

# NEW EVA COMING SOON

November 2021 Update

As noted in previous Procurement Services Newsletters, the Commonwealth is transitioning to a 'new eVA' platform effective **January 3, 2022**.

As a current eVA Requester or Approver, *this will impact you and your department.*

## 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 is complete to ensure payment.
  - 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 Dec 10 to reduce any open remaining encumbrance.*

All open Quick Quotes and formal solicitations must be awarded by **December 1**. If you anticipate the need for a Quick Quote or a solicitation valued at over \$100,000 in the month of December or January, please reach out to [procurement@odu.edu](mailto:procurement@odu.edu) by **November 10**. We ask that you communicate this with others in your area that you order for. The sooner you can involve Procurement with your needs, the better!

**Important Planning Dates:** While new eVA will be Live **January 3**, it may not be available for campus end users until **January 10 or 17**. \*More specific dates and guidance will be provided in the coming weeks as the Commonwealth eVA team provides more information. Planning Dates can be found [here](#).



## RESOURCES

Keep up to date on the Commonwealth's eVA status by accessing the Commonwealth's [eVA Transition Newsroom](#).

Additional ODU eVA information is included on Procurement Services [eVA Updates](#) page. As the Commonwealth eVA Team provides additional information, this page will be updated with specific guidance for ODU eVA Users.

## TESTING & TRAINING

If you would like to participate in Testing the new eVA, please complete the 'Join a Testing Group' link [here](#). (Click on Exploratory Testers)

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

You're encouraged to attend multiple training sessions as the Commonwealth eVA Team has noted that not all functionalities will be available on the Go-Live date of **January 3**. Additional functionality will be added. Training registration is available on the Procurement Services [Training](#) page.

## Import Note Regarding Existing Purchase Orders

The Commonwealth eVA team recently 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 to a purchase order that was issued prior to Dec 31, 2021, the Commonwealth eVA Team's guidance is to Cancel that PO, and then issue a new PO.*

- **Change Order to Increase an existing PO:** The new PO should only include remaining items, services not yet received and paid for **plus** additional amount needed.
- **Change Order to Decrease an existing PO:** Submit a [Liquidation Request Form](#) to [procurement@odu.edu](mailto:procurement@odu.edu).

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

