



# eVA UPDATE

## Attention Contracts Module Users!

Here are some helpful tips to put into practice:



- Use and update the 'Notification Date' field in the renewal schedule on each version of your contract. It can be updated on every new version/amendment of the contract.
  - When the notification date is reached a contract expiration reminder email will go out to the contacts on the contract record.
- If a line item is no longer available, set an expiration date for that item – DO NOT DELETE IT – when contract line items are updated and/or uploaded.
- When loading catalog items, please verify, to the best of your ability, the lines items that are loaded – including any lines that might be expired.
- REQs must be fully approved before the contract end date or the PO will not generate.

And remember, there are Contracts guides available on the [eVA website](#) under [Buyer Training](#), [eVA Guides](#).

## Supplier Tips



Remind your Suppliers to include the eVA Purchase Order (PO) number when submitting an invoice.

After a Supplier submits a subcontractor payment report, it cannot be deleted. Please have your Supplier(s) contact eVA Customer Care if they need assistance.

And if they need step-by-step instructions on how to enter subcontractor payments, please share [this guide](#), which is also available on the eVA website under [Supplier Training](#).



Save the date for the next  
Buyer User Group (BUG) Meeting

**Tuesday, March 17 at  
10am**



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