

RADFORD UNIVERSITY

Procurement and Contracts

In an effort to better prepare campus for the changes forthcoming as the Commonwealth of Virginia upgrades the eVA Procurement system, please be aware of the following critical timelines:

- **Creating New Requisitions prior to Conversion:**

1. Requisitions can be entered into the current eVA system up to the black-out dates (to be determined). Requisitions must be fully approved before the black-out dates. Any requisition not fully approved will be purged and deleted and not converted into the new platform. Allow for all approvals of any requisition prior to **close of business December 15th**.
2. Purchase Requisitions that are in “Submitted” or “Composing” status will not be fully approved before the deadlines will not transfer to the new eVA platform and the information will be lost. Be mindful that someone in your approval flow may have an extended vacation and not able to approve before the conversion.

- **Purchase Orders in current eVA Platform:**

1. Only Purchase Orders with activity in the last 24 months will transfer to the new platform. All others will be transferred to the data warehouse and will be available for reporting purposes only.
2. If ***no changes are anticipated*** on current PO’s and Blanket PO’s that transfer to the new platform, no action is needed. Once the new platform is live, you will be able to receive these items as normal.
3. Attachments will not be transferred on any Purchase Orders older than 24 months. If there are attachments you refer to, please pull up the current Purchase Order and save the attachment to your computer.

- **Change Orders:**

1. Change Orders cannot be processed for existing Purchase Orders that transfer to the new system. If you anticipate a change order will be needed on a current PO, contact Procurement and Contracts to discuss the situation.

- **Receiving stops December 21st:**

1. Continue to receive on current purchase orders until the University closes for the break on December 21st.
2. If items need received in the new eVA prior to January 18th, please contact Procurement and Contracts so we can work with you on the receiving process.

- **Conversion (Go Live):**

1. Conversion is scheduled for December 30th with black-out dates the week before. ***Please be sure all eVA activity is completed and approved.***
2. As soon as we are informed that the system is live on January 3rd, Procurement and Contracts will immediately start testing the system and developing training materials. ***Please refrain from using eVA until we have completed testing and training.***
3. Please be sure orders are placed and completely approved prior December 15th. Do not plan on using the eVA system until you are notified to do so and have had training. Our goal is to have everyone up and operational no later than January 18th.
4. **If you need something prior to January 18th**, please contact Procurement and Contracts. We will notify everyone as soon as we know the system is functioning correctly.

- **Training:**

1. Procurement and Contracts will have numerous training opportunities beginning January 10th (or before). There will be a series of Zoom training sessions, a computer station set up in Procurement and Contracts, Computer Labs across campus, visits to individual offices, and consistent availability of support. We will send out invites and post times and locations of these training sessions before campus closes on December 21st.
2. Monitor the Procurement and Contracts page under [eVA Next Gen](#) tab for additional information and the latest updates.

Although we anticipate this new platform to be technologically robust, we also acknowledge the learning curve we will go through as this system will have new terminology as well as workflows. The new platform will look and feel different in all aspects; from entering a Purchase Requisition to Approvals to Receiving items for payment.

We all appreciate everyone's patience and participation as we migrate to this new system.