

eVA Basics Manual

Prepared by Fiscal Learning & Engagement



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Purchasing Policy Overview

All faculty and staff must remain responsible stewards of state and university assets by complying with the established policies and procedures outlines in University Policy 2106 – Purchasing Goods and Services. This includes to:

- Obtain high quality goods and services at a reasonable cost
- Seek competition to the maximum extent possible
- Provide all qualified vendors access to public business
- Conduct procurement procedures in a fair and impartial manner
- Encourage participation of small, women, and minority owned businesses
- Utilize existing institution-wide contracts, where available

Purchases of \$5,000 or less are delegated to employees at the Unit level. The Mason Contract Addendum should be attached to contracts to override unallowable vendor terms and mandatory sources must be used. Employees should use a P-Card whenever possible.

Purchases over \$5,000 up to \$200,000 must be entered into eVA by the Unit and approved by a Purchasing Office Buyer. Purchasing authority at this level requires a letter of Delegation of Signature Authority before making any contractual commitments. Purchase requests must include at least three vendor quotes, two of which must be Micro/SWaM (when available), unless an existing contract is used. The process requires a 5 –10 day lead time. The \$5,000 threshold applies to the total cost of the purchase, regardless of the number of payments made to the vendor or service provider.

No Split Orders

Any purchase that is expected to exceed \$5,000 **must** be processed through eVA and the Purchasing Office. The \$5,000 threshold specified in University Policy 2106 must not be circumvented by “splitting orders”. A split purchase is the breaking down of a single purchase into two or more separate transactions that appear to evade the single transaction limit. An example of a split order would be a purchase of a conference table and matching chairs for a total of \$5,200 that is placed in two transaction back-to-back on the same P-card or multiple P-cards in the same unit resulting in a \$2,500 order for the conference table that is followed by a \$2,700 order for the matching chairs.

What is eVA?

The Department of General Services (DGS) and the Division of Purchases and Supply (DPS) has established eVA to ensure Virginia's leaders, suppliers, and citizens achieve maximum visibility and access to every Commonwealth procurement opportunity. All orders over \$5,000 must be initiated in eVA. Contracts and payments to individuals at any dollar amount must be initiated in eVA.

Purchasers at Mason use the eVA e-Mall application which allows items to be purchased through an integrated web-based “Punch-Out” catalog or ordered as “Non-Catalog items” identified by sources such as the vendor’s independent catalog, proposal or quote. Purchase Order information integrates with Banner Finance making it easy for reconciliation and payment processing.

eVA Access and Required Training

New users must complete the [on-demand access based training in MasonLEAPS](#) and then submit an [eVA Access Form](#).

The eVA Login Request Form, also located at [Forms and Instructions](#), must be completed and include signatures of the applicant's supervisor, as well as their Banner liaison. Applicants will receive a notice when access has been granted. Users should login to eVA using their Mason Net ID and password (used for PatriotWeb).

This state-issued form has been modified for Mason users purchasing items of \$5,000 or less. The applicant should list a current "Ship 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.

Purchases Exempt from eVA

Most goods and services must be purchased utilizing eVA, however, some exceptions are allowed. If a purchase meets one of the exemption criteria established by the state (listed below) then the purchase does not have to be completed through eVA procurement.

Purchases that are exempt from eVA procurement:

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders placed on the vendor's website or by telephone.
4. Reimbursements (limited, see [Reimbursement Guidelines](#)).
5. Honorarium payments (see, [Honorarium Payment Guidelines](#)).
6. Payments to the Department of Homeland Security.
7. Postage (this includes mailing services such as FedEx and UPS).
8. Business Cards - may be purchased on-campus through Canon Solutions or online through Worth Higgins using the Mason P-Card. (See, [Business Card Guidelines](#)).
9. Sodexo Catering – should be ordered through the online [Catertrax](#) application. Sodexo provides Mason's on-campus dining and is the preferred caterer.
10. Interdepartmental charges (See, [Recharge process](#)).

There are additional categories of purchases that are exempt from the eVA assessed fees, but still require purchase through eVA. Please review the eVA Exemption Guide available in the Appendix of this manual.

