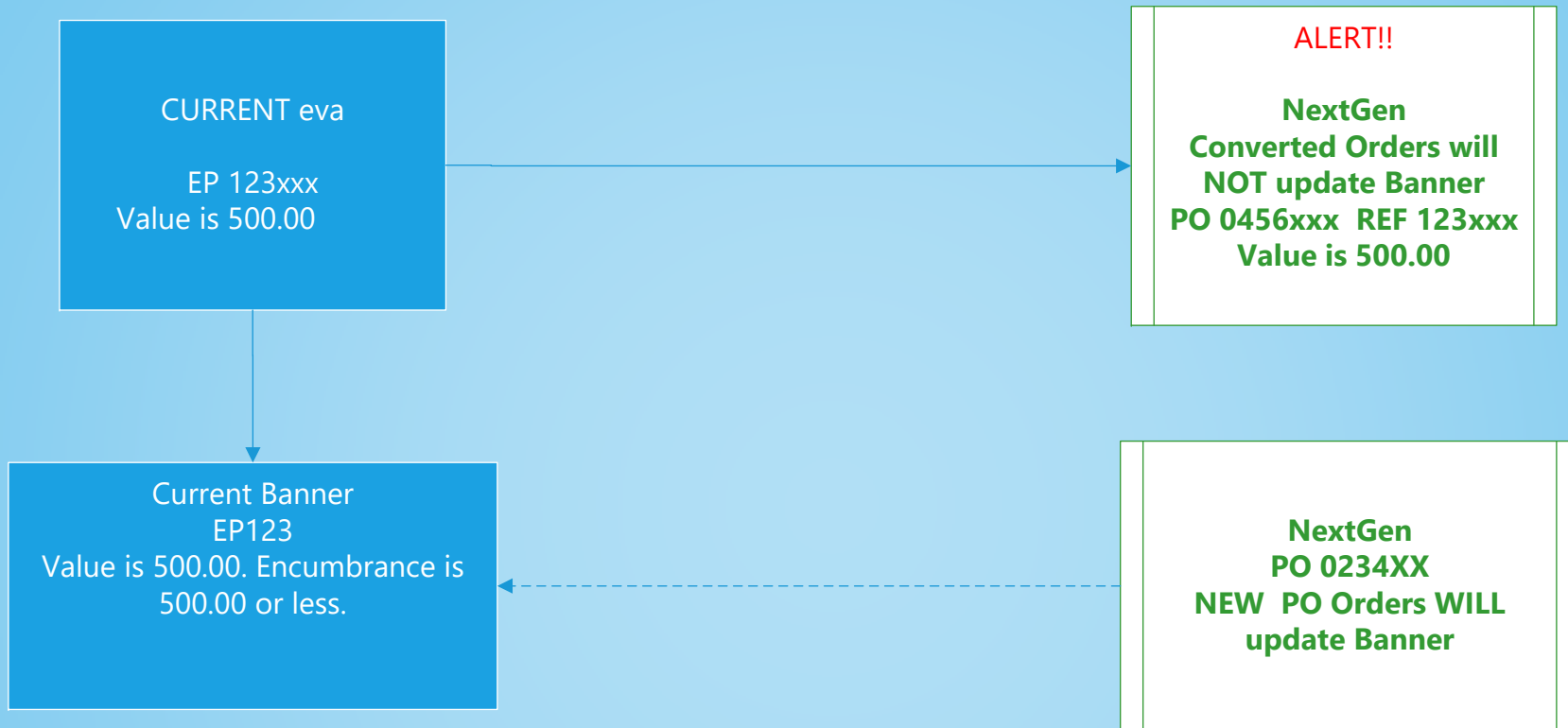


# eVA Banner and Converted Orders



## Considerations for Converted EP Orders and Change Orders:

1. For converted orders that will be paid in full- no action necessary. Receive in Banner on EP number.
2. Reduce current EP value to PO balance in Banner. When order converts, enter new order with remaining balance due. Receive in Banner on new PO number. This action will require assistance to determine proper PO balance for change order. EP Order will close out, buyer will receive on new PO number in NextGen and Banner.
3. Change order in NextGen on converted PO number with EP Reference. TESS manually updates EP number in Banner as changes occur on the NextGen PO. Buyer receives on EP number in Banner until order is closed. This action will require a crosswalk between EP number and converted PO number.