

Conversations with eVA Business

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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



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
 - Shipping/Freight Line Item use 96286
- ↑ Utilization of DSBSD-Certified Small Businesses
 - Process Change Orders
 - Place Transactions in eVA
- Choose the Right PO Category



Potential Cost Savings



eVA Fees for Non Self-Registered Vendors



This report was run at 09/04/2019 15:39:44



Trouble downloading? Click

<u>Fiscal Year</u>	<u># Of Orders to Non Self-Registered Vendors</u>	<u>Net Spend</u>	<u>Base Total For Billing Calculations</u>	<u>Total eVA Fee for Non Self-Registered Vendors</u>	<u>Total eVA Fee if Used Self-Registered Vendors</u>	<u>Extra Fee Agency paid for not using a Self-Registered Vendor</u>
2020	3,406	\$3,723,270.88	\$3,717,030.03	\$40,888.18	\$3,717.73	\$37,170.45
2019	12,571	\$14,098,900.33	\$14,081,775.53	\$144,361.22	\$14,085.55	\$130,275.67
2018	11,107	\$13,193,447.88	\$13,180,042.09	\$138,276.76	\$13,183.31	\$125,093.45
2017	9,265	\$11,582,607.85	\$11,564,935.67	\$118,832.22	\$11,567.86	\$107,264.36
2016	8,714	\$21,147,704.75	\$21,130,512.74	\$132,207.20	\$17,355.08	\$114,852.12
2015	6,970	\$11,607,475.52	\$11,608,217.89	\$123,402.08	\$11,610.09	\$111,791.99
2014	2,975	\$5,808,634.42	\$5,802,420.23	\$62,177.56	\$5,803.36	\$56,374.20
2013	1,313	\$1,616,203.47	\$1,600,904.97	\$17,610.59	\$1,601.48	\$16,009.11
2012	431	\$1,059,584.60	\$1,059,238.15	\$11,651.78	\$1,059.43	\$10,592.35

Extra Fee: \$709,423.70

*Charges for Transportation of Goods and Other Freight Services as well as Surcharges and Taxes (To Include Fuel Surcharges and Taxes) are exempt from Billing Fees and are not included in the Base Total For Billing Calculation when identified with the correct commodity code and listed as a separate line item.

Report1421_1_eVAFeeNonSelfRegByFY



Do registration type and DSBSD Certification designation matter?

	Self-Registered (SR) Vendors	State-Entered (SE) Vendors 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:

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
 - Inquiries to eVA Billing and the buyer
 - Change Orders
 - Inefficiency
 - Payment delays



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

★ PIM 36 - 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 purchase order is issued to not exceed \$40,000 (sometimes referred to as a blanket po).
 - \$400 eVA Fee – Vendor
 - \$40 eVA Fee – Agency
- During September, the work is completed 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.
- Monthly self-certification required.
- If a transaction is not exempt per APSPM 14.9.b or 14.9.c., the agency is assessed an uncapped 2% eVA Fee of the total dollar value of the non-compliant eVA purchase transactions.



Non-eVA Transactions Log

NON-EVA PURCHASING TRANSACTIONS				
DATE	VENDOR	AMOUNT	OBJECT CODE	REASON
9/6/2019	Walmart	\$304.31	14130	LOCAL PICKUP
9/6/2019	Walmart	\$30.38	13620	LOCAL PICKUP
9/20/2019	Sam's	\$3,430.55	13630/13620	LOCAL PICKUP
9/26/2019	Lowes Hardware	\$46.46	13220	LOCAL PICKUP
	September's Total	\$3,811.70		
10/8/2019	Walmart	\$275.00	11310	LOCAL PICKUP
10/14/2019	Walmart	\$48.73	13620	LOCAL PICKUP
10/15/2019	JoJo's Car Wash	\$35.00	0049-0100-13550	LOCAL PICKUP
10/22/2019	Lowes Hardware	\$68.41	0049-0100-13540	LOCAL PICKUP
10/31/2019	Napa Auto Parts	\$80.97	0049-0100-13550	LOCAL PICKUP
10/31/2019	Ace Hardware	\$10.02	13220	LOCAL PICKUP
	October's Total	\$518.13		



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 #	Total \$'s	Self-Registered Vendors #	State-Entered Vendors #	Unregistered Vendors #	Total \$'s	#	Total \$'s	Agency eVA Fee			
July 2019	3048	\$23,029,853.56	1948	\$20,056,584.32	904	\$2,897,474.09	140	\$67,317.90	56	\$8,477.25	\$169.55	Certified/ on 8/15/2019
August 2019	3752	\$21,952,581.85	2395	\$19,037,599.48	1110	\$2,851,761.34	173	\$55,352.30	74	\$7,868.73	\$157.37	Certified/ on 9/16/2019
September 2019	3848	\$10,379,940.97	2405	\$7,905,348.16	1217	\$2,400,503.68	166	\$66,212.60	60	\$7,876.53	\$157.53	Certified, on 10/15/2019
October 2019	4116	\$28,838,061.52	2460	\$26,163,324.54	1413	\$2,563,045.33	243	\$111,691.65				Edit