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. All direct bill purchases made through eVA (not using a P-Card), for which Accounts Payable will issue payment, will integrate with Banner Finance and appear as an encumbrance on the fund/org being charged once approved by the fund/org approver for the unit. User should perform a [G# lookup](#) if the order will be directly billed to Accounts Payable to ensure the vendor has a Mason G#.

Purchases made in eVA with a registered P-Card will be recorded in Banner Finance when the transaction is approved by the supervisor in the Bank of America Works system. Approval by the fund/org approver is not required in eVA for transactions paid for with a P-Card.

Processing Requisitions in eVA

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 required, enter the payment in eVA following the appropriate process listed under "Create a Requisition" below. The invoice, with the PO number (purchase order) noted, must be sent to Accounts Payable at acctpay@gmu.edu in order to be processed and paid. The Prompt Payment Act requires agencies to pay a vendor within 30-days of receiving the goods/services or an invoice (whichever is later).

Shipping and Delivery Charges

If an eVA order includes a charge for shipping/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. In eVA the NIGP commodity code for shipping or freight charges is 96286 and delivery fee is 96750. Shipping and freight charges are not subject to eVA fees and must be on an individual line item with NIGP commodity code 96286 so these fees are not assessed.

Commonly Referenced eVA Terms

Commodity Code	A numeric code from the numbering system used by the Commonwealth of Virginia to categorize the products and services purchased and is a required element.
Non-Catalog Items	Any item/order that is not submitted through a vendor's Punchout Catalog is considered a Non-Catalog order. The user must enter all item details including description, price, commodity code, and quantity.
PO Category	This is a reference to the type of eVA order and is a required element.
Procurement Transaction Type	This defines the type of procurement that a requisition is addressing and is a required element.
Punchout Catalog	A Punchout catalog is a vendor catalog embedded in eVA. It allows purchasers to "Punchout" items from a vendor's on-line catalog. All item and vendor information is returned in eVA format.
Purchase Requisition (REQ)	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 REQ.
Purchase Order (PO)	A purchase order is issued when the purchaser 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 and an invoice will be submitted to Accounts Payable for payment.
Purchase Card Order (PCO)	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 purchaser's P-card account.

Doing Business with Mason

Vendor G Number

A Vendor G Number (G#) is required in order to process a payment for a direct order. Use the Vendor G Number lookup available on the Fiscal Services website to search for the proposed vendor (be aware of spaces, punctuation and "doing business as", etc.) 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/>.

eVA Vendor Accounts

Vendors interested in conducting business with George Mason University and other state agencies must have an active eVA account before a purchase requests can be made, and an invoice can be processed. If a vendor chooses to join eVA at the purchaser's request, they may visit the eVA homepage and select [I Sell to Virginia](#) button for registration information. The eVA Customer Care Team is available at evacustomer@dcgs.virginia.gov or 1-866-289-7367 to assist vendors with the self-registration process.

Benefits for Vendors

A self-registered eVA account provides vendors with the benefit of being able to publish a "Punchout" catalog, which provides eVA users an opportunity to view the vendor's available goods and services while remaining in the eVA system.

Self-registration also provides vendors a number of other tools and resources such as receiving electronic orders, accepting P-Card payments, in addition to automated placement on bidders list, and notifications for business opportunities with Virginia State Agencies, Colleges and Universities. 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/>.

Vendor Search

Users should access the eVA Vendor List prior to initiating a purchase requisition in eVA. 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 Micro/SWAM certified, accepts P-Card payments, and/or accepts orders electronically. The user may search the listing by entering any portion of the vendor's name.



For example, if a user types the word “pizza” in the search field this will populate the search results with all related vendor names, locations, etc.

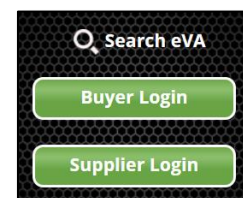
Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	SWA Type	Accept Charge Card	Accept P-Card	Accepts Elect Orders
Active Self		VS0000065441	Airline Plaza Pizza LLC	Chantilly	4078 Airline Parkway	Chantilly	VA	20151		Y	Y	Y
Active State	Y	VS0000099136	Annas Pizza Subs & Moore	Annas Pizza Subs & Moore	14911 George Washington Mem Hwy	Glenns	VA	23149		N	N	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 (Y/N) or electronic orders (Y/N). Selecting the *Vendor ID* will give additional details on the vendor including a contact phone number and name for the vendor.

eVA User Account Overview

To login to eVA procurement, go to <https://eva.virginia.gov/> and select **Buyer Login**. Then **Login with your Agency account** and select **GMU**. This will bring you to the Mason single sign on/2FA. 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.



