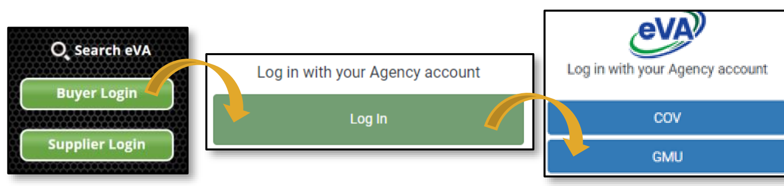
Create a Non-Catalog Order in eVA

A Non-Catalog order is any order for goods/services that is not made through a vendor's Punchout Catalog in eVA. The user must enter all item details including description, price, commodity code, and quantity. Users should obtain the item details from the vendor on a quote or other documentation.

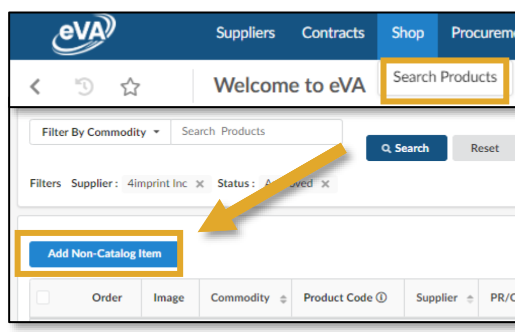
Verify the Vendor

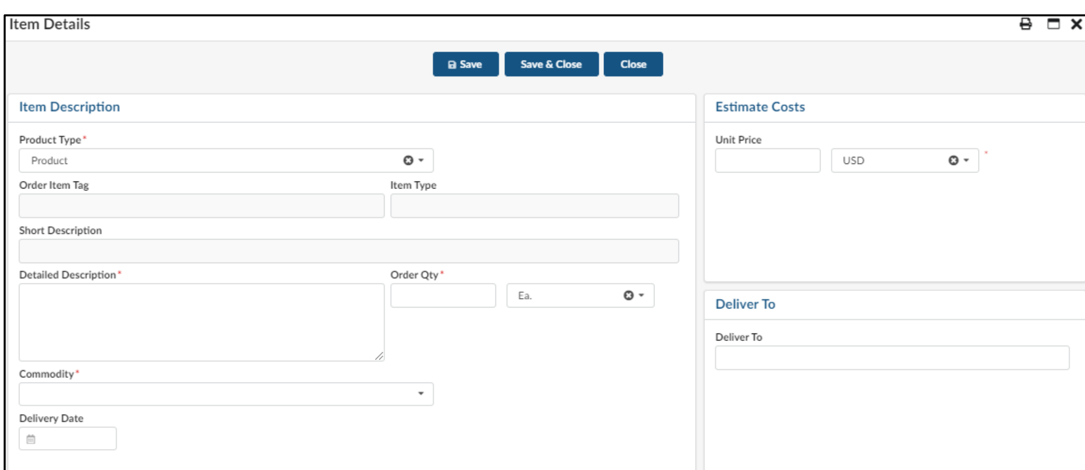
1. Access the eVA Vendor List and perform a search. Verify that the vendor is listed as "active" and review their ability to accept electronic orders and/or P-Card payments. (See the *Doing Business with Mason* section of the eVA Manual for additional guidance)
2. Access the Mason Vendor G# Lookup and perform a search. Verify that the vendor is listed. If the vendor is not listed, direct them to the Doing Business with Mason webpage to submit their W-9/W-8 through the Mason vendor portal. A G# is required before payment can be issued. (See the *Doing Business with Mason* section of the eVA Manual for additional guidance)

