

**Business Services
and Treasurer**
Procurement and Payment

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May 2, 2006

Dear Valued Supplier:

Subject: eVA - Changes for Virginia Commonwealth University

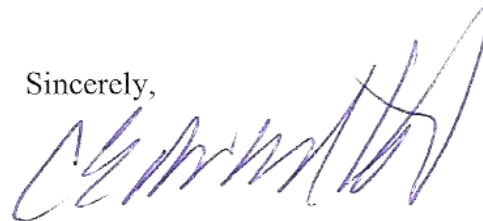
Virginia Commonwealth University (VCU) is in the process of changing the way purchase orders are sent to you through eVA. Currently, you are receiving confirming orders through eVA that include a purchase order number that begins with A236 followed by a P and six digits (Example: A236_P138823).

For the month of June only, you may receive confirming orders and new orders through eVA. The new orders can be distinguished by the purchase order number starting with the prefix "DO" followed by a series of digits (Example: DO158359). These new orders may or may not be confirming orders. Therefore, it is imperative that you read the order to make that determination and take action as appropriate. You will also note that new orders will have valid ship to addresses. This is a change from how orders have been previously transmitted. Also, please be aware that the aforementioned "DO" prefix will, in the future, be changing to "EP" once VCU's new internal financial system becomes integrated with eVA.

Effective July 1, 2006, VCU will be completely transitioned to eVA. As a result, all orders received through eVA must be processed unless the purchase order states it is a confirming order.

We appreciate your cooperation and attention to this issue.

Sincerely,



C. Edward Gibbs, Director
Procurement and Payment