Homepage – Welcome to eVA

The Welcome to eVA homepage provides an overview of the current to-do list and order status' for the user. To navigate back to the homepage at any point during an eVA session, simply click on the eVA log in the upper left corner. The top-level tab details and use cases are discussed below.

Suppliers

Browse Suppliers

Create

Credentials

Qualifications

Performance Center

Risk Center

Assessments

Cooperative Usage Reports

Cooperative Members

Manager Center

Subcontractor Reports

The key element under the **Suppliers** tab is "Browse Suppliers." For Non-Catalog orders users should ensure the vendor is registered in eVA prior to beginning the order. **USERS SHOULD NEVER ATTEMPT TO "CREATE" A SUPPLIER.** Please refer to the Doing Business with Mason section above for guidance.

Contracts

My Contracts

Browse Contracts

Schedule

Browse Templates

Contract Expenditures


For users that are also Contract Administrators, the Contracts tab may be used to review their contract status by selecting **My Contracts**. Please note: Users should refer to [Mason's Commonly Used Contracts](#) webpage to browse current contracts for goods and services.


Shop

Search Products

Users may begin an order by going to **Search Products**.

To begin a **Catalog order**, open the **Filter** panel and then "pin" it to the page. This will ensure it appears on the page each time.

Check the box for **Punchout Only** and enter a Supplier name. Then select the correct supplier punchout by clicking on the icon 



Search

Reset

Commodity

Contract

Supplier

The Supply Room Companies

☐ Favorite Suppliers

Status

Approved

☐ Non-Approved Items

☒ Punchout Only

☐ Previously Purchased Items

☐ History Browse

To begin a **Non-Catalog order**, click the "Add Non-Catalog Item" button. Then enter the details of each item based on the vendors quote or other details. Users will add the Supplier information before completing the order.

Search Products

Filter By Commodity

Search Products

Search

Reset

Filters

Status: Approved

0 Selected

Add to Cart

Compare

Add Non-Catalog Item

Procurement

Browse Requisitions

Create Requisition

Create Confirming Order

Create DPS Administrative Request

Group

Browse Orders

Pending Receipts

Browse Receipts

Create

Browse Allocation Templates

Create

Queue Management

PRs to be Assigned

PRs Assignments in Progress

PRs Assigned by me

PRs Assigned to me

From the Procurement tab users may Create Requisitions, Browse Orders, Create Receipts and View Pending Receipts.

USERS SHOULD NEVER "CREATE CONFIRMING ORDERS." Mason communicates these orders to eVA directly and no user entry is required.

Report Center

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Report Center

ACCESS REPORT CENTER

Users with a Reporting role may login to eVA to Access Report Center or use the Reporting tool available on the eVA webpage.

May 2023

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eVA Dashboard

The screenshot shows the eVA Dashboard with the following sections:

- Search For Products:** A search bar with the placeholder text "Search Products" and a magnifying glass icon.
- My to-do list:** A table with 4 results. The columns are Process, Task, Object, Performer, Status, and Req. Amount.

Process	Task	Object	Performer	Status	Req. Amount
eVA Purchase Requisition	eVA Approvals	REQ000835 - rsparkma 10.18.22 Test #1 (Over 5K) (A247-402 Fiscal Services - Sparkman Rob)	STRANGE Heather	● ●	10000.0000
eVA Purchase Requisition	eVA Approvals	REQ000159 - Req. 9/13/2022 (A247-402 Fiscal Services - Adams Jessica)	STRANGE Heather	● ●	100.000000
eVA Purchase Requisition	eVA Approvals	REQ000158 - Jessi Test (A247-402 Fiscal Services - Adams Jessica)	STRANGE Heather	● ●	4.000000
- What's my order status?:** A section with a search bar and a table with 1 result.