Create the Requisition

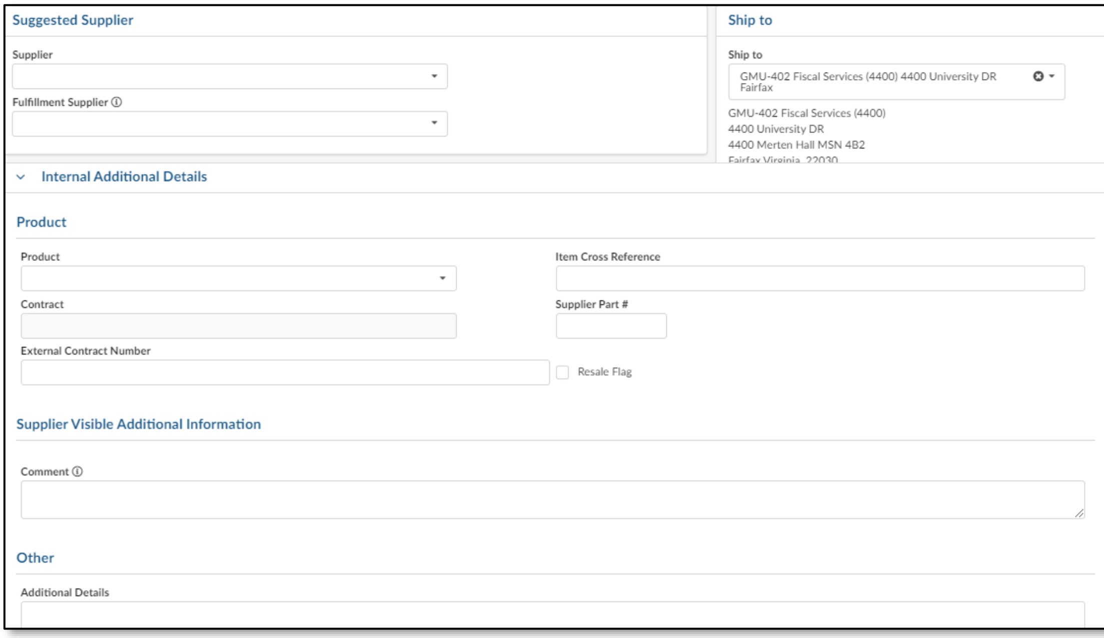


3. Go to https://eva.virginia.gov/ and select **Buyer Login.** Then **Login with you Agency account** and select **GMU.** This will bring you to the Mason single sign on/2FA.
4. On the homepage select **Shop** from the menu bar and then click on **Search Products.**
5. Select **Add Non-Catalog Item.** A new window will open for the REQ details. Complete these steps for each item on the order.
6. Under **Item Description,** *Product Type* will default to "product" use the dropdown to make changes if required.
7. Enter the *Detailed Description* of the product, from a vendor quote or catalog outside of eVA. Then enter *Order Quantity*.
8. Under *Commodity*, enter a search term or choose Select All to search by keyword. Enter the numerical Commodity (NIGP) code if know.
9. Under **Estimated Costs**, enter the *Unit Price* and the *Deliver to* information.

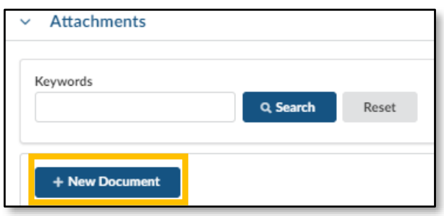


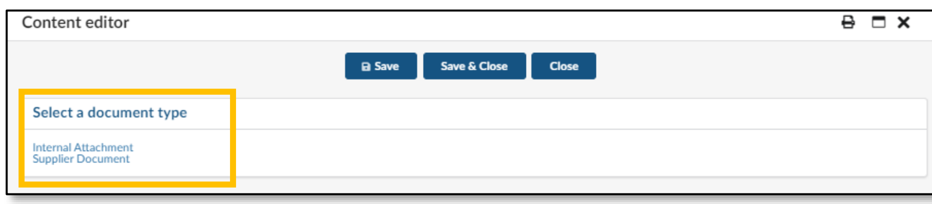


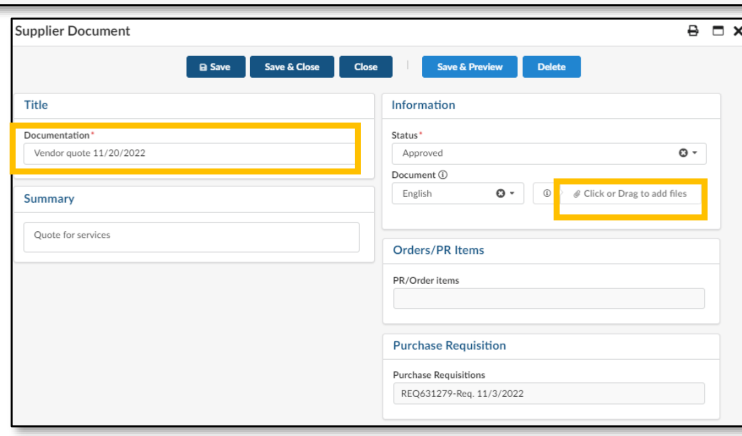
10. Under *Suggested Supplier*, enter the Vendor's name and then select from the drop down OR click on Select All to open the Search tool.
11. The *Ship To* address will automatically populate based on the user's profile in eVA.
12. Enter any *Internal Additional Details* as necessary.
13. Enter any comments to the vendor under *Supplier Visible Additional Comments*.
14. Enter any other information in the *Additional Details* field.



