

NEW EVA COMING SOON

December 2021 Update

This email is to provide some updated information on the new eVA which will go live **January 3**. While new eVA will be live January 3, it likely will not be available to campus end-users until the week of January 18. **If purchases are needed the first several weeks of January, you may submit the enclosed complete [Requisition](#) (along with vendor quote) to procurement@odu.edu for purchase order processing.**

TESTING

Testing for the new system kicks off today. If you would like to participate in testing the new eVA, please complete the 'Join a Testing Group' link [here](#) (click on 'Exploratory Testers) or email procurement@odu.edu.

TRAINING

Once the Commonwealth eVA Team provides additional information and access, the ODU eVA Team will provide customized training and associated guides. Virtual and in-person training sessions will be provided. The new eVA will have an entirely new look. eVA Requesters and Approvers will need to attend a training session *prior* to submitting or approving requisitions.

You're encouraged to attend multiple training sessions over the coming months as the Commonwealth eVA Team has noted that not all functionalities will be available on January 3. Additional functionality will be added. Registration for training is available on the Procurement Services [Training](#) page.

PLANNING

What can you do now to plan and prepare for the eVA Transition?

- Review all open purchase orders. If goods/services have been received, ensure Banner eReceiver has been completed.
- If goods/services have been received and invoices have been paid In Full and there is a remaining encumbrance, create a change order prior to December 10 to reduce any open remaining encumbrances.

Import Note Regarding Existing Purchase Orders

The Commonwealth eVA Team notified agencies/institutions that change orders to *existing* purchase orders that will be migrated to the new system will *not* be allowed. If a change order is needed *after January 3, 2022* to a purchase order that was issued *prior* to **December 30, 2021**, please proceed as follows:

- **Change Orders to Increase an existing PO:** Create a new PO to include additional goods. Services need only. Reference the original PO number in the Comments sections of the new PO.
- **Change Order to Decrease an existing PO:** Submit a [Liquidation Request Form](#) to procurement@odu.edu.

Thanks to everyone in advance for planning ahead and remaining flexible and understanding as the Commonwealth transitions to the new eVA.