Name	Organization	Req. Amount	PR Status	Reference Num
Req. 10/17/2022	A247-402 Fiscal Services	275.000000 USD	Draft	

Search for Products: to initiate a new Purchase Requisition (REQ)

My to-do list: contains items that require action from you

What's my order status?: contains orders status', assigned PO#, etc.

Add a Mason Purchase Card (P-Card)

Users who have a Small Purchase Charge Card (P-Card) issued by Mason may add the card to their eVA profile. Once added, the P-Card may be used as the payment method on orders of \$5,000 or less when the chosen vendor accepts the P-Card. Typically, vendors with Punchout Catalogs also accept the P-Card and this provides a convenient way to quickly place orders. Please note the users must choose to add the P-Card to each order AND a complete allocation is still required. The P-Card will not become the default payment method.

To add a P-Card, go to your profile by clicking on your name in the upper right-hand corner and then selecting **My Profile**. On the Profile Management page, navigate to the Pcard Info section and then select **Add Pcard**.

The screenshot shows the user profile dropdown menu with the following options:

- My Profile
- My to-do list
- My Scheduled Tasks
- My addresses
- Logout

The screenshot shows the Profile Management page for Heather STRANGE. The Pcard Info section is highlighted, and the "Add Pcard" button is visible.

The screenshot shows the PCard Manage form with the following fields:

- User Login:** STRANGE Heather
- Pcard Label*:** Heather's P-Card
- Card Provider*:** Visa
- Name (as it appears on your card)*:** Heather Strange
- Card Number*:** 1234568957741212
- Expiration Month*:** February
- Expiration Year*:** 2026

Fields marked by an asterisk * are mandatory.

Pcard Label: should be labeled so you can identify as your P-Card. For example – "Heather's P-Card"

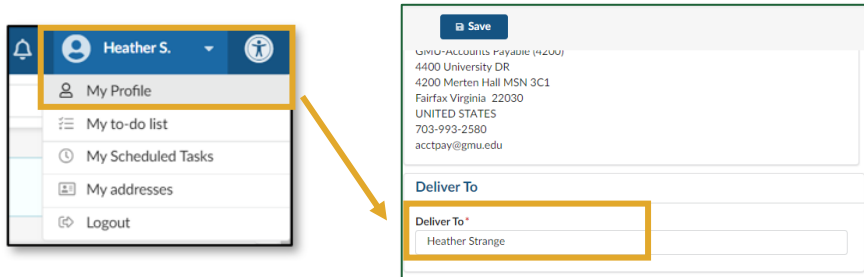
Required Information: complete all required card information and then choose **Save & Close** to complete

Please note it may take 24 hours for your P-Card to be ready to use in eVA. Please plan purchases accordingly

Add Deliver to Name

Users must enter a “Deliver to Name” under their Profile in order for this required field to populate on submitted requisitions. If the Deliver to Name is left blank the Requisition will fail integration with Banner Finance and the user will have to recreate the order and add the Deliver to Name.

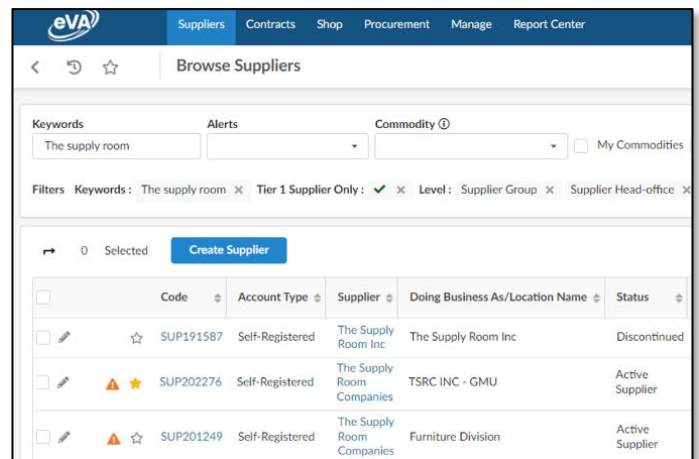
To add a Deliver to name, go to your profile by clicking on your name in the upper right-hand corner and then select **My Profile**. On the Profile Management page, navigate to the Deliver To (text field) and enter your name, then click **Save**.



