

## Step-by-Step – Vendor Search

### Vendor Search in eVA

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

### eVA Vendor registration

1. Send an email to the vendor requesting that they create an [eVA vendor account](#).
2. Vendors must be registered in eVA. If the vendor is unwilling to self-register they can be state entered by submitting a [Substitute W-9 form](#), [W-8BEN](#), or [W-8BEN-E](#) form through the Vendor registration portal located, here: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>. **This step is required before submitting a purchase request or submitting an invoice.**

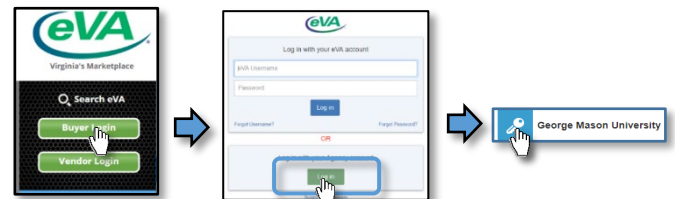
### Search/Create Vendor G#

1. Use the [Vendor G Number lookup](#) on [fiscal.gmu.edu](https://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 form](#), [W-8BEN](#), or [W-8BEN-E](#) form must be submitted through the Vendor registration portal located, here: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>. **This step is required before submitting a purchase request, invoice and is required for processing vendor payments.**

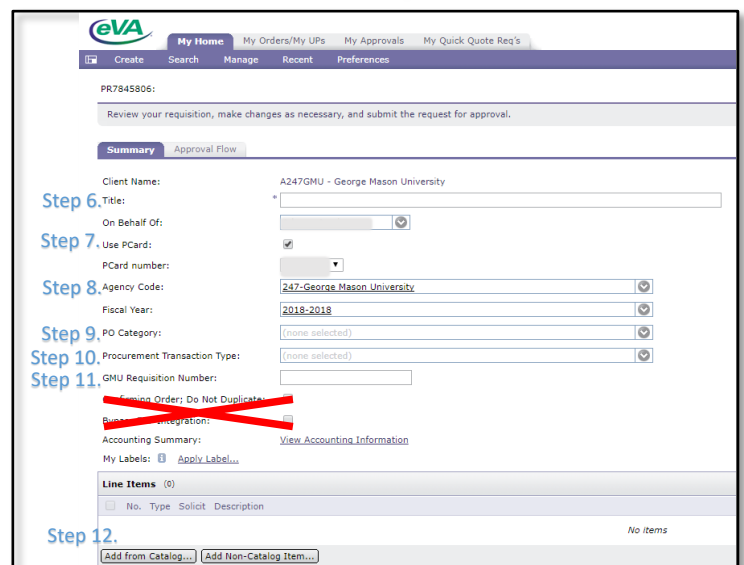
**IMPORTANT: Vendor forms will only be accepted when submitted through the vendor registration portal, available here: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>. Any other method for submitting forms will not be accepted.**

## 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 *eMail/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. (When applicable) “GMU Requisition Number” will be filled with a contract # of a vendor with an [Existing Contract](#)



12. For next steps: Please select the appropriate option (a or b) 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.

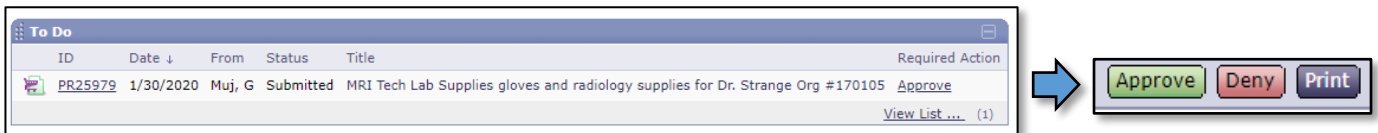
• Use the X02 Category for purchases exempt from eVA fees:	Common Commodity (NIGP) Codes:
Academic testing services	92420: Examination and Testing
Accreditation fees	96316: Accreditation Fees
Advertisements (newspapers, magazines, journals, radio, television)	91571: Print 91574: Radio 91578: Television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

## Procurement Transaction Type

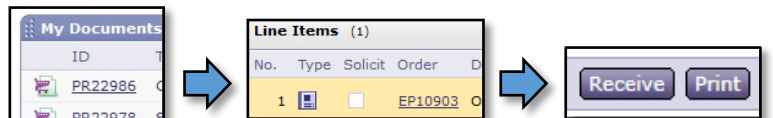
- Check the [eVA Procurement Transaction Types](#) for a complete list and descriptions.

## 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](mailto:evaadmin@gmu.edu) or Ext. 3-2580.