Pickup
00000454912	8/22/2017	A H HARRIS & SONS INC	1,333.84	1356	Local Pickup
000004576518	8/23/2017	ACCUTEK IMAGING RESOURCE INC	151.38	1312	Local Pickup
000004576525	8/24/2017	ACCUTEK IMAGING RESOURCE INC	151.41	1312	Local Pickup
00000454664	8/25/2017	ACE HARDWARE	11.99	1356	Local Pickup
000004582761	8/26/2017	ACORN SIGN GRAPHICS	23.60	2261	Local Pickup
00000459962	8/27/2017	ADDENBROOK SEPTIC TANK CONTRACTORS INC	2,573.50	1256	Local Pickup
00000453499	8/28/2017	AEROTECH LABORATORIES INC	268.75	1268	Local Pickup
00000457195	8/29/2017	AFTON COMMUNICATIONS CORPORATION	30.00	1217	Local Pickup
00000460529	8/30/2017	AFTON COMMUNICATIONS CORPORATION	167.00	1212	Local Pickup
00000460528	8/31/2017	AFTON COMMUNICATIONS CORPORATION	61.00	1212	Local Pickup
		AUGUST TOTAL	5,316.47		
00000459039	9/1/2017	AFTON COMMUNICATIONS CORPORATION	337.50	1217	Local Pickup
00000459033	9/2/2017	AFTON COMMUNICATIONS CORPORATION	337.50	1217	Local Pickup
00000453661	9/30/2017	AIRGAS MID AMERICA INC	33.09	1354	Local Pickup
		SEPTEMBER TOTAL	708.09		



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: 2018 [View Report](#) [Print Report](#) [Admin Menu](#)

	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		#	Total \$'s		Agency eVA Fee	
	#	Total \$'s	#	Total \$'s	#	Total \$'s	#	Total \$'s					
July 2017	328	\$5,023,208.15	315	\$5,009,883.91	12	\$13,005.84	0	\$0.00	1	\$318.40	\$6.37	Certified/	8/14/2017
August 2017	399	\$2,573,728.84	382	\$2,274,075.84	17	\$299,653.00	0	\$0.00	0	\$0.00	\$0.00	Certified/	9/13/2017
September 2017	316	\$1,214,580.54	288	\$684,570.29	26	\$526,576.37	0	\$0.00	2	\$3,433.88	\$68.68	Certified/	10/13/2017
October 2017	368	\$1,045,566.36	337	\$715,968.95	31	\$329,597.41	0	\$0.00					

- 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, that are not exempt from assessment of fees by APSPM 14.9.b. or 14.9.c. 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". 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:

Lottery





When Are Customers Billed?

- Invoices are issued bi-monthly.

<p>All Agencies</p> <p>Vendors whose Names begin with A thru J, Numbers, and Special Characters</p>	<ul style="list-style-type: none"> • January • March • May 	<ul style="list-style-type: none"> • July • September • November
<p>Vendors whose Names begin with K thru Z</p>	<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.



I BUY FOR VIRGINIA

I SELL TO VIRGINIA

TRANSPARENCY

CUSTOMER CARE

BILLING

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VENDOR LOGIN

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eVA Billing

eVA Billing

- [eVA Dashboard](#)
- [Invoice Detail & Reconciliation Reports](#)
- [Frequently Asked Billing Questions & Answers](#) Update 07/01/2014 Credit Card Payments now accepted
- [Vendor Memorandum Agreement](#)
- [Current eVA Fees](#)
- [eVA Fee Schedule With Billing Codes](#) - Effective 07/01/2014
- [VDOT eVA - Reconciliation Report](#)
- [eVA Refund Policy](#) - Update 12/03/2009
- [Delinquent eVA Fee Collection Policy](#) - Revised 3/1/2010
- [W9 Form from Commonwealth](#)
- [An Open Letter To eVA Vendors 6-12-2006](#)
- [An Open Letter To eVA Vendors 5-15-2006](#)