Favorite a Supplier

Users can “favorite” suppliers in order to quickly locate them in eVA. After logging into eVA, go to the **Suppliers** tab and select **Browse Suppliers**. Enter terms into the Keywords search box.

Once the correct supplier is located, click the “star” to favorite the supplier. The supplier will now be listed under *Favorite Suppliers* and can be selected when completing a vendor search or purchase requisition.



eVA Requisition Requirements

The purchasing process at Mason depends upon two criteria: method of payment (is the purchaser using a P-Card or is Accounts Payable going to issue a direct payment to the vendor) and the vendor’s eVA Account Type (is the vendor self-registered in eVA or state-entered). Users should only select vendors with an “Active Supplier” status. eVA offers two types of shopping experiences; (1) the purchaser can select items from a “Punchout” catalog on a supplier-maintained site that integrates with eVA, or (2) by entering items as a Non-Catalog order based on a vendors quote or other documentation.

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

- Is the vendor self-registered with eVA? If so, does the vendor:
 - Accept the P-Card?
 - Accept electronic orders?
 - Have a Punchout catalog in eVA?
- Vendors who are “state-entered” are unable to provide the services listed above and all orders to state-entered vendors will be Non-Catalog Orders and require a vendor quote or other details.

PO Category

eVA fees are assessed based on the PO Category. All routine purchases and all Punch-Out catalog orders should be assigned PO Category **R01 - These purchases will incur eVA fees**. Examples include: Office, lab, and other supplies, goods such as T-shirts, promotional items, software, subscriptions (up to 1 year), and other tangible items.

Specific purchases have been determined by the Commonwealth to be exempt from eVA fees and should be assigned PO Category **X02 – These purchases will not incur eVA fees**. Examples include:

Professional membership dues, entertainment (speakers, lecturers, musicians, performers), advertising and other categories. The complete list is available in the eVA Exemption Guide (Appendix).

DO NOT check the box for “Create Blanket Purchase Order” or “Bypass Integration”

Procurement Transaction Type

For Non-Catalog orders, the user will select the Procurement Transactions type for the order. The categories most frequently selected will be Supplies-Non-Technology (most book, office, lab and student event supply purchases such 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, purchasers should select the type that represents the largest dollar amount of the order.

Requisition: REQ628211 - Req. 11/1/2022 (Draft)

Buttons: Save, Submit for Approval, << Back to Catalog, Reset Allocations

Header

Name*: Req. 11/1/2022 Organization*: A247-402 Fiscal Services

Type*: Purchase PO Category*: R01 - Routine

Requester*: Strange Heather Reference Number:

Procurement Transaction Type*: Supplies - Non-Technology

Header Field 1: Header Field 2:

Status: Draft Workflow Preview & Ad hoc

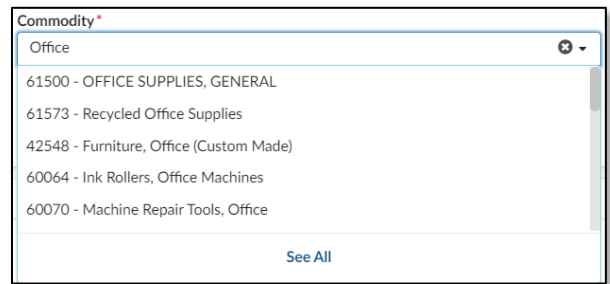
☒ Create Blanket Purchase Order

☒ Bypass Integration?

Procurement Transaction Types to Use	Examples
Equipment Non-Technology	Furniture, telescopes, athletic and aquatic equipment
Equipment Technology	Computers, servers, monitors
Supplies Non-Technology	Books, office/lab supplies, student event supplies
Supplies Technology	Computers, computer components, software
Non-professional Services Non-Technology	Consultants, guest speakers, entertainers, security guards, subscriptions, dues, library, banking, hotels, bus transportation, catering, advertising
Non-professional Services Technology	Cable/satellite TV services, cell service
Printing	Printing of brochures, posters, newsletters
ALL OTHER TYPES LISTED	Please do not use without permission from the Purchasing Office directly at purch1@gmu.edu .

