



## Payment Methods

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

- MasterCard (preferred method)
- Electronic Data Interchange (EDI)
- Check

**MasterCard** – 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 MasterCard. Some agencies and institutions have the ability to put higher dollar transactions on MasterCard. As a vendor, you need to determine whether your buyers have this ability.

If you currently are able to accept MasterCard as a form of payment, please refer to "MasterCard Guidelines," a separate flyer in the eVA Media Center for vendors already accepting MasterCard.

By accepting payments via MasterCard, you are contributing to the Commonwealth's e-Commerce initiative to reduce the number of checks printed. Additionally, you benefit by receiving your funds in a bank account of your choice within 72 hours of processing, thereby improving your cash flow.

If you are interested in finding out more about accepting MasterCard, simply make a no-obligation phone call or email using the information below. Let them know you are an eVA Registered Vendor and if you are SWaM certified.

866-517-5748 (toll free)

[Supplierstrategy@ge.com](mailto:Supplierstrategy@ge.com)

**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.

By setting your business up for EDI, you are contributing to the Commonwealth's e-Commerce initiative to reduce the number of checks printed. 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.

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For more information about EDI and how your business can enroll, go to the following web page:

[http://www.doa.virginia.gov/General\\_Accounting/EDI/EDI\\_Main.cfm](http://www.doa.virginia.gov/General_Accounting/EDI/EDI_Main.cfm)

Scroll down and 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 signup for EDI. Submission instructions are on the third page of the document. If you have questions, send an e-mail to [edi@doa.virginia.gov](mailto: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 MasterCard 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.

## Electronic Purchasing For Virginia Government

The Commonwealth does purchasing through eVA, [www.eva.virginia.gov](http://www.eva.virginia.gov), a dynamic government-to-business website that automates and streamlines Virginia's government purchasing. eVA is managed by the Commonwealth's eProcurement Bureau, part of the Division of Purchases and Supply, within the Department of General Services (DGS), [www.dgs.virginia.gov](http://www.dgs.virginia.gov). DGS establishes purchasing policies that support wise use of state funds, contributing to operational excellence statewide.

