

## VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES



## Q&As for Purchase Orders

- How to Process a Change Order in eVA?

Select the Purchase Order #, select Change Order at the top of the order. From the drop down menu, choose the change YOU need to make. Be descriptive on those changes and submit for approval.

- What about freight or shipping?

Shipping charges are a separate line item. Select Product Type as shipping/freight and use commodity number 96286. You should always have an estimate from the vendor. Would you order something at home and not be concerned about the cost to ship?

- What attachments are required?

The completed contracts, quotes, and/or approved pdf artwork should be attached to your requisitions before submitting for approval.

- What do I put in the comment boxes?

- Internal Comments: information visible to VMI approvers/users (quotes, estimates)
- Supplier Comments: information visible to the supplier to complete your order (quote numbers, estimates, billing, shipping information/directions, first quarter billing terms)

For additional resources or questions, reach out to Procurement Services! We are happy to assist with all questions!

## eVA Buyer User Group



Register for the  
Wednesday  
Feb 15, 2023  
BUG Meeting  
[eva.virginia.gov](http://eva.virginia.gov)

## Is This REQUISITION Ready To Process?

### Requisition Package to Include:

- Current Quote
  - Applicable Contract # (if VMI or External Contract if not VMI)
  - Complete 16 digit GL #
  - Signature Approvals
  - For logo & branding purchases
    - Approval from Communications & Marketing
  - For software purchases
    - APR Approval from IT
    - Software approval from Procurement Services
  - For Sole Source Purchases
    - Approved Sole Source Justification Form
  - For Used Equipment Purchases
    - Approved Justification form
- See definitions of Sole Source and Used Equipment Purchases

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