Commodity Code

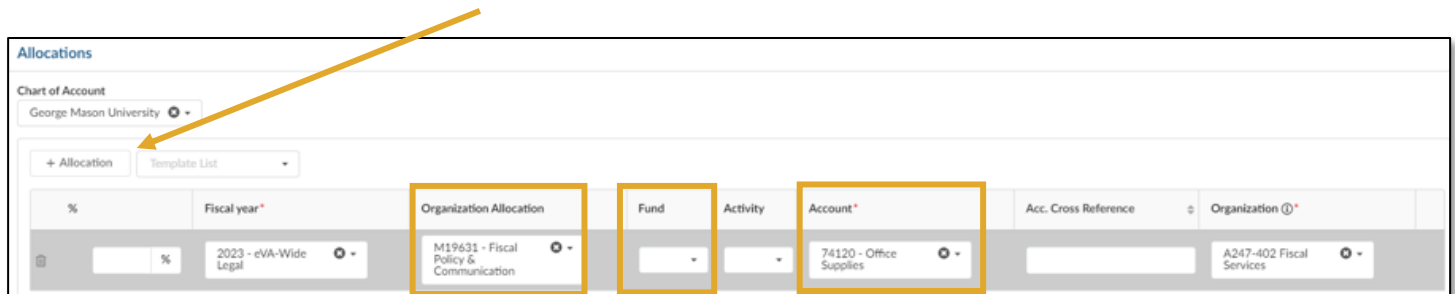
For Non-Catalog orders, the user will add a Commodity Code to each line item. The Commodity Code is a numeric code from the numbering system used by the Commonwealth of Virginia to categorize the products and services purchased. Purchasers can type a product term into the search field and choose the one that most closely matches the purchase.



A screenshot of a search dropdown menu titled "Commodity *". The search input field contains the word "Office". Below the input, a list of commodity codes and descriptions is displayed: "61500 - OFFICE SUPPLIES, GENERAL", "61573 - Recycled Office Supplies", "42548 - Furniture, Office (Custom Made)", "60064 - Ink Rollers, Office Machines", and "60070 - Machine Repair Tools, Office". At the bottom right of the list is a link that says "See All".

Allocations

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 requisition without the appropriate accounting information. The organization or fund code indicates the department, organizational unit or project that will be charged for the purchase. The purchaser should enter only an Org or Fund code that they are 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 available on the Fiscal Services website at Expenditure Account Codes. The activity code is an optional element used by cost-sharing units. Each section is alpha numeric and searchable. To add more than one accounting line click the [+ Allocation](#) button.

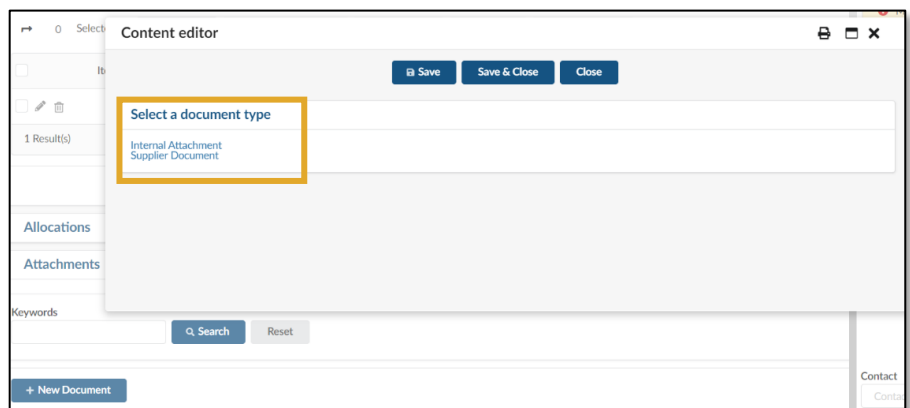


A screenshot of the "Allocations" section in a software interface. At the top, there's a "Chart of Account" dropdown set to "George Mason University". Below it is a "+ Allocation" button and a "Template List" dropdown. A yellow arrow points from the "+ Allocation" button to the "Organization Allocation" field. The main area contains several input fields: "Fiscal year" (set to "2023 - eVA-Wide Legal"), "Organization Allocation" (set to "M19631 - Fiscal Policy & Communication"), "Fund" (empty), "Activity" (empty), "Account" (set to "74120 - Office Supplies"), "Acc. Cross Reference" (empty), and "Organization" (set to "A247-402 Fiscal Services").

