

Procurement Services Newsletter

June 2018

PROCUREMENT ANNOUNCEMENTS

How to Check Status of Dell Purchase Order

- Go to: <https://www.dell.com/support/orders/us/en/4>
- Under 'Search for an Order' (this is the second search option),
 - Select + **Other search options**. Select **PO Number** from the 'Search By' drop down.
 - Type in your **eVA Purchase Order Number**.
 - From the 'Verify With' drop down, type in the ODU Customer Number: **125941006**.
 - Click **Submit**.

If no status is available, email Gabe.Cano@dell.com and copy jnhall@odu.edu; include your eVA purchase order and request the status.

eVA

Upgrade: Effective May 21st, eVA was upgraded to a brand new look with new features.

Change Orders: Please add a comment stating the reason for the change order. In addition, include the previous PO amount and amount of change.

For assistance in eVA, please [contact us](#).



Procurement Services would love to hear your feedback on the University's campus wide contractors. Please complete the contractor survey on the Procurement Services Contracts page.

[Share your experiences with the University's campus wide contractors through this survey.](#)



FY18 Year-End Calendar

Questions about financial deadlines this Fiscal Year? Please view the **F18 Year-End Closing Calendar** [here](#).

Thank You!

We would like to thank everyone who participated in the Procurement Services Survey. Your feedback is very valuable to us!

Congratulations!

To Heather Somervail for her PCard Professionals Certification through the Cards on Campus Higher Education PCard Association!

Coming Soon!

Procurement Certification Training is scheduled to return this fall. Training dates will post soon on website.



FY18 Year-End Open Encumbrances

Open encumbrances with balances less than \$500 will be automatically liquidated and closed on **July 27, 2018**.

Open encumbrances greater than \$500 will be encumbered in FY19.

FY18 Liquidation requests are due **no later than June 15, 2018**. Please see **Liquidation Procedure** [here](#).

For questions, please contact Procurement Services at 683-3105 or at procurement@odu.edu.



PCard

Reminder: Please use contracted vendors, and/or SWaM vendors before considering Amazon.

Approvers who will be away can temporarily delegate their approval authority in Works. Guide is available [here](#).

Signed ODU Reconciliation Reports are still required.

Multiple documents can be attached to a single transaction. Conversely, one receipt can be attached to several transactions.



Enterprise Rentals

Having issues with placing a rental reservation over the phone? You can make a local rental reservation online. Please click [here](#) for more information.

**You can also use the PA01 form as well as place a purchase order in eVA.*

Procurement Services saved the University \$1,740,220 for FY18 YTD.