
George Mason University

Presents

Basic eVA Purchasing

**A Guide to Purchasing Goods and Services with
Virginia's Electronic Procurement System**

Prepared by the Fiscal Services Training Department

July 2013

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CHAPTER I. INTRODUCTION

This manual has been prepared as a resource for individuals who purchase goods and services at George Mason University. Most goods and services are required to be purchased via eVA, Virginia's electronic procurement system. Additional resources are available on the Fiscal Services web site at [eVA Resources](#).

PURCHASING POLICY

University Policy Number 2106 details the University's policies and procedures related to the purchase of goods and services. The full text of the policy is included in Appendix A of this manual and is also available on the Fiscal Services web site at [Purchasing Policy](#). The Purchasing Office is responsible for purchasing and leasing all goods and services for the University that cost \$2,000 or more. The \$2,000 threshold applies to the total cost of the purchase, regardless of the number of payments made to the vendor or service provider.

Policy 2106 delegates purchasing authority for dollar amounts under \$2,000 to certain employees at the department level. Buyers with this under \$2,000 purchasing authority are required to purchase goods and services, except those specifically exempted by the Commonwealth of Virginia, using the eVA procurement system. Mandatory contracts for the purchase of all office supplies, furniture, janitorial supplies, and rubber gloves must be honored under this policy.

Additional information about George Mason University purchasing processes is available in the Purchasing Made Easy Manual at [Purchasing Made Easy Manual](#).

CHAPTER II. eVA BASICS

eVA is an electronic procurement tool. It is a web-based procurement system that supports the Commonwealth’s decentralized purchasing environment. Buyers at George Mason University use the eVA e-Mall application to purchase goods and services that cost less than \$2,000. This application allows items to be purchased through an integrated web-based “punchout” catalog or ordered as “non-catalog items” identified in a vendor’s independent online or paper catalog. Orders are submitted electronically to a number of registered vendors, but may also, at the vendor’s option, be submitted by fax or mail.

State Mandated: The Commonwealth of Virginia requires all state agencies, including colleges and universities, to process purchase transactions, regardless of funding source, through eVA and with an eVA registered vendor unless a purchase meets one of the exemption criteria established by the state listed below. Agencies and vendors pay applicable eVA fees. If a buyer purchases goods or services from a vendor who is not registered with eVA, additional fees apply.

Commonly Referenced eVA Terms

<i>Organization Code</i>	This refers to the six-digit department identifier. Organization codes include all codes beginning with numbers <i>other than 2 or 9</i> . An organization OR fund code (but not both) is required to process an eVA order.
<i>Fund Code</i>	This refers to the six-digit identifier for sponsored projects or capital projects. Fund codes begin with either 2 or 9. An organization OR fund code (but not both) is required to process an eVA order.
<i>Account Code</i>	This code classifies expenditures by type. The expenditure account codes used in eVA begin with a 7. A listing of these codes may be found in Appendix K or on the Fiscal Services web site at Expenditure Account Codes . An account code is required to process an eVA order.
<i>Commodity Code (NIGP Code)</i>	The NIGP Commodity Code is a numeric code from the numbering system used by the Commonwealth of Virginia to categorize the products and services purchased. A commodity code for each item is required to process an eVA order.
<i>Punchout Catalog</i>	A punchout catalog is a vendor catalog embedded in eVA. It allows buyers to “punch-out” items from a vendor’s on-line catalog. All item and vendor information is returned in eVA format.
<i>P-Card</i>	This is the reference to the Purchase Card in eVA. P-Card information must be manually entered in eVA initially and will

	then become the default payment method.
<i>Requisition</i>	A requisition is the starting point of an order. It is an internal document and should not be sent to the vendor or Accounts Payable. It is identified by the prefix PR.
<i>Direct Order</i>	A direct order is indicated by the prefix “EP” in eVA. Direct orders are billed directly to Accounts Payable by the vendor. A direct order is issued when the buyer does not have a P-Card or does not use his/her P-Card for the purchase. A direct order is also issued when the vendor does not accept P-Cards.
<i>Purchase Card Order</i>	A purchase card order is indicated by the prefix “PCO” in eVA. These are orders placed in eVA with a P-Card. Charges are billed immediately to the buyer’s p-card account.
<i>Purchase Order (PO) Category</i>	This is a reference to the type of eVA order. If the vendor is registered in eVA (self-registered), the PO category is R01. If the vendor is not registered in eVA (un-registered) or has been previously paid by the state (state-entered), the PO category is R02. If the purchase is (as noted below) exempt from the fees associated with eVA, the PO category is X02.
<i>Procurement Transaction Type</i>	The procurement transaction type defines the type of procurement that a requisition is addressing. The most common selections are <u>Supplies-Non-Technology</u> and <u>Non-Professional Services – Non-Technology</u> .
<i>Self-Registered Vendor</i>	This is a vendor that is registered in eVA and has agreed to pay all fees that may apply. PO Category is R01.
<i>State-Entered Vendor</i>	This vendor is not registered in eVA but has been paid by the state in the past. All location information has been recorded in eVA. PO Category is R02.
<i>Un-Registered Vendor</i>	This is a first-time vendor, one that has never been paid by the state. PO Category is R02.
<i>SWaM Vendor</i>	The term “SWaM” refers to Small, Women, and Minority owned businesses. The use of SWaM vendors is encouraged.

eVA EXEMPTIONS

Although most goods and services must be purchased utilizing eVA, some exceptions exist. A complete and current listing of state exemptions may be found in Chapter 14 of the Agency Procurement and Surplus Property Manual (APPSM) located on the DGS website ([DGS Manuals](#)). Additional information may also be found in the Purchasing Made Easy manual, located at [Purchasing Made Easy Manual](#).

The list below contains common George Mason University purchases that are exempt from eVA:

1. Individual travel and lodging
2. Registration fees for conferences
3. Small over-the-counter purchases made with the P-Card. Must be made at the site of the sale and picked up by the cardholder. This does NOT include orders placed on a vendor's website or by telephone.
4. Reimbursements
5. Honorarium payments less than \$2,000
6. Moving and relocation costs except contracted moving van services
7. Intragovernment agency purchases. This does NOT include purchases from mandatory sources such as Virginia Correctional Enterprises.
8. Business Cards. Business cards for George Mason faculty and staff must be ordered with a P-Card through Creative Services. No eVA entry is required. A blanket order has been issued by Purchasing Office staff.

The items listed below are exempt from eVA fees. These items should be entered with the PO category of X02 (see above for PO category definition):

1. Professional organization membership dues
2. Entertainment payments, including speakers, lecturers, musicians, and performing artists. This category does NOT include consultants, seminar facilitators or contracted workshop instructors.
3. Honorarium payments \$2,000 or above
4. Accreditation fees and academic testing services
5. Advertisements in newspapers, magazines, journals, radio or television
6. Real estate leases
7. Exhibition rental fees for exhibitions of historical artifacts or works of art
9. Public Utilities (electric, natural gas, water, sewer)
10. Purchases from public auctions (non-electronic)

eVA ACCESS

Users of the eVA system should review and sign the Acceptable Use Policy created by the Commonwealth when requesting access to the eVA system. This policy is located in Appendix L of this manual.

Username and Password: Access to eVA requires a username and password. To request access, the eVA Login Request Form (MS Word) on the Fiscal Services web site, located at [Request Form](#), should be completed, including signatures of the applicant's supervisor, as well as their Banner liaison. The attached Acceptable Use Policy acknowledgement should be signed by the applicant and his/her supervisor. It should be saved with the title "eVA access for *lastname*" (with the applicant's last name in the title) and emailed as an attachment to the Finance Administrative Systems Team (FAST) at fast@gmu.edu. The signature sheet may be faxed to FAST at 3-2920. Applicants will receive an eVA username and password via email.

This state-issued form has been modified for GMU users purchasing items less than \$2,000. The applicant should list a current "deliver to" address that includes the building name, room number, and mail stop number. Only those fields listed as mandatory and in bold are required to be completed.

The user will then access the eVA e-Mail application on the eVA homepage at www.eva.virginia.gov and log-in as a buyer.

The image shows two side-by-side login forms. The left form is titled "Buyer Login" and the right form is titled "Vendor Login". Both forms have a blue header with a green arrow icon. Each form contains a "Username" field, a "Password" field, and a "Login" button. Below the "Login" button, the "Buyer Login" form has a link that says "Password Problems? Click here". The "Vendor Login" form has a link that says "eVA or Ariba Password Problems? Click here". A black oval is drawn around the "Username" and "Password" fields in the "Buyer Login" form.

eVA Customer Care: Phone: 866-289-7367
Email: eVACustomerCare@dqs.virginia.gov

Password Changes: Every 90 days the user will be prompted to change his/her eVA password after logging in. Passwords must be 8 to 16 characters in length and must contain at least one non-alphabetic character, either a number or a symbol.

If a buyer has forgotten his/her password or is unsuccessful in logging in, a password reset request may be sent by selecting "Password Problems? Click here" under the Buyer Login button. The buyer's username and e-mail address are required to complete the reset, and a new password will usually be sent to his/her e-mail account within minutes of sending the request. The buyer will enter his/her username and the temporary password

in the Buyer Login box, and he/she will be prompted to create a new password. Passwords are case sensitive. If the temporary password does not correct the log-in problem, the user should contact eVA Customer Care at 866-289-7367. If a buyer has forgotten his/her username, he/she should contact the FAST team at fast@gmu.edu to verify the account username and status.

User Preferences: Users of eVA should maintain current e-mail addresses and telephone numbers in the eVA system to minimize problems when initiating a password reset. Also, P-Card information should be current. To change user preferences, log-in to eVA and select the *Preferences* link on the Knowledge Center page. Three user preference options are available to change/update:

1. User Information: Includes e-mail address and phone number
2. Password Change
3. Manage P-Card: Enter or make changes to P-Card information. Steps for changing this information are located at the Fiscal Services website in eVA Resources or at [P-Card Instructions](#).

Browser Compatibility: eVA users should access the eVA system with recommended browsers, versions and settings as described at [eVA Recommended Browsers](#) .

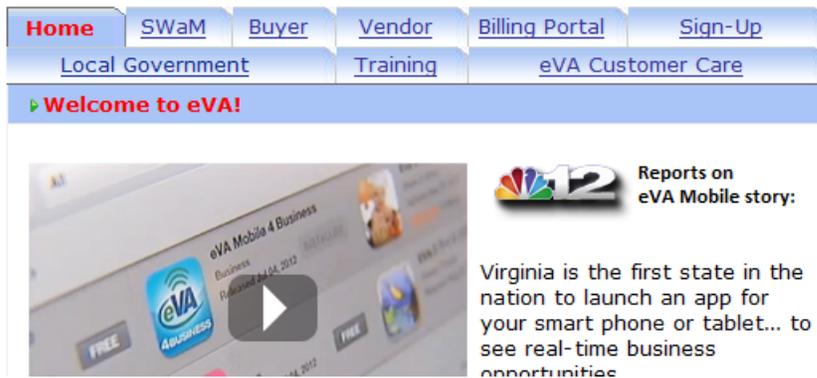
eVA VENDORS

Registration: Vendors interested in conducting business with George Mason University and other state and local agencies are required to register with eVA. Vendors are assessed a fee for each purchase transaction up to a capped dollar amount. More information on this fee schedule may be found on the eVA website at [Vendor Fees](#).

Benefits for Vendors: Vendors may publish a punchout catalog in eVA. This provides buyers an opportunity to view the vendor's merchandise. Small, Women and Minority-owned (SWaM) businesses benefit from improved access to state procurements. Finally, the Prompt Payment Act requires agencies to pay a vendor within 30-days of receiving the goods/services or an invoice (whichever is later). The use of eVA reduces the costs related to collecting fees and payments from buyers.

eVA Vendor Search: The eVA homepage provides a vendor search. Users should access the vendor search list prior to logging into the eVA system. In addition to verifying that the vendor is registered with eVA (self-registered) or has been paid by the state in the past (state-entered), the user may determine if a vendor is SWAM certified, accepts the P-Card, and/or accepts orders electronically.

To access the vendor search, users will click on the icon to the right of *Vendors* under eVA Tools as shown:



Watch eVA Grow

5 Million Items
3,908,802 Orders
\$35 Billion Spent

eVA Tools

983 Catalogs
171 Agencies
575 Localities
63,094 Vendors
22,686 eVA Users

Announcements

The user may search the listing by entering any portion of the vendor’s name. For example, if a user wanted to find pizza suppliers, he/she may type “pizza” in the search field. This will bring up all related locations and vendor names.

Status	HC	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small Business	Minority Owned	Woman Owned	Disabled Veteran	Accepts Charge Cards	Accepts Visa	Accepts Elect Ordering
Active Self	Y	VS0000065441	Airline Plaza Pizza LLC DMBE Name: Airline Plaza Pizza LLC	Chantilly	4078 Airline Parkway	Chantilly	VA	20151	S				Y	Y	Y
Active Self	Y	E73414	Betway Pizza, Inc.	Domino's Pizza	10649 A Braddock Road	Fairfax	VA	22032					Y	Y	N
Active Self	Y	E84792	Chanello's Pizza	Chanello's Pizza Harrisonburg	PO Box 1224	Harrisonburg	VA	22803					Y	Y	N
Active Self		VS0000063152	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Charlottesville Store 4243	1147 5th Street	Charlottesville	VA	22903	S				Y	Y	N
Active Self		VS0000061977	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Charlottesville Store 4242	508 Stewart St	Charlottesville	VA	22903	S				Y	Y	N
Active Self		VS0000063150	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Broadway Store 6096	105 S. Timber Way	Broadway	VA	22815	S				Y	Y	N
Active Self		VS0000063148	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Charlottesville Store 4240	1137 Millmont St	Charlottesville	VA	22903	S				Y	Y	N
Active Self	Y	E65495	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Franchise Office	204 W Hampton St	Staunton	VA	24401	S				Y	Y	N
Active Self		VS0000063154	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Stuarts Draft Store 6008	2927 Stuarts Draft Highway	Stuarts Draft	VA	24477	S				Y	Y	N
Active Self		VS0000062075	Commonwealth Pizza Inc DBA Domino's Pizz DMBE Name: COMMONWEALTH PIZZA,INC. T/A DOMINO'S PIZZA	Bridgewater Store 6015	630 N Main St.	Bridgewater	VA	22812	S				Y	Y	N

The far left column, marked Status, will identify vendors as Self (for self-registered vendors) or State (indicating state-entered vendors.) The search also specifies the vendor’s acceptance of credit cards or electronic orders. For example, on the right hand side of the screen, a “Y” in the “Accepts Elect Ordering” column indicates that the vendor will accept electronic orders and an “N” in that field indicates that the vendor will not accept electronic orders. Selecting the *Vendor ID* will give additional details on the vendor including a contact phone number and name for the vendor. There is a video demonstration on finding an eVA listed vendor located at [Locating an eVA Listed Vendor](#).

Orders to Un-Registered eVA Vendors: There are situations when the University must purchase from a vendor who is not self-registered or state-entered in eVA. The buyer should attempt to identify a comparable vendor in eVA prior to making a purchase from

an un-registered vendor. Purchasing Office buyers (3-2580) are available to assist. The buyer must document his/her request to the vendor to join eVA and the vendor's refusal in a comment on the eVA purchase order. When creating the required eVA order, a specific PO Category, R02, must be used. Additional transaction fees apply to such purchases.

If a vendor chooses to join at the buyer's request, he/she may visit the eVA homepage and select *Vendor* for registration information. The Supplier Diversity Manager (3-2585) is available to assist Mason purchasers with requests for vendors to join eVA or assist a vendor with the eVA registration process. For assistance with processing an order to a vendor who has agreed to register but has not completed the registration process, users may call eVA Support at 3-2580.

Split Orders

Purchases exceeding the \$2,000 limitation must be processed through the Purchasing Office. The \$2,000 threshold specified in University Policy 2106 must not be circumvented by "splitting orders". "Splitting orders" is defined as awarding any one vendor multiple orders within a short time period so that the total goods or services purchased exceeds the \$2,000 limitation. An example of a split order would be a plan to purchase a conference table and matching chairs that total \$2,200 that is placed in two parts: a \$1,500 order for the conference table is followed by a \$700 order for the matching chairs.

Purchase Card (P-Card)

A P-Card may be used to place orders with eVA vendors who accept it as a form of payment. The P-Card is the preferred payment method since it reduces paperwork and expedites payment to the vendor. Credit card information must be manually entered in the eVA system at least one day before the card is utilized for eVA purchases. After logging into eVA, select *Preferences* on the eVA Knowledge Center page. Select *Manage P-Card Information* and create a new P-Card entry. Complete the information requested below.

PCard Details Submit Cancel

 Enter details for your PCard. Create a unique alias to identify your PCard so that it can be selected on the Purchase Request. If the Expiration Date on the PCard is only identified by month and year, use the last day of the month. Asterisk (*) indicates required field.

PCard Information

- * PCard Number: (Max Length = 16 digits)
- * PCard Number (confirm): (Max Length = 16 digits)
- * PCard Alias:
- * PCard Holder Name: (Must match name on PCard)
- * Personal Liability: No
- * PCard Type: Purchase Card
- * Expiration Date: (MM/DD/YYYY)

Submit Cancel

A P-Card alias is a reference or other name the buyer uses to identify the card in eVA. Punctuation marks may not be used in this field. The liability and type fields should remain as shown. Enter the expiration date in this format: MM/DD/YYYY. Enter the last day of the month for DD. For example if the expiration date indicated on the credit card is 10/13, enter 10/31/2013.

P-Card information does not automatically update in eVA. If the P-Card expires, the buyer should enter the new expiration date and card number following the steps above. If the buyer moves to a new department, he/she should delete the previous department card and then add new card information following the steps above. New and updated P-Cards will be available for use the following day.

For additional assistance with this procedure, please refer to [P-Card Instructions](#).

eVA/Banner Finance Integration

Banner Finance is a comprehensive information system comprised of finance, human resources and student modules. The finance module of this administrative software is used to record financial transactions resulting from activity at the university. Most non-P-Card purchases made through eVA integrate with Banner Finance and generate an immediate encumbrance (funds committed for future payments.) Purchases made in eVA with a registered P-Card will be recorded in Banner Finance when the credit card bill is paid each month. However, all purchases made without a P-Card for which Accounts Payable will issue a check for payment will immediately appear in Banner Finance as an encumbrance.

Processing Payments in eVA

In addition to routine purchases of goods and services, payments for dues, subscriptions and services previously provided are processed in eVA. In these situations, the department may have received an invoice directly from the vendor that is to be processed for payment. When a check is required, enter the payment in eVA following the appropriate process listed below based on the vendor status, self-registered in eVA, state-entered in eVA or un-registered in eVA and when the payment is less than \$2,000 or for orders \$2,000 or greater. The invoice may be scanned and attached to the eVA order, but the invoice with the EP number noted should also be sent to Accounts Payable at acctpay@gmu.edu.

CHAPTER III. TYPES OF eVA ORDERS

The steps buyers at George Mason University follow to process an eVA order depend upon two criteria: method of payment (is the buyer using a P-Card or is Accounts Payable going to issue a check to the vendor) and the vendor's eVA status (is the vendor self-registered in eVA, state-entered in eVA or un-registered in eVA.) Quick Reference Guides for each order process are available in Appendices B-I and on the Fiscal Services web site.

Before beginning an eVA order, the buyer determines what vendor is to be used and obtains the following information about that vendor:

- Is the vendor self-registered with eVA? State-entered? Un-registered?
- Does the vendor accept the P-Card?
- Does the vendor accept electronic orders?
- Does the vendor have a punch-out catalog in eVA?

For vendor information, select the icon to the right of *Vendors* under eVA Tools on the right side of the eVA homepage. The far left column of the page will indicate Self if the vendor is self-registered (PO Category R01) or State if the vendor is state-entered (PO Category R02.) The vendor list is searchable by any part of the vendor name. For example, when searching for Papa John's Pizza, type "pizza" in the search field. To determine if a vendor has a punch-out catalog in eVA, login as a buyer, select the *eMall (Shop Now)* function, select *Search* at top, select *Catalog*, and select *Punchout catalogs*. A listing of vendors with punchout catalogs is generated.

When the information necessary to process the order is available, log-in to eVA under Buyer Login to begin the order process. On the Knowledge Center page, select *eMall (Shop Now)* to access the eVA e-Mall application. The user will see a listing of folders or "windows" and options. This is the Dashboard page and the following items may be useful.

Requisition: This option allows the buyer to create a new order in eVA.

To Do: This window contains orders that have been submitted in eVA but require approval before the order is complete. This usually indicates that the unit buyer must print a copy of the order and send it to the vendor via fax or mail.

Requisitions - Composing: This window contains orders which have not been submitted or orders that were submitted but failed integration and must be corrected and resubmitted.

Requisitions - Submitted: This window contains orders which have been submitted but are not yet approved.

Requisitions - Denied: This window contains orders which have been denied.

My Documents: This window contains orders which have been fully approved, as well as items from all of the other windows.

The process begins with the creation of a requisition, a document identified by the prefix “PR” and is complete only when the order is approved and an order number beginning with “EP” or “PCO” is generated.

Punchout Catalog Order

Use this process for vendors, such as The Supply Room Companies and Dell, who have a Punchout Catalog in eVA. A punchout catalog is an electronic resource a vendor provides to eVA that integrates the vendor’s online ordering system with the eVA system. Buyers are “punched out” of eVA to shop as if they were on the vendor’s independent web site. When checking out, the item information, vendor information and commodity codes are extracted and input into the system in an eVA order format. Quick Reference Guides for Punchout Catalog Orders are available in Appendix B and C.

Creating a Requisition: On the Dashboard page, select *Requisition* under Create at top left. This will take the buyer to the Add Title screen. The buyer may enter the vendor’s name and purchase date as the title of the requisition. Some units also enter fund/org numbers in the order’s title. This allows the buyer to search for the order should it need to be referenced in the future. Although it is possible to process orders to multiple vendors through the same requisition, it is recommended that buyers use one vendor per order.

If the buyer’s P-Card is registered in eVA, it will be the default method of payment. If the proposed vendor does not accept the credit card or if the buyer would prefer to not use the credit card for this purchase, he/she will uncheck the P-Card box and process a direct order that will be paid by Accounts Payable.

The PO Category for punch-out catalog orders should be set to R01.

