


March 28, 2025

MEMORANDUM

TO: Purchasing Offices
Departments, Institutions, Agencies
Commonwealth of Virginia

FROM: J. Peter Stamps, Director 
DGS, Division of Purchases and Supply

SUBJECT: Procurement Information Memoranda (PIM) #98-044

Enclosed is PIM #98-044, effective April 2, 2025, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The Summary of Changes below is in the order of the changes to the *APSPM*. Only changes/additions to the affected sections and/or subsections are included in this document. DPS has incorporated these changes into the web-based *APSPM*, which will be downloadable in Word or PDF on March 17, 2025. The location of text changes will be indicated by an arrow in the margin (→) with the corresponding PIM #98-044 number identified next to the changes and all arrows indicating previous changes are removed. Appendix C contains a log recording the PIM number and date of revision. This memorandum and the corresponding PIM #98-044 should be filed in the back of the Appendix C log.

<i>APSPM</i> Cite	Summary of Changes
Table of Contents	-Removes "DGS/DPS Office of Graphic Communications" from 2.1 -Adds "and eInvoicing" to 14.5
2.1.f	Deletes section in its entirety
4.22.b.2	Deletes section in its entirety
10.11a.1	Adds new section
10.11.a.2	Re-numbers the second paragraph
13.12	Deletes section in its entirety
14.5	Adds "and eInvoicing"
14.5.b	Adds an entirely new section
14.8.i	Deletes section in its entirety
14.9.a	Removes "OGC" from the first set of parentheses
Appendix A	Adds eInvoicing definition
Appendix C	Adds Summary of changes.

To print a copy of the manual, save it to your hard drive or network and print from there. Printing directly from the website may result in lost formatting. If you should have questions about the changes, please contact your Procurement Management Account Executive.

2.1 **Mandatory Sources.**

f. Deleted.

4.22 **Non-Professional Services**

b. **Approvals Required.**

(2) Deleted.

10.11 **Payment and Invoice Processing.**

a. (1) **Invoice Submission.** Invoices shall be submitted in eVA per 14.5.b.

(2) **Invoice Processing.** Invoice processing is to be performed in accordance with the rules and regulations set forth by the Department of Accounts. To maintain good vendor relationships and a competitive environment, it is imperative that invoices be processed promptly and in accordance with the contract terms. The *Code of Virginia*, § 2.2-4350A, requires agency's and institutions to pay for the completely delivered goods or services by the required payment date. If no payment date has been established by contract, then payment is due 30 days after receipt of a proper invoice by the agency or its agent responsible under the contract for approval of such invoices for the amount of payment due, or 30 days after the receipt of the goods or services, whichever is later (*Code of Virginia*, § 2.2-4347). When a large purchase requires performance over an extended period of time, agencies should make arrangements to process partial payments upon receipt of evidence indicating that the goods or services have been received (see *Vendors Manual*, 8.3). Agencies and institutions with separate accounting and purchasing offices are strongly encouraged to develop a contract between the two offices. These contracts should establish a clear framework for an effective discrepancy resolution process, so contractor payments are not delayed.

13.12 Deleted.

14.5 **Receiving and eInvoicing:**

b. Agencies and institutions shall fully implement the electronic invoice submission (eInvoicing) functionality in eVA by December 31, 2025.

14.8 **Approvals.**

i. Deleted.

14.9 **Requisitioning and Ordering –Use of eVA:**

a. All purchase transactions, regardless of funding source, shall be processed through eVA by issuing the order to the vendor including purchases to mandatory sources (VCE, VDC, and VIB); and coding the requisition with the appropriate purchase order category ending in "1" (e.g., R01, P01, VR1, VP1, etc.)

APPENDIX A

GLOSSARY AND ACRONYMS

eInvoicing: The electronic submission process of verifying the details on the invoice match the purchase order and receipt (receiving report) creating a 3-way match to approve payment processing of the invoice.

APPENDIX C

**PROCUREMENT INFORMATION MEMORANDUM (PIM)
RECORD OF CHANGES**

98-044	Removes DGS/DPS Office of Graphic Communications throughout the manual and adds eInvoicing.	03/12/25	
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