Good Morning,

As you all are likely aware through your eVA NextGen blog subscription, the “NextGen” eVA platform will be implemented in December of this year.

As a precursor to implementation, the ability *in the current eVA platform* to enter purchase orders to non-registered (Ad hoc) suppliers, is being **disabled by eVA on October 15, 2021**.

In FY21 and/or in the current fiscal year, you or your department made a purchase from an eVA unregistered supplier and entered a confirming order using the Ad Hoc supplier entry process in eVA.  **(\*Note attached report\*)**

Do you intend to use this supplier(s) again in FY22 or beyond?  Do you have plans to make purchases from other suppliers that are currently unregistered?

* If the answer is yes, *the supplier must be eVA self-registered*. You must reach out to the supplier so that they can self-register their company in eVA. We realize that this may be an inconvenience for you as you place orders; however UMW shares eVA transaction fees with registered suppliers, but pays **ALL** transaction fees for nonregistered.  There are NO fees for registration.  Working with your suppliers now will save you time later when you need to create orders to make necessary purchases.
* Suppliers can seek information for the [registration process on eVA's web page created for state suppliers](https://eva.virginia.gov/register-now.html) or on [UMW's Accounts Payable page for suppliers](https://adminfinance.umw.edu/ap/vendor-information-page/).
* If the supplier has questions about the registration process, they can contact [eVA Customer Care](https://eva.virginia.gov/get-help-customer-care.html) for assistance.

If you have questions or are having trouble locating your supplier in the eVA database, or have other questions regarding use of your identified supplier, please contact Procurement Services for assistance.  We are ready to help you!

*NOTE: All Purchase Orders entered between September 13th and October 15th using the Ad hoc process will be reviewed by Procurement prior to order approval. After October 15th you will no longer be able to use the Ad hoc Supplier entry process.*

Thank you,

Melva

Melva A. H. Kishpaugh, VCO, CUPO

Director | Procurement Services

<https://adminfinance.umw.edu/procurement/>

**UNIVERSITY OF MARY WASHINGTON**

Office: 540/654-1084