

## **eVA FREQUENTLY ASKED QUESTIONS**

### **What is eVA?**

The Commonwealth of Virginia's electronic procurement web site.

### **Are eVA and Banner the same?**

No, eVA is the program used for purchasing which interfaces into the Banner finance program.

### **Do I have to use eVA?**

Yes, eVA has been adopted as the College's procurement system interfaced to Banner. The College and VIMS have determined that all purchases must be entered to the procurement system in order to create encumbrances for more effective budget management. Incidentally, the Governor of Virginia has mandated the use of eVA.

### **Are there any exceptions to the required use of eVA?**

eVA is not required when purchasing with endowment funds. For other exceptions, see the eVA Exclusions on the Procurement Office web site at [www.wm.edu/procurement](http://www.wm.edu/procurement)

### **Do I need a password to use eVA?**

Yes.

### **How do I get a password?**

Download the two eVA access forms from the Procurement Office web site, complete and return them to Procurement.

### **Can I use my GE MasterCard purchase charge card with eVA?**

Yes, when ordering from vendors who accept the card.

### **How does eVA get my GE MasterCard information?**

After logging into eVA, click on "Preferences" at the top of the eVA Knowledge Center screen, then click on "Manage PCard Information". Enter your information here and update as needed.

### **Do I have to use the vendors in the eVA database?**

Yes, the Governor has mandated the use of eVA registered vendors.

### **What if the vendor I want to use is not registered?**

You must select an eVA registered vendor for your purchase or ask the un-registered vendor to register in eVA.

### **How do I tell vendors about eVA?**

You may download the "Vendor Form Letter" from the Procurement Office web site to send.

## **What if a vendor will not register and there is no other source for my purchase?**

If you must use a non-registered vendor, you will have to enter the vendor in eVA as an ad hoc vendor following the instructions in the eVA Training Manual. Do this only after unsuccessful attempts to get them to register or at least to accept the eVA terms and transaction fee for the specific purchase. Place a note in the Comments box of the Purchase Requisition (PR) to print on the Purchase Order stating the person's name with whom you spoke and note "*(name) of (firm name) declines to register in eVA and declines to accept eVA terms and transaction fee.*" Then, SELECT R02 as the PO Category. When the R02 PO category is selected, the vendor will not be invoiced for the transaction fee. Because of the College's adoption of eVA as our procurement system, DGS has granted a waiver so that the College will not be assessed the transaction fee WHEN THE R02 PO category is selected. If the R02 PO category is not selected your department will have to pay a fee in the amount of 1% of the total order.