15. In the *Attachments* section add the required documents, such as the vendor quote, contract, or other supplemental material. Click the **+ New Document** button and select **Internal Attachment** – this will only be visible to Mason OR **Supplier Document** – this will be visible to the supplier and Mason.

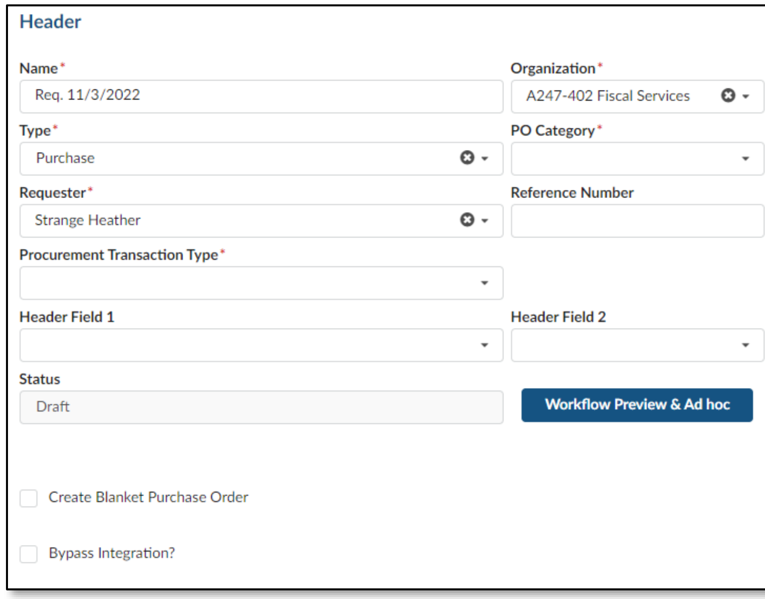




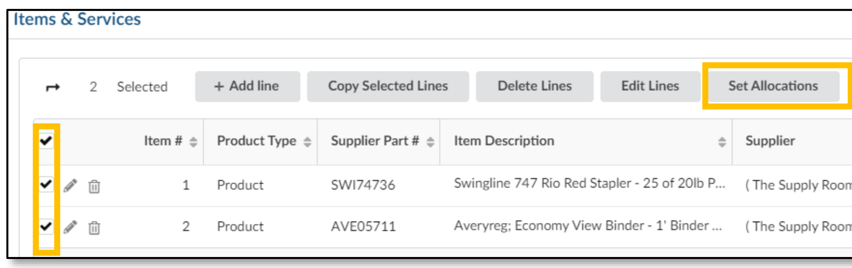


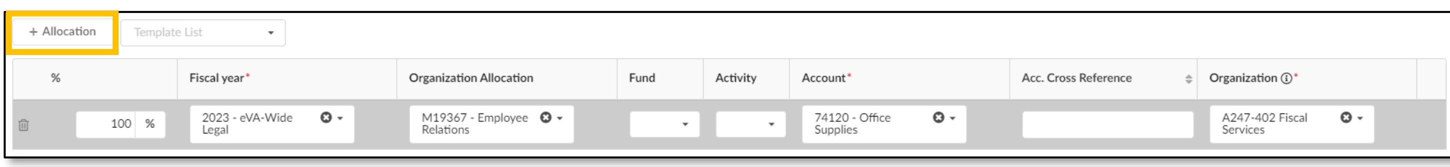
16. In the Document window, enter a Title for the Documentation and optional Summary. Then **Click or Drag** to add files.
17. Click **Save** to add the file. Continue to add Files for the selection or click **Close** to exit the Document window.
18. The file will now be listed as an attachment on the Purchase Req. (REQ)
19. Once these sections are complete click on **Save & Close** button. This will bring you back to the Search Products page. Continue to add additional non-catalog items to the order as needed, by clicking on the **Add Non-Catalog Item** button (follow steps 7 – 21). Once all items have been added click on the shopping cart icon  in the top right of the screen to view your cart and checkout.

20. In the **Header** section, enter the required information as follows:
    a. **Name**: Title for the purchase (example, “TSRC Order 10/15 M19678”).
    b. **Organization**: Do not change. Will default as assigned.
    c. **Type**: Will default to *Purchase*
    d. **PO Category**: Select “RO1” for routine purchases or “XO2” for specific purchases exempt from fees. (See, eVA Exemptions Guide)
    e. **Requester**: Will default to user.
    f. **Reference Number**: Optional field.
    g. **Procurement Transaction Type**: Select as appropriate. (See, eVA Manual)
    h. **Header Field 1, Header Field 2**: Optional fields.
    i. DO NOT check the box for **Create Blanket Purchase Order** or **Bypass Integration**.

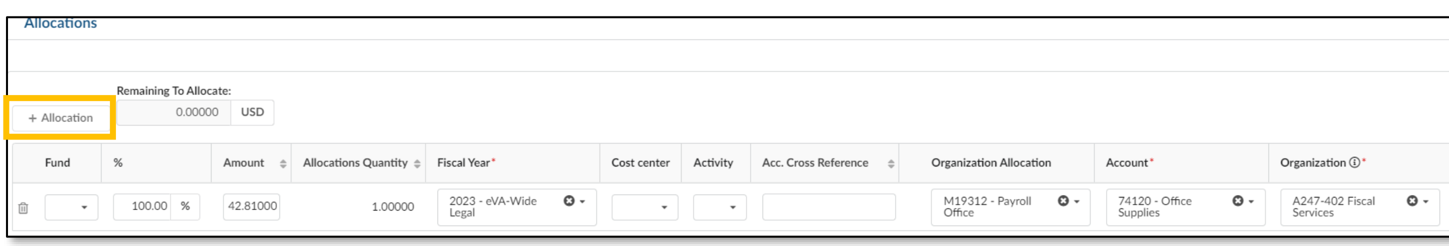


21. In the *Items & Services* section, verify the products and quantities are correct.
22. **To add an Allocation to the entire purchase order**, select all items and then click “Set Allocation.”
23. Enter “100” in the % field, select “2023” as the Fiscal Year, select the Fund or Org, and Account code. Then click **Apply and Close**. The allocation will be recorded for all lines. To split the allocation, click the **+Allocation button** and repeat the steps.

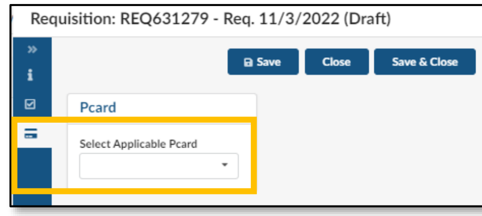




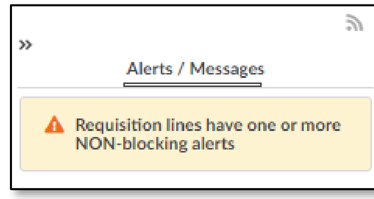
24. **To add an Allocation to each line item,** click the pencil icon next to the item to open the **Item Details**. Scroll down to the Allocation section. Select “2023” as the Fiscal Year, select the Fund or Org, and Account code. To split the allocation, click the **+Allocation button** and repeat the steps. Then click **Save and Close.**



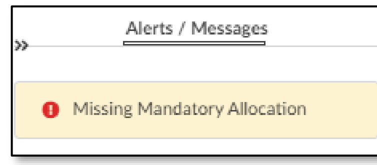
25. To use the P-Card for the order, click the card icon on the left side of the REQ. Choose the P-Card and then **Save.** The P-Card does not automatically default as the payment method.



26. When all information is complete click **Submit for Approval.**
27. The system may alert you to "non-blocking" alerts. These alerts do not stop you from submitting the order.



28. Users must resolve any "blocking" alerts in order to complete the submission. Follow the instructions presenting the Alerts/Messages section to resolve "blocking" alerts.



29. Users may check the status of REQs by viewing the **What's my order status?** section on the eVA Homepage.