

eVA Quick Reference for processing **Change Orders**

<https://eva.virginia.gov/>

A Purchase Order is a document issued by a buyer to a seller, indicating types, quantities, and the agreed upon prices for goods and/or services. The purchase order preparer should process change orders whenever necessary. If a purchase order change is less than \$100, send Procurement a request to adjust Banner only, unless the vendor requests an eVA change order. Reasons for change: **1. Ensure the eVA PO matches the Banner expenditure 2. Cancel/Adjust a line item (Decrease) 3. Add/Adjust a line item (Increase) 4. Communicate to the vendor a change in quantities (unit of measure), price, or specifications such as item number or model. 5. When requested by a vendor. Note: Ensure the PO Change does not reduce the eVA PO below the Banner expenditures (payments).**

1. Begin at eMall/eForms
2. Locate the PR under the MY Document window (changes processed with the PR's, not PO's)
3. Access/Open the PR
4. If Receiving has occurred a Receiving Modification will be required, refer to the *eMall Receiving Guide*
5. Select the Change button, displayed along the top of the PR
6. Review to ensure all fields are correct, Title, Fiscal Year, PO Category Code, Transaction Type
7. Place a check in the box to the left of the line item requiring a change, and select to EDIT
8. Edit the line item as needed for the change required, (Description, Quantity, Unit of Measure, Price, Commodity Code, Fund, Organization, Account, Program (FOAP), Ship to Address), then select ok. Please note: **DO NOT change vendor information**, should a vendor change be needed, contact Procurement and Contracts for guidance. Changing the vendor will result in the cancellation of the original PO and a new PO number issued for the change. This is NOT compatible with eVA to Banner integration. Should the change order fail to integrate to Banner the change PR will remain in the "Ordering" status in eVA. The preparer will not be able to submit the change again. If the PO is to the wrong vendor, cancel the original order and create a new PR to the correct vendor.
9. Continue with each line item requiring a change, until all changes are complete
10. Submit, the PR will begin the approval flow. Note: Approval flow may change from original based on the changes
11. When the order is complete, the vendor should receive the order in the manner of the original, if the vendor is an electronic vendor, the change should also send electronically. If the vendor is a PRINT vendor, the PO Change will need to be provided to the vendor
12. Upon obtaining the last approval, the PO will attempt to integrate to Banner. If no transactions have occurred in Banner, the integration should be successful. Note: Banner checks budget for full amount of the PO, then makes proper change adjustments. Should a PO Change fail on budget, ensure the budget has sufficient funds required for the change, edit the PR, check the box ByPassERP , add comment, and submit again. When the ByPassERP box is selected, a manual Banner adjustment will be processed by Procurement and Contracts.
13. Note: The first PO is version one, each change will have version sequential number V2, V3 etc., listed after the number, EP2000000-V2

**IF ORDER IS INCOMPLETE**

1. Click On Exit select to save (system will offer the option to save, delete, continue or print)
2. PR will be in the To Do window, or conduct a search, to select PR and continue working on PR

**References:**

*Radford University Procurement and Contracts Procedures Manual*  
Chapter 13.O Purchase Order Changes  
Chapter 32.3 Contract Administration -Over-shipments/Overruns