- 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

eVA Billing Resources

A Commonwealth of Virginia Website

Virginia.gov Find an Agency



Virginia's Marketplace



Business Opportunities ▾

Transparency ▾

Statewide Contracts ▾

Resources ▾

Search eVA

Buyer Login

Vendor Login

Register Now

Forgot Username/Password

Get Help - Customer Care



PIM

Our Story

Division of Purchases and Supply

Dept. of Small Business and Supplier Diversity (SWaM)

eVA Billing

NIGP Code Look Up

Browser Optimizer

eVA Open Data

VIEW



eVA Billing Resources

A Commonwealth of Virginia Website

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Jan Giffin, CPPO, CPPB, VCM, VCO
eVA Business Manager

Jan.Giffin@dgs.virginia.gov

 eVA Billing & Payment Portal	 eVA Dashboard	 Billing FAQ's
 Current eVA Fees	 Vendor Memorandum Agreement	 Delinquent eVA Fee Collection Policy
 eVA Fee Schedule w/Billing Codes	 Signed COVA W-9 Form	 eVA Refund Policy



eVA Billing and Payment Portal

Commonwealth of Virginia

Governor

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[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
- Pay Invoice online with VISA or MasterCard

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

- Home (Log-In Screen)
- Invoice & PO Search
- Account Reconciliation Reports
- Adjustments
- Payments
- Customer Profile

[Log Out](#)

Customer Account #:

Customer Name:

Billing Address:

Balance: \$448.71 (As of 05-Sep-2019 08:29:48)

Status: Active
Type: State-Agency
Calendar Year: 2019

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
07/18/2019	EVA2321107	View/Print	Go To Detail
05/17/2019	EVA2295521	View/Print	Go To Detail
03/19/2019	EVA2269203	View/Print	Go To Detail
01/18/2019	EVA2243656	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.



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: \$448.71

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)



Your transactions are secure and encrypted

- 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.



When Are Customers Billed?

- Invoices are issued bi-monthly.

All Agencies

Vendors whose Names begin with A thru J, Numbers, and Special Characters

Vendors whose Names begin with K thru Z

- January
- March
- May
- July
- September
- November
- February
- April
- June
- August
- October
- December

- Payments are due in 30 days with the due date listed on the invoice.
- Collection process starts when fees are 60 days past due.



Collections Steps

1. Issue Invoice
2. Non-Payment / Issue Dunning Letter
3. Submit to TAX for Debt Set-Off Program
4. Non-Payment / Deactivate Vendor Account
5. Submit to OAG



Inactive Vendors



eVA Inactive Vendor List



[Return to eVA Home Page](#)

[Return to eVA Vendor List](#)

Search --> Vendor HQ or Location Name, eVA ID, or VLIN ID eVA Status

[eVA Status FAQ](#)

Vendor names starting

with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

Check to use

'Name starts with' search logic.

[Search](#) [View All](#)

First 1,000 vendors listed

To navigate use buttons or enter page # and click TAB key.

Page of 10

eVA Status	HQ	eVA ID (Click for Details)	eMail Supplier Name (Location Std Name)	eMail Contact (Location Name)	Address
----------------------------	--------------------	--	---	---	-------------------------



Vendor Statuses

- Pending Approval
- Active
- Discontinued
- Nonpayment
- Bad Address
- Suspended
- Debarred
- Enjoined



Vendor Reinstatement



Business Opportunities ▾

Transparency ▾

Statewide Contracts ▾

Resources ▾

Search eVA

Buyer Login

Vendor Login

Register Now

Forgot Username/Password

Get Help - Customer Care

Hours: 8:00AM - 4:45PM MF

eVA Customer Care
1-866-289-7367

OUTSIDE US: 804-371-2525

Email: eVACustomerCare@DGS.Virginia.gov

Helpful Links

eVA Optimizer for Internet Explorer 7, 8, 9, 10 & 11

The eVA Browser Optimizer will configure your Internet Explorer Web Browser to work better and faster with eVA automatically.

- [Download and run the eVA Optimizer](#)

[Commonwealth of Virginia Substitute W-9 Form](#)

Registration is not considered complete unless a Commonwealth of Virginia Substitute W-9 is received.

The W-9 Form must be signed and dated. Payments for goods or services will be delayed without a properly executed Commonwealth of Virginia Substitute W-9.

eVA Billing

- [Billing & Payment Portal](#), [FAQ's](#), [Current Fees](#), [Refund Policy](#) and more

eVA Forms

1. [eVA or Ariba Vendor Login/Password Help](#)
2. [Request Reinstatement of your eVA account](#)
3. [Request an eVA Paper Registration](#)
4. [Request an eVA Legal Name Change](#)
5. [Request a Tax ID Change](#)
6. [To update your W-9 Information](#)
7. [Request a Duns Number Change](#)
8. [Request an eVA Address and /or Contact Information Change](#)
9. [Request to add additional payment address](#)



eVA Billing Customer inquiries

- Calls and emails are handled by eVA Billing Team in a call management system-Issuetrak
- Each invoice has instructions on how to access the eVA Billing portal, online payments accepted
- Period covered for the invoice payment posting timeframe
- Amounts under \$5.00



eVA Billing FAQ's

- Is there a way to get additional information needed to reconcile my invoice?
- Where can I get more detail for a purchase order listed on my invoice?
- There was a payment made that is not showing on this invoice?
- How can I a copy of a previously-issued invoice?
- I need to dispute a transaction fee on this invoice?



Questions

Thank You!