The Procurement Post

VIRGINIA MILITARY INSTITUTE PROCUREMENT SERVICES

Q&As for Purchase Orders

Does it really need an eVA order?
Yes! Almost all purchases do **UNLESS** they are eVA exempt. See the list here and keep it handy when deciding to make any/all purchases.

Do I have to use a SWaM vendor?
Yes! Regardless of the amount, it is required by VMI that you use a SWaM vendor, unless there are none available for the goods/services you need. Vendors may be registered in eVA but that doesn't mean they are small, women owned, and minority.

Does this vendor take a credit card?
Some vendors take credit cards over the phone, but may not accept it on eVA. Some are in eVA as having the ability to take credit cards, but are unable to pull the information from eVA. It is up to you to check with the vendor about credit card payments and paying on time!

Why can't I find my order in eVA?
All eVA orders from the previous version were assigned new numbers during the transition. Under the procurement tab, browse orders. In the *external code* field, enter the old purchase order number entered prior to November 1, 2022.

What is the allowable percentage of credit card transaction fees, surcharges, or processing fees?
Effective April 15, 2023, the maximum allowable surcharge has been **reduced from 4% to 3%**.

Try out the new CONTRACT REQUEST FORM on ETRIEVE for FUTURE SPEAKERS, HERE!
Utilize the Contract Request Workflow Chart on page 3 on this Procurement Post

James Allen Printing

Updated printing pricing for business cards, letterhead, and envelopes is now available on the fourth page of this Procurement Post.
Ordering instructions can be found on the portal at this link.

Coming Soon:

Procurement Training

Keep an eye out for an email with details!

eVA Buyer Training

eVA Buyer User Group
SAVE THE DATE!
March 12
10 am
eva.virginia.gov

"I'm having trouble with eVA."

SUBMIT AN EVA CUSTOMER CARE TICKET UNDER BUYER ASSISTANCE REQUEST FORM HERE