

eVA Billing Collection Form Overview

eVA is the Commonwealth of Virginia’s electronic vendor registration and purchasing system that provides a standardized, transparent source of public procurement information. The University does not purchase goods and services directly through eVA but is required to send purchase data to eVA. All transactions, including the University’s, incur fees to support the maintenance of the system.

eVA fees that the University incurs are accounted for at the cost center level. Therefore, **eVA billing instructions must be on file for ALL cost centers.** They may be set up at the cost center hierarchy level, meaning that the instructions will apply to all cost centers within that hierarchy, or at the individual cost center level.

For eVA fees related to Pos on non-grant funds, you may charge all your eVA fees to a single default FDM string OR you can let them post to the FDM string on the original PO.

ALL cost centers must provide a default FDM string for Pos that are funded on Grants, as eVA fees cannot be posted to Grants.

This Quick Reference Guide (QRG) is designed to walk through the steps to fill out the eVA Billing Collection Form.

Document & Steps

The eVA Billing Collection Form can be found at the following link:

[eVA Billing Collection Form](#)

eVA Billing Collection

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For eVA fees related to POs on non-grant funds, you may charge all your eVA fees to a single default FDM string OR you can let them post to the FDM string on the original PO. **NOTE: ALL cost centers must provide a default FDM string for POs that are funded by Grants, as eVA fees cannot be posted to Grants.**

PLEASE ENTER THE ORIGINATING COST CENTER OR COST CENTER HIERARCHY FOR WHICH THESE CHARGING INSTRUCTIONS WILL APPLY.

Cost Center Hierarchy*	Cost Center*
<input type="text" value="CH"/>	<input type="text" value="CC"/>
Utilize FDM String from Non-Grant PO ? *	
<input type="text" value="No"/>	

Cost Center Hierarchy or Cost Center: Enter the Cost Center Hierarchy if you would like all cost centers within this hierarchy to fall under these billing instructions OR enter the individual Cost Center

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Utilize FDM String from Non-Grant PO? Select Yes or No. Selecting Yes indicates that you would like the eVA fee to be applied to the FDM string that is on each individual PO.

If you selected NO to the above option, you must fill in the default FDM string to which the eVA fees will be billed. Fill in both the Non-Grant and the Grant billing instructions below.

If you selected YES to the above option, you must fill in the default FDM string for POs that are funded by Grants, as eVA fees cannot be posted to Grants.

Billing instructions for Non Grant POs

CC*

BU*

Designated*

Gift*

Fund*

Function*

Program

Project

Activity

Billing Instructions for Grant POs

CC*

BU*

Designated*

Gift*

Fund*

Function*

Program

Project

Activity

Contact Name, Department, UVA Computing ID, and Email will default based on the form submitter's information.