Select a Procurement Transaction Type from the dropdown. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases as well as pizza for student events and similar items, as well as all purchases from The Supply Room Companies including purchases of printer cartridges and batteries) and Non-Professional Services – Non-Technology (consultants, guest speakers, entertainers, membership dues, subscriptions, hotels, bus transportation, catering, advertising and similar type transactions.) When an eVA order consists of more than one procurement type, buyers should select the type that represents the largest dollar amount of the order. For examples of items in the other procurement transaction type categories, refer to the chart in Appendix N or at [Procurement Transaction Type](#).

If Accounts Payable is paying the vendor for the order with a check, the Bypass ERP Integration box should not be checked. If the P-Card box is checked, indicating that a P-Card is being used for the purchase, eVA will automatically bypass integration. In those P-Card purchase situations it is not necessary to check this box.

As an optional feature, the buyer may choose to apply a label to the requisition. A label acts as a “quick search” to find and display a list of all items that have the same tag or

label. The buyer would choose Apply Label and either choose a label that has already been created (if any exist) or choose New Label and create one.

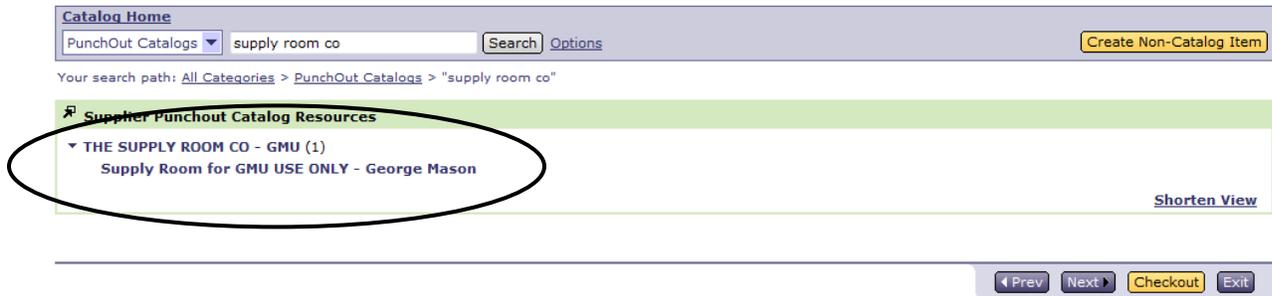
Select *Next* to go to the Add Items screen.

The screenshot shows the eVA requisition form for PR21380: Office Supplies 1-30-2012. The form includes fields for Title, On Behalf Of, Use PCard, PCard number, Agency Code, Fiscal Year, PO Category, Procurement Transaction Type, GMU Requisition Number, and Bypass ERP Integration. A 'My Labels' section with an 'Apply Label...' link is at the bottom left. The 'Next' button is circled in red in the top right corner.

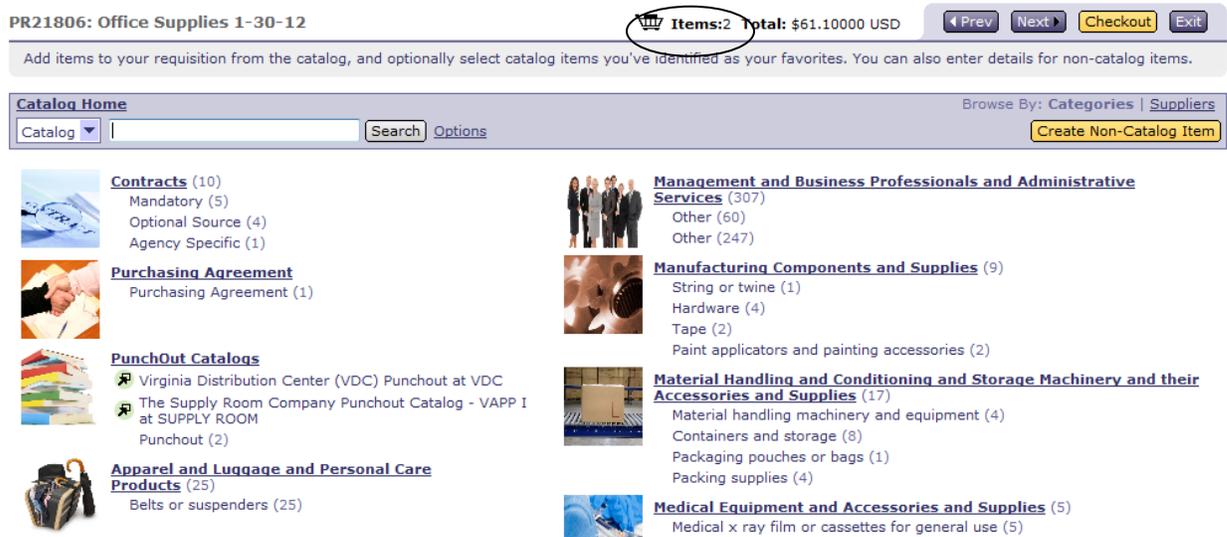
Adding Items: On the Add Items screen, there will be a list of links to various types of items. To utilize a punchout catalog, the buyer will select *Punchout Catalogs* to view a list of vendors who have supplied eVA with a punch-out catalog. When the buyer has located the desired vendor, he/she will select the vendor name to enter the vendor's punchout catalog.

The screenshot shows the 'Add Items' screen for PR21806: Office Supplies 1-30-12. The page displays a list of catalog categories with their respective counts. The 'PunchOut Catalogs' link is circled in red. The categories include:

- Contracts (10)**
 - Mandatory (5)
 - Optional Source (4)
 - Agency Specific (1)
- Purchasing Agreement**
 - Purchasing Agreement (1)
- PunchOut Catalogs**
 - Virginia Distribution Center (VDC) Punchout at VDC
 - The Supply Room Company Punchout Catalog - VAPP I at SUPPLY ROOM
 - Punchout (2)
- Apparel and Luggage and Personal Care Products (25)**
 - Belts or suspenders (25)
- Management and Business Professionals and Administrative Services (307)**
 - Other (60)
 - Other (247)
- Manufacturing Components and Supplies (9)**
 - String or twine (1)
 - Hardware (4)
 - Tape (2)
 - Paint applicators and painting accessories (2)
- Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies (17)**
 - Material handling machinery and equipment (4)
 - Containers and storage (8)
 - Packaging pouches or bags (1)
 - Packing supplies (4)
- Medical Equipment and Accessories and Supplies (5)**
 - Medical x ray film or cassettes for general use (5)



eVA will send the buyer into the online catalog for the vendor. In some cases, such as The Supply Room Companies, the vendor will have a quick order form as part of the catalog, allowing the buyer to enter item numbers for the items he/she will purchase. The buyer may also browse the catalog for the items he/she would like to purchase. When browsing a catalog, the buyer should take note of the unit of measure for items being purchased. Once all items have been selected and placed into the shopping cart, the buyer may submit the order to eVA. This checkout process allows eVA to extract the purchase information detail and enter it into the eVA format.



To view the shopping cart, click on the cart icon.

Adding Accounting Details: Accounting details, including fund or org number and account code, are required elements in the eVA order process. The eVA system will not finalize the purchase without the appropriate accounting information.

To add accounting details from the eVA shopping cart, select the checkbox next to No. Type, above the list of line-items. Scroll down and select *Edit* to view the accounting fields. For buyers using Mozilla Firefox with more than 14 items in the cart, this step may need to be repeated for each page of items. The page numbers may be found on the right side of the screen above the first line item.



Shopping Cart

Requisition

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you are done shopping.

						Show Details		
<input type="checkbox"/>	Qty	Type	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIVIDER,WRITE-ON,STAB,WE	1	box	\$22.23000 USD	\$22.23000 USD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DISPENSER,TAPE,BK	1	each	\$2.70000 USD	\$2.70000 USD
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FLDR,LTR,11PT,SGL,1/3,MLA	2	box	\$7.91000 USD	\$15.82000 USD

ACCOUNTING - BY LINE ITEM

Fund: [[select](#)]

Organization: [[select](#)]

Account Code: [[select](#)]

Activity Code: [[select](#)]

The required elements on this page include an organization **or** fund number (but not both) **and** an account code. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The buyer should enter only an organization or fund code that he/she is authorized to charge. The account code is a 5 digit code used to classify the purchase by expenditure type. For example, the account code for office supplies is 74120. A list of commonly used expenditure account codes is located in Appendix K, as well as at the Fiscal Services website at [Expenditure Account Codes](#). The activity code is an optional element used by cost-sharing units.

To charge more than one fund or org number, the buyer may use the Split Accounting function. Once the buyer has entered the necessary accounting codes, he/she will select *Next* or *OK* at the bottom of the page. If prompted to confirm Modified Fields, select *Done*, then *Done* again on the Shopping Cart page. This will return the buyer to the add items screen. The buyer may proceed by selecting *Checkout*.

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

Catalog Home Browse By: [Categories](#) | [Suppliers](#)

Catalog [Options](#)

 <p>Contracts (10) Mandatory (5) Optional Source (4) Agency Specific (1)</p>  <p>Purchasing Agreement Purchasing Agreement (1)</p>  <p>PunchOut Catalogs <ul style="list-style-type: none">  Virginia Distribution Center (VDC) Punchout at VDC  The Supply Room Company Punchout Catalog - VAPP I at SUPPLY ROOM Punchout (2) </p>  <p>Apparel and Luggage and Personal Care Products (25) Belts or suspenders (25)</p>	 <p>Management and Business Professionals and Administrative Services (307) Other (60) Other (247)</p>  <p>Manufacturing Components and Supplies (9) String or twine (1) Hardware (4) Tape (2) Paint applicators and painting accessories (2)</p>  <p>Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies (17) Material handling machinery and equipment (4) Containers and storage (8) Packaging pouches or bags (1) Packing supplies (4)</p>  <p>Medical Equipment and Accessories and Supplies (5) Medical x ray film or cassettes for general use (5)</p>
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Checkout/Submission: The checkout screen allows the buyer to review the details of his/her order including the title, payment method, and the item descriptions and prices. (Hint: If a commodity code is missing, follow the instructions under non-catalog orders to enter the appropriate value.) Buyers should enter a Need-By date to ensure the contractual responsibility of the vendor to deliver the items. Usually, a date one week from the order date is appropriate although orders to The Supply Room Companies are generally delivered on the next business day.

This page also provides the buyer with an opportunity to include comments on the purchase order for the vendor to review. If a buyer would like to include a comment on the purchase order, he/she will select the box for “Visible to Supplier” after entering the comment. The final step of the process is to select *Submit* which will send the order for approval.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: *

Deliver To: *

Need-by Date: ←

COMMENTS - ENTIRE REQUISITION

Comments:

→ Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

← ←

Once the order is submitted, it will go electronically to the buyer's approver. When it is approved and, if the vendor accepts orders electronically, the order will be electronically transmitted to the vendor and be located in the *My Documents* window on the Dashboard page. The order will be located in the *Submitted* window until it is approved. If the order is not approved, it will be returned to the *Denied* window. If the order fails integration, it will be returned to the *Composing* window. The buyer will receive email communication from Ariba related to the order status.

If the vendor does not accept orders electronically, once approved the order will go back to the buyer to be approved, printed, and faxed or mailed to the vendor. To approve the order, select PR number under To Do. Select the green approve button. Once approved, the order will be located in the *My Documents* window on the Dashboard page. To return to the Dashboard page, select *Home*.

To Do						
ID	Date ↓	From	Status	Title	Required Action	
 PR20589	9/16/2011	Mug, G	Submitted	Office Supplies 11-12-2011	Approve	
View List ... (1)						

Approval Summary - Office Supplies 11-12-2011

Request [PR20589](#) of 1

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow ...

[Back](#)

[Approve](#) [Deny](#) [Print](#)

PR20589 - On Behalf Of : [Mug, G](#) Total : **\$40.75000 USD**

Line Items (3)							Show Details	
No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount	
1		DIVIDER,WRITE-ON,STAB,WE	1	box		\$22.23000 USD	\$22.23000 USD	
2		DISPENSER,TAPE,BK	1	each		\$2.70000 USD	\$2.70000 USD	
3		FLDR,I,TR,11PT,SGL,1/3,MLA	2	box		\$7.91000 USD	\$15.82000 USD	

To print a copy of the order,

- 1) Find the desired PR number in the *My Documents* window and select it
- 2) Find EP or PCO number and select it
- 3) Select Print

For step-by-step information on processing a punch-out catalog order, there are two Quick Reference Guides available. If the purchase is to be completed using a P-Card, refer to the Quick Reference Guide for Punch-out Catalog Orders, Paid for with the P-Card located in Appendix B or at [Punchout - Paid with P-Card](#).

If the purchase is to be completed without a P-Card and Accounts Payable will pay the bill, refer to the Quick Reference Guide for Punch-out Catalog Orders, Bill to Accounts Payable located in Appendix C or at [Punchout - Bill to Accounts Payable](#). There is also a video demonstration of placing a Punch-out Catalog order located at [Punchout Catalog Order Video](#).

Non-Catalog Order: eVA Listed Vendor (Self-Registered or State-Entered)

Many vendors register with eVA but do not provide a punchout catalog. Buyers may view the item information on the vendor's independent website or paper catalog and manually enter each item into eVA.

Creating a Requisition: Check Vendor Search (see Chapter I) to determine if the vendor is self-registered or state-entered in eVA. Use the process below for either of these types of eVA listed vendors. The process for vendors who are un-registered in eVA is explained later in this chapter. On the Dashboard page, select *Requisition* under Create at top left. This will take the buyer to the Add Title screen. The buyer may enter the vendor's name and purchase date as the title of the requisition. Some units also enter fund or org numbers in the title. This allows the buyer to search for the order should it need to be referenced in the future. Although it is possible to process orders to multiple vendors through the same requisition, it is recommended that buyers use one vendor per order.

If the buyer's P-Card is registered in eVA, it will be the default method of payment. If the proposed vendor does not accept the credit card or if the buyer would prefer not to use the credit card for this purchase, he/she will uncheck the P-Card box and process a direct order that will be paid by Accounts Payable.

The PO Category should be set to R01 if the vendor is self-registered and R02 if the vendor is state-entered. If the order is for an item exempt from eVA fees (see Chapter I for this list), the PO category should be X02.

Select a Procurement Transaction Type from the dropdown. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases as well as pizza for student events and similar items, as well as all purchases from The Supply Room Companies including purchases of printer cartridges and batteries) and Non-Professional Services – Non-Technology (consultants, guest speakers, entertainers, membership dues, subscriptions, hotels, bus transportation, catering, advertising and similar type transactions.) When an eVA order consists of more than one procurement type, buyers should select the type that represents the largest dollar amount of the order. For examples of items in the other procurement transaction type categories, refer to the chart in Appendix N or at [Procurement Transaction Type](#).

If Accounts Payable is paying the vendor for the order with a check, then the Bypass ERP Integration box should not be checked. If the P-Card box is checked, indicating that a P-Card is being used for the purchase, eVA will automatically bypass integration. In those P-Card purchase situations it is not necessary to check this box.

As an optional feature, the buyer may choose to apply a label to the requisition. A label acts as a "quick search" to find and display a list of all items that have the same tag or label. The buyer would choose Apply Label and either choose a label that has already been created (if any exist) or choose New Label and create one.

Select *Next* to go to the Add Items screen.

The screenshot shows the eVA requisition form for PR21382: Lab Supplies 11-11-2011. The form includes fields for Title, On Behalf Of, Use PCard, PCard number, Agency Code, Fiscal Year, PO Category, Procurement Transaction Type, GMU Requisition Number, and Bypass ERP Integration. A 'Next' button is circled in red in the top right corner.

Adding Items: When processing a non-catalog order, the buyer may either manually enter the item information from the vendor's paper or independent online catalog (detailed below) or search for the items using the Search feature in eVA (detailed in Chapter IV – eVA Procedures.)

When manually entering item information from a vendor's paper or independent online catalog, each item will be entered as a separate non-catalog item. To enter the item information, select *Create Non-Catalog Item* as shown:

The screenshot shows the eVA requisition form for PR20590: Lab Supplies 11-11-2011. The form includes a 'Catalog Home' section with a search bar and a 'Create Non-Catalog Item' button circled in red. The 'Items:0 Total: \$0.00000 USD' and navigation buttons are also visible.

The following fields are required for each item:

- **Item Description:** The buyer will indicate the item number and description as it is displayed in the vendor's print or online catalog.
- **Commodity Code:** A numeric code related to the description of the product or service must be selected from the listing of commodity codes. A commodity code is required for each item before the order may be submitted in eVA. The best commodity code search is on the eVA home page. The buyer may choose to look-up commodity codes prior to logging into eVA and placing the order. The commodity code listing may be accessed as shown:

[Download NIGP Code Book in Adobe .pdf format](#)

NIGP Codes starting with:

Search Description: Can't find your Code? [Click here](#) to use our Advanced Search tool

Tip! Click the icon to expand your choices

Need more help?
[Video Lesson](#) [The Basics](#)

Class	Description
16500	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
17500	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
20100	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
34000	FIRE PROTECTION EQUIPMENT AND SUPPLIES
34500	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
47500	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
80500	SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
89500	WELDING EQUIPMENT AND SUPPLIES

Select NIGP Code Look Up on the left. Select *Click here to use our Advanced Search tool*. The buyer may search by any part of an item description to locate an appropriate commodity code and select the code that best matches the product or service being purchased. It is not necessary to locate an exact match for the item. Make a note of the five digit number from the search. A video demonstration of this process may be found at [Finding a Commodity Code Video](#).

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Vinyl Gloves

NIGP Commodity Code:

Supplier:

Location:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure:

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Select *Search for more* from the drop down list, enter the five digit number and select *Search*. Click the *Select* button on the far right next to the desired search result. Although the verbal description may differ from what was observed in the look-up, select the resulting commodity code. If additional assistance is needed in locating desired commodity codes, please contact eVA Support at 3-2580.

- **Supplier:** Search for suppliers on the vendor listing. To access the vendor listing, locate the drop-down menu and select *Search for more* to search the listing. To select a vendor, click the *Select* button next to the desired search result. Once the vendor is selected, the contact and other information for that vendor should populate the Location field. If the Location field does not populate automatically, this usually means that there is more than one office or location for this vendor in eVA. Click the *select* button next to the Location field. In the resulting window, select the desired location. The Reg. Type field below the Location field will populate with either Self-Registered or State-Entered depending on the vendor's status.

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Vinyl Gloves

NIGP Commodity Code:

Supplier:

Location:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure:

Price: * \$0.00000 USD

Amount: \$0.00000 USD

- **Quantity and Unit of Measure:** Enter the desired quantity for each item and indicate the appropriate unit of measure per the vendor's catalog.
- **Price:** Enter the price **per unit** for the item.

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Vinyl Gloves

NIGP Commodity Code: 20142 - Gloves: Latex, Plastic, PVC, Poly, Synt...

Supplier: PSS WORLD MEDICAL

Location: PHYSICIAN SALES AND [select]

Reg. Type: Self-Registered

Supplier Part Number: []

Contract List: [] [] [] [] Not On Contract

Contract #:

Supplier Auxiliary Part ID: []

Quantity: 1

Unit of Measure: each

Price: \$0.00000 USD

Amount: \$0.00000 USD

[Update Total]

[OK] [Cancel]

Select OK.

If more than one item is being ordered from this vendor, the buyer will either repeat the steps above for each subsequent item to be purchased or the line item he/she has just created may be copied to avoid entering some contact data again. Copying lines is performed from the shopping cart screen. To access the shopping cart, click the cart icon on the add items screen.

To copy a line item, from the shopping cart screen, put a check mark in the box next to the single item and click the Copy button.

Shopping Cart Requisition

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you are done shopping.

<input checked="" type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1	[]	[]	Vinyl Gloves	1	each	\$3.95000 USD	\$11.85000 USD

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...]

The system has copied the line item so now the shopping cart should have two items—

PR20590: Lab Supplies 11-11-2011 Done

Items:2 Total: \$23.70000 USD

Shopping Cart Requisition

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you are done shopping.

<input type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	[]	[]	Vinyl Gloves	3	each	\$3.95000 USD	\$11.85000 USD
<input type="checkbox"/>	2	[]	[]	Vinyl Gloves	3	each	\$3.95000 USD	\$11.85000 USD

[Edit] [Copy] [Delete] | [Add from Catalog...] [Add Non-Catalog Item...]

Now, place a check mark in the box next to the line item just copied, marked with a 2, and select Edit. On this screen, change only the fields that have changed for the next item, usually description, quantity, unit of measure, price and commodity code. Since the

same vendor is being used, the contact information entered for the first item has been “copied” so it is not necessary to enter it again.

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

No.: 2

Description:

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

UOM:

Price: [USD](#)

NIGP Commodity Code:

Supplier:

Location: [PHYSICIAN SALES AND SERVICE](#) [[select](#)]

Reg. Type: Self-Registered

Contract List:

Contract #:

Select Submit and then the Shopping Cart icon on the Add Items page. The Shopping Cart will now reflect both of the different items.

Shopping Cart Requisition

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you are done shopping.

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>	Vinyl Gloves	3	each	\$3.95000 USD	\$11.85000 USD
2	<input type="checkbox"/>	<input type="checkbox"/>	Pregnancy Tests	1	each	\$22.20000 USD	\$22.20000 USD

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#)

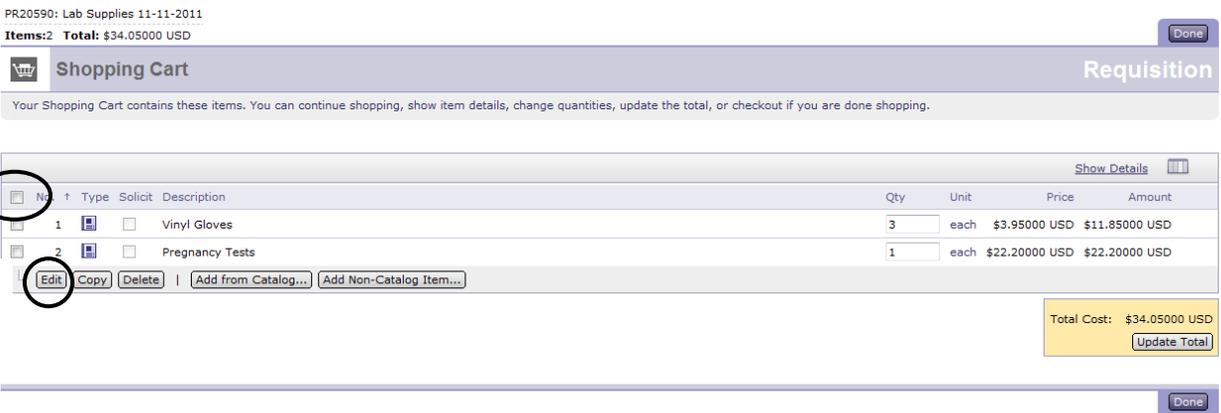
Total Cost: \$34.05000 USD
[Update Total](#)

Continue copying lines until all desired items are in the shopping cart.

