



eVA Transaction Fee Memo

As an agency of the Commonwealth of Virginia, Radford University is required to utilize the state's eProcurement platform, eVA. There is a fee associated with usage of the platform that is collected to support the maintenance and operation of the system. This fee has two portions, to be paid by the supplier and Radford University respectively.

The supplier eVA transaction fee will be applied to eVA-registered suppliers. Usage of suppliers that are not eVA-registered results in Radford University paying both portions. Radford University does not receive any revenue from collected fees. These fees are invoiced by the Commonwealth of Virginia, through the Department of General Services (DGS). Invoices are generated during the first billing cycle after the purchase order (PO) is issued by the university, and the supplier typically receives it within a month. Liability for the full fee is incurred at the time the PO is issued, regardless of when the order is fulfilled. This also applies to blanket purchase orders and orders associated with large projects.

Currently, the supplier transaction fee is 1% of the face value of the purchase order less any properly coded shipping costs (98286). Supplier transaction fees are capped at different levels depending on whether the supplier carries an active certification from the Virginia Department of Small Business and Supplier Diversity (SBSD). SBSD certified businesses have a cap of \$500 per order. Non-SBSD Certified businesses have a cap of \$1,500 per order.

Certain types of purchases are exempted from the eVA transaction fee. These exceptions are determined by the state. (See list for current list of exceptions.) Exempted purchases must have a PO Category of "X02" in eVA.

Radford University does not have the ability to modify the fees applied by DGS. If the final invoice value of an order is different than the PO amount, a change order is typically processed in eVA. If the updated amount is smaller and results in a lower fee liability, a reduction should be reflected in the invoice of the next billing cycle. Please note that changes totaling less than \$100 are not typically processed in eVA at Radford University but can be done if the supplier requests and updated PO. Changes made to POs created using punchouts are not processed in eVA, suppliers affected by this scenario should reach out to Procurement and Contracts directly to resolve these issues.