



## PROCUREMENT SERVICES

330 Parade Avenue · 314 Smith Hall · Lexington, VA 24450

# eVA is changing!

The Virginia Department of General Services is rolling out a new eVA platform the end of this year. The new platform will provide more functionality for users and enhanced capabilities not previously available to us. We have been using the same eVA system since it was introduced in 2001.

The new eVA will provide streamlined process and allow for better transparency in order to track your requisitions from submission to delivery.

Here are a few Frequently Asked Questions that we believe will be helpful moving forward.

**When will all this happen?** The new platform will be ready for you to use when you return from Winter Break on January 3. Standard purchase orders must be entered in eVA by December 15. You can continue to use eVA and your SPCC until this time. PLEASE PREPARE! Do not wait until the last minute to send requisitions to Procurement or enter your orders.

All public solicitations (RFP's and IFB's) must be completed and awarded by November 30. Quick Quotes will not be issued after this date, but can be awarded up to December 15.

**What training will be offered?** Self-guided links, virtual training and in-person training events will occur during November and December. Dates, times, places, and methods will be shared with you as they become available to us.

**Will eVA exclusions and exemptions change?** No, exclusions and exemptions that are currently in place will remain in place. Go to [Procurement Services](#) for a full list.

**Will my username and password change?** No, you will still use the same username and password you currently use to access eVA.

**Will I be able to see previous orders I've placed before the transition?** Yes, your purchase orders will be available to you but may be in a different location, separate from the new orders you will create. Orders you have entered in the last two years will be in the eMall/eForms section of eVA. Orders created before 2020 will only be available in the eVA Reporting and Resource Center.

**If I have not completed an order before the transition, will it be available to me in the new system?** No; orders that have not been completed will not transfer over to the new eVA.

**Will the nomenclature for orders change (will we still see EP and PCO at the beginning of the orders)?** No; PR's will become REQ; EP will become PO; and PCO will stay the same.

**Will our G/L Account numbers change?** No; your G/L Account numbers will remain the same.

**How can I stay up-to-date on what is happening with the transition?** Book mark the [eVA TRANSITION NEWSROOM](#) and visit it frequently.

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