Messages

THURSDAY, July 3, 2014- Revised eVA Fee Schedule

The eVA Fee Schedule, Effective 07/01/2014, published above, has been revised to reflect the expiration of the reduced transaction fee for eVA-Registered Vendors. This means the eVA-Registered Vendor transaction fee for orders issued on or after 07/01/2014 will revert to 1% capped as documented in the revised eVA Fee Schedule, Effective 07/01/2014.





eVA Billing and Payment Portal

Commonwealth of Virginia	Governor	Skip to Content	Web Policy	FOIA Policy
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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
- Pay Invoice online with VISA, MasterCard or Discover

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 & PO Search

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Virginia's Total e-Procurement Solution

Login Page > Invoice and PO Search
Help

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

Invoice & PO Search

Account Reconciliation Reports

Adjustments

Payments

Customer Profile

Customer Account #:	<input type="text"/>		Status: Active
Customer Name:	<input type="text"/>		Type: State-Agency
Billing Address:	<input type="text"/>		Calendar Year: <input type="text" value="2017"/>
Balance:	\$342.55 (As of 01-Nov-2017 15:11:07)		
Pay Online with Credit Card here			

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
09/18/2017	EVA2033063	View/Print	Go To Detail
07/18/2017	EVA2001942	View/Print	Go To Detail
05/16/2017	EVA1970917	View/Print	Go To Detail
03/17/2017	EVA1944245	View/Print	Go To Detail
01/19/2017	EVA1913182	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.





Payment Portal





Department of General Services
Commonwealth of Virginia

Payment Portal



Online Payment
Enter your credit card information for one of the following card types below.



Customer:
Invoice Number:
Payment Description: DGS-eVA Transaction Fee
Balance: \$342.55

Payment Amount: *

Card Type: *
Card Number: * (do not enter spaces or dashes)
Expiration Date: * /


First Name: * (as shown on card)
Last Name: * (as shown on card)

Security Code: * [\(explain this\)](#)
Zip/Postal Code: * (from card billing address)

Email Address: (for payment notification)

- Please print or write down your payment confirmation number for your records. If you provided a valid email address you will receive a confirmation email.
- Do not use your browser's "back" button. Please close your browser or navigate to a new page using the address bar.
- If you provided a valid email address you will receive a confirmation email.
- For your information the transaction will appear on your statement as: DGS - eVA Transaction fee.
- If you have questions about your payment please contact **(866) 289-7367, Option 2** or Email: eVACustomerCare@dgs.virginia.gov

Click "Continue" to review your payment before submitting it.



Your transactions are secure and encrypted





Collections Steps

1. Issue Invoice
2. Non-Payment / Issue Dunning Letter
 - Vendors must keep new eVA fees current if a request for an alternative payment arrangement is to be approved.
3. Submit to TAX for Debt Set-Off Program
4. Non-Payment / Deactivate Vendor Account
5. Submit to OAG

Deactivated Vendors

Welcome to eVA

eVA Customer Care 1-866-289-7367
eVACustomerCare@dgs.virginia.gov

Mandatory Sources ▾ State Contracts ▾ eVA Tools ▾ Manuals/Policies ▾ Debarment ▾ Future Procurements ▾

NEW STATE CONTRACT!
Parks and Recreation Equipment and Related Services
Playground Equipment and Surfacing, Outdoor Fitness Equipment, Bleachers and Grandstands, Athletic Equipment, Installation and Maintenance

Vendor Debarment List
Enjoinment List (DGS)
Vendors Deactivated for (non-payment)
Vendor Prohibited List (Dept. of Taxation)

Announcements and Alerts

- Why should you continue to make payment to deactivated vendors?
 - Contractually obligated
 - Possible match through the Debt Set-Off Program





Vendor Reinstatement

- Vendors may request reinstatement by completing the “Request Reinstatement of Your eVA Account” form.

eVA Virginia's eProcurement Portal
Division of Purchases and Supply

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- Vendors must pay eVA account balance prior to being reinstated.

Questions?

Thank You!

