The Procurement Post

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES

Welcome to 2023

We have been busy using the new eVA platform since early November 2022. With so many changes, we thought this may be a good place to answer some FAQ'S:

- Is it a PO, PCO, an EP or what?

*New eVA will identify orders with a **PO** for* Purchase Order *or **PCO** for* Purchase Card Order. *EP is now only used in the reference search to locate older purchase orders.*

- Where do we note the contract number?

Once locating the current contract number on the Procurement Services webpage at vmi.edu*, note the number on **each line item** under INTERNAL ADDITIONAL DETAILS on the External Contract Number line.*

- Why was my order rejected?

To find the reason your order may need revision, launch the REQ, access WORKFLOW, open PREVIOUS APPROVALS & REFUSAL, select the comment bubble, follow instructions; and resubmit.

- What's the status of my order?

DRAFT – not yet submitted
IN PROGRESS – submitted, awaiting approval
ORDERED - complete

We are all in this together, so keep those questions coming! If you discover something new in eVA, let us know so that we can share with others!

eVA Buyer User Group

Register for the January 18, 2023 Meeting

SWaM Spotlight

Encompass Supply
a Grainger partner
Facilities Maintenance, Repair, Operations and Industrial Supplies
eVA Supplier: SUP034366
VASCUPP Contract #UVA-AGR-473

LDA Creations
Fine custom promotional products
eVA Supplier: SUP081036
VASCUPP Contract #UCPJMU5261

O's Ark Custom Apparel
Silk Screened Shirts, Jackets, Hats
eVA Supplier: SUP132387
Local Vendor

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