Process a Change Order in eVA

When a department purchaser changes or cancels an item, returns some or all of the ordered items, or the invoice reflects an increased amount these changes should be recorded in eVA to ensure accurate reporting and fee assessment. The purchaser should initiate a Change Order in eVA and call the vendor immediately to verify the changes, referencing the new Purchase Order number.

**If the amount difference is less than 10% of the order amount or less than $199, the purchaser is NOT required to enter the change information in eVA.**

**Step-by-Step**

1. Login to eVA and select *eMall/eForms* from the top left menu.
2. From the Dashboard, locate the PR# in the *My Documents* section and select it.
3. Once the PR# is displayed select “Change” to initiate the change order.
4. You will be asked to Confirm Edit, click “OK” to continue.

5. Change the necessary information as needed:
   a. To change a line item, click the checkbox next to the line item and select “Edit.” Change the necessary information and then “Save.”

   b. To delete a line item, click the checkbox next to the line item and select “Delete.” The item will be removed and you will see the item listed under a new heading “Deleted Line Items.”

6. Once all changes have been captured, click “Checkout,” verify the order information and then “Submit.”

   The first change to an order will add the suffix “V-2” to the order title. The next change to the same order will reflect “V-3.” **An order may only be changed three times.** A new order must be created for subsequent changes.