eVA Quick Reference for NonCatalog Orders – eVA Listed Vendors
Bill to Accounts Payable
October 2016

Purchase Item(s)

1. Go to: http://eva.virginia.gov

2. Press the Buyer Login button, select "Login" under the heading Log in with your Agency Account, choose "GMU Identify Provider" and Continue

3. Enter your Net ID and Patriot Web password

4. Select eMall/eForms (Application menu on left)

5. Under Create select "Requisition" (Common Actions menu top left)

6. In the "Title" field enter a name for the purchase (e.g., vendor, date, org/fund)

7. The "on Behalf of," "Agency code," and "Fiscal Year," fields should populate automatically

8. Uncheck "Use PCard" box (if billing to Accounts Payable)

9. In "PO Category" field, select "R01" (**or** "X02" for specific categories - see listing on reverse side)

10. Select a Procurement Transaction Type from the drop down. Consult chart at http://fiscal.gmu.edu/wp-content/uploads/2014/04/eVA_ProcurementTransactionType.pdf

11. Press the Next button at the bottom of the page

12. On the Add Items screen select "Create Non-Catalog Item" (on the top right)

13. In "Full Description" field enter information for the first item

14. Use the drop down next to NIGP commodity code to select "Search for more" (to look up NIGP code before beginning an order follow instruction on the back of this guide)

15. Enter the item description, click on search

16. Press "Select" next to the description that most closely matches the items being purchased

17. Use the drop down next to Supplier to select "Search for more"

18. Enter the vendor name, click on search

19. Press select next to the appropriate vendor. (Location, Reg. Type and Contract List fields will populate based on selected vendor)

20. Enter the Supplier Part Number, Quantity, Unit of Measure and Price for the item

21. Select "Update Total" and then "OK"

22. The system will redirect you to the Add Item screen

23. Repeat Steps 12-22 for additional items

24. When all items have been added, click "Checkout" to view the purchase summary

25. Verify that all "Line Items" are correct and then click the box to the left of □ No. Type to select all items **or** select items individually (if using different fund/org for each item)

26. Select "Edit"

27. 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

    Account Code: Mason 5 digit Account #

    Activity Code: Optional (cost sharing)

    > Complete list of Account Codes is available at:
    > http://fiscal.gmu.edu/expenditure-account-codes/

28. Press the "OK" button at the bottom of the page. If only one item is in cart, select OK and go to step 30.

29. Select Done to confirm Modified Fields

30. Scroll down to "Shipping," click the calendar icon next to "Need by Date" and select a date

31. Enter comments for supplier or Purchasing Office and add attachments if needed

32. Select "Submit"; order is sent to fund/org Approver

Banner Integration Verification

1. After ten minutes, locate order in "My Documents" on eVA Dashboard. The status for successfully integrated orders is listed as "Ordered"

2. If order is in "My Documents" and vendor accepts electronic orders, the order is transmitted/finalized

3. For vendors that only accepts print orders. Complete step below once order has been approved:

    **Locate the order in "My Documents" on the eVA Dashboard. Select the PR #, select the EP #, select Print. Print, fax/mail/email to the vendor to finalize

4. If order is in "Composing" section, integration failed. Select PR #, "History" tab then "Denied" link to view reason for the error. (Details for corrections on reverse side)

> NOTE: If vendor invoice is received by unit, send to Accounts Payable with EP number noted on the invoice at acctpay@gmu.edu.

Receive in eVA

1. When items are received, log in to eVA within 24 hours and select "eMall/eForms"
2. Under "My Documents", select the PR # then "Receive"

3. If all items have been received, click "Accept All" then Submit
4. If a partial order has been received, select the items and quantities received, select Submit
5. To close the purchase order (when no other invoice is due and payment is less than order total) select "Yes" at the bottom of the page under "Close Order"

Approval Process – for approvers

The approver will receive an email notification for each order. If the vendor does not accept electronic orders, select the PR# under the "To Do" caption from the eVA Dashboard. Click on "Approve" and then "OK" to confirm approval.

Purchase Order Categories: Step 9

R01 category: Use for most routine purchases from vendors.
X02 category: Use when processing orders for the following types of purchases:

X02 Category	Commodity (NIGP) Code
Academic testing services	92420: Examination and Testing
Accreditation fees	96316: Accreditation Fees
Advertisements (newspapers, magazines, journals, radio, television)	91571: Print 91574: Radio 91578: Television
Entertainment (speakers, lecturers, musicians, performing artists)	96205: Live Performances
Exhibition rental fees	97105: Booths, Conference/Exhibit, Rental
Government to government purchases (except mandatory sources such as Virginia Correctional Enterprises, VCE)	Varies with type of purchase
Honoraria	96322: Subcontracted Services Allowance
Professional organization membership dues	96348: Membership Dues
Subscriptions	95650: Newspaper Subscriptions 95640: Magazine Subscriptions

NIGP Code Lookup

To look up the NIGP code before beginning an eVA order. Go to eva.virgnia.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.

Failed/Denied Orders:

An order is finalized only when the status changes to ORDERED (not ORDERING). The assignment of an EP# does not reflect a completed order. When an order fails to integrate with Banner, it is not processed further or transmitted to the vendor. The order must be corrected and resubmitted. An email from Ariba Administrator notifies both the initiator and the eVA Customer Support Team (in the Purchasing Office) that the order is denied and provides a standardized error description. In some cases, the initiator may recognize and correct the error and then resubmit the order. For example, if an older order is copied, an index number or closed fiscal year may be brought forward. When the error email is received, the initiator may update the fiscal year and/or delete the index and then resubmit the order.

Users may contact eVAadmin@gmu.edu, ext. 3-2580 for assistance with correcting the integration error.