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 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.

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