Adding Accounting Details: Accounting details, including fund or org number and account code, are required elements in the eVA order process. The eVA system will not finalize the purchase without the appropriate accounting information. To view the shopping cart, click on the cart icon.



To add accounting details from the eVA shopping cart, select the checkbox next to No. Type, above the list of line-items. Scroll down and select *Edit* to view the accounting fields.



1
2

ACCOUNTING - BY LINE ITEM

Fund: [[select](#)]

Organization: [[select](#)]

Account Code: [[select](#)]

Activity Code: [[select](#)]

The required elements on this page include an organization or fund number (but not both) and an account code. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The buyer should enter only an organization or fund code that he/she is authorized to charge. The account code is a 5 digit code used to classify the purchase by expenditure type. For example, the account code for office supplies is 74120. A list of commonly used expenditure account

codes is located in Appendix K as well as at the Fiscal Services website at [Expenditure Account Codes](#). The activity code is an optional element used by cost-sharing units.

To charge more than one fund or org number, the buyer may use the Split Accounting function. Once the buyer has entered the necessary accounting codes, he/she will select *OK* at the bottom of the page. If prompted to confirm Modified Fields, select Done, then Done again on the Shopping Cart page. This will return the buyer to the add items screen. The buyer may proceed by selecting *Checkout*.

Checkout/Submission: The checkout screen allows the buyer to review the details of his/her order including the title, payment method, PO category and the item descriptions and prices. The buyer should enter a Need-By date to ensure the contractual responsibility of the vendor to deliver the items. Usually, a date one week from the order date is appropriate.

This page also provides the buyer the opportunity to include comments on the purchase order for the vendor to review. If a buyer would like to include a comment on the purchase order, he/she will select the box for “Visible to Supplier” after entering the comment. The final step of the process is to select *Submit* which will send the order for approval.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: * George Mason University

Deliver To: * G Mug

Need-by Date:

COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

Prev Submit Exit

Once the order is submitted, it will go electronically to the buyer's approver. When it is approved and, if the vendor accepts orders electronically, the order will be electronically transmitted to the vendor and be located in the *My Documents* window on the Dashboard page. The order will be located in the *Submitted* window until it is approved. If the order is not approved, it will be returned to the *Denied* window. If the order fails integration, it will be returned to the *Composing* window. The buyer will receive email communication from Ariba related to the order status.

If the vendor does not accept orders electronically, once approved the order will go back to the buyer to be approved, printed, and faxed or mailed to the vendor. To approve the

order, select the PR number under To Do. Select the green approve button. Once approved, the order will be located in the *My Documents* window on the Dashboard page. To return to the Dashboard page, select *Home*.

ID	Date ↓	From	Status	Title	Required Action
 PR20590	9/16/2011	Mug, G	Submitted	Lab Supplies 11-11-2011	Approve

[View List ...](#) (1)

Approval Summary - Lab Supplies 11-11-2011

Request [PR20590](#) of 1

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow ...

[Back](#)
[Approve](#)
[Deny](#)
[Print](#)

PR20590 - On Behalf Of : [Mug, G](#) Total : **\$34.05000 USD**

Line Items (2)		Show Details					
No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		Vinyl Gloves	3	each		\$3.95000 USD	\$11.85000 USD
2		Pregnancy Tests	1	each		\$22.20000 USD	\$22.20000 USD

To print a copy of the order,

- 1) Find the desired PR number in the *My Documents* window and select it
- 2) Find EP or PCO number and select it
- 3) Select Print

For step-by-step guidance on processing a non-catalog order, two Quick Reference Guides are available.

If the purchase is to be completed using a P-Card, refer to the Quick Reference Guide for Noncatalog Orders, Paid for with the P-Card located in Appendix D or at [Noncatalog Orders - P-Card](#).

If the purchase is to be completed without a P-Card and Accounts Payable will pay the bill, refer to the Quick Reference Guide for Noncatalog Orders, Bill to Accounts Payable located in Appendix E or at [Noncatalog Orders - Bill to Accounts Payable](#). There is also a video demonstration of placing a Noncatalog Order located at [Noncatalog Order Video](#)

Confirming Order: eVA Listed Vendor (Self-Registered Vendor or State-Entered)

Sometimes, a vendor’s website contains essential ordering details and features that make the vendor’s website a more efficient method of purchasing than entering items on an eVA order. Examples are the purchase of customized merchandise at the vendor’s website or by telephone to the vendor using the P-Card. To be in compliance with eVA regulations, a confirming order or record of the purchase must be entered in eVA during the same credit card statement period as the purchase.

If the vendor desired is un-registered in eVA and the vendor’s website is used to order items, the purchase must still be confirmed or recorded in eVA. The steps for this process will be detailed in the next section.

Creating a Requisition: On the Ariba Buyer page, select *Requisition* under Create at top left. This will take the buyer to the Add Title screen. All titles for confirming orders must begin with CONFIRMING ORDER – DO NOT DUPLICATE, followed by the vendor’s name and purchase date as the title of the requisition. Some units also enter fund or org numbers in the title. This allows the buyer to search for the order should it need to be referenced in the future. Although it is possible to process orders to multiple vendors through the same requisition, it is recommended that buyers use one vendor per order.

If the buyer’s P-Card is registered in eVA, it will be the default method of payment. Because the purchase has been made in advance with the P-Card, the buyer will uncheck the P-Card box. Also, since this charge will be paid when the P-Card bill is paid, **the Bypass ERP Integration box must be checked** to avoid double entry in Banner Finance.

The PO Category for confirming orders is R01 if the vendor is self-registered or R02 if the vendor is state-entered. The PO category should be X02 for items such as dues and subscriptions that are exempt from eVA fees (see Chapter I for complete list).

Select a Procurement Transaction Type from the dropdown. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases as well as pizza for student events and similar items, as well as all purchases from The Supply Room Companies including purchases of printer cartridges and batteries) and Non-Professional Services – Non-Technology (consultants, guest speakers, entertainers, membership dues, subscriptions, hotels, bus transportation, catering, advertising and similar type transactions.) When an eVA order consists of more than one procurement type, buyers should select the type that represents the largest dollar amount of the order. For examples of items in the other procurement transaction type categories, refer to the chart in Appendix N or at [Procurement Transaction Type](#).

As an optional feature, the buyer may choose to apply a label to the requisition. A label acts as a “quick search” to find and display a list of all items that have the same tag or label. The buyer would choose Apply Label and either choose a label that has already been created (if any exist) or choose New Label and create one.

Select *Next* to go to the Add Items screen.

PR21380: CONFIRMING ORDER - DO NOT DUPLICATE Lacrosse Jacke...

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery...

Title: * CONFIRMING ORDER - DO NOT DUPLICATE Lacrosse Jackets 1-30-2012

On Behalf Of: Mug_G

Use PCard:

PCard number: GMUTrainingPCard

Agency Code: 247 [select]

Fiscal Year: 2012 [select]

PO Category: R01 [select]

Procurement Transaction Type: 20 [select]

GMU Requisition Number:

Bypass ERP Integration:

My Labels: [Apply Label...](#)

Adding Items: When processing a confirming order, the buyer will record the order as a single non-catalog item in eVA. Buyers may select *Create Non-Catalog Item* to begin.

Items:0 Total: \$0.00000 USD

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

Catalog Home

Catalog [Search] Options

Browse By: Categories | Suppliers

Create Non-Catalog Item

The following fields are required:

- **Item Description:** Buyers will enter “Confirming Order- Do Not Duplicate” in this field to indicate that this is only a record of the original order. In addition, he/she will enter the order confirmation number generated from the vendor transaction.
- **Commodity Code:** A description of the product or service must be selected from the listing of commodity codes. A commodity code is required for the entire order before the order may be submitted in eVA. The best commodity code search is on the eVA home page. Buyers may choose to look-up commodity codes prior to logging into eVA and placing the order. The commodity code listing may be accessed as shown:

[Download NIGP Code Book in Adobe .pdf format](#)

NIGP Codes starting with:

Search Description: Can't find your Code? [Click here](#) to use our Advanced Search tool

Tip! Click the icon to expand your choices

Need more help?
[Video Lesson](#) [The Basics](#)

Class	Description
16500	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
17500	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
20100	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
34000	FIRE PROTECTION EQUIPMENT AND SUPPLIES
34500	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
47500	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
80500	SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
89500	WELDING EQUIPMENT AND SUPPLIES

Select NIGP Code Look Up on the left. Select [Click here to use our Advanced Search tool](#). Buyers may search by any part of an item description to locate an appropriate commodity code and select the code that best matches the product or service being purchased. It is not necessary to locate an exact match for the purchase. Make a note of the five digit number from your search. A video demonstration of this process may be found at [Finding a Commodity Code Video](#).

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * CONFIRMING ORDER - DO NOT DUPLICATE Lacrosse Jackets 11-11-2011 Order # L1234567

NIGP Commodity Code: (none selected)

Supplier: 20142 - Gloves: Latex, Plastic, PVC, Poly, Synt...
87565 - Pregnancy Detection Equipment
91838 - Education and Training Consulting
20074 - Silk Screened Shirts, Jackets, Hats, etc.
Search for more...

Location: Search for more...

Reg. Type: Search for more...

Supplier Part Number: Search for more...

Contract List: (Pick from List)

Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Update Total

OK Cancel

Select *Search for more* from the drop down list, enter the five digit number and then select *Select*. Click the *Select* button on the far right next to the desired search result. Although the verbal description may differ from what was observed in the look-up, select the resulting commodity code. If additional assistance is needed in locating desired commodity codes, please contact eVA Support at 3-2580.

- **Supplier:** Search for suppliers on the vendor listing. To access the vendor listing, locate the drop-down menu and select *Search for more* to search the listing. To select a vendor, click the *Select* button next to the desired search result. Once the vendor is selected, the contact information for that vendor should automatically populate the Location field. If the Location field does not populate automatically, this usually means that there is more than one office or location for this vendor in eVA. Click the *select* button next to the Location field. In the resulting window, select the desired location. The Reg. Type field below the Location field will populate with either Self-Registered or State-Entered depending on the vendor's status.

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * CONFIRMING ORDER - DO NOT DUPLICATE Lacrosse Jackets 11-11-2011 Order # L1234567

NIGP Commodity Code: 20074 - Silk Screened Shirts, Jackets, Hats, etc.

Supplier: (No Preference)

Location: PSS WORLD MEDICAL, INC
FAIRFAX SCREEN PRINTING
Search for more...

Reg. Type: Search for more...

Supplier Part Number: Search for more...

Contract List: (Pick from List)

Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

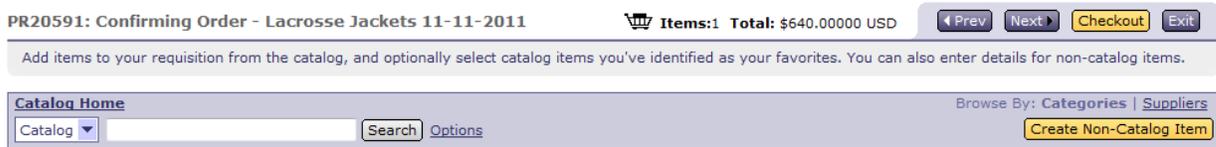
Amount: \$0.00000 USD

Update Total

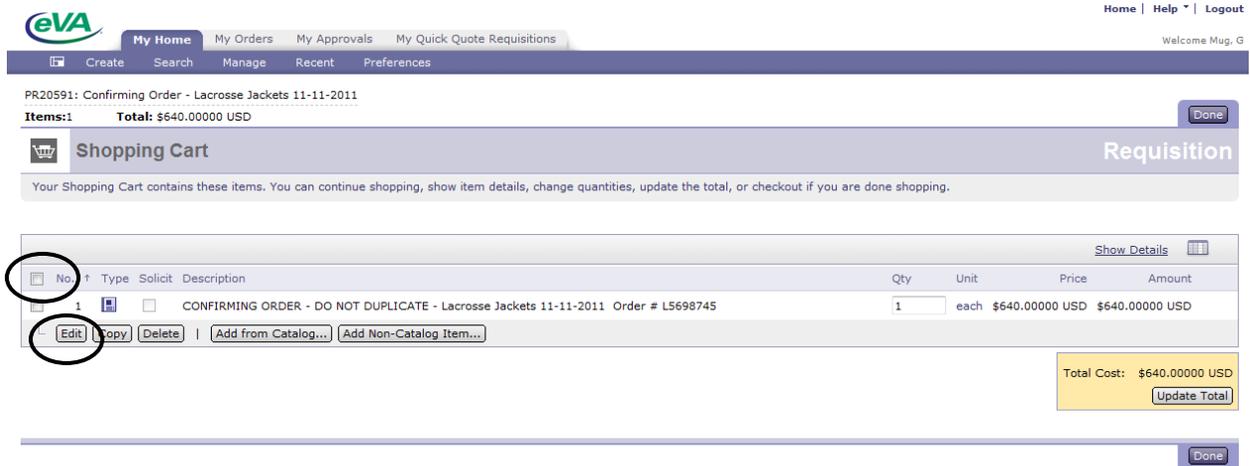
OK Cancel

- **Quantity and Unit of Measure:** Quantity should remain as "1" as this item represents the entire order and the unit of measure should remain "each."
- **Price:** Enter the total price of the **entire order** in this field.

Adding Accounting Details: Accounting details, including fund or org number and account code, are required elements in the eVA order process. The eVA system will not finalize the purchase without the appropriate accounting information. To view the shopping cart, click on the cart icon.



To add accounting details from the eVA shopping cart, select the checkbox next to No. Type, above the list of line-items. Scroll down and select *Edit* to view the accounting fields.



ACCOUNTING - BY LINE ITEM

Fund: [[select](#)]

Organization: [[select](#)]

Account Code: [[select](#)]

Activity Code: [[select](#)]

The required elements on this page include an organization **or** fund number (but not both) **and** an account code. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The buyer should enter only an organization or fund code that he/she is authorized to charge. The account

code is a 5 digit code used to classify the purchase by expenditure type. For example, the account code for office supplies is 74120. A list of commonly used expenditure account codes is located in Appendix K, as well as at the Fiscal Services website at [Expenditure Account Codes](#). The activity code is an optional element used by cost-sharing units.

To charge more than one fund or org number, the buyer may use the Split Accounting function. Once the buyer has entered the necessary accounting codes, he/she will select *OK* at the bottom of the page. This will return the buyer to the add items screen. The buyers may proceed by selecting *Checkout*.

Checkout/Submission: The checkout screen allows the buyer to review the details of his/her order including the title, payment method, PO category and the order description and price. Since this purchase was completed previously, usually at the vendor’s website, a Need-By date and comments for the vendor to review are not necessary.

Once the order is submitted, it will go electronically to the buyer's approver. When it is approved and the vendor accepts orders electronically, the order will be located in the *My Documents* window on the Dashboard page. The order will be located in the *Submitted* window until it is approved. If the order is not approved, it will be returned to the *Denied* window. If the order fails integration, it will be returned to the *Composing* window. The buyer will receive email communication from Ariba related to the order status.

If the vendor does not accept orders electronically, once it is approved it will go back to the buyer to be approved, printed, and filed with his/her credit card records. Since the order was placed on-line at the vendor’s website, this order should not be faxed or mailed to the vendor. It should be printed and retained only as support for the P-Card purchase. To approve the order, select the PR number under To Do. Select the green approve button. Once approved, the order will be located in the *My Documents* window on the Dashboard page. To return to the Dashboard page, select *Home*.

ID	Date ↓	From	Status	Title	Required Action
 PR20591	9/16/2011	Mug, G	Submitted	Confirming Order - Lacrosse Jackets 11-11-2011	Approve

[View List ...](#) (1)


Home | Help | Logout

My Home | My Orders | My Approvals | My Quick Quote Requisitions
Welcome Mug, G

Create | Search | Manage | Recent | Preferences

Approval Summary - Confirming Order - Lacrosse Jackets 11-11-2011

Request PR20591 of 1

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow ...

← Back
→

PR20591 - On Behalf Of : **Mug, G** Total : **\$640.00000 USD**

Line Items (1)						Show Details	
No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		CONFIRMING ORDER - DO NOT DUPLICATE - Lacrosse Jackets 11-11-2011 Order # L5698745	1	each		\$640.00000 USD	\$640.00000 USD

To print a copy of the order,

- 1) Find the desired PR number in the *My Documents* window and select it
- 2) Find EP number and select it
- 3) Select Print

For additional step-by-step information on processing a confirming order, refer to the Quick Reference Guide for Confirming Orders – eVA Listed Vendor located in Appendix F or at [Confirming Order – eVA Listed Vendor](#). There is also a video presentation of the confirming order process located at [Confirming Order Video](#) .

This process is applicable only when the vendor is listed in eVA. If the vendor is not listed in eVA, please follow the directions below.

Un-Registered Vendor Orders

In unusual circumstances when a comparable vendor is not available in eVA for a specific purchase, either as a self-registered vendor or a state-entered vendor, the buyer may purchase directly from an un-registered vendor, using either his/her P-Card (see Part A below), or having Accounts Payable issue a check to the vendor for the purchase (see Part B later in this chapter.) Since un-registered vendors have never been paid previously by the State, buyers will enter the vendor's information in eVA. Therefore, when placing any order with a un-registered vendor, the buyer will need to obtain a W-9 from the vendor, which will include the following information:

- Address
- Phone Number
- Contact Name
- E-mail
- Federal Tax ID Number

A. Paying for Un-Registered Vendor Orders Using a P-Card

When using a P-Card with an un-registered vendor, a confirming order or record of the purchase must be entered into eVA. The process is very similar to confirming an order with a self-registered vendor (detailed earlier in this chapter) but with a few very important additional steps.

Creating a Requisition: On the Dashboard page, select *Requisition* under Create at top left. This will take the buyer to the Add Title screen. The buyer may enter the vendor's name and purchase date as the title of the requisition. Some units also enter fund/org numbers in the order title. This allows the buyer to search for the order should it need to be referenced in the future. Although it is possible to process orders to multiple vendors through the same requisition, it is recommended that buyers use one vendor per order.

If the buyer's P-Card is registered in eVA, it will be the default method of payment. Since the purchase has been made in advance with the P-Card, the buyer will uncheck the P-Card box. Also, since this charge will be paid when the P-Card bill is paid, the Bypass ERP Integration box must be checked to avoid double entry in Banner Finance.

The PO Category for un-registered eVA vendor orders should be set to R02. Correct entry of this category is necessary to assess eVA fees accurately.

Select a Procurement Transaction Type from the dropdown. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases as well as pizza for student events and similar items, as well as all purchases from The Supply Room Companies including purchases of printer cartridges and batteries) and Non-Professional Services – Non-Technology (consultants, guest speakers, entertainers, membership dues, subscriptions, hotels, bus transportation, catering, advertising and similar type transactions.) When an eVA order consists of more than one procurement type, buyers should select the type that represents the largest dollar amount of the order. For examples of items in the other procurement transaction type categories, refer to the chart in Appendix N or at [Procurement Transaction Type](#) .

As an optional feature, the buyer may choose to apply a label to the requisition. A label acts as a “quick search” to find and display a list of all items that have the same tag or label. The buyer would choose Apply Label and either choose a label that has already been created (if any exist) or choose New Label and create one.

Select *Next* to go to the Add Items screen.

PR21381: Non-Registered Order 11-11-2011

Home | Help | Logout
Welcome Mug. G

Create Search Manage Recent Preferences

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery ...

Title: Non-Registered Order 11-11-2011

On Behalf Of: Mug. G

Use PCard:

PCard number: GMUTrainingPCard

Agency Code: 247 [select]

Fiscal Year: 2012 [select]

PO Category: R02 [select]

Procurement Transaction Type: 20 [select]

GMU Requisition Number:

Bypass ERP Integration:

My Labels: [Apply Label...](#)

Next Exit

Adding Items: Since the items were purchased using a P-Card, the buyer will summarize all items purchased as a single non-catalog item. Buyers will select *Create Non-Catalog Item* to begin.

PR5215318: Un-registered Order 11-11-2011

Items:0 Total: \$0.00000 USD

Prev Next Checkout Exit

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

Catalog Home

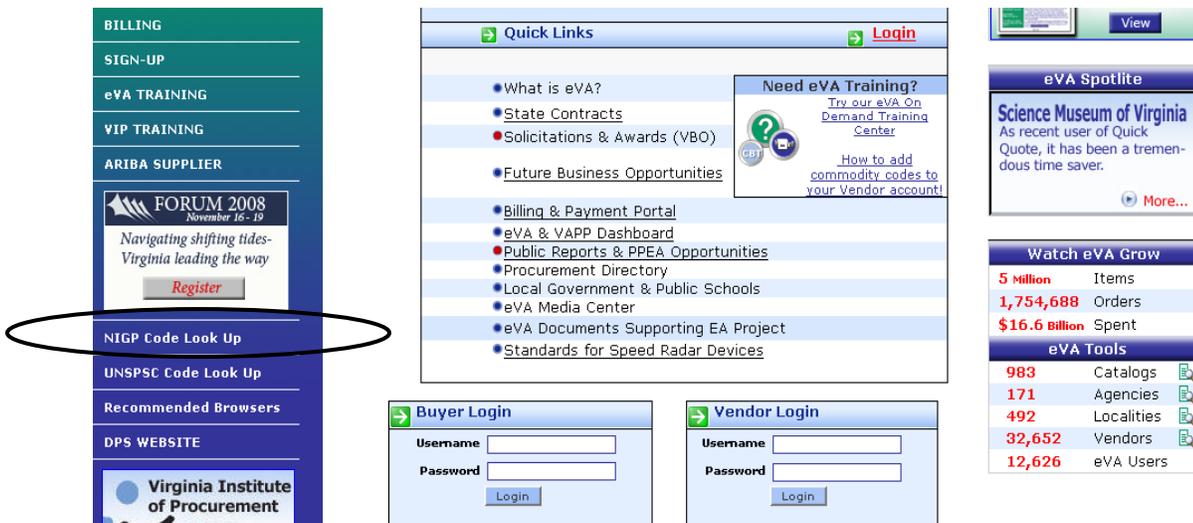
Catalog Search Options

Browse By: Categories Suppliers

Create Non-Catalog Item

The following fields will be filled in by the buyer for the purchase:

- Item Description: The buyer will enter CONFIRMING ORDER in the description field as shown. In addition, he/she will enter the order confirmation number generated from the original vendor transaction.
- Commodity Code: A description of the product or service must be selected from the listing of commodity codes. A commodity code is required for the entire order before the order may be submitted in eVA. The best commodity code search is on the eVA home page. Buyers may choose to look-up commodity codes prior to logging into eVA and placing the order. The commodity code listing may be accessed as shown:



[Download NIGP Code Book in Adobe .pdf format](#)

NIGP Codes starting with:

Search Description: Can't find your Code? [Click here](#) to use our Advanced Search tool

Tip! Click the icon to expand your choices

Need more help?
[Video Lesson](#) [The Basics](#)

Class	Description
16500	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
17500	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
20100	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
34000	FIRE PROTECTION EQUIPMENT AND SUPPLIES
34500	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
47500	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
80500	SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
89500	WELDING EQUIPMENT AND SUPPLIES

Select NIGP Code Look Up on the left. Select *Click here to use our Advanced Search tool*. Buyers may search by any part of an item description to locate an appropriate commodity code and select the code that best matches the product or service being purchased. Make a note of the five digit number from the

search. A video demonstration of this process may be found at [Finding a Commodity Code Video](#) .

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * CONFIRMING ORDER - Order # G4569875
Item # 4242 - Blue Grass Soil (Large)
Item # 4343 - Blue Grass Soil (Medium)

NIGP Commodity Code:

Supplier:

Location:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure:

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Select *Search for more* from the drop down list, enter the five digit number and then select *Search*. Click the *Select* button on the far right next to the desired search result. Although the verbal description may differ from what was observed in the look-up, select the resulting commodity code. If additional assistance is needed in locating desired commodity codes, please contact eVA Support at 3-2580.

- **Supplier:** Because the vendor is not registered with the eVA system, the buyer will manually enter the vendor's information in eVA. To do so, locate the drop down menu and select *Search for more* as shown:

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * CONFIRMING ORDER - Order # G4569875
Item # 4242 - Blue Grass Soil (Large)
Item # 4343 - Blue Grass Soil (Medium)

NIGP Commodity Code:

Supplier:

Location:

Reg. Type:

Supplier Part Number:

Contract List:

Contract #:

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure:

Price: * \$0.00000 USD

Amount: \$0.00000 USD

The buyer will begin the process to use this un-registered vendor in eVA by selecting *New* to the right of the search field. The following page will be displayed:



Create Suggested Supplier

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

Supplier Name: →

Customer ID:

Corp. web site:

Notes:

Preferred Currency: ▼

Dispatch:

Carrier:

Carrier Method:

Terms of Payment:

Locations: (select a value) [[select](#)]

Small Business:

Minority Owned Business:

Woman Owned Business:

Enter the **supplier's name only** in the appropriate field and select *Save*. Do not complete any information in the remaining boxes. The buyer will then *Select* the vendor to populate the Supplier field.

Choose Value for Supplier

Field:

Supplier Name ↑	Small	Minority	Woman	
(No Preference)				<input type="button" value="Select"/>
Cardinal Soil Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>

- Location: To begin entering the vendor's contact information, click *select* next to the Location field.

NIGP Commodity Code:	<input type="text" value="79070 - Top Soil and Fill Dirt (For Mulch See C..."/>	<input type="button" value="v"/>	Supplier Auxiliary Part ID:	<input type="text"/>
Supplier:	<input type="text" value="Cardinal Soil Company"/>	<input type="button" value="v"/>	Quantity:	<input type="text" value="1"/>
Location:	<input type="text" value="(no value)"/>	<input type="button" value="[select]"/>	Unit of Measure:	<input type="text" value="each"/>
Reg. Type:	<input type="text"/>		Price:	* <input type="text" value="\$0.00000"/> <input type="text" value="USD"/>
Supplier Part Number:	<input type="text"/>		Amount:	\$0.00000 USD
Contract List:	<input type="text" value=" Not On Contract"/>			

A search screen will be displayed. The buyer will select *New* to enter the vendor's contact information. The following page will be displayed:



Create Custom Contact

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

Name:	* Cardinal Soil Company
Street:	* 4444 Bluegrass Way
City:	* Lexington
State:	* KY
Postal Code:	* 14563
Country:	United States
ID:	AD502551
Contact (Joe Smith):	* John Hall
Email Address:	* jbhall@cardinalsoil.org
Phone:	* 896-896-8745
Fax:	
Tax Id Number (TIN):	* 145896321
Tax Id Number Type:	* EIN
DUNS Number:	
Organization Type:	* Corporation
LL Company (LLC):	(no value)
Reg. Type:	Un-Registered
Vendor Location Id Number:	
Preferred Ordering Method:	Print

Only fields marked with an * are required. This information may be taken directly from the vendor's W-9 or from the vendor's website. E-mail addresses must include an "@" symbol as well as some type of extension, such as .com, .org or .edu. Phone numbers should be entered in ten-digit format, for example 504-555-5555. Tax ID numbers should be nine digits with no dashes. All areas marked with an * must be completed to process the eVA order. Select *Save* and then click *Select* from the next menu. The Reg. Type field located below the Location field will populate with Un-Registered.

- Quantity and Unit of Measure: Quantity should remain as "1" as this item represents the entire order and the unit of measure should remain "each."

- Price: Enter the total price of the **entire order** in this field.

Adding Accounting Details: Accounting details, including fund or org number and account code, are required elements in the eVA order process. The eVA system will not finalize the purchase without the appropriate accounting information. To view the shopping cart, click on the cart icon.

To add accounting details from the eVA shopping cart, select the checkbox next to No. Type, above the list of line-items. Scroll down and select *Edit* to view the accounting fields.

The screenshot displays the eVA Shopping Cart interface. At the top, there is a navigation bar with links for Home, Help, and Logout. Below this, there are tabs for My Home, My Orders, My Approvals, and My Quick Quote Requisitions. The main content area shows a shopping cart with one item: CONFIRMING ORDER - Order # G4569875. The item is listed with a quantity of 1, unit of each, price of \$120.00000 USD, and amount of \$120.00000 USD. The item description includes two sub-items: Item 4242 - Blue Grass Soil (Large) and Item 4343 - Blue Grass Soil (Medium). The 'Edit' button is circled in red. The 'Done' button is also visible. The total cost is \$120.00000 USD, and there is an 'Update Total' button.

ACCOUNTING - BY LINE ITEM

Fund: [[select](#)]

Organization: [[select](#)]

Account Code: [[select](#)]

Activity Code: [[select](#)]

The required elements on this page include an organization **or** fund number (but not both) **and** an account code. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The buyer should enter only an organization or fund code that he/she is authorized to charge. The account code is a 5 digit code used to classify the purchase by expenditure type. For example, the account code for office supplies is 74120. A list of commonly used expenditure account

codes is located in Appendix K, or at the Fiscal Services website at [Expenditure Account Codes](#). The activity code is an optional element used by cost-sharing units.

To charge more than one fund or org number, the buyer may use the Split Accounting function. Once the buyer has entered the necessary accounting codes, he/she will select *OK* at the bottom of the page. This will return the buyer to the add items screen. The buyer may proceed by selecting *Checkout*.

Checkout/Submission: The checkout screen allows the buyer to review the details of his/her order including the title, payment method, PO category and the order description and price.

This page also provides buyers the opportunity to include comments on the purchase order. In the comments field, the buyer will indicate that he/she requested that the vendor join eVA and the vendor declined to do so or pay the eVA transaction fees. To include the comment on the purchase order, he/she will select the box for “Visible to Supplier” after entering the comment. The final step of the process is to select *Submit* which will send the order for approval.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: * George Mason University

Deliver To: * G Mug

Need-by Date:

COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

Prev Submit Exit

Once the order is submitted, it will go electronically to the buyer's approver. The order will be located in the *Submitted* window until it is approved. If the order is not approved, it will be returned to the *Denied* window. If the order fails integration, it will be returned to the *Composing* window. The buyer will receive email communication from Ariba related to the order status.

Un-registered vendors do not accept orders electronically. Once the order has been approved by the buyer's approver, the order will appear in the buyer's *To Do* window to be approved by the buyer, printed, and filed with his/her credit card records. The order should not be faxed/sent to the vendor since the P-Card was used as the form of payment. To approve the order, select the PR number under To Do. Select the green approve

button. Once approved, the order will be located in the *My Documents* window on the Dashboard page. To return to the Dashboard page, select *Home*.

The screenshot shows the eVA system interface. At the top, there is a 'To Do' window with a table of pending actions:

ID	Date ↓	From	Status	Title	Required Action
PR20592	9/16/2011	Mug, G	Submitted	Non-registered Order 11-11-2011	Approve

Below this is the 'Approval Summary - Non-registered Order 11-11-2011' page. It includes a navigation bar with 'Home | Help | Logout' and 'Welcome Mug, G'. The main content area shows the request ID 'PR20592' and a 'Request' dropdown set to '1'. There are buttons for 'Back', 'Approve', 'Deny', and 'Print'. Below the buttons, it states 'PR20592 - On Behalf Of: Mug, G Total: \$120.00000 USD'. A 'Line Items' table is displayed:

No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		CONFIRMING ORDER - Order # G4569875 Item 4242 - Blue Grass Soil (Large) Item 4343 - Blue Grass Soil (Medium)	1	each		\$120.00000 USD	\$120.00000 USD

To print a copy of the order,

- 1) Find the desired PR number in the *My Documents* window and select it
- 2) Find EP number and select it
- 3) Select Print

For additional step-by-step information on processing a non-registered vendor order using a P-Card, refer to the Quick Reference Guide for Confirming Order – Un-Registered Vendor Orders, Paid for with a P-Card located in Appendix G or at [Confirming Order – Un-Registered Vendor](#).

B. Paying for Un-Registered Vendor Orders Billed to Accounts Payable

Creating a Requisition: On the Dashboard page, select *Requisition* under *Create* at top left. This will take the buyer to the Add Title screen. The buyer will normally enter the vendor's name and purchase date as the title of the requisition. Some units also enter fund/or numbers in the order title field. This allows the buyer to search for the order should it need to be referenced in the future. Although it is possible to process orders to multiple vendors through the same requisition, it is recommended that buyers use one vendor per order.

Since the un-registered vendor will only accept a check as a method of payment, Accounts Payable will issue a check to this vendor. Since an un-registered vendor has not been paid by George Mason University or the state in the past, the vendor must fill out a W9 form, found at [W-9 Form](#). Information from the W-9 will be used to complete the eVA order. Before beginning the eVA order, the W-9 should be scanned and emailed

to papadmin@gmu.edu. A G number that will be used in the eVA order will be created for the vendor and then emailed to the initiator in approximately two business days.

Please note: eVA users are required to protect personally identifiable information including the Social Security numbers and Federal Tax ID numbers of consultants, vendors and others in accordance with Federal and State law. These numbers should not be entered on any eVA purchase order except when required to process a un-eVA registered vendor order. In these situations, the Federal Tax ID or Social Security number must only be entered in the designated tax ID field on the contact page shown below as required to process the order. These numbers must not be entered in any other field including the item description or comment box on the eVA order. Users should not attach Social Security numbers or W-9 information with other documentation that is attached to an eVA order.

If the buyer's P-Card is registered in eVA, it will be the default method of payment. In this situation, however, Accounts Payable will issue a check, and the buyer will uncheck the P-Card box.

The PO Category for non-eVA registered vendor orders should be set to R02. Correct entry of this category is necessary to assess eVA fees accurately.

Select a Procurement Transaction Type from the dropdown. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases as well as pizza for student events and similar items, as well as all purchases from The Supply Room Companies including purchases of printer cartridges and batteries) and Non-Professional Services – Non-Technology (consultants, guest speakers, entertainers, membership dues, subscriptions, hotels, bus transportation, catering, advertising and similar type transactions.) When an eVA order consists of more than one procurement type, buyers should select the type that represents the largest dollar amount of the order. For examples of items in the other procurement transaction type categories, refer to the chart in Appendix N or at [Procurement Transaction Type](#).

Since Accounts Payable will write a check to this vendor, the Bypass ERP Integration box will remain unchecked.

As an optional feature, the buyer may choose to apply a label to the requisition. A label acts as a "quick search" to find and display a list of all items that have the same tag or label. The buyer would choose Apply Label and either choose a label that has already been created (if any exist) or choose New Label and create one. Select *Next* to go to the [Add Items](#) screen.

The screenshot shows the eVA system interface for a requisition. At the top, there is a navigation bar with the eVA logo and links for Home, Help, and Logout. Below this is a secondary navigation bar with tabs for My Home, My Orders/My UPs, My Approvals, and My Quick Quote Req's. A user welcome message 'Welcome Mug, G' is visible on the right. The main content area displays the requisition title 'PR21381: Non-Registered Order 11-11-2011' and a 'Next' button. A instruction bar states: 'Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery ...'. The form fields include: Title (text input with value 'Non-Registered Order 11-11-2011'), On Behalf Of (dropdown menu with value 'Mug, G'), Use PCard (checkbox), PCard number (dropdown menu with value 'GMUTrainingPCard'), Agency Code (text input with value '247' and a 'select' link), Fiscal Year (text input with value '2012' and a 'select' link), PO Category (text input with value 'R02' and a 'select' link), Procurement Transaction Type (text input with value '20' and a 'select' link), GMU Requisition Number (text input), Bypass ERP Integration (checkbox), and My Labels (link to 'Apply Label...'). A 'Next' button is located at the bottom right of the form area.

Adding Items: When processing a non-registered vendor order, the buyer will manually enter the item information from the vendor's paper or independent online catalog. Each item will be entered as a separate non-catalog item. Buyers will select *Create Non-Catalog Item* to begin.

The screenshot shows the 'Add items' step in the eVA system. The requisition title is 'PR5215318: Un-registered Order 11-11-2011'. The status bar shows 'Items:0 Total: \$0.00000 USD' and navigation buttons for 'Prev', 'Next', 'Checkout', and 'Exit'. An instruction bar says: 'Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.' Below this is a 'Catalog Home' section with a search bar and a 'Search' button. On the right, there are links for 'Browse By: Categories | Suppliers' and a yellow button labeled 'Create Non-Catalog Item' which is circled in red.

The following fields will be filled in by the buyer for the purchase:

- **Item Description:** The buyer will enter each item purchased into the description field as shown. Buyers may also choose to enter the quantity for each item in this field.
- **Commodity Code:** A description of the product or service must be selected from the listing of commodity codes. A commodity code is required for each item before the order may be submitted in eVA. The best commodity code search is on the eVA home page. Buyers may choose to look-up commodity codes prior to logging into eVA and placing the order. The commodity code listing may be accessed as shown:

[Download NIGP Code Book in Adobe .pdf format](#)

NIGP Codes starting with:

Search Description: Can't find your Code? [Click here](#) to use our Advanced Search tool

Tip! Click the icon to expand your choices

Need more help?
[Video Lesson](#) [The Basics](#)

Class	Description
16500	CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL
17500	CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES
20000	CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED
20100	CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)
34000	FIRE PROTECTION EQUIPMENT AND SUPPLIES
34500	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
47500	HOSPITAL, SURGICAL, AND MEDICAL RELATED ACCESSORIES AND SUNDRY ITEMS
80500	SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
89500	WELDING EQUIPMENT AND SUPPLIES

Select NIGP Code Look Up on the left. Select [Click here to use our Advanced Search tool](#). Buyers may search by any part of an item description to locate an appropriate commodity code and select the code that best matches the product or service being purchased. It is not necessary to locate an exact match for the item. Make a note of the five digit number from your search. A video demonstration of this process may be found at [Finding a Commodity Code Video](#).

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Item # 4242 - Blue Grass Soil (Large)

NIGP Commodity Code: (none selected)

Supplier: 20142 - Gloves: Latex, Plastic, PVC, Poly, Synt...
 87565 - Pregnancy Detection Equipment
 Location: 91838 - Education and Training Consulting
 Reg. Type: 20074 - Silk Screened Shirts, Jackets, Hats, etc.
 Supplier Part Number: 79070 - Top Soil and Fill Dirt (For Mulch See C...
 Contract List: Search for more...
 Contract #: (Pick from List)

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Update Total

OK Cancel

Select *Search for more* from the drop down list, enter the five digit number and then select *Select*. Click the *Select* button on the far right next to the desired search result. Although the verbal description may differ from what was observed in the look-up, select the resulting commodity code. If additional assistance is needed in locating desired commodity codes, please contact eVA Support at 3-2580.

- Supplier: Because the vendor is not registered with the eVA system, the buyer will manually enter the vendor's information in eVA. To do so, locate the drop down menu and select *Search for more* as shown:

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Item # 4242 - Blue Grass Soil (Large)

NIGP Commodity Code: 79070 - Top Soil and Fill Dirt (For Mulch See C...

Supplier: (No Preference)

Location: PSS WORLD MEDICAL, INC
 FAIRFAX SCREEN PRINTING
 Reg. Type: Search for more...
 Supplier Part Number: (Pick from List)
 Contract List: (Pick from List)
 Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Update Total

OK Cancel

The buyer will begin the process to use this non-registered vendor in eVA by selecting *New* to the right of the search field. The following page will be displayed:



Create Suggested Supplier

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

Supplier Name:

Customer ID:

Corp. web site:

Notes:

Preferred Currency:

Dispatch:

Carrier:

Carrier Method:

Terms of Payment:

Locations: (select a value) [[select](#)]

Small Business:

Minority Owned Business:

Woman Owned Business:

Enter the **supplier's name only** in the appropriate field and select *Save*. Do not enter any information in the remaining boxes. The buyer will then *Select* the vendor to populate the Supplier field.

Choose Value for Supplier

Field:

Supplier Name ↑	Small	Minority	Woman	
(No Preference)				<input type="button" value="Select"/>
Cardinal Soil Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>

- Location: To begin entering the vendor's contact information, click *select* next to the Location field.

NIGP Commodity Code:	79070 - Top Soil and Fill Dirt (For Mulch See C...	Supplier Auxiliary Part ID:	
Supplier:	Cardinal Soil Company	Quantity:	1
Location:	(no value) [select]	Unit of Measure:	each
Reg. Type:		Price:	* \$0.00000 USD
Supplier Part Number:		Amount:	\$0.00000 USD
Contract List:	Not On Contract		

A search screen will be displayed. The buyer will select *New* to enter the vendor's contact information. The following page will be displayed:



Create Custom Contact

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

Name:	* Cardinal Soil Company
Street:	* 4444 Bluegrass Way
City:	* Lexington
State:	* KY
Postal Code:	* 14563
Country:	United States
ID:	AD502551
Contact (Joe Smith):	* John Hall
Email Address:	* jbhall@cardinalsoil.org
Phone:	* 896-896-8745
Fax:	
Tax Id Number (TIN):	* 145896321
Tax Id Number Type:	* EIN
DUNS Number:	
Organization Type:	* Corporation
LL Company (LLC):	(no value)
Reg. Type:	Un-Registered
Vendor Location Id Number:	
Preferred Ordering Method:	Print

Only fields marked with an * are required. This information may be taken directly from the vendor's W-9. E-mail addresses must include an "@" symbol as well as some type of extension, such as .com, .org or .edu. Phone numbers should be entered in ten-digit format, for example 504-555-5555. Tax ID numbers should be nine digits with no dashes. All areas marked with an * must be completed to process the eVA order. Select *Save* and then click *Select* from the next menu. The Reg. Type field located under the Location field will populate with Un-Registered.

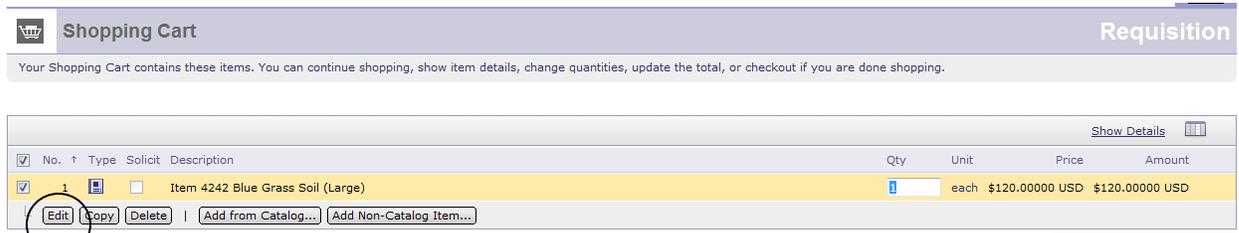
- **Quantity and Unit of Measure:** Enter the desired quantity for the item and indicate the appropriate unit of measure per the vendor's catalog.

- Price: Enter the price **per unit** for the item.

If more than one item is being ordered from this un-registered vendor, the buyer must now copy the line item he/she has just created to avoid entering all of the vendor's contact data again. The buyer should add accounting details at this point, before copying lines begins. This will ensure that all accounting details for subsequent lines will be exactly the same as the copied line.

Adding Accounting Details: Accounting details, including fund or org number and account code, are required elements in the eVA order process. The eVA system will not finalize the purchase without the appropriate accounting information.

To add accounting details from the eVA shopping cart, select the checkbox next to the item in the cart. Scroll down and select *Edit* to view the accounting fields.



NIGP CommodityCode:
 Non-Registered Vendor DUNS:
 Bill To: 
 Additional Data:
 ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund: [[select](#)]
 Organization: [[select](#)]
 Account Code: [[select](#)]
 Activity Code: [[select](#)]

Other required elements on this page include an organization **or** fund number (but not both) **and** an account code. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The buyer should enter only an organization or fund code that he/she is authorized to charge. The account code is a 5 digit code used to

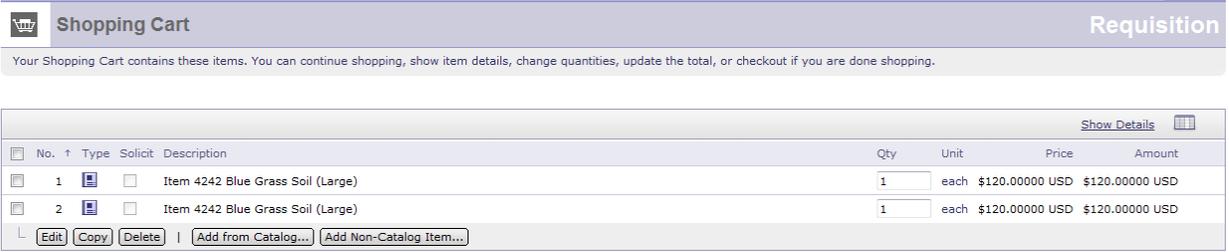
classify the purchase by expenditure type. For example, the account code for office supplies is 74120. A list of commonly used expenditure account codes is located in Appendix K or at the Fiscal Services website at [Expenditure Account Codes](#). The activity code is an optional element used by cost-sharing units. Additionally, since this vendor has never been paid by the State, the G number created when the W-9 was emailed to the Purchasing Office must be entered in the Non-Registered Vendor DUNS field.

To charge more than one fund or org number, buyers may use the Split Accounting function. Once the buyer has entered the necessary accounting codes, he/she will select *OK* at the bottom of the page. This will return the buyer to the add items screen. If this is the only item, buyers may proceed by selecting *Checkout*. In order to copy lines and add additional items, click on the cart icon on the add items page to view the shopping cart.

From the shopping cart screen, put a check mark in the box next to the single item and click the Copy button.



The system has copied the line item so now the shopping cart should have two items—



Next, place a check mark in the box next to the line item just copied, marked with a 2, and select Edit. On this screen, change only the fields that have changed for the next item, usually description, quantity, unit of measure, price and commodity code. Since the same non-registered vendor is being used, the contact information entered for the first item has been “copied” so it is not necessary to enter it again.



PR21810: test

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

No.:	2
Description:	Item # 4343 - Blue Grass Soil (Medium)
Supplier Part Number:	<input type="text"/>
Supplier Auxiliary Part ID:	<input type="text"/>
Qty:	<input type="text" value="1"/>
UOM:	each
Price:	\$100.0000 USD
NIGP Commodity Code:	79070 - Top Soil and Fill Dirt (For Mulch See C...)
Supplier:	Cardinal Soil Company
Location:	Cardinal Soil Company [select]
Reg. Type:	Un-Registered
Contract List:	Not On Contract
Contract #:	
Small Business:	<input type="checkbox"/>
Minority Business:	<input type="checkbox"/>
Woman Owned Business:	<input type="checkbox"/>
ERP PO Number:	<input type="text"/>
NIGP Commodity Code:	79070
Bill To:	George Mason Universit

Select Submit and then the Shopping Cart icon on the Add Items page. The Shopping Cart will now reflect both of the different items.

Shopping Cart **Requisition**

Your Shopping Cart contains these items. You can continue shopping, show item details, change quantities, update the total, or checkout if you are done shopping.

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Item 4242 Blue Grass Soil (Large)	1	each	\$120.00000 USD	\$120.00000 USD
2			Item 4242 Blue Grass Soil (Medium)	1	each	\$100.00000 USD	\$100.00000 USD

Total Cost: \$220.00000 USD
[Update Total](#)

Continue copying lines until all desired items are in the shopping cart. Once all items are in the shopping cart, buyers may proceed by selecting *Checkout* on the add items page.

Checkout/Submission: The checkout screen allows the buyer to review the details of his/her order including the title, payment method, PO category and the order description and price.

The buyer should enter a Need-By date to ensure the contractual responsibility of the vendor to deliver the items. Usually, a date one week from the order date is appropriate.

This page also provides the buyer the opportunity to include comments on the purchase order for the vendor to review. In the comments field, the buyer will indicate that he/she requested that the vendor join eVA, and the vendor declined to do so or to pay the eVA transaction fees. To include the comment on the purchase order, he/she will select the box for “Visible to Supplier” after entering the comment. The final step of the process is to select *Submit* which will send the order for approval.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: *

Deliver To: *

Need-by Date:

COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Once the order is submitted, it will go electronically to the buyer's approver. The order will be located in the *Submitted* window until it is approved. If the order is not approved, it will be returned to the *Denied* window. If the order fails integration, it will be returned

to the *Composing* window. The buyer will receive email communication from Ariba related to the order status.

Un-registered vendors do not accept orders electronically. Once the order has been approved by the buyer's approver, the order will appear in the buyer's *To Do* window to be approved by the buyer, printed, and faxed or mailed to the vendor as appropriate. To approve the order, select the PR number under *To Do*. Select the green approve button. Once approved, the order will be located in the *My Documents* window on the Dashboard page. To return to the Dashboard page, select *Home*.

ID	Date ↓	From	Status	Title	Required Action
 PR20594	9/16/2011	Mug, G	Submitted	Non-Registered Order 11-11-2011	Approve

[View List ...](#) (1)



The screenshot shows the eVA system interface. At the top, there is a navigation bar with the eVA logo and links for Home, Help, and Logout. Below this is a sub-navigation bar with tabs for My Home, My Orders, My Approvals, and My Quick Quote Requisitions. The main content area displays an "Approval Summary - Non-Registered Order 11-11-2011" for request PR20594. It includes a "Back" button, "Approve", "Deny", and "Print" buttons, and a summary line: "PR20594 - On Behalf Of : Mug, G Total : \$220.00000 USD". Below this is a table of line items.

No.	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		Item 4242 Blue Grass Soil (Large)	1	each		\$120.00000 USD	\$120.00000 USD
2		Item 4242 Blue Grass Soil (Medium)	1	each		\$100.00000 USD	\$100.00000 USD

To print a copy of the order,

- 1) Find the desired PR number in the *My Documents* window and select it
- 2) Find EP number and select it
- 3) Select Print

For additional step-by-step information on processing an un-registered vendor order that is being billed to Accounts Payable, refer to the Quick Reference Guide for Un-Registered Vendor Orders, Bill to Accounts Payable located in Appendix H or at [Un-Registered Vendor Order - Billed to Accounts Payable](#) . There is also a video presentation of this process located at [Un-Registered Vendor Order Video](#) .

Orders Costing Over \$2,000

Purchases exceeding the \$2,000 departmental limitation are processed through the Purchasing Office. The buyer will enter the order in eVA in a manner similar to other orders. However, once the order has been approved, it is transmitted electronically to the Purchasing Office where it will be assigned to a purchasing office buyer. The purchasing office buyer will then place the order. Once the purchasing office buyer becomes involved, the departmental buyer may view, but not change, the order.

When placing orders over \$2,000, it is important to add any comments in the comments field that might assist the purchasing office buyer to complete the purchase. Also, any other quotes or drawings or pictures of the desired items should be attached to the requisition by clicking the Add Attachment button and selecting the appropriate documents. The departmental buyer should also be sure to check the box next to “mark as Proprietary and Confidential” in both the Comments and Add Attachment sections. This will ensure that the comments and/or attachments are seen only by the purchasing office buyer and not by the vendor(s) being considered for the purchase.

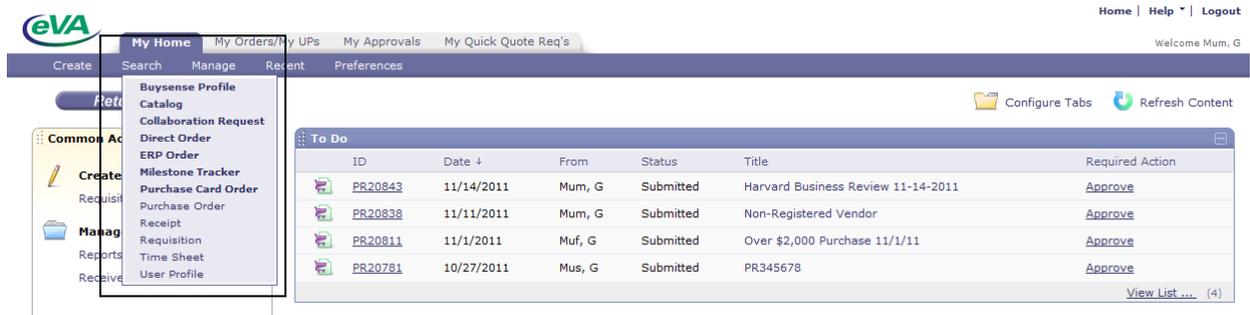
For additional step-by-step information on processing an eVA Purchase costing over \$2,000, refer to the Quick Reference Guide for eVA Purchases over \$2,000 located in Appendix I or at [Orders over \\$2,000](#).

CHAPTER IV. eVA PROCEDURES

SEARCH FEATURES

Searching for Requisitions

Buyers may search for a previous requisition in a number of ways. If a label was applied to the requisition when it was created, the buyer may select Search from the Dashboard page, then Requisition from the drop down list.



Under My Labels in the left panel, click on the label of the requisition desired. A list of requisitions with that label will appear.



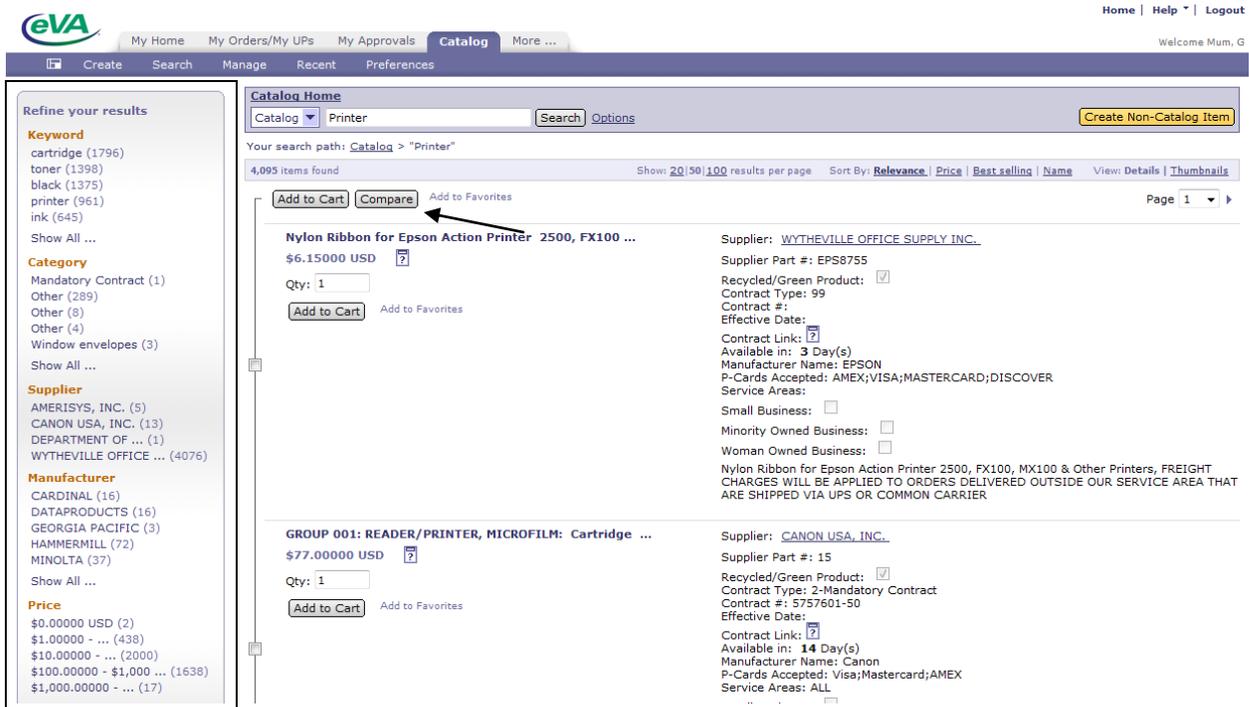
If the requisition does not have a label applied to it, simply type in part of the requisition title in the Title field and select Search. All requisitions containing the word(s) in the title field will appear.

Searching for Items to Purchase

To search for items to purchase from eVA self-registered vendors, select Search on the Dashboard page and then Catalog from the resulting drop down.



Enter the item desired in the search field on the resulting page and select Search.



The panel on the left side of the screen contains links the buyer may use to further refine the results of the search based on keywords, category, supplier, manufacturer or price.

Buyers may also compare two or more items side by side to quickly review the attributes of items to be purchased. On the catalog search result page, click the check boxes for the items to compare. Click Compare to display the items side by side for comparison.

Home | Help | Logout

Welcome Mum, G

My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

Compare Items Done

	Qty: 1 Add to Cart	Qty: 1 Add to Cart
Item Image		
Recycled/Green Product	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Price	\$1,285.00000 USD	\$1,111.72000 USD
Product Description	Panasonic Network Laser Fax/Scanner/Printer, 10/100 Base-T/TX Network/Internet Fax with Desktop PC Faxing, Color Flatbed Scanner, Network Printer, 33 modem,120 page memory (expandable), 500 sheet cassette (expandable)	HL-7050N High-Speed Network-Ready Laser Printer, 32MB, 1200 x 1200 dpi, FREIGHT CHARGES WILL BE APPLIED TO ORDERS DELIVERED OUTSIDE OUR SERVICE AREA THAT ARE SHIPPED VIA UPS OR COMMON CARRIER
Supplier	AMERISYS, INC.	WYTHEVILLE OFFICE SUPPLY INC.
Supplier Part #	UF-9000	BRTHL7050N
Manufacturer	Panasonic	BROTHER
Manufacturer Part #	UF-9000	HL7050N
Available in	7 Day(s)	3 Day(s)
Contract Number		
Contract Type	99	99
evacatalogsearch	Panasonic fax machine facsimile AmeriSys fax supplies	
Service Areas	ALL	
Supplier FIN	541555678	541330066
Information from Supplier	http://www.amerisys-inc.com	http://www.opictures.com/standard/XBRT2736.JPG
Information from Manufacturer	http://www.dqs.state.va.us/NonContractItem/index.asp	https://www.dqs.state.va.us/NonContractItem/index.asp
Effective Date		
Market Price	\$2,395.00000 USD	\$1,299.99000 USD
Small Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minority Owned Business	<input type="checkbox"/>	<input type="checkbox"/>
Woman Owned Business	<input type="checkbox"/>	<input type="checkbox"/>

Done

Click Add to Cart to add the desired item to the requisition or Done to return to the catalog search result page.

Denied Orders

A buyer will occasionally receive a message from Ariba indicating that his/her order has been denied.

- The buyer's approver may deny the purchase. If this occurs, the approver should write a comment in the appropriate field to inform the initiator of their reason(s) for denial.
- The Office of Sponsored Programs (OSP) may deny the purchase. A representative from OSP should write a comment in the appropriate field to inform the initiator of their reason(s) for denial.

In other cases, the reason for the order being denied is that it failed to integrate with Banner Finance, the repository for financial transactions at the University.

Common eVA/Banner Finance integration errors are:

- No Vendor Match – this error means that the vendor is un-registered and has never been paid previously by the State. The vendor must complete a W-9. This must then be sent to the purchasing office so that an account and a G number may be created in Banner Finance. Once the G number is provided, enter it in the Non-registered Vendor DUNS field and resubmit. This error will occur if using an un-registered vendor that Accounts Payable must pay. If a P-Card is used to make a purchase from an un-registered vendor, the Bypass ERP Integration box should be checked and the vendor G number is not needed. Occasionally, buyers will receive this error message if the vendor is self-registered in eVA but is one that the university has never paid. This vendor would need to complete a W-9 and the purchasing office would need to create an account and G number in Banner before the order may be processed through eVA.

- Closed Fiscal Period – this error occurs when orders from previous fiscal years are “copied” and the initiator forgets to change the fiscal year. To correct this error, update the fiscal year to reflect the current fiscal year and resubmit.
- Unauthorized FOAPAL – this error occurs when the buyer is using a fund or org number that they have not been pre-authorized to use. When access to eVA was created, the Login Request Form requests all funds and/or orgs to which the buyer will be charging goods and services. Very often, responsibilities change and different or new funds and/or orgs are added to a buyer’s job assignment. When this occurs, it is important for the buyer to update their eVA authorization. Once the new funds and/or orgs are updated in eVA, resubmit the requisition.

Orders denied due to failure to integrate with Banner Finance will be returned to the buyer’s composing window. The buyer will go into the order by clicking on the PR number, selecting the History tab and then clicking on Denied. One of the above error messages should then be displayed and the buyer should correct the error accordingly. However, if the order is denied three times, the buyer will no longer see the order in their composing window and a new order must be created.

Bypassing ERP Integration

The Bypass EPR Integration box appears on the Add Title screen when creating a requisition.

The screenshot shows the eVA system interface for creating a requisition. The title is "Office Supplies 11-12-2011". The "On Behalf Of" field is set to "Mug, G". The "Use PCard" checkbox is checked. The "PCard number" is "GMUTrainingPCard". The "Agency Code" is "247", "Fiscal Year" is "2012", and "PO Category" is "R01". The "Bypass ERP Integration" checkbox is currently unchecked. The page includes a navigation bar with "Home | Help | Logout" and "Welcome Mug, G".

Generally, eVA requisitions integrate with Banner Finance, and generate an encumbrance, or a promise to pay. However, if a P-Card is used to pay for a purchase, either online at a vendor’s website or on the phone, the order must be recorded in eVA, unless it is specifically exempt (see Chapter II.) When the online purchase is recorded in eVA, it is important to check the Bypass ERP Integration box.

The buyer would select Bypass ERP Integration when:

- entering a Confirming Order, where the P-Card was used with an eVA registered vendor for the actual purchase

- entering an order with an un-registered vendor when a P-Card is used for the actual purchase
- ordering from an international vendor

Copying Requisitions

eVA allows buyers to copy entire requisitions to avoid repetitive data entry. This option is especially useful when ordering from an un-registered vendor. In this case, if the order is not copied from a previous order, the buyer must enter all of the vendor’s information again, such as address, contact, email address, phone number and tax ID number. Copying a previous requisition is more efficient, preventing the entry of this data a second time.

To copy an order, find the order to be copied in the My Documents window on the Dashboard page and click on the PR number or the title of the requisition. On the requisition page, select the Copy button at the top.

PR20710 - Lab Supplies Status: Received

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Copy Print

Summary | Approval Flow | Orders | Receipts | History

Title: Lab Supplies
 Agency Code: 247
 Fiscal Year: 2012
 PO Category: R01
 GMU Requisition Number:
 Bypass ERP Integration:
 My Labels: [Archive Items](#) [Apply Label...](#)

Line Items (2)								Show Details
No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount
1		<input type="checkbox"/>	DO13271	Disposable General Purpose Vinyl Lab Gloves, ...	1	box	\$5.51000 USD	\$5.51000 USD Detail
2		<input type="checkbox"/>	DO13271	Floor Sign: Caution Wet Floor, Yellow ...	1	each	\$15.63000 USD	\$15.63000 USD Detail

Total Cost: \$21.14000 USD

The system will then make a copy of the previous requisition and will title it “Copy of...” whatever name it had before.

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title:

On Behalf Of:

Agency Code: [select]

Fiscal Year: [select]

PO Category: [select]

GMU Requisition Number:

Bypass ERP Integration:

My Labels: [Apply Label...](#)

Line Items (2)								Show Details
No.	Type	Solicit	Description	Qty	Unit	Price	Amount	
1		<input type="checkbox"/>	Disposable General Purpose Vinyl Lab Gloves, ...	1	box	\$5.51000 USD	\$5.51000 USD	
2		<input type="checkbox"/>	Floor Sign: Caution Wet Floor, Yellow ...	1	each	\$15.63000 USD	\$15.63000 USD	

Total Cost: \$21.14000 USD

The buyer will then review the details of the requisition and make changes as needed.

- Modify the title, removing the words “Copy of”
- Change the fiscal year (if applicable)
- When copying an order that a Purchasing Department buyer issued (those orders costing \$2,000 or more), the unit buyer should confirm that his/her name (and not the name of the Purchasing Department buyer) appears in the “on behalf of” window by selecting his/her name from the drop down.
- Select Edit, Copy or Delete to change line items within the requisition (similar to the process when copying a single line item detailed earlier)
- Click Submit to send the new requisition to the buyer’s approver

The Role of the Approver

All orders are approved electronically before they are sent to the vendor or back to the buyer to approve, print and fax.

The approval process may be completed in several ways. The **Quick Approval** method is detailed below.

- When approvers receive an email notification from the Ariba Administrator, he/she will click on the link in the body of the email and enter their eVA user name and password
- Select eMail at the top left
- In the To Do window, locate the requisition and select Approve to the right under the Required Action column.
- Select approve (or deny if appropriate) at the top middle of the screen
- Select OK to confirm approval or denial after entering an optional comment.
- Additional orders awaiting approval will be automatically displayed.
- Select Logout at top right to log out of the system or My Home or Back to return to the Dashboard page.

Some approvers wish to **approve or deny requests individually**, confirming the accuracy of accounting details such as fund/org and account codes. This method is detailed below.

- When approvers receive an email notification from the Ariba Administrator, he/she will click on the link in the body of the email and enter their eVA user name and password
- Select eMall at the top left
- In the To Do window, click on the ID or Title of the requisition to review the details of the order from the Approve Summary page. To view Accounting Details, click the Detail button on the right in the line items section. Click OK after confirming accuracy.
- To save and organize requisitions, the approver may select Apply Label and then select a label that already exists or create a new one by selecting Add Label.
- Select approve (or deny if appropriate) at the top middle of the screen
- Select OK to confirm approval or denial after entering an optional comment.
- Select Logout at top right or My Home to return to the Dashboard page.

Some approvers prefer to **approve or deny multiple requests** at once. This method is detailed below. If the approver chooses this option, he/she cannot review details of the requests.

- When approvers receive an email notification from the Ariba Administrator, he/she will click on the link in the body of the email and enter their eVA user name and password
- Select eMall at the top left
- In the To Do window, click the View List link and select Approve below. The Approve Requests page lists all requests awaiting approval.
- Click the check box for all requests to be approved or denied. Note that if the approver chooses this mass approval option, the approver cannot review details of the requests.
- To assign a label to these requisitions, choose Assign Label and select a label that already exists or create a new one by selecting Add Label.
- Select approve (or deny if appropriate) at the bottom left of the screen
- Select OK to confirm approval or denial after entering an optional comment.
- Select Logout at top right or My Home to return to the Dashboard page.

There is a video presentation of the Approval process located at [Approving an Order Video](#).

Delegating Approval Authority in eVA

eVA approvers who will be away from the office for an extended period should delegate their approval authority to another eVA user in their absence.

In order to delegate authority, approvers should log into eVA and select eMall (Shop Now). From the Dashboard page, under Preferences, select Delegate authority as shown below.

On the next screen, complete the fields shown. Use the drop down to select a delegatee. The individual selected must already have access to eVA. Select a start date for this individual to begin approving orders. Select the end date that this individual will cease being the approver. Although it is not a required field, approvers are encouraged to put a reason why this temporary delegation is taking place.

Once the Delegate screen is completed, select Next. On the Approval Flow page, select Next. On the Review Changes page, confirm that all information is correct before selecting Submit.

Changes, Cancellations and Returns

If a departmental buyer changes or cancels an order, or returns some or all of the ordered items, in most cases, those changes should also be recorded in eVA to ensure accurate reporting and fee assessment. When the change represents less than 10% of the order amount up to \$199.99, the buyer is NOT required to enter the changed information in eVA.

Change Orders: A buyer may change any part of an order by adding or deleting items, or changing the quantity or price of items after submitting the order in eVA. The buyer should initiate a change order in eVA and call the vendor immediately to verify the changes, referencing the new order number.

To begin the change order process, log-in to eVA and select *eMall (Shop Now.)* Locate the order in the *My Documents* window and select the PR number of the order to be changed. Select *Change* as displayed below:



The buyer may change a line item by selecting the checkbox next to the appropriate item and selecting *edit*. The buyer will then change the necessary information.

If the buyer chooses to delete an item, he/she will select the checkbox next to the appropriate item and select *delete*.

Once the buyer has changed the necessary information, he/she may select *Checkout*, verify the order information and select *Submit*. The order will again be sent out for approval. The first change to an order will result in the suffix “V-2” (Version 2) being added to the order number. The next change to the same order will be reflected by adding V-3 to the original order number.

Note: If the order is changed more than three times, the initiator will no longer see the order in his/her Composing file, and a new order must be created.

The buyer should also immediately contact the vendor by phone to confirm the changes to the order.

Order Cancellation: If a buyer wishes to cancel an order after entering the order in eVA, he/she should log-in to eVA and select *eMall (Shop Now.)* In the *My Documents* window, select the PR number of the order to be canceled. Select *Cancel* as displayed below:



The buyer may add comments to the order and select *OK*. The canceled order will remain in the buyer's *My Documents* window and will have a new version number applied to the order.

The buyer should also immediately contact the vendor by phone to confirm that he/she wishes to cancel the order and to verify that the vendor has received notification of the cancelled order in eVA.

Order Returns: If a buyer wishes to return items after an order is received, he/she should contact the vendor to determine the process for the return. The vendor will provide instructions on the proper procedure for returning the items. If a buyer is unsuccessful in negotiating a return with a vendor, he/she may contact the Purchasing Office at 3-2580.

After the merchandise has been returned, the buyer should follow up to ensure that a credit has been issued by the vendor to the appropriate P-Card account, a correct invoice received or a refund check processed. A change order should be processed in eVA following the guidelines above.

Shipping and Delivery Charges

If an eVA order includes a charge for shipping or freight or if there is a delivery fee associated with the order, each of these items should be entered as an individual line item and not simply combined with the price of the ordered item. Additionally,

shipping/freight and delivery fees have unique commodity codes. The commodity code for shipping or freight charges is 96286. The commodity code for a delivery fee is 96750.

PAYMENT AND RECEIVING

P-Card

The P-Card is the preferred payment method for the purchase of goods and services costing less than \$2,000. P-Card charges are billed monthly. The closing date is the 15th of the month, and the cardholder receives a statement on or around the 20th of the month. The buyer/cardholder should maintain an accurate purchase log recording all charges to the P-Card account. The buyer/cardholder will reconcile the charges when the statement is received and confirm that all purchases have been recorded in eVA as appropriate. The P-Card Approval form is signed by the cardholder and individuals who have signature authority for the funds/orgs charged. The statement and P-Card Approval form are sent to the Purchase Card Administrator before the tenth of the following month.

Buyers using the P-Card may split charges between various funds and orgs but must have approval signatures for each fund or org charged. All receipts, including copies of eVA orders, should be kept along with purchase logs and copies of the approval form and statement. P-Card records are subject to audit and should be maintained for a period of three years or ten years if grants are charged.

P-Card purchases are NOT received in eVA.

The P-Card User Guide may be accessed from the Fiscal Services website at [Cardholder Manual](#).

Direct Orders

If a buyer does not have a P-Card or a vendor does not accept the P-Card, the vendor will invoice the University. When the items are received, the buyer should:

1. Log in to eVA within 24 hours of receipt and select *eMall (Shop Now)*
2. Locate the order in the *My Documents* window
3. Locate the order, select the PR # and select Receive

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Copy Change Cancel **Receive** Print

Summary Approval Flow Orders Receipts History

Title: Supply Room 4-28-09
 Use PCard:
 PCard number: GMUTrainingPCard
 Agency Code: 247
 Fiscal Year: 2009
 PO Category: R01
 GMU Requisition Number:
 Bypass ERP Integration:
 My Labels: [Apply Label...](#)

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PCO169	RECEIPT,CASH,PK/25	2	pack	\$2.18000 USD	\$4.36000 USD	Detail
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PCO169	DIVIDER,WRITE-ON,STAB,WE	1	box	\$22.23000 USD	\$22.23000 USD	Detail

- If all of the items were received, select Accept All and then select Submit
- If a partial order has been received, select the items and quantities received, select Accept and then select Submit
- For orders totaling \$2,000 or more, the buyer will not be able to receive the order in the above manner. Accounts Payable will send an email to the buyer asking if the item(s) were received by the department or unit. Response to this email will serve as receipt of these items.

Receiving Steps Receipt RC4189: PCO169 - Supply Room 4-28-09 [Next](#) [Submit](#) [Exit](#)

- Select Receipt
- Receive**
- Additional Info
- Summary

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to ...

[Accept All](#)

Order ID: [PCO169](#) Date: Mon, 22 Aug, 2011, 3:19 PM
 Order Title: Supply Room 4-28-09 Processing Status: Receiving
 Supplier: [SUPPLY ROOM](#) Optional Tracking Number:
 Contact: [SUPPLY ROOM-PUNCHOUT](#)
 My Labels: [Apply Label...](#)

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	2	RECEIPT,CASH,PK/25	pack	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Mon, 22 Aug, 2011 Calendar
2	1	DIVIDER,WRITE-ON,STAB,WE	box	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Mon, 22 Aug, 2011 Calendar
3	1	DISC,CD-RW,4X,10PK,SR	pack	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Mon, 22 Aug, 2011 Calendar
4	1	DISPENSER,TAPE,BY	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Mon, 22 Aug, 2011 Calendar
5	2	FLDR,LTR,11PT,SGL,1/3,MLA	box	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Mon, 22 Aug, 2011 Calendar

Close Order: Yes No

****Please Note:** If the vendor invoice is received by the department or unit, the unit should immediately send it to Accounts Payable, MSN 3C1 or acctpay@gmu.edu noting the EP # noted on the invoice. Invoices for dues and other items may be electronically

attached to an eVA order, but the invoice must also be sent to Accounts Payable, MSN 3C1 or acctpay@gmu.edu.

Accounts Payable requests email certification of receipt or approval of payment from eVA users in the following situations.

Request for receipt confirmation: When an invoice is received in Accounts Payable for an EP purchase order that is \$2,000 or greater, Accounts Payable staff will email a request that the eVA order initiator confirm that the goods or services have been received or provided. This email certification of receipt is required since the eVA electronic receiving process for these over \$2,000 orders is not available to the order initiator.

Request for invoice approval: When an invoice related to an eVA EP blanket purchase order or encumbrance is received, Accounts Payable staff will email a request that the department/unit representative approve the invoice for payment.

A response is required in two business days. If you have any questions, please contact the Accounts Payable department at 3-2580 or email to acctpay@gmu.edu.

When the amount of the invoice(s) paid is less than the related eVA purchase order, an encumbrance for the difference sometimes remains in Banner Finance. These amounts will be rolled forward into subsequent fiscal periods until manually deleted. To avoid trailing encumbrance issues, please write “final payment” on the final invoice related to the eVA order that is paid.

A second receiving process is available for invoices related to purchase orders of \$2,000 or less. When Accounts Payable receives an invoice and notes that items/services have not been received in eVA, the Accounts Payable staff will send an email to the eVA order initiator indicating that the invoice, which has been received, is attached and will be processed for payment in five business days subject to prompt pay regulations or contract provisions. (Accounts Payable will notify an alternate approver when an out of office email indicating the order initiator is out of the office beyond the five day period is received.) The order initiator or receiver must immediately (in fewer than five business days) respond by selecting “reply all” to the Accounts Payable email if the invoice should NOT be paid. If the goods/services have been received and the invoice is correct, no response from the order initiator is required. **The requirement for the receiver to retain documentation in the department (electronically or otherwise) that the goods or services have been received remains unchanged and is essential to satisfy audit requirements.** Record retention requirements are three years for all University orgs; ten years for sponsored funds.

RECEIVING TIP: When processing non-P-Card payments for items such as subscriptions, professional membership dues and service contracts, the buyer should “receive” these items in eVA as soon as the order is approved and immediately send the vendor invoice with the EP# noted to Accounts Payable. The Accounts Payable department pays vendors 30 days after receipt of the invoice and goods or services. Receiving these types of orders in eVA, even before the first subscription issue has arrived, for example, will ensure that the payment process begins, and the vendor will be paid in a timely manner.

CHAPTER V. MISCELLANEOUS eVA RESOURCES

Contracted Purchases

Mandatory Source

The Code of Virginia requires that certain goods and services be procured from designated state agencies and non-profit vendors. These vendors are registered in eVA.

- *Virginia Correctional Enterprises (VCE)* - Metal & Systems Furniture, Dormitory Furniture, Office Furniture, Seating, Office Systems, Wood Furniture

State Contracts

Term contracts are established by the Department of General Services/Division of Purchases and Supply to obtain more favorable prices through volume purchasing and to reduce procurement lead-time and administrative effort. If an item is available on a State contract, the State contract is the recommended first source for the purchase.

Departments may obtain copies of State contracts from the Purchasing Office, or from the Department of General Services, Division of Purchases and Supply web site at <http://www.dgs.state.va.us/>. Under certain circumstances, the Purchasing Office may authorize purchasing from another source.

Specialized Purchases

Office Supplies

The Supply Room Companies is the mandatory vendor for office supplies. Prices for the most commonly ordered items are generally favorable because of a State contract. GMU Logo items and multi-part forms are also available by searching “GMU” in the Supply Room punch-out catalog.

Furniture

Department representatives may issue an eVA purchase order to VCE for furniture purchases less than \$2,000. Departments may not purchase furniture from any other source. If furniture from a vendor other than VCE is requested, a VCE Release Request, sometimes referred to as a waiver, is required. The request form may be found here: [VCE Release Request](#). The approved VCE Release Request and a Purchase Requisition should be submitted to the Purchasing Office for processing at any dollar amount.

Catering

Catering services are not exempt from eVA. An approved eVA order is required for all catering services. A list of approved caterers may be found at [Approved Caterers](#) . For

information on ordering pizza from local pizza vendors including Dominos, Papa Johns or Vocelli's, see the ordering guide in Appendix J.

On Campus Vendors

Transactions conducted with Patriot Computers, the Bookstore, Sodexo and the Mason Inn are not required to be processed through eVA.

Patriot Computers: Accepts an authorized Patriot Computers Purchase Authorization form for any purchase less than \$30,000. The form is available at [Patriot Computers Purchase Authorization Form](#) .

GMU Bookstore: Accepts the P-Card for over-the-counter purchases under \$2,000. Also accepts an authorized Mason Bookstore Charge form. The form is available at [Mason Bookstore Charge Form](#).

Sodexo Catering: Sodexo bills the department after providing services. A Sodexo Food and Beverage Authorization form is located at [Sodexo F&B Form](#) .

Mason Inn: Procedure for Mason Inn transactions is available at [Mason Inn Transactions](#) .

More detailed information on all of these types of purchases may be found in the Purchasing Made Easy manual, located at [Purchasing Made Easy Manual](#) .

CHAPTER VI. CONTACT INFORMATION

<u>Department</u>	<u>Name & Title</u>	<u>Type of Assistance</u>	<u>Phone</u>	<u>Email</u> @gmu.edu
Accounts Payable	Quyên Le <i>Assistant Director, Accounts Payable</i>	All vendor invoices	3-2656	qle2
eVA Support	Tamara Virnig	All eVA questions	3-2622	tvirnig
eVA/P-Card Support	Maggie Dyer	eVA and P-Card questions	3-9691	mdyer
Finance Administrative Systems Team (FAST)	Rob Sparkman, <i>Fiscal Information Technician</i>	eVA Access and User updates	3-2574	rsparkma
Fiscal Services Policy and Communications	Maureen Strauch <i>Director, Fiscal Policy and Communications</i>	Fiscal policies	3-2620	mstrauch
Fiscal Services Training	Michael Wharton <i>Fiscal Training Manager</i>	Training schedules and materials	3-2089	mwharto 2
Fiscal Services	Beth Brock <i>Associate VP and Controller</i>	Fiscal policies and approvals	3-2660	ebrocks1
P-Card	Athena Walker, <i>Purchase Card Administrator</i>	P-Card applications, policies, approvals	3-2651	awalkerp
Purchasing Office		Purchases over \$2000, Assistance locating vendors	3-2580	

Supplier Diversity **Greg Woodyard,**
Supplier Diversity Manager **Assistance with Vendor registration with eVA** **3-2585 gwoodyar**

eVA Customer Care Support **Advanced Technical Support** **800-289-7367**
Evacustomer care@dgs.virginia.gov

Purchase of Goods and Services

University Policy Number 2106

Categorized: [Financial](#)

Responsible Office: [Purchasing](#)

Policy Procedure:

- Detailed procedures are available in Purchasing Made Easy and Basic eVA Purchasing on the Fiscal Services web site at: <http://fiscal.gmu.edu>.

Related Law & Policy:

- [Policy 2101: Travel Authorization and Reimbursement](#)
 - [Policy 2102: Food and Beverage Expenditures](#)
 - [Policy 1124: University Owned Cellular Equipment](#)
-

I. SCOPE

This policy applies to all George Mason University faculty, staff, and students including all University locations, owned and leased.

II. POLICY STATEMENT

As an Agency of the Commonwealth of Virginia, George Mason University has a public obligation to perform its procurement in accordance with the intent of the laws of the Commonwealth. The intent of the Virginia General Assembly is set forth in the Rules Governing Procurement of Goods, Services, Insurance and Construction, (Code of Virginia, §23-38.90, Chapters 824 & 829). Elements of intent include: that Agencies obtain high quality goods and services at a reasonable cost; that competition be sought to the maximum extent possible; that all qualified vendors have access to public business; and that procurement procedures be conducted in a fair and impartial manner. It is further the intent of the Virginia General Assembly that the provisions of the Governing Rules apply in all cases where there is to be a contract between a governmental body and a nongovernmental body, regardless of the source of funds by which the contract is to be paid or in the absence of any monetary consideration flowing to either party.

The Board of Visitors of George Mason University amended its Bylaws on December 7, 2005, to add specific guidance regarding all contractual agreements entered into by any Official of the University. Specific signature authority is vested in the President and the

Senior Vice President. Further delegation of this authority to contractually obligate the University must be provided in writing.

It is the policy of the University to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in procurement activities. The University encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnership, joint ventures, subcontracts, or other contractual opportunities.

The University is committed to the stewardship of the environment and to reducing the University's dependence on non-renewable energy.

III. RESPONSIBILITIES

A. Purchasing Goods and Services

Goods and services that cost less than \$2,000 may be purchased by individuals with account responsibility and their designees. Mandatory contracts for purchasing all furniture, janitorial supplies, rubber gloves, and office supplies must be honored. Pre-approval requirements must be met for [travel expenditures](#), [food and beverages expenditures](#), temporary employment services, [cellular telephones](#), copying, and printing. The Purchasing Department is responsible for purchasing and leasing all goods and services for the University that cost \$2,000 or more, except: 1) those associated with the Capital Outlay process and 2) real estate rentals and leases. Capital Outlay procurement is the responsibility of Facilities Planning (construction/architectural). University Counsel has the sole responsibility to negotiate real estate rentals and leases and any changes to existing rentals and leases.

B. Contract Administration

A Contract Administrator will be designated to monitor and support contracts for delivery of goods and services which occur over an extended time period. The contract administration process delegates authority, which allows for direct communications between the representative of the University receiving the goods/services and the vendor, with the aim of facilitating and verifying desired performance standards. Active contract administration and written, annual evaluation of vendor performance are the cornerstones of effective outsourcing. Contract Administrators are restricted from making any commitment or conducting any negotiations which change the scope of the contract or may result in modified financial expenditure. Members of the Purchasing Department are available to consult with Contract Administrators on any matter, and must become involved to issue written change orders and renewals, and to formally address performance shortcomings, non-renewals and contract terminations.

IV. COMPLIANCE

Failure to comply with this policy may result in revocation of delegated purchasing authority by the Director of Purchasing.

All persons engaged in purchasing activity equal to and greater than \$2,000 will have a letter providing specific levels of authority. In the absence of such written authorization, University faculty, staff, and students are not permitted to sign contracts or make obligations on behalf of the University to a private vendor. Such actions taken without proper authority will be considered taken at personal financial risk.

V. EFFECTIVE DATE AND APPROVAL

The policies herein are effective July 1, 1999. This Administrative Policy shall be reviewed and revised, if necessary, annually to become effective at the beginning of the University's fiscal year, unless otherwise noted.

Approved:

 /S
Maurice W. Scherrens
Senior Vice President

 /S
Peter N. Stearns
Provost

Date approved: May 20, 2004

Revised: January 14, 2010

Revised: February 3, 2012



eVA Quick Reference for Punchout Catalog Orders

Paid for with the P-Card

January 22, 2013

Part 1: Request Access to eVA

1. Go to: <http://fiscal.gmu.edu>
2. Select the eVA Resources link
3. Select the eVA Request Form link
4. Complete the form and send to FAST at 4B2 or fax to 3-2920

Part 2: Entering P-Card Information

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Enter Username and Password
3. Press the Login button
4. Select Preferences from the top of the page
5. Select Manage PCard Information
6. Press the Create New Card button
7. Enter the required information
(note: p-card alias is eVA username and last four digits of card number, personal liability is no, date should be set to last day of exp month)
8. Press the Submit button
9. PCard will be available for use in 24 hours

Part 3: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Enter Username and Password
3. Press the Login button
4. Select eMail (status bar on the left)
5. Select Requisition under Create (top left)
6. Enter a name for this purchase in the Title field
7. In PO Category field, use R01 except for specific categories (see listing on reverse side)
8. Select a Procurement Transaction Type from the drop down. Consult chart at <http://fiscal.gmu.edu/eVA%20Resources/eVAPr ocTypeChart.pdf>
9. Press the Next button
10. Select PunchOut Catalogs
11. Locate the vendor and click on their name
12. On the vendor's web site, browse the catalog and select the items to purchase.

13. Clicking the catalog's "order" or "checkout" button will transfer the ordering information into the eVA interface. To view the shopping cart in eVA, click the cart icon at top center.

14. Select the box to the left of No. Type

15. Select edit

16. Scroll down to Accounting by line item

17. 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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.

74120 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

18. Press the Next button at the bottom of the page. If only one item is in the cart, select OK at the bottom of the page and proceed to Step 20.

19. Select Done to confirm Modified Fields

20. Select Done on the Shopping Cart page

21. Select Checkout

22. Under Shipping caption select calendar next to need by date and select date

23. Select submit, order sent to fund/org approver

Part 4: Approval/Print

1. Receive email notification of order approval

2. If vendor accepts electronic orders, order sent electronically to vendor. Follow steps 4-7 and print a copy of the order for P-Card records.

