Please refer to the Create Requisition Guide for step-by-step instruction on how to create a Purchase Requisition in eVA.

Step-by-Step

1. When starting a new Purchase Requisition (PR) in the “Title” field enter “CONFIRMING ORDER” and a name for the purchase (e.g., vendor, date, org/fund)
2. Uncheck the “Use PCard” box (To add or manage P-Cards in eVA use the following guide: https://fiscal.gmu.edu/wp-content/uploads/2013/09/PCardInstructions.pdf)
3. The “on Behalf of,” “Agency code,” and “Fiscal Year,” fields should populate automatically
4. In “PO Category” field, select “R01” (or “X02” for specific categories below)
5. Select a Procurement Transaction Type from the drop down. (e.g. 20 – Supplies Non-Technology, 30 – Non-professional Services Non-Technology or see below)
6. Check the boxes next to “Confirming Order; Do Not Duplicate” and “Bypass ERP Integration.”
7. Select, “Add Non-Catalog Item”
8. In Full Description field enter information for the entire purchase including an order number/confirmation number provided by the vendor
9. Use the drop down next to NIGP Commodity Code to select “Search for more” (Or use the NIGP Code Lookup prior to starting an order – instructions below)
   - Enter the item description, click on search
   - Press “Select” next to the description that most closely matches the items being purchased
10. Use the drop down next to Supplier to select “Search for more”
    - Enter the vendor name, click on search
    - Press “Select” next to the appropriate vendor.
      - If appropriate vendor does not appear, please review instructions in the Un-Registered Vendor Quick Guide or contact papadmin@gmu.edu to reactivate or register a new vendor.
11. Enter the Quantity as “1”, and the Total Price for the entire purchase
12. Select “Update Total” and then “OK”
13. The system will redirect you back to the “Summary” page

Accounting by Line Item

14. On the Summary page in the “Line Item” box select the item to allocate to the proper accounting information. Select “Edit”

NIGP Code Lookup

To look up the NIGP code before beginning an eVA order. Go to https://eva.virginia.gov and select “NIGP Code Lookup” from the bottom right Resources menu. Use the search box to enter a description of the order item and write down the code for later use on the eVA order screen.
15. Scroll down to “Accounting by Line Item” and enter the following:

- **Fund #**: Grants/Capital Projects (begin w/2 or 9)  
  - OR -  
- **Org #**: All other Organizations/Departments  
  - AND -  
- **Account Code**: Mason 5 digit Account #  
- **Activity Code**: Only used with certain grant Funds

16. Select the “OK” button at the bottom of the page.
17. On the following page the system may ask you to review accounting information, if so review and select “Done”
18. Enter comments or attachments as needed
19. Select “Submit” to complete the requisition
20. Once submitted complete the steps for approval, P-Card allocation and/or receiving as needed. Refer to the Create a Requisition Guide for step-by-step instruction to finalize the purchase and reconcile the transaction.

**Approve Requisition (PR#)**
21. For orders paid with a P-Card (through eVA or as a Confirming Order) the P-Cardholder will approve the transaction in eVA using the steps below:
   a. Select the Purchase Requisition (PR#) or the word “Approve” under the “To Do” section of the eVA Dashboard
   b. On the “Approval Summary” page click the Approve button on the then click OK.

22. Record the EP# for proper completion of the allocation process in Bank of America Works using the steps below:
   a. From your “Home” page locate the PR# for the “Confirming Order” you just created
   b. Open the order and the EP# will be located in the “Line Items” box on your Summary page.

**Complete the Bank of America Works Process (for purchased made with a Mason P-Card)**
23. P-Cardholders will receive an email from Bank of America Works when transactions appear in Bank of America Works. P-Cardholders should be aware of ALL P-Card allocation and sign off deadlines and complete the process in a timely manner.
24. Login to Bank of America Works at [https://payment2.works.com/works/sc/$cnZXq](https://payment2.works.com/works/sc/$cnZXq)
25. Locate the transaction, complete the allocation and sign off. The EP# from the eVA order must be entered into the “eVA Order number or Exempt” GL04 field in the Bank of America Works allocation. Complete allocation instructions are available on the Quick Reference Guide for Cardholders.

For assistance with eVA please contact the eVA Administrator at evaadmin@gmu.edu or call Ext. 3-2580. Additional quick guides and references for eVA may be found online at [https://fiscal.gmu.edu/training/obtain-training-materials/](https://fiscal.gmu.edu/training/obtain-training-materials/).