



PAYMENT METHODS

The Commonwealth of Virginia can pay for goods and services with the following three methods:

Visa (Preferred Method)



This is the Commonwealth's preferred method of payment for goods and services according to policy. Purchases \$5,000 and under can be paid by Visa. Some agencies and institutions have the ability to put higher dollar transactions on Visa. As a vendor, you need to determine whether your buyers have this ability.

If you currently accept Visa as a form of payment, or are interested in starting to accept VISA, please refer to "Visa Guidelines," a separate flyer in the eVA Media Center.

Benefit. You receive your funds in the bank account of your choice within 72 hours of processing, thereby improving your cash flow.

ePayables

The ePayables program pays for goods and services by Visa. If you currently accept Visa as a form of payment, or are interested in starting to accept VISA, please refer to "Merchant Services Guide," a separate flyer in the *Vendor Resource Center*. There is no dollar threshold for ePayables—all payment amounts can be processed via ePayables. An advantage of ePayables over the Visa (Preferred Method) is that you will receive detail remittance data to assist you in posting the payment to appropriate Commonwealth of Virginia accounts.

Contribute to the Commonwealth's e-Commerce initiative to reduce the number of checks printed—accept payments via VISA, ePayables or set your business up for EDI!

Benefit. Remittance Advice emails are sent to you up to 14 days sooner than the payment due date authorizing you to process payment by Visa. You then receive your funds in the bank account of your choice within 72 hours of processing, thereby improving your cash flow. ePayables allows you, as the business owner, to recapture time spent waiting for the payment due date

For more information about ePayables, please contact our e-Commerce department at ecommerce@doa.virginia.gov or call 804-786-0874.

Electronic Data Interchange (EDI)

EDI electronically transfers funds from the Commonwealth's bank account to your designated bank account. An advantage of EDI over regular direct deposit is that you will receive detail remittance data to assist you in posting the payment to appropriate Commonwealth of Virginia accounts. There is no dollar threshold for EDI—all payment amounts can be processed via EDI.

Benefit. Your money is deposited electronically in your bank account on the payment due date. EDI allows you, as the business owner, to recapture time spent waiting for paper checks via U.S. mail, tracking down lost checks, handling and depositing paper checks.

For more information about EDI and instructions on how to enroll, go to the following web page:
http://www.doa.virginia.gov/Admin_Services/EDI/EDI_Main.cfm.

- Review the “EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-State Agencies” which provides an overview of the program.
- Print, complete and submit the Trading Partner Agreement and Enrollment form for Vendors” to sign up for EDI.
- Submit. Submission instructions are on the third page of the document. If you have questions, send an e-mail to edi@doa.virginia.gov.

Check

This is the default method of payment for all goods and services unless your business has been set up for payment by VISA, ePayables or EDI. This process generates a paper check which is placed in the U.S. mail and will require normal delivery times based on U.S. mail guidelines. There is no minimum or maximum dollar threshold for processing payments via paper checks.

Payment Addresses

It is important to maintain current Payment Addresses in your eVA Account. Incorrect or missing Payment Addresses can result in payments being delayed. The Remit To/Send Payment To address on your Invoice(s) must also be available as a Payment Address in your eVA Account. You can add as many Payment Addresses to your account as needed. Keep your account current by periodically logging into your account to review and update your account information.