Orders Over \$5,000

Purchases exceeding the \$5,000 departmental limitation are processed through the Purchasing Office. The purchaser will enter the order in eVA as a catalog or non-catalog order. Once the order has been approved by the unit approver, 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 purchaser may view, but not change, the order.

When placing orders over \$5,000, it is important to add comments in the **Internal Comment** field that may assist the Purchasing Office Buyer to complete the purchase. Quotes, drawings or pictures of the desired items should be attached to the requisition by clicking on **Attachments**, selecting **New Document** and then determining if the new attachment will be an *Internal Attachment* or a *Supplier Document* (visible to the supplier). All information for the Purchasing Office Buyer should be marked as an *Internal Attachment*.



A screenshot of a "Content editor" window. At the top, there are buttons for "Save", "Save & Close", and "Close". Below these is a section titled "Select a document type" with a dropdown menu showing "Internal Attachment" and "Supplier Document". The "Internal Attachment" option is highlighted with a yellow box. At the bottom of the window, there are "Search" and "Reset" buttons, and a "+ New Document" button.

Receiving an Order over \$5,000: When an invoice is received* in Accounts Payable for a Purchase Order that is more than \$5,000, Accounts Payable staff will email the eVA order initiator to confirm that the goods or services have been received or provided. This email certification of receipt is required before payment is made. The unit purchaser will not be able to Create a Receipt for orders over \$5,000. *If the department receives an invoice from the vendor, the invoice should immediately be sent to Accounts Payable, MSN 3C1 or acctpay@gmu.edu. The department must note the Purchase Order number on the invoice.

Purchase Amount	Purchasing Office Requirements and Lead Times
Over \$5,000 - up to - \$200,000	For purchases where the one time or cumulative estimated cost of the materials, supplies or services is greater than \$5,000, at least three written quotations should be obtained. At least two quotes must be from Micro/SWaM vendors. In cases where two certified Micro/SWaM vendors are solicited and the price is determined to be fair and reasonable the third competitive quote is not required. Administrative lead-time is approximately 5 to 10 days.
Over \$200,000 - Invitation for Bids (IFB)	For purchases where the one time or cumulative estimated cost is expected to be more than \$200,000, competitive sealed bidding is required. Bids should be solicited from at least six sources. Solicitations are to include a minimum of four Micro/SWaM vendors. IFB's are advertised in eVA and on the Purchasing Web Page. Sealed bids are opened and read aloud at a public bid opening. When appropriate, a Notice of Award or Notice of Intent to Award is publicly posted for 10 days after the applicable decision has been made. Administrative lead-time is approximately 21 days, but may be as long as 60 days. .
Over \$200,000 – Request for Proposal (RFP)	For purchases expected to exceed \$200,000, competitive sealed proposals, resulting in competitive negotiations is required. Proposals should be solicited from at least six sources. Solicitations are to include a minimum of four Micro/SWaM vendors. RFP's are advertised in, eVA and the Purchasing Web Page. Sealed proposals are not opened in public. When appropriate, a Notice of Award or Notice of Intent to Award is publicly posted for 10 days after the applicable decision has been made. Administrative lead-time is typically 60-180 days depending on complexity. There is no mechanism for an expedited RFP

Approval Process

All non-P-Card orders are approved electronically by the purchaser's supervisor or designated approver before they are submitted to the vendor or returned to the purchaser to approve, print/fax. The Approver should review the order for policy compliance, budget availability, completeness and accuracy. All orders must have a legitimate business purpose and adhere to Mason's purchasing policies. Questionable or unallowable requests should be rejected and returned to the submitter for review and/or additional comment.

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. The step-by-step process for Approvers is outlined in the **eVA Approvers Guide** (Appendix).

