Step-by-Step – Vendor Search

Vendor Search in eVA
1. Perform a Vendor search
2. Go to: http://eva.virginia.gov
3. At the top of the page select the “Transparency” drop down menu and click on “eVA Vendor List”
4. Search for the proposed vendor (be aware of punctuation and “doing business as”, etc.)
5. Take note of the vendors “SWAM Type” and whether the vendor “Accepts P-Card” or “Accepts Electronic Orders”

Registering Vendors
1. Send an email to the vendor requesting that they create an eVA vendor account.
2. If the vendor is unwilling to self-register in eVA they must provide a Substitute W-9 or W-8 BEN (international) to the unit purchaser who will then email papadmin@gmu.edu with a note to create an eVA vendor account. The vendor will then be set up as “state entered vendor”. Please allow two business days.
3. When the vendor has been set up in eVA, please follow the process for non-catalog orders that will be billed to Accounts Payable.

Search/Create G#
1. Use the Vendor G Number lookup on fiscal.gmu.edu and login using your NetID and password
2. Search for the proposed vendor (be aware of spaces, punctuation and “doing business as”, etc.)
3. If the Vendor is not listed in the G# database a Substitute W-9 or W-8 BEN (international) must be e-mailed to papadmin@gmu.edu with a note requesting a G# creation as it relates to a newly registered eVA vendor.

Step-by-Step – Create a Requisition
1. Go to: http://eva.virginia.gov. (For system access complete the eVA Login Request form)
2. Click on Buyer Login, select “Login” under the heading Log in with your Agency Account
3. Select, George Mason University then enter your Mason Net ID and Patriot Web password
4. Select eMall/eForms in the “Go To” menu
5. On the left under “Create” select Requisition
6. In the “Title” field enter a name for the purchase (e.g., vendor, date, org/fund)
7. Check or uncheck the “Use PCard” box based on the type of requisition and vendor preferences
   • (To add or manage P-Cards in eVA use the Manage PCard Guide allow 24 hours.)
8. The “on Behalf of,” “Agency code,” and “Fiscal Year,” fields should populate automatically
9. In “PO Category” field, select “R01” (or “X02” for specific categories below)
10. Select a Procurement Transaction Type from the drop down.
11. The “GMU Requisition Number” field is optional.
   • Refer to the Existing Contract list.
12. Select the option that corresponds to the order type.
   a. **Non-Catalog Order to an eVA Registered Vendor**: An order to an eVA registered vendor that does not have a PunchOut Catalog in eVA.
   b. **PunchOut Catalog Order**: An order to an eVA registered vendor that has a PunchOut Catalog

13. Complete the steps for the appropriate order type listed above.

**PO Categories**
- Use the R01 category for most routine purchases.
- Use the X02 Category for purchases exempt from eVA fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Common Commodity (NIGP) Codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic testing services</td>
<td>92420: Examination and Testing</td>
</tr>
<tr>
<td>Accreditation fees</td>
<td>96016: Accreditation Fees</td>
</tr>
<tr>
<td>Advertisements (newspapers, magazines, journals, radio, television)</td>
<td>91571: Print</td>
</tr>
<tr>
<td></td>
<td>91574: Radio</td>
</tr>
<tr>
<td></td>
<td>91578: Television</td>
</tr>
<tr>
<td>Entertainment (speakers, lecturers, musicians, performing artists)</td>
<td>96205: Live Performances</td>
</tr>
<tr>
<td>Exhibition rental fees</td>
<td>97105: Booths, Conference/Exhibit, Rental</td>
</tr>
<tr>
<td>Government to government purchases (except mandatory sources such as VCE)</td>
<td>Varies with type of purchase</td>
</tr>
<tr>
<td>Honoraria</td>
<td>96322: Subcontracted Services Allowance</td>
</tr>
<tr>
<td>Professional organization membership dues</td>
<td>96348: Membership Dues</td>
</tr>
</tbody>
</table>

**Procurement Transaction Type**
- Check the eVA Procurement Transaction Types for a complete list and descriptions.

**Step-by-step - Approve and/or Print the Requisition (PR#)**

1. Users will receive an email notification if an order requires approval. For orders billed directly to Accounts Payable (non P-Card orders) a department approver will be notified and must approve the requisition before a Purchase Order can be issued. (See eVA Approvers Guide for further instruction.)

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

3. If the vendor accepts electronic orders, the order is sent electronically from eVA to the vendor.

4. If the vendor does not accept electronic orders, the user must print and send the order, after approval, to the vendor using the steps below:
   a. Select the PR# under the “My Documents” section of the eVA Dashboard
   b. Click the EP# or PCO# hyperlink located under “Line Items” to open the completed Purchase Order and print/send a copy to the vendor.

**For purchases made with the P-Card**
- Please view the P-Card Allocation Quick Guide

**Complete the Receiving Process (for non P-Card purchases billed to Accounts Payable under $5,000)**
- Please view the eVA e-Mall Receiving Guide

For assistance please contact the eVA Administrator at evaadmin@gmu.edu or Ext. 3-2580.