Frequently Asked Questions

eVA

Q: What is eVA?
A: eVA is the Commonwealth of Virginia's electronic procurement system.

Q: Do I need to use eVA?
A: All procurement transactions over $5,000 must be entered into eVA. If a vendor is not eVA registered, we strongly encourage them to get registered to do business with the University.

Q: How do I request an eVA account?
A: Complete the eVA Account Request Form here and forward to Procurement Services. Or you can click on the Forms link to the left of our page, and then click on the eVA Account Request Form link.

Q: What do I need to do to get an eVA Access?
A: eVA Training is provided by Procurement Services and online SWaM training is required before a new eVA account is issued.

Q: How does a vendor get registered in eVA?
A: eVA registration information can be found at http://www.eva.virginia.gov or contact eVA Customer Care at 866-289-7367/804-371-2525, or email at eVACustomerCare@dgs.virginia.gov .

Q: What do I need to do if I want to purchase from a vendor that is not registered with eVA?
A: First you should ask the vendor to register. If they refuse to, you must ask the vendor to submit a Commonwealth of Virginia Substitute W-9 form (found on the Office of Finance's website) to procuement@odu.edu. Procurement Services will then submit the vendor information to eVA for them to become state registered. The process takes 3-5 business days for eVA to complete the IRS verification and load the vendor into eVA.

Q: Can I create one purchase requisition in eVA for multiple vendors?
A: No, if you use multiple vendors on one purchase requisition you will get multiple POs.

Q: What are the Exemptions to eVA?
A: Please refer to PO Category Guidelines to eVA located in the eVA http://www.odu.edu/facultystaff/university-business/purchasing/eva. Click on the eVA PO Category Guidelines document under Training & Guides.

Q: How do I cancel a PO in eVA?
A: Please refer to the eVA User Guide on the Procurement Services website. Click on the eVA link and then click on the eVA User Guide and follow the steps from slide no. 63 through slide no. 64.

Q: How do I process a change order in eVA?
A: Please refer to the eVA User Guide on the Procurement Services website. Click on the eVA link then click on the eVA User Guide and follow the steps from slide no. 60 through slide no. 62.

Q: Who can create a change order?
A: Only the original requestor can create a change order and must add a note in the comments section clarifying why the change was created. Change orders can only be done for change in cost/quantity. Change orders should not be done for accounting changes**. Never delete a line item**. You can zero out the unit price and note in the description the reason for the change.

Q: How do I check my status of a submitted PR?
A: Please refer to the eVA User Guide on the Procurement Services website. Click on the eVA link then click on the eVA User Guide and follow the steps from slide no. 43 through slide no. 47.

Q: Do I receive notification when my PR has been approved?
A: Every eVA account has email notification preferences. The default setting is setup to send emails immediately whether your PR has been fully approved, denied or awaiting approval. You can adjust these settings to accommodate your needs.

Q: How do I add an approver in eVA?
A: Please refer to the eVA User Guide on the Procurement Services website. Click on the eVA link then click on the eVA User Guide and follow the steps from slide no. 29 through slide no. 34.

Q: How do I approve a PO that must be printed?
A: Please refer to the eVA User Guide on the Procurement Services website. Click on the eVA link then click on the eVA User Guide and follow the steps from slid no. 48 through slide no. 51.

Q: How do I look up a vendor in eVA?
A: From the main page in eVA select the Reports & Documents link on the left hand side, on the next screen click on the Advanced Tools Tab. Under Vendor Reports select the report "Look up Basic Vendor". This will search vendor info by tax id number and will ensure correct selection of vendor for those who trade under a different name (i.e. Springhill Suite is BBL) also ensures match with BANNER import or need for a W9.

Q: How do I look up a purchase order in eVA?
A: From the main page in eVA select the Reports & Documents link on the left hand side, on the next screen click on the Advanced Tools tab. Under Accounts Payable Tools select "Purchase Order Report" (under description.) Click on the link to the left of the description, another screen will appear, enter your purchase order number and click submit.

Q: When can I create a PO for the new fiscal year?
A: The new fiscal year period is generally opened in eVA around the first week of June and shall be used only for goods/services that will be read and paid for in the new fiscal year. These POs will not import into BANNER until July 1st.

Q: Where do I find the correct sub-account code?
A: A complete list of sub-account codes are listed on the Budget Offices website at http://www.odu.edu/content/dam/odu/offices/budget-office/docs/ExpenseSubaccounts2011.pdf .

Q: What info do I need to include in the title to my PR for a Quick Quote?
A: The title needs to note "Quick Quote" or "needs Quick Quote".

Q: Where should orders be delivered for ETF purchases?
A: In the "ship to" drop down menu select Central Receiving/Property Control. This is a requirement to ensure timely tagging for inventory and required documentation in BANNER.

Q: How do I check denied comments for edits and resubmissions?
A: Select the denied PR, scroll down to the comments field. This is where the comments will be when a PR is denied. Once changes have been made you can resubmit the PR by selecting submit.