3. If vendor does not accept electronic orders, select the PR # under the To Do caption.

4. Select Approve, select OK to confirm approval

5. Under My Documents, locate the order and select the PR #

6. Select the PCO #

7. Print a copy to fax to vendor and a copy for P-Card records



eVA Quick Reference for Punchout Catalog Orders

Bill to Accounts Payable

January 22, 2013

Part 1: Request Access to eVA

1. Go to: <http://fiscal.gmu.edu>
2. Select the eVA Resources link
3. Select the eVA Request Form link
4. Complete the form and send to FAST at 4B2 or fax to 3-2920

Part 2: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Enter Use name and Password
3. Press the Login button
4. Select eMail (status bar on the left)
5. Select Requisition under Create (top left)
6. Enter a name for this purchase in the Title field
7. Uncheck "Use P-Card" box (if applicable)
8. In PO Category field, use R01 except for specific categories (see listing on reverse side)
9. Select a Procurement Transaction Type from the dropdown. Consult chart at <http://fiscal.gmu.edu/eVA%20Resources/eVAProcTypeChart.pdf>
10. Press the Next button
11. Select PunchOut Catalogs
12. Locate the vendor and click on vendor name
13. On the vendor's web site, browse the catalog and select the items to purchase.
14. Clicking the catalog's "order" or "checkout" button will transfer the ordering information into the eVA interface. To view Shopping Cart, click the cart icon at top center.
15. Select the box to the left of No. Type
16. Select edit
17. Scroll down to Accounting by line item
18. 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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74120 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

19. Press the Next button at the bottom of the page. If only one item is in the shopping cart, select OK at the bottom and proceed to step 21.
20. Select Done to confirm Modified Fields
21. Click done on the Shopping Cart page
22. Select Checkout
23. Under Shipping caption select calendar next to need by date and select date
24. Select submit; order sent to fund/org approver

Part 3: Approval

1. Receive email notification of order approval
2. If the vendor does not accept electronic orders, select the PR # under the To Do caption
3. Select Approve, and select OK to confirm the approval only (do not print)

Part 4: Integration Verification

1. After ten minutes, locate the order in My Documents or Composing. Status for successfully integrated orders is Ordered
2. If order is in My Documents and vendor accepts electronic orders, order transmitted/finalized
3. If order is in My Documents and vendor accepts print orders only, select the PR #, select the EP #, select Print. Print, fax/mail to the vendor
4. If order is in Composing, integration failed. Select PR #, History tab, Denied to determine specifics. Details for corrections on reverse side

Part 5: Receiving

1. When items are received, log in to eVA within 24 hours and select eMail.
2. Under My Documents, select the PR #
3. Select Receive
4. If all items have been received, select Accept All, select Submit
5. If a partial order has been received, select the items and quantities received, select Submit

NOTE: If vendor invoice is received by unit, send to Accounts Payable with EP number noted on the invoice.



eVA Quick Reference for Noncatalog Orders – eVA Listed Vendors

Print for with the P-Card

January 22, 2013

Part 1: Entering P-Card Information

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Enter Username and Password
3. Press the Login button
4. Select Preferences from the top of the page
5. Select Manage PCard Information
6. Press the Create New Card button
7. Enter the required information
(note: p-card alias is eVA username and last four digits of card number, personal liability is no, date should be set to last day of exp month)
8. Press the Submit button
9. PCard will be available for use in 24 hours

Part 2: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe pdf format.
3. Search for items by description and make a note of the codes for later entry in the order (Step 15)
4. Return to home page and enter Username and Password in Buyer Log-in
5. Press the Login button
6. Select eMall (on the left)
7. Select Requisition, under Create (top left)
8. Enter a name for the purchase in the Title field
9. In PO Category field, use R01 (if vendor is self-registered) except for specific categories (see listing on reverse side.) Use R02 if vendor is state-entered.
10. Select a Procurement Transaction Type from the drop down. Consult chart at [eVA Proc Type Chart](#).
11. Press the Next button
12. Select Create Non-Catalog Item
13. Enter full description of item in first box.
14. Use the drop down next to commodity code to select search for more
15. Enter the numeric commodity code found in Step 3, select search
16. Press select next to the description
17. Use the drop down next to Supplier to select search for more
18. Enter the vendor name, select search

19. Press select next to the appropriate vendor. Reg. Type will populate with self-registered or state-entered.
20. Enter the quantity, unit of measure and price
21. Select update total
22. Select OK
23. Repeat Steps 12-21 for additional items
24. When all items have been entered, click cart icon at top center
25. Select the box to the left of No, and Type
26. Select edit
27. Enter the following in Accounting by Line Item section:
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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74130 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

28. Press the Next button at the bottom of the page. If only one item is in shopping cart, select OK at the bottom of the page and proceed to step 30.
29. Select Done to confirm Modified Fields
30. Select Done on the Shopping Cart screen
31. Select Checkout.
32. Under Shipping caption select calendar next to need by date and select date
33. Select submit; order sent to fund/org approver

Part 3: Approval/Print

1. Receive email notification of order approval
2. If vendor accepts electronic orders, order sent electronically to vendor. Follow steps 4-7 and print a copy of the order for P-Card records
3. If vendor does not accept electronic orders, select the PR # under the To Do caption
4. Select Approve, select OK to confirm approval
5. Under My Documents, locate the order and select the PR#
6. Select the PCO#
7. Print a copy to fax to the vendor and a copy for P-Card records.



eVA Quick Reference for Noncatalog Orders – eVA Listed Vendors

Bill to Accounts Payable

January 22, 2013

Part 1: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe.pdf format.
3. Search for items by description and make a note of the codes for later entry in the order (Step 16).
4. Return to home page and enter Username and Password in Buyer Log-in
5. Press the Login button
6. Select eMail (on the left)
7. Under Create, select Requisition (top left)
8. Enter a name for the purchase in the Title field
9. Uncheck "Use P-Card" box (if applicable)
10. In PO Category field, use R01 (if vendor is self-registered) except for specific categories (see listing on reverse side.) Use R02 if vendor is state-entered.
11. Select a Procurement Transaction Type from the drop down. Consult chart at [eVA Proc Type Chart](#).
12. Press the Next button
13. Select Create Non-Catalog Item
14. Enter full description of item in first box.
15. Use the drop down next to commodity code to select search for more
16. Enter the numeric commodity code found earlier in Step 3, select search
17. Press select next to the description
18. Use the drop down next to Supplier to select search for more
19. Enter the vendor name, select search
20. Press select next to the appropriate vendor. Reg. Type will populate with self-registered or state-entered.
21. Enter the quantity, unit of measure and price
22. Select update total
23. Select OK
24. Repeat Steps 13-23 for additional items
25. When finished adding items, click cart icon at top center
26. Select the box to the left of QNo. and Type
27. Select edit
28. Enter the following in Accounting by Line Item section:

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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select VA Expenditure Account Codes.
 74120 Office Supplies
 73215 Speaker Fees
 74874 Computers <\$5,000

29. Press the Next button at the bottom of the page. If only one item is in cart, select OK and go to step 31.
30. Select Done to confirm Modified Fields
31. Select Done on Shopping Cart page
32. Select Checkout.
33. Under Shipping caption select calendar next to need by date and select date
34. Select submit; order sent to fund/org approver

Part 2: Approval

1. Receive email notification of order approval
2. If vendor does not accept electronic orders, select the PR# under the To Do caption
3. Select Approve, and select OK to confirm the approval only (do not print)

Part 3: Banner Integration Verification

1. After ten minutes, locate order in My Documents or Composing. Status for successfully integrated orders is Ordered
2. If order is in My Documents and vendor accepts electronic orders, order transmitted/finalized
3. If order is in My Documents and vendor accepts print orders only, select the PR#, select the EP#, select Print. Print, fax/mail to the vendor
4. If order is in Composing, integration failed. Select PR #, History tab, Denied to determine specifics. Details for corrections on reverse side

Part 4: Receiving

1. When items are received, log in to eVA within 24 hours and select eMail
2. Under My Documents, select the PR #
3. Select Receive
4. If all items have been received, select Accept All, select Submit
5. If a partial order has been received, select the items and quantities received, select Submit

NOTE: If vendor invoice is received by unit, send to Accounts Payable with EP number noted.



eVA Quick Reference for Confirming Orders– eVA Listed Vendor Paid for with the P-Card

January 22, 2013

Use to confirm P-Card orders placed directly with a self-registered or state-entered vendor.

Part 1: Enter Confirming Order

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe.pdf format.
3. Search for order items by description and make a note of the code for later entry in the order (Step 17)
4. Return to home page and enter Username and Password in Buyer Log-in
5. Press the Login button
6. Select eMall (status bar on the left)
7. Select Requisition, under Create (top left)
8. In the Title field enter confirming order, vendor name and order date(s)
9. **Uncheck "Use P Card" box**
10. In PO Category field, use R01 (for self-registered vendors) or R02 (for state-entered vendors) except for specific categories (see listing on reverse side)
11. Select a Procurement Transaction Type from the drop down. Consult chart at [eVAProcTypeChart](#)
12. Select the box for Bypass ERP Integration
13. Press the Next button
14. Select Create Non-Catalog Item
15. In Full Description field enter **"CONFIRMING ORDER, DO NOT DUPLICATE"** and any order number/confirmation number provided by the vendor for the entire order
16. Use the dropdown next to commodity code to select search for more
17. Enter the numeric commodity code found earlier in Step 3, select search
18. Press select next to the description
19. Use the drop down next to Supplier to select search for more
20. Enter the vendor name, select search
21. Press select next to the appropriate vendor
22. Enter quantity "1"
23. Enter unit of measure "each". Enter price for entire order in price box
24. Select update total
25. Select OK
26. Select cart icon at top
27. Select the box to the left of No. and Type
28. Select edit
29. Enter the following:
Fund#: Grants/Capital Projects (begin w/2 or 9)
OR
Org#: All other Organizations/Departments
Account Code: Mason 5 digit Account #
ActivityCode Optional (cost sharing or SOM)
30. Press the OK button at the bottom of the page
31. Select Done on the Shopping Cart page
32. Select Checkout.
33. Select submit, order sent to fund/org approver

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74120 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

Part 3: Approval/Print

1. Receive email notification of order approval
2. Select the PR.# under the To Do window
3. Select Approve, select OK to confirm approval
4. Under My Documents, locate the confirming order and select the PR.#
5. Select the EP#
6. Select Print and print a copy of the order (EP)
7. Attach EP copy to web site order and retain with P-Card records

Note: Order should be confirmed in eVA in same billing cycle as vendor order was placed. Billing cycle: 16th of one month to 15th of next month.



eVA Quick Reference for Confirming Orders – Un-Registered Vendors

Paid for with the P-Card

May 13, 2013

Use this process to confirm the purchase of essential goods and services with a p-card from specialized vendors who will not register in eVA and is not an eVA Listed Vendor

Part 1: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe.pdf format.
3. Search for order item by description and make a note of the codes for later entry in the order (Step 17)
4. Return to home page and enter Username and Password in Buyer Log-in
5. Press the Login button
6. Select eMall (status bar on the left)
7. Select Requisition, under Create (top left)
8. Enter a name for the purchase in the Title field

9. Uncheck "Use P-Card" Box

10. In PO Category, enter **R02** except for specific categories (see listing on reverse side)
11. Select a Procurement Transaction Type from the drop down. Consult chart at [eVA ProcTypeChart](#)
12. Select the box for Bypass ERP Integration
13. Press the Next button
14. Select Create Non-Catalog Item
15. In Full Description field enter "**CONFIRMING ORDER, DO NOT DUPLICATE**" and any order number/confirmation number provided by the vendor for the entire order
16. Use the drop down next to commodity code to select search for more
17. Enter the numeric commodity code found earlier in Step 3, select search
18. Press select next to the description
19. Use drop down next to Supplier to select search for more
20. Select New
21. Enter supplier name only, then select save
22. Click on select to the right of the vendor name
23. Click on select to the right of the Location box
24. Click on New. Enter vendor name and all other * sections (9 digit Tax ID, no dash), then select save.
NOTE: DUNS field on this screen should be empty.

25. Press select button next to newly added vendor information. Reg. Type will be Un-Registered.
26. Enter quantity "1", unit of measure "each" and price for the entire order
27. Select update total
28. Select OK
29. Click on cart icon at top center
30. Select the box to the left of No. Type
31. Select edit
32. Scroll down to Accounting by line item
33. 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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74120 Office Supplies
74874 Computers <\$5,000
73215 Speaker Fees

34. Select OK.
35. Select Done on the Shopping Cart page
36. Select Checkout
37. In Comments section enter "**Vendor will not register in eVA or pay transaction fees**"
38. Check visible to supplier box
39. Select submit; order sent to fund/org approver
40. **Part 2: Approval/Print**
 1. Receive email notification of order approval
 2. Select the PR # under the To Do caption
 3. Select Approve, select OK to confirm approval, select Home
 4. Under My Documents, locate the order and select the PR #
 5. Select the EP #
 6. Select Print and print a copy of the order (EP)
 7. Retain copy with P-Card documentation

Note: Order should be entered in eVA in same billing cycle as vendor order was placed. Billing cycle: 16th of one month to 15th of next month.



eVA Quick Reference for Un-Registered Vendor Orders

Bill to Accounts Payable

May 13, 2013

Use for specialized purchases of goods and services from a vendor who is not an eVA Listed Vendor

Part 1: Purchasing Item(s)

1. Since vendor is not listed in eVA, obtain W-9 from vendor and email W-9 to papadmm@gmu.edu. Vendor G# will be provided in return email.
2. Go to: <http://eva.virginia.gov>
3. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe pdf format
4. Search for items by description and make a note of the codes for later entry in the order (Step 16)
5. Return to home page and enter Username and Password in Buyer Log-in
6. Press the Login button
7. Select eMall (on the left)
8. Select Requisition, under Create (top left)
9. Enter a name for the purchase in the Title field
- 10. Uncheck "Use P-Card" Box**
11. In PO Category, enter **R02** except for specific categories (see listing on reverse side)
12. Select Procurement Transaction Type. Consult chart: [eVA Proc Type Chart](#)
13. Press the Next button
14. Select Create Non-Catalog Item
15. Enter a full description of item
16. Use the drop down next to commodity code to select search for more
17. Enter numeric commodity code (Step 3), select search
18. Press select next to the description
19. Use the drop down next to Supplier to select search for more, select New
20. Enter supplier name only, then select save
21. Click on select to right of newly added vendor name
22. Click on select to the right of Location box, select New
23. Enter vendor name and all other * sections (9 digit tax ID, no dash) from W-9 obtained from vendor, then select save
24. Press select button next to newly added vendor information.
25. Enter quantity, unit of measure and price
26. Select update total, select OK
27. If this is only item, select Checkout and go to Step 29.
28. If more than one item is being ordered from this vendor, click the cart icon and put a check mark in the box next to the item and select Copy. Put a check mark in the box next to the newly copied line (marked with a 2) and select Edit.

29. Change only the fields that apply to the new item. When finished, select OK. Click cart icon again to continue copying lines until all items are in the cart.
30. Select the box to the left of No. Type and select edit
31. Enter vendor G-Number in DUNS field. G# obtained by emailing W-9 to papadmm@gmu.edu
32. Enter the following in Accounting by Line Item
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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74120 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

33. Press the Next button at the bottom of the page. If only one item is in cart, select OK and proceed to step 35.
34. Select Done to confirm Modified Fields
35. Click Done on Shopping Cart page; select Checkout
36. Under Shipping caption select calendar next to need by date and select date
37. In Comments section enter **"Vendor will not register in eVA or pay transaction fees"**
38. Check visible to supplier, select submit. Order sent to fund/org approver

Part 2: Approval

1. Receive email notification of order approval
2. Select the PR # under the To Do caption
3. Select Approve, select OK to confirm approval only (do not print)

Part 3: Banner Integration Verification

1. After ten minutes, locate order in My Documents or Composing. Status for successfully integrated orders is Ordered
2. If order is in My Documents, select the PR #, select the EP #, select Print. Print, fax/mail to the vendor
3. If order is in Composing, integration failed. Select PR #, History tab, Denied for details. Specifics for correction on reverse side

Part 4: Receiving

1. When items are received, log in to eVA within 24 hours and select eMall
2. Under My Documents, select the PR #, select Receive
3. If all items have been received, select Accept All, Submit
4. If a partial order has been received, select items and quantities received, select Submit. **Note:** If vendor invoice is received by unit, send to Accounts Payable with EP number.



eVA Quick Reference for eVA Purchases over \$2,000

May 13, 2013

Use to create requisitions for orders over \$2,000. Orders will be processed by the Purchasing Office once submitted and approved.

Part 1: Purchasing Item(s)

1. Go to: <http://eva.virginia.gov> (if using Internet Explorer: View, Text Size = Medium)
2. Select NIGP Code Lookup on the left side of the page, then Download NIGP Code Book in Adobe.pdf format
3. Search for items by description and make a note of the codes for later entry in the order (Step 17)
4. Return to homepage and enter Username and Password in Buyer Log-in
5. Press the Login button
6. Select eMall (on the left)
7. Select Requisition, under Create
8. Enter a name for the purchase in the Title field
9. Uncheck "Use P-Card" Box
10. In PO Category field, use R01 (if vendor is self-registered) except for specific categories (see listing on reverse side.) Use R02 if vendor is not registered in eVA or a state-entered vendor.
11. If vendor is un-registered, obtain W-9 from vendor and email to papadmn@gmu.edu. Vendor G# will be provided in return email.
12. Select a Procurement Transaction Type from the drop down. Consult chart at [eVA Proc Type Chart](#)
13. Press the Next button
14. Select Create Non-Catalog Item
15. Enter a full description of item
16. Use the drop down next to commodity code to select search for more
17. Enter numeric commodity code (step 3), select search
18. Press select next to the appropriate description
19. Use the drop down next to Supplier, select search for more
20. If vendor is self-registered or state-entered, search for the vendor name and select the correct vendor (continue to step 28)
21. If vendor is not registered, select New
22. Enter supplier name only, then select save
23. Click on select to the right of the newly added vendor name
24. Click on select to the right of the Location box
25. Click on New
26. Enter vendor name and all other * sections (9 digit tax ID, no dash) from W-9 obtained from vendor, then select save
27. Press select button next to newly added vendor information. Reg. Type field will populate with Un-Registered.
28. Enter quantity, unit of measure and price

29. Select update total
30. Select OK
31. If this is only item, select Checkout and go to Step 35
32. If more than one item is being ordered from this vendor, click the cart icon and put a check mark in the box next to the item and select Copy. Put a check mark in the box next to the newly copied line (marked with a 2) and select Edit.
33. Change only the fields that apply to the new item. When finished, select OK. Click cart icon again to continue copying lines until all items are in the cart.
34. Enter vendor G# in DUNS field (Step 11)
35. Select the box to the left of No. Type
36. Select edit
37. Scroll down to Accounting by line item
38. Enter the following in Accounting by Line Item section:
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 or SOM)

Complete list of Account Codes is on the Fiscal Services web site at: <http://fiscal.gmu.edu>, select eVA Resources, select eVA Expenditure Account Codes.
74120 Office Supplies
73215 Speaker Fees
74874 Computers <\$5,000

39. Press the Next button at the bottom of the page. If only one item is in cart, select OK, and go to step 41.
40. Select Done to confirm Modified Fields
41. Select Checkout. Under Shipping caption select calendar next to need by date and select date
42. If applicable, add a comment in the comment field. Select Mark attachment(s) as Proprietary and Confidential in all cases
43. To attach drawings, quotes, or other materials, select Add Attachment and follow eVA prompts.
44. Select submit; order sent to fund/org approver

Part 2: Purchasing Office Action

1. Purchasing Office Buyer (POB) receives approved requisition and begins to process (lead times on reverse side)
2. POB changes order to on behalf of and edits as appropriate. Initiator may view, but not change order. Initiator may view in submitted folder.
3. POB completes order to vendor. Initiator may view in watch folder.



eVA Pizza Orders

Three Fairfax pizza delivery businesses are eVA registered vendors who will accept an eVA purchase order (EP) in exchange for pizza. These vendors also offer discounted GMU pricing. Papa John's requires that orders be placed at least 24 hours in advance and that the eVA order (EP) be faxed/emailed before pizza order goes out for delivery.

Domino's Pizza

Beltway Pizza, Inc.
Vendor # E73414
10647A Braddock Road
Fairfax, VA
Phone: 703-352-0990

Papa John's Pizza

gmgpapajohns@gmail.com
Vendor # E88521
9929 Main Street
Fairfax, VA
Phone: 703-352-0700/Fax: 703-352-3133

Vocelli's Pizza

Ek Omkar Inc.
Vendor # VS0000076319
11725 Lee Hwy
Fairfax, VA
Phone: 571-321-0858

Procedures:

1. Complete Food and Beverages Authorization and Payment (F&B) form (when required) and obtain necessary signatures. Approved form and list of attendees may be scanned and attached to eVA order.
2. Telephone the pizza business with order specifics (i.e., number of pizzas, delivery time, etc.). Request GMU discount, and ask for total order price. This call may be completed well in advance of the desired delivery day/time and must be completed at least 24 hours in advance for Papa John's orders.
3. Log into eVA <http://www.eva.state.va.us/>.

4. Prepare a noncatalog order (see eVA Quick Reference for Noncatalog Orders) <http://fiscal.gmu.edu/eVA%20Resources/eVABanIntegrResources/eVAQGERPDONonCat.pdf>
5. Uncheck use P-card box if checked.
6. In full description box, enter pizza order for _____ (event).
7. Use drop down next to commodity code to select other, enter 37500 and select.
8. Use the drop down next to supplier to select other.
9. Enter pizza in search. Select Beltway Pizza for Domino's or Papa John's (first listing) or Vocelli Pizza #151.
10. Enter 1 in Quantity and total cost of order (including tax and tip) in Price box.
11. On Accounting Details page, enter account code 73640 and appropriate fund/org.
12. Once approved, print a copy of completed EP. Fax/email to Papa John's using contact information above. Papa John's will not deliver pizza until faxed eVA order is received.
13. Provide a copy of the eVA order (EP) to the pizza delivery person.
14. Within 24 hours of delivery, log into eVA. Locate the order from the Approved folder and select the PR#. Select Receive, select Accept All and select Submit.
15. If not previously attached to eVA order, send Food and Beverages Authorization form with EP# noted and list of attendees to Accounts Payable, MSN 3C1.

