

eVA UPDATE

August 2025

Have you ever partially or full received an order, but then discover you need to cancel the order? If this is you, but you're not sure the steps to follow, we have you covered!

Buyer Tips

Here are step by step instructions:

[How to Cancel a Purchase Order that has been Received](#)

You can find this and other [Buyer Tips on the eVA website.](#)



Attending Forum 2025?

We hope you are and that you'll join us during our eVA sessions, as well as visit us during the Supplier Connect!

[Check out the latest schedule and other important details!](#)

Supplier Tips

Do you know a Supplier who wants a quicker, more effective way to download all documents associated with a solicitation with one-click? Have them log into their eVA supplier account and download all of the solicitation's documents directly from the Sourcing RFx. [Read more...](#)

Do you have a Supplier who needs to submit the COVA Substitute W-9 form? Please email it to eVAVendorSupport1099@dgs.virginia.gov.



Virtual Instructor-Led Training

(VILT) recordings are now available. We have refreshed the *Requisition and Orders* virtual instructor lead training (VILT) recording, as well as the *Sourcing* VILT recording.

They are both posted on the **[Buyer Training, eVA Guides](#)** page of the eVA website.

The last VILTs of 2025 will be offered in October.
[Sign-up for a VILT session!](#)



Save the Date

The next **Buyer User Group (BUG)** meeting will be **Sept 16, 2025 at 10am**.

A meeting invitation will be sent next week, so keep an eye out.

Not a BUG member yet?

[Sign-up now](#) to stay connected with the eVA team and get the latest information about eVA as well as eVA Extras and other communications.



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