

- **New eVA is live!**
- **Training:**
  - Training sessions for new eVA will continue to be offered multiple times a week. Please register for an upcoming training session by visiting the Procurement Services [Training site](#).
  - Now that you have access to new eVA and are ready to enter Requisitions, you're encouraged to attend a session even if you've already participated.
- **Reminders:**
  - When entering the Title of your Requestion, the format should be Vendor Name, Title of Purchase, Budget code and sub-account code.
  - Comments for the PO: Enter Comments into the Comment Field on the Header (first screen)
  - Suppliers: When selecting the Supplier, locate the Supplier in eVA via their TIN. There are many suppliers that have the same or similar names so need to ensure selection of the correct supplier.
  - Allocations: Be sure the select the correct fiscal year. New eVA does not always default to the current fiscal year. Please also be sure to select the correct budget code.
  - Change Orders:
    - If an **increase** is needed to a Purchase Order issued in Legacy eVA, complete a new PO.
    - If a **decrease** is needed to a Purchase Order issued in Legacy eVA, submit a liquidation request [form](#) to [procurement@odu.edu](mailto:procurement@odu.edu).
    - If a change order is needed to a Purchase Order created in **new eVA**, locate the Purchase Order and select 'Change Order', make the change and note in the Header comments field: the line item that was changed, the amount of the change and a very brief description of the change.
- **Need Assistance:**
  - New eVA User Guides are available of the Procurement Services [eVA site](#).
  - Training: You may register for New eVA training sessions [here](#).
  - Email: Please submit questions to [eVAAdmin@odu.edu](mailto:eVAAdmin@odu.edu). Referencing the Requisition number or Purchase order number is helpful.
- **Thank You!**
  - Thank you for your patience as the Commonwealth implements the new eVA.
  - Please submit recommendations for enhancements to [eVAAdmin@odu.edu](mailto:eVAAdmin@odu.edu). The collective requests of ODU and other higher education institutions and agencies will help make the system better.