August 18, 2011



Expenditure Account Codes for use in purchasing goods and services

2/22/12

Services

73110	Express Mail Services
73120	Outbound Freight
73130	Messenger Services
73140	Metered Mail
73142	Drop Shipments
73144	Bulk Mail
73146	International Postal Svcs
73148	Other Mail
73150	Printing Services
73151	Binding Library Books
73152	Printing Royalties
73153	Embroidery/Screening
73160	Telecomm Svcs DIT
73170	Telecomm Svcs Nonstate
73171	Mobile Phones
73172	Voice Mail Svcs
73173	PBX Maintenance Svcs
73175	PBX Network Svcs
73176	Video Cable TV Svcs
73177	Long Distance Telephone
73179	Mobile Phones Cr
73180	Telecomm Svcs State
73182	PBX Services Credit
73190	Inbound Freight
73210	Dues-Professional Organizations
73211	License Fees
73212	Dues-Community Organizations
73215	Speaker Fees
73220	Publications & Subscriptions
73225	Employee Tuition Reimbursement
73340	Health Prof Svcs
73360	X-Ray & Lab Svcs
73361	ICA Physiotherapy Svcs
73410	Auditing Services
73420	Fiscal Services
73421	Collection Services
73422	Credit Card Fees
73430	Attorney General Services
73440	Management Develop Services
73441	Academic Consulting
73442	Research Consulting
73443	Nonacademic Consulting

73444	Employee Training Consulting
73450	Personnel Management Services
73451	Employee Service Charges
73460	Public Info & Pub Relations Svcs
73461	ICA Guarantees
73462	Entry Fees
73470	Legal Services
73480	Media Services
73481	Classified Ads-Employment
73482	Classified Ads-Other
73483	ICA Advertising Radio and TV
73484	ICA Advertising Print
73485	ICA TV Broadcasts
73486	ICA Radio Broadcasts
73489	Classified Ads Emp. - Credit
73510	Custodial Maintenance
73511	Grounds Maintenance
73512	Custodial Maint Credit
73520	Electrical Repair & Maint
73525	Carpet Repair, Purchase & Install
73530	Equipment Repair & Maint
73540	Extermination
73550	Road Repair & Maint
73560	Mechanical Repair & Maint
73570	Building Repair & Maint
73590	Vehicle Repair & Maint
73610	Architectural & Engineering Svcs
73630	Temporary Personnel
73640	Catering Services
73641	Participant Services Excl from F&A
73642	Participant Services Incl in F&A
73650	Laundry & Dry Cleaning
73660	Manual Labor Service
73670	Production Services
73679	Athletic Officials
73680	Non-GMU Skilled Services
73681	GMU Photocopying
73683	State Subrecipient LT 25K
73684	Skilled Services-Special Projects
73685	Contracted Management
73686	Non-State Subrecipients GT 25K
73687	Moving Services
73688	Security Services
73689	Artists
73690	State Subrecip GT25K
73691	GMU Photocopying Cr
73692	Non-GMU Photocopying
73695	Seat Management Services
73697	Academic Testing
73698	Signage & Sign Services

73702	Research Subject Services
73710	Info Mgmt Prog (DIT)
73720	Info Mgmt Prog-Other
73730	Info Mgmt Prog-State
73740	Computer Repair And Maintenance
73750	Computer Software Maintenance
73760	Computer Oper Serv DIT
73770	Computer Oper Sv-Other
73780	Computer Oper Sv-State
73790	Computer Software License Costs
73810	Moving & Relocation
73811	Relocation-Common Carrier
73812	Relocation Vendor
73820	Travel-Personal Vehicle
73821	Candidate Personal Vehicle
73830	Airfare
73831	Vehicle Rental
73832	Candidate Public Carrier
73833	Team Vehicle Rental
73834	Fares-Train&Other Public Carriers
73840	Travel-State Vehicle
73841	Van Credits
73842	Recovery MP - Fleet
73844	Fleet Lease Fee - DGS
73850	Employee Lodging
73851	Candidate Lodging
73852	Parking,Fees and Tolls
73853	Team Lodging
73861	Global Study Tour Public Carrier
73862	Global Study Tour Foreign Conf
73864	Participant Travel Included in F&A
73865	Participant Travel Exclude from F&A
73866	Consultant/Non-Employee Lodging
73867	Airfare, Foreign – Partic Excl F&A
73868	Airfare, Foreign – Partic Incl F&A
73880	Subsistence-Business
73881	Candidate Meals
73883	Team Meals
73890	Domestic Conferences
73891	Foreign Conferences
73892	GMU-Sponsored Conferences
73893	Employee Training Travel
73894	Airfare, Foreign
73910	Non IT Emp Training Course Local
73911	IT Emp Training Course Local
73970	Late Payment-Contractual Services
78130	Honoraria
78131	Awards & Prizes

Supplies

74110	Employee Clothing
74120	Office Supplies
74125	Books/General Office Use
74130	Stationery/Forms
74140	Moving Boxes & Supplies
74210	Coal
74220	Natural Gas
74221	Propane Gas
74230	Gas-Vehicle/Equipment
74231	Propane - Equipment
74240	Fuel Oil
74320	Vehicle License Tags
74340	Merchandise-Resale
74410	Lab Supplies
74420	Medical Supplies
74510	Bldg Rep & Maint Materials
74520	Industrial Chemicals
74521	Custodial Materials
74522	Rented Custodial Supplies
74530	Elect Rep & Maint Materials
74540	Mech Rep & Maint Materials
74542	Equipment Repair & Maint Supplies
74550	Vehicle Repair & Maint Materials
74620	Food & Beverage Items
74630	Food Service Supplies
74640	Laundry & Linen Supplies
74641	Cleaning Supplies
74710	Grounds Maint Materials
74720	Architectural & Engineer Supplies
74730	Computer Operating Supplies
74740	Books/Education & Research Use
74741	Education/Research Supplies
74760	Law Enforcement Supplies
74770	Photo Supplies
74771	Radio Broadcast Supplies
74772	TV Broadcast Supplies
74773	Webstream Production Supplies
74774	Special Event Supplies
74780	Recreational Supplies
74781	Athletic Clothing
74782	Student Event Supplies
74784	Participant Supplies Excl from F&A
74785	Participant Supplies Include in F&A
74870	Furniture less than \$5,000
74871	Lab Equip less than \$5,000
74872	Tools & Equip less than \$5,000
74873	Mechanical Equip less than \$5,000
74874	Computer Sys & Components LT \$5,000
74875	Education Equip less than \$5,000

74876	Law Enforce Equip less than \$5,000
74877	Photo Equip less than \$5,000
74878	Recreation Equip less than \$5,000
74879	Radio Brdcast Equip/Supp LT \$5,000
74880	TV Brdcast Equip/Supplies LT \$5,000
74881	Webstreaming Equip/Supp LT \$5,000
74882	Medical Equipment less than \$5,000
74883	Electronic Equip LT \$5,000
74884	Other Equipment less than \$5,000
74970	Late Payment - Supplies
74990	Recovery Facilities Materials
75416	Allocated Facilities

Equipment

76210	Library Treatise & Monographs
76211	Library Serials & Continuations
76212	Library Standing Orders
76213	Library Serials/Microform
76214	Library Treatises & Mono/Microform
76216	Law Library Serial Continuations
76218	Library Audio-Visual
76219	Library Electronic Resources
76220	Library Educ & Teach Equip
76240	Library Reference Equip
76330	Voice/Data Trans Equip
76380	Voice/Data Trans Imprv
76540	Motor Vehicles
76550	Power Machinery & Tools
76551	Lawn Maintenance Equipment
76560	Watercraft & Related Equip
76610	Carpet, Drapes, & Accessories
76620	Office Furniture \$5,000 or greater
76640	Office Equipment \$5,000 or greater
76710	Household Equip
76720	Law Enforce Equip
76740	Non-Pwr Rep & Maint Equip
76750	Recreation Equipment
76820	Fixtures
76821	Building Improvements
76830	Mechanical Equipment
76850	Acquisition-Buildings
76870	PC Syst & Components \$5,000 or greater
76871	Third Party Equipment \$5,000 or greater
76872	Pass Through Equipment \$5,000 or greater
76873	Other Computer Equip \$5,000 or greater
76874	Network Servers \$5,000 or greater
76875	Network Components \$5,000 or greater
76876	Webstreaming Equipment \$5,000 or greater
76877	Lab Equip \$5,000 or greater
76878	Electronic Equip \$5,000 or greater

76879	Photographic Equip \$5,000 or greater
76880	Outdoor Facilities Equip \$5,000 or greater
76900	Equip \$2k-5k (grants pre 7-1-2010)
76930	Renovations
76999	Recovery - Equipment

eVA Acceptable Use Acknowledgement

Statement of User Responsibility

- B. To be an authorized user of *eVA*, you must have job responsibilities consistent with the purpose of *eVA*, have obtained approval for your *eVA* user account from your COVA Entity's *eVA* Security Officer, and be in good standing as a permanent, temporary, or contract employee of a COVA Entity.
- C. As an authorized COVA Entity *eVA* user, you are responsible for the security and use of your *eVA* user account. You accept full responsibility for your account and for all activity performed on *eVA* under your *eVA* user account.
- D. As an authorized COVA Entity *eVA* user, you are responsible for keeping user information current and accurate. This information includes email address, phone number, supervisor, delivery location and purchase card information.
- E. It is prohibited for any *eVA* user other than the assigned *eVA* user account owner to use said *eVA* user account. Each authorized user is responsible for preventing unauthorized use of their *eVA* user account as well as refraining from using someone else's *eVA* user account.

Definition of Appropriate Use

Valid uses of *eVA* include, but are not limited to, using *eVA* for the intended and stated purposes of:

- Bid development
- Bid and contract awards
- Purchase approvals
- Placing orders
- Placing requisitions
- Recording of receipts
- Training
- Administrative purposes

To appropriately use *eVA*, each *eVA* user must:

- Adhere to the copyright protection of licensed software and documentation.
- Secure your user account and password at all times.

- Follow all COVA and *eVA* policies, as well as all local, state, and federal laws and policies.

Definition of Inappropriate Use

Inappropriate uses of *eVA* include, but are not limited to:

- Using any other individual's *eVA* account or password.
- Managing your user account or access in a way as to make your password and/or *eVA* session available for use by others.
- Unauthorized copying, sending, or receiving of copyrighted or trade/service marked materials

It is a violation of Commonwealth of Virginia policy to use *eVA* for promoting outside business interests. *eVA* shall not be used for private consulting or personal gain. *eVA* may not be used to support or engage in any conduct prohibited by Commonwealth of Virginia or local COVA Entity statutes or policies, including the *eVA* Security Policy.

It is a violation of this policy to examine, or attempt to examine, another *eVA* user's or COVA Entity's files or data without authorization. Noted exceptions are personnel who must examine these files or data while performing their assigned duties during the auditing process, DPS reviews, COVA Entity controller reviews, technical reviews to identify or correct *eVA* problems, or other approved activities to monitor and manage COVA business.

It is a violation of *eVA* policy to post/send/display defamatory, harassing, pornographic, obscene, or sexually explicit materials. These violations are in addition to items prohibited by any section of the Statutes of the Commonwealth of Virginia, or other federal, state, or local law.

Possible Sanctions for Misuse

The *eVA* Global Security Officer may monitor, record and store information about the use of *eVA*. If such monitoring, recording, and storage reveal possible evidence of inappropriate, unethical, or illegal activity within *eVA*, the *eVA* Global Security Officer will contact the COVA Entity's *eVA* Security Officer regarding the alleged violations of this policy.

It is not appropriate to use *eVA* in a way that is detrimental to the normal operation of *eVA*. Penalties for misuse of *eVA* may include, but are not limited to, suspension of the use *eVA* and referral to the appropriate local law enforcement agency for possible prosecution.

Upon detection of a potential violation, the *eVA* Global Security Officer will disable the *eVA* user account. The *eVA* user account will remain inactive until:

- 1) The *eVA* Global Security Officer has determined no violations exist or corrective action has been taken by the COVA Entity *eVA* Security Officer.
- 2) The COVA Entity's *eVA* Security Officer has notified the *eVA* Global Security Officer of the correction(s).
- 3) The remedial actions have been validated by the *eVA* Global Security Officer.

If corrective action is not taken at the COVA Entity level, the *eVA* Global Security Officer may:

- 1) Recommend to the DPS Director that an *eVA* user be permanently suspended from use of the system.
- 2) Report to the user COVA Entity's Director of Purchasing with a recommendation for disciplinary action.

ACKNOWLEDGEMENT

My signature acknowledges that I have read, understood and will adhere to the *eVA* Acceptable Use Policy. I also acknowledge that I will report violations immediately to the COVA Entity *eVA* Security Officer, as well as the *eVA* Global Security Officer at eVAsecurity@dgs.virginia.gov.

eVA to Banner Integration ~ Error Resolution Guide

Purpose: This document outlines the steps needed to resolve purchase requisition integration errors between eVA and Banner. Instructions are provided to properly troubleshoot and correct errors.

eVA to Banner Integration Overview

The outline below provides an overview of the processing steps involved with the eVA Integration:

1. Purchase Requisitions are prepared in eVA through normal processing steps.
2. Once completed and approved, the eVA Purchase Requisition (EP#####) will be sent to Banner automatically.
3. Banner receives the order and checks the vendor status:
 - a. Does the Vendor exist?
 - b. Does the address match?
 - c. Are the SWAM codes correct?
4. Banner then verifies other aspects of the order:
 - a. Is the user allowed to process orders in Banner?
 - b. Is the Fund/Org active and allowable?
 - c. Is the fiscal period open?
5. If all criteria are met, Banner processes the purchase requisition using the eVA purchase requisition number without the leading EP. The full EP# may be found in the document reference field.
6. Banner posts the purchase requisition through normal processing which triggers an approval message to be sent back to eVA. This notifies the buyer that the order has been successfully processed.
7. Orders that fail in any of the above steps are returned to Composing status in eVA. An error message may be viewed in eVA on the History tab by clicking the word "Denied."
8. Once errors are corrected, the buyer will resubmit the order in eVA and the process begins again.

Error Processing – Workflow Codes

Below are four of the most common errors that may occur as a result of data entry errors. Each error is specifically defined and identified by the workflow (WF) codes and descriptions detailed in the chart below.

WF CODE	DESCRIPTION
101001	No Vendor Match. Order Denied.
101003	Unauthorized FOAPAL. Order Denied.
101009	Fiscal Period Is Closed. Order Denied.
101010	Document Contains Errors, Order Denied.

When any of the above errors are generated, an email will be sent to the evaadmin@gmu.edu email inbox, where a Purchasing Buyer will research and advise the unit on how to correct the error. An email will also be sent to the buyer to inform him/her of the error.

See below for a description of each of the above error codes and the steps the buyer should take to correct the problem.

A. 101001 – No Vendor Match. Order Denied.

The most common error at GMU is No Vendor Match. The reason for this error is usually: 1) the vendor is not set up in Banner, 2) the G# is not entered properly in eVA, or 3) the vendor is in Banner but the tax identification number (TIN) or DUNS number is incorrect.

If this error occurs, the buyer will receive an email notification.

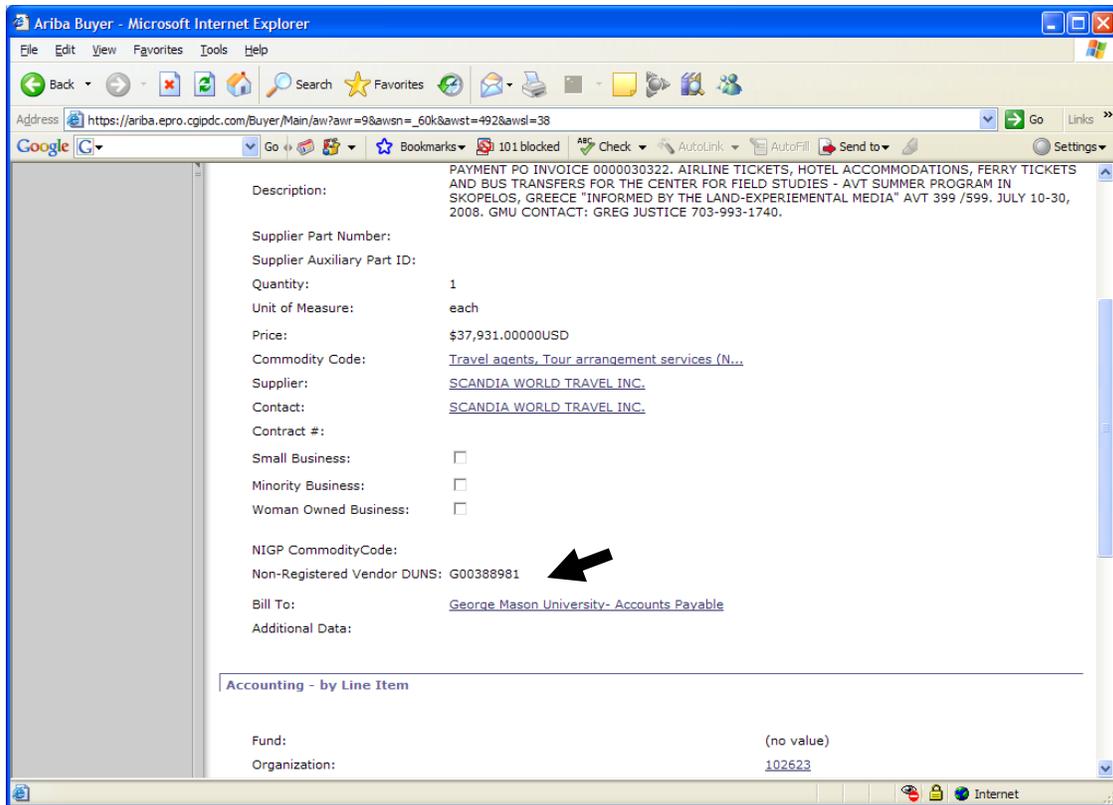
Log into eVA at <http://www.eva.virginia.gov/> and locate the purchase requisition in the Composing folder.

Open the purchase requisition, click on the history tab and view the comments. These orders may be identified by: Warning – Wrong or missing supplier information. If this is found, check to be sure the Non-Registered Vendor DUNS field contains the vendor G#.

The screenshot displays the Ariba Buyer interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://ariba.epro.cjpd.com/Buyer/Main/bw?awsn=-ja&awr=n>. The page title is "PR2522742-V2 - WACHOVIA BANK" and the status is "Ordered".

The main content area shows a "History" tab selected, displaying a table of actions:

Date	User	Action	Summary
Fri, 18 Apr, 2008, 10:20 AM	aribasystem	Ordered	Order EP276875 was successfully sent to ERP.
Fri, 18 Apr, 2008, 10:20 AM	aribasystem	Processed	PR2522742-V2 Order successfully processed by buysense Integrator.
Fri, 18 Apr, 2008, 10:19 AM	aribasystem	Warning	Wrong or missing supplier information.
Fri, 18 Apr, 2008, 10:19 AM	Virniq, Tamara	Approved	PR2522742-V2 approved.
Fri, 18 Apr, 2008, 10:18 AM	Virniq, Tamara	Changed	Requisition properties were changed. Line items were added. Previous version: PR2522742 .
Fri, 18 Apr, 2008, 10:18 AM	aribasystem	Warning	Wrong or missing supplier information.
Fri, 18 Apr, 2008, 10:17 AM	aribasystem	Composing	PR2522742 sent back to composing status due to ERP denial.
Fri, 18 Apr, 2008, 10:17 AM	aribasystem	Denied	PO Integration transaction for Order EP276874 denied by ERP.
Fri, 18 Apr, 2008, 10:13 AM	aribasystem	Warning	Wrong or missing supplier information.
Fri, 18 Apr, 2008, 10:13 AM	aribasystem	Sent	PO Integration transaction for Order EP276874 sent to ERP.
Fri, 18 Apr, 2008, 10:13 AM	Virniq, Tamara	Approved	PR2522742 approved.



If the G# is not present, add it and resubmit. If the G# is not known, consult the Banner Vendor G# Lookup link at the Fiscal services website:
<https://aglaia.gmu.edu:8250/pls/apex/f?p=105:1:4841197487948528>

If the vendor is not found on this list, the University has never paid this vendor before; therefore an account must be created in Banner for the vendor. The vendor should complete a W-9. The W-9 should be scanned in pdf format and emailed to the Purchasing office at papadmin@gmu.edu. Once the account for the new vendor is created (usually within 2 business days) and the G# is known, simply add it to the order and resubmit.

Note: This error message may also be received when using a vendor that is registered with eVA. Since eVA is a statewide system, many eVA registered vendors may not have done business with Mason in the past and, therefore, not have a G# or account in Banner. In these instances, please follow the steps in the paragraph above.

B. 101003 – Unauthorized FOAPAL. Order Denied.

This error is received when the buyer processing the order in eVA is not authorized to process transactions against a particular fund or org in Banner.

If this error occurs, the buyer will receive an email notification.

Log into eVA at <http://www.eva.virginia.gov/> and locate the purchase requisition with the problem in the Composing folder.

Open the purchase requisition, click on the history tab and view the comments. These orders may be identified by: Unauthorized FOAPAL.

If a data entry error occurred, the buyer should enter the correct fund or org and resubmit the order. If the buyer should have access to order for the fund or org, he/she should submit a Finance Self Service and e~Print Account Modification Request Form to fast@gmu.edu asking for the change in access to be allowed to place orders for this fund or org. If the buyer is unfamiliar with this form, contact fast@gmu.edu directly for assistance. Once the buyer's access level is corrected, the order may be resubmitted.

C. 101009 – Fiscal Period is Closed. Order Denied.

This error is received most often when orders are copied from a prior fiscal year and submitted without updating the fiscal year field to the current fiscal year.

If this error occurs, the buyer will receive an email notification.

Log into eVA at <http://www.eva.virginia.gov/> and locate the purchase requisition with the problem in the Composing folder.

Open the purchase requisition, click on the history tab and view the comments. These orders may be identified by: Fiscal Period Is Closed.

The buyer should view the fiscal year selected. The fiscal year should be updated to the current fiscal year. When orders placed very close to the end of the fiscal year (prior to June 30) need to be posted to the next fiscal year, the buyer should hold the order until the future fiscal year is open in Banner.

D. 101010 – Document Contains Errors. Order Denied.

Code 101010 – Document Contains Errors. Order Denied. – is designed as a "catch all" error code to capture errors that are not identified by other errors.

This error may be received in the following instances:

- If a copied order contains old index numbers, the order will fail. Only a valid fund or org may be used. Index numbers are no longer valid.
- If a buyer enters both a fund and an org in eVA, this error will be received. Only one value is valid. A fund number should be entered for sponsored projects.
- If a buyer adds a line item and fails to enter a fund or an org, this error will be received.

If this error occurs, the buyer will receive an email notification.

Log into eVA at <http://www.eva.virginia.gov/> and locate the purchase requisition in the Composing folder. Review for anything out of the ordinary. If none of the above problems seem to fit, or you cannot readily find the cause of the problem, contact a Purchasing Buyer at 3-2580 for assistance.

Should an error message be received other than the ones listed in this document, contact a Purchasing Buyer at 3-2580 for assistance.

eVA Procurement Transaction Type

	Procurement Transaction Type	Examples
10	Equipment - Non-Technology	Furniture, telescopes, athletic and aquatic equipment
15	Equipment - Technology	Computers, servers, monitors
20	Supplies - Non-Technology	Books, office, lab and student event supplies, pizzas for student events
25	Supplies - Technology	Computers, computer components, software
30	Non-professional Services - Non-Technology	Consultants, guest speakers, entertainers, security guards, dues, subscriptions, library, banking, hotels, bus transportation, catering, advertising
35	Non-professional Services - Technology	Cable/satellite TV service, cell service
40	Professional Services	PLEASE DO NOT SELECT. Professional services are defined in the Code of Virginia as the practice of accounting, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, actuarial, professional engineering and dentistry.
45	Printing	Printing brochures, posters, newsletters
50	Construction	FACILITIES USE ONLY
55	Highway Construction	PLEASE DO NOT SELECT
60	Real Property	PLEASE DO NOT SELECT
65	Surplus	PLEASE DO NOT SELECT
70	PPEA/PPTA	PLEASE DO NOT SELECT
75	ARRA	PLEASE DO NOT SELECT
99	IMPORT	PLEASE DO NOT SELECT