Change or Cancel, Receive or Return Process

If a departmental purchaser 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 purchaser is NOT required to enter the changed information in eVA.

A purchaser may change or cancel 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 purchaser should initiate the Change or Cancel process in eVA and call the vendor immediately to verify the change/cancellation, referencing the order number. Please refer to the **eVA Search, Copy, and Change Order Guide** (Appendix).

Receive or Return an Order

Non-P-Card orders should be received in eVA. The purchaser will Create a Receipt for the order and verify that the items have been received. If a purchaser wishes to return items after an order is received, they 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 purchaser 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 purchaser 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 Return should be processed in eVA following the guidelines in the **eVA Order Receive or Return Guide** (Appendix).

Rejected Orders & Banner Integration Errors

A purchaser will occasionally receive a message from indicating that his/her order has been rejected or denied.

- The purchaser's approver may reject the purchase. If this occurs, the approver should write a comment in the appropriate field to inform the initiator of their reason(s) for rejection.
- The Office of Sponsored Programs (OSP) may reject the purchase. A representative from OSP should write a comment in the appropriate field to inform the initiator of their reason(s) for rejection.
- The International Tax Office may delay approval for foreign vendors if required information is missing.

In other cases, the order may fail to integrate with Banner Finance, the repository for financial transactions at the University. When this occurs, the order will show as "Request Rejected" under the "What's my order status" menu box. Please refer to the **eVA to Banner Integration Error Resolution Guide** for instructions on how to resolve these errors (Appendix).

eVA Exemption Guide

Most goods and services must be purchased utilizing eVA, Virginia's electronic procurement system, however, some exceptions are allowed. If a purchase meets one of the exemption criteria established by the state (listed below) then the purchase does not have to be completed through eVA procurement.

Purchases that are exempt from eVA procurement:

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders placed on the vendor's website or by telephone.
4. Reimbursements (limited, see [Reimbursement Guidelines](#)).
5. Honorarium payments (see, [Honorarium Payment Guidelines](#)).
6. Payments to the Department of Homeland Security.
7. Postage (this includes mailing services such as FedEx and UPS).
8. Business Cards - may be purchased on-campus through Canon Solutions or online through Worth Higgins using the Mason P-Card. (See, [Business Card Guidelines](#)).
9. Sodexo Catering – should be ordered through the online [Catertrax](#) application. Sodexo provides Mason's on-campus dining and is the preferred caterer.
10. Interdepartmental charges (See, [Recharge process](#)).

Routine Purchases (R01)

The items listed below are examples of items that are subject to eVA fees (charged to Mason). These are items that may be purchased in eVA or directly with a vendor using a P-Card and must be classified as an "R01" in eVA and/or during the Bank of America allocation process.

1. Food purchases placed on the phone or online.
2. Purchases made for supplies, etc. over the phone through an online portal (i.e. Purchases made on Amazon)
3. Purchases for T-shirts, promotional items, software, lab supplies
4. Tangible items not otherwise classified.
5. Subscriptions (periodicals, services, software, etc. for bona fide business purposes, NOT TO EXCEED ONE YEAR)

Purchases exempt from eVA fees (X02)

The items listed below are exempt from eVA fees (charged to Mason). These are items that may be purchased in eVA or directly with a vendor using a P-Card, however, the PO Category field should be changed to "X02" (instead of R01) in eVA and/or during the Bank of America allocation process. This way eVA will not charge Mason a transaction fee for the purchase.

1. Professional organization membership dues.
2. Entertainment payments to: speakers, lecturers, musicians and performing artists. This DOES NOT include consultants, seminar facilitators or contracted workshop instructors.
3. Accreditation fees and academic testing services.
4. Advertisements in newspapers, magazines, journals, radio or television.
5. Real estate leases.
6. Exhibition rental fees for exhibitions of historical artifacts or works of art.
7. Public utility payments (electric, natural gas, water sewer).
8. Purchases from public auction (non-electronic).
9. State Agency to State Agency payments.

Create a Catalog Order in eVA

A Punchout Catalog is a vendors' goods or services catalog that is embedded in eVA. It allows purchasers to "punchