

# Notes on New eVA – Transition Document

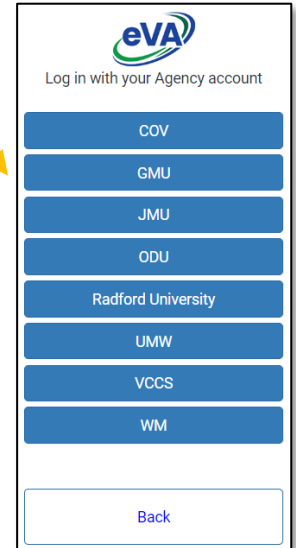
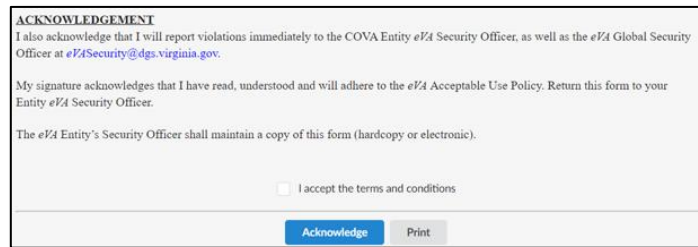
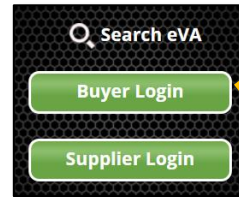
With the transition to the new eVA platform complete, we have highlighted some of the changes you may encounter between old and new eVA. Remember, the entire platform was updated and the user interface is brand new. For details on how to navigate in new eVA, add a P-Card, and process Requisitions please refer to the Use eVA Manual.

## User Name & Password

Your username and password will stay the same. Remember to use the “Login with Agency Account” option and select GMU, then enter your Net ID and Patriot password.

Please note that first time users will be prompted to electronically sign the *eVA Acceptable Use Acknowledgement*.

Please review the document in full and then complete the acknowledgment to continue.



## Terminology (Old vs. New)

Old Terms	New Terms
Purchase Requisitions (PR)	<b>Purchase Requisition (REQ)</b>
Purchase Order (EP)	<b>Purchase Order (PO)</b>
Purchase Card Order (PCO)	<b>Purchase Card Order (PCO)</b>
NIGP Commodity Code	<b>Commodity Code</b>
Receive an order/Receiving Report	<b>Create Receipt (REC)</b>
Procurement Transaction type: numbers with descriptions (for example: 20 – Supplies non-technology)	<b>Procurement Transaction Type: descriptions only (for example: Supplies Non-Technology)</b>
Comments: can be marked “visible to supplier”	<b>Separate sections for Comments (to supplier) and Internal Comments (for Mason only)</b>
Attachments: can be marked “visible to supplier”	<b>Attachments: can be marked “Internal Attachment” or “Supplier Document”</b>

## Vendor Search

### General Notes

- Never attempt to “Create a Supplier” on your own within eVA. This must be completed centrally by Fiscal Services. Instructions for new vendors is available on the [Do Business with Mason](#) webpage.
- Only use a vendor that is listed as “Active,” otherwise your order may fail.
- Be sure the vendor has a Mason G# by conducting a [G# lookup](#), otherwise your order may fail.
- Currently the Vendor ID listed on the eVA webpage (prior to login) is different than the Code displayed in the new eVA interface. This should not cause any integration issues.

- When searching for a vendor on the **eVA webpage (prior to login)** the Vendor information may display like this. You can click on the Vendor ID for contact information and additional details.

**eVA Vendor List**

Return to eVA Home Page [View Full SBSD List](#)  
[View Inactive Vendor List](#)

Vendor Name, vendor location name, vendor Customer Code or VLIN  
consulting  
 Check to use 'Name starts with' search logic.

Vendor names starting with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

SWAM Type: All SWAM Values, O - Micro Business, S - Small Business, M - Minority Owned Business, W - Women Owned Business, SDV - Service Disabled Veteran Owned, ESO - Employment Service Organization  
 Return vendors with all selected criteria.

Registration Type: ALL, State-Entered, Self-Registered

NIGP/Class Codes, separated by comma  
Enter 3-digit parent code to see vendors registered under that class (e.g. 005)  
[NIGP Code Lookup](#)

Zip Codes (US: First 5-Characters, Foreign: First 5-Characters, Uppercase and no spaces)  
Multiple zip codes can be entered with commas to separate values

Search Reset Search

Maximum of 1,000 vendors are displayed.

To navigate buttons or enter page# and click your TAB key.  
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Status	Vendor ID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	SWAM Type	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active Self	VS0000267107	110% Inc	Amilia Consulting USA	134 F Street, Ste. 206	Salida	CO	81201		N	N	Y
Active Self	VS0000222127	1222 Educational Consulting	1222 Educational Consulting	924 Hollymont Dr	Holly Springs	NC	27540-5998		N	N	Y
Active Self	VS0000231440	1531073 Alberta Ltd	Lead The pack Consulting	69 Tuscarora Hts NW	Calgary	AB	T3L 2H2		Y	Y	Y

- In the **New eVA platform interface**, the Browse Suppliers list (*Suppliers>Browse Suppliers*) may display like this. You can click on the Supplier name for contact information and additional details.

**eVA** Suppliers Contracts Shop Procurement Manage Report Center Heather S.

Browse Suppliers

Keywords: consulting Alerts: Commodity:  My Commodities Favorite Suppliers  Tier 1 Supplier Only

Filters: Keywords: consulting x Tier 1 Supplier Only:  x Level: Supplier Group x Supplier Head-office x Supplier Site x

0 Selected

	Code	Account Type	Supplier	Doing Business As/Location Name	Status	Web site	Qualification	Document Status	Network	Risk Level	Perfo
<input type="checkbox"/>	SUP133772	Self-Registered	Consulting	DeAnna Moreau	Active Supplier						
<input type="checkbox"/>	SUP080615	Self-Registered	3rd Consulting	Home Office	Discontinued	<a href="http://3rdconsulting.com">http://3rdconsulting.com</a>					
<input type="checkbox"/>	SUP198257	Self-Registered	Affirm Consulting	Affirm Consulting	Non Payment			<input checked="" type="checkbox"/>			
<input type="checkbox"/>	SUP083081	Self-Registered	Albanese Consulting	Springfield Office	Active Supplier	<a href="http://www.albxsolutions.com">http://www.albxsolutions.com</a>		<input checked="" type="checkbox"/>			

Clicking on the Vendor name will open the Vendor Profile.

Additional details about the vendor such as their acceptance of Charge Cards and Account Type, are available by viewing the different sections of the vendor profile on the left side menu.

Supplier: SUP000277 - LONDON & NORFOLK LTD (Active Supplier)

Close

**Company**

Account Type: Self-Registered

TIN Type: US Based and I have EIN EIN: 541632586

Supplier: LONDON & NORFOLK LTD

Name (as shown on W-9): LONDON & NORFOLK LTD

Doing Business As/Location Name: LONDON & N-001

Website: [HTTP://WWW.LONDON-NORFOLK.LTD.COM](http://WWW.LONDON-NORFOLK.LTD.COM)

DUNS: 794576074 Year Founded:

Organization Type: Corporation / Incorporated (CORP, INC.)

Supplemental Organizational Type: Tax Exempt

**Tax Address**

Address Label: Tax Address

Address Line 1: 999 WATERSIDE DR, SUITE 1010

Address Line 2:

Zip Code: 23510 City: NORFOLK

Country: UNITED STATES State/Province: Virginia

**Contact Information**

First Name: Cindi Last Name: Kline

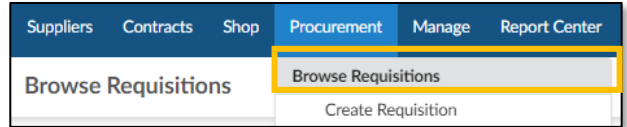
Email: [ckline@lnorfolk.com](mailto:ckline@lnorfolk.com)

Phone: 757-623-0003

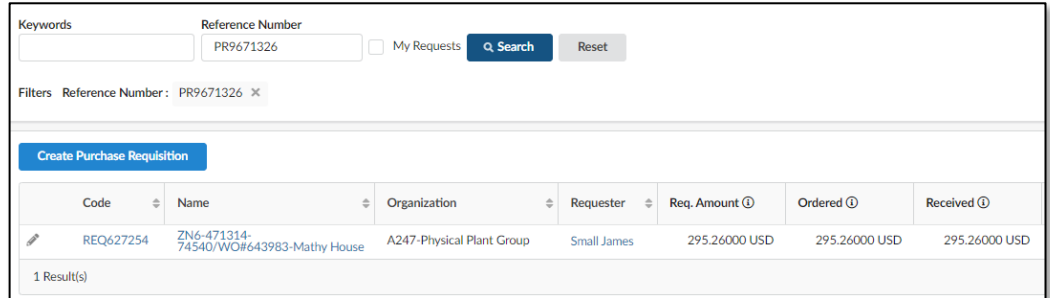
## Converted Order Search

Requisition and Purchase Order numbers that were converted from old eVA will not update in Banner. The old eVA EP# will still be listed in Banner and you do not need to take any action.

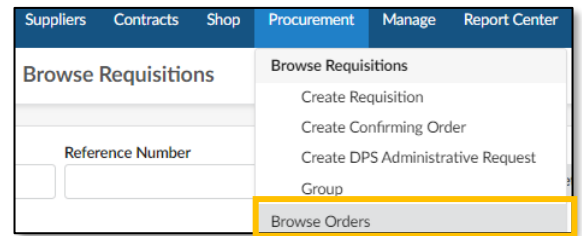
To search for Requisitions that were converted: Go to the **Procurement** tab and select **Browse Requisitions**. Enter the PR# into the “Reference Number” field. The “Keyword” field may not provide results.



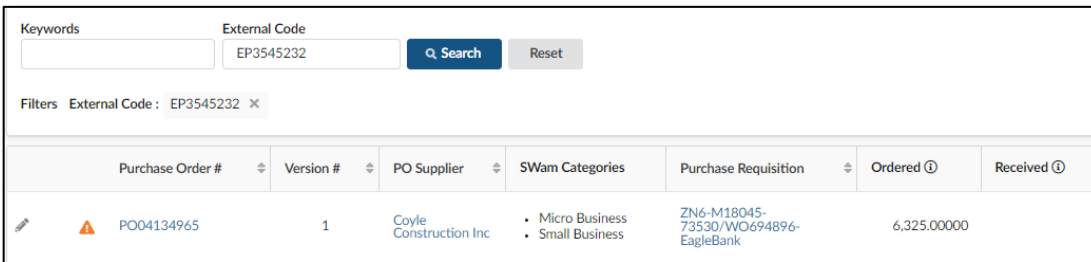
Click on “My Requests” and leave the search fields blank to see Requisitions that you have submitted.



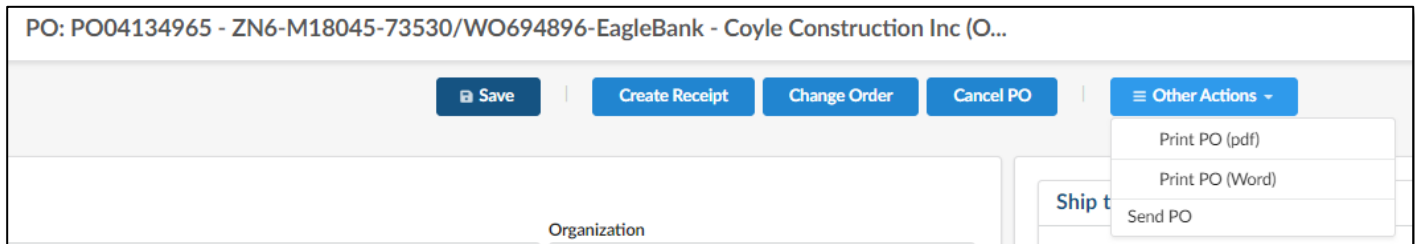
To search for Purchase Orders that were converted: Go to the **Procurement** tab and select **Browse Orders**. Enter the EP# into the “Reference Number” field. The “Keyword” field may not provide results.



Click on “My Requests” and leave the search fields blank to see Orders that you have submitted.



Click on the Purchase Order or Requisition # to view the document. To print a copy, go to **Other Actions** and select how you would like it printed. To create a Receipt (previously called Receiving) click on **Create Receipt**.



We strongly discourage users from creating a “Change Order” on orders that were converted from old eVA to new eVA as changes to converted orders will not integrate with Banner. We recommend creating a new order when a change to a converted order is required. Email [enclose@gmu.edu](mailto:enclose@gmu.edu), with the old eVA EP# to request to close the Banner encumbrance.

If absolutely necessary, select the Change Order button, complete the updates, and check the “Bypass Integration” option. Then email the Purchasing Office at [purch1@gmu.edu](mailto:purch1@gmu.edu) with the details of the change order including the EP# and new amount so that a Buyer can manually update Banner.

## Allocations

To add an Allocation to the entire purchase order, select all items and then click “Set Allocation.”

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.

The screenshot shows the 'Items & Services' interface. At the top, there are buttons for '+ Add line', 'Copy Selected Lines', 'Delete Lines', 'Edit Lines', and 'Set Allocations'. The 'Set Allocations' button is highlighted with a yellow box. Below the buttons is a table with columns: Item #, Product Type, Supplier Part #, Item Description, and Supplier. Two rows are visible, both with checkmarks in the first column, indicating they are selected.

The screenshot shows the 'Allocation' form. It has a '+ Allocation' button and a 'Template List' dropdown. The form fields are: % (100), Fiscal year (2023 - eVA-Wide Legal), Organization Allocation (M19367 - Employee Relations), Fund, Activity, Account (74120 - Office Supplies), Acc. Cross Reference, and Organization (A247-402 Fiscal Services).

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**.

The screenshot shows the 'Item Details' form. At the top, there are buttons for 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. Below these is the 'Allocations' section. There is a 'Remaining To Allocate' field showing 0.00000 USD. A '+ Allocation' button is highlighted with a yellow box. Below this is a table with columns: Fund, %, Amount, Allocations Quantity, Fiscal Year, Cost center, Activity, Acc. Cross Reference, Organization Allocation, Account, and Organization. One row is visible with values: Fund, 100.00, Amount 42.81000, Allocations Quantity 1.00000, Fiscal Year 2023 - eVA-Wide Legal, Cost center, Activity, Acc. Cross Reference, Organization Allocation M19312 - Payroll Office, Account 74120 - Office Supplies, and Organization A247-402 Fiscal Services.

## Changes to Punchout Catalogs in the New Platform

**General Functionality:** If a user is viewing items in the supplier’s punchout catalog site and does not need to send items back to a Requisition, they can return to the Requisition or Search Products page by clicking back on their browser.

**Change Orders:** Change orders for punchout catalog items will take place on the Order. This would include changing quantity (increase or decrease) and/or deleting items. Users will NOT return to the punchout to update an order.

**We encourage you to review the [New eVA Interface video](#), [quick guides](#), and [manuals](#) that are available on the [Use eVA Purchasing](#) webpage to help you navigate the new platform. This information was specifically designed to help you transition successfully.**

*If you continue to need assistance, after reviewing all available training information, please sign up for a New eVA Walk-in by visiting the [Calendar](#).*