Dell Purchases

Procurement Services is introducing a new eVA ordering process for all Dell orders. All Dell orders will utilize the 'punch-out' catalog feature in eVA. Please see the University Computer Purchasing Guide, which includes how to place an order with Dell, how to check order status, and creating quotes.

Printing

Please be reminded all reprints require a new solicitation. For print requests less than $500, the preferred order method will be to use the PCard or Small Purchase Order Form. For questions regarding print quotations, please contact Barbie Edwards.

Procurement Services saved the University $1,344.82 for FY19 YTD.

Procurement Certificate Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>November 1</td>
<td>2pm – 4pm</td>
<td>Chesapeake Room – Webb Center</td>
</tr>
<tr>
<td>November 6</td>
<td>2pm – 4pm</td>
<td>James River Room – Webb Center</td>
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<tr>
<td>November 14</td>
<td>2pm – 4pm</td>
<td>James River Room – Webb Center</td>
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Join Us

Staples Promo Event: November 7, 2018 from 10am to 2pm at the Procurement Services Department.

Procurement Services Customer Appreciation Luncheon: November 30, 2018 from 11am to 1pm in the Webb Center Hampton/Newport News Room.

Please RSVP here to attend.

eVA Reminders:

eVA Fee: The University pays a fee to eVA based on the value of the purchase orders issued. Please help us keep those costs down by choosing the proper PO Category and by using a self-registered vendor. The PO Category Guidelines are located on our website as well as the link for vendors to register with eVA.

When creating a change order:
- Please note the reason for change and the amount of increase/decrease in the overall PO comments section
- Do NOT change any vendor information
- Do NOT delete any line items
- Change orders are for monetary reasons only

Upcoming Trainings

eVA & eReceiving Training
- Nov. 14th 8:30-11:30 am
- Dec. 13th 8:30-11:30 am
  - To register please go to our Training Page.

PCard Training
- Conducted once a month. Please contact Heather Somervall or Erin Kyer for more information.
- Department Specific Training can be provided per request.

Banner XE eReceiving Open Lab
- November 16th 2:30pm - 3:30pm
- December 17th 2:30pm - 3:30pm
The eReceiving form in Banner XE will be upgraded to a brand new look. Please join us at one of our Open Lab Sessions to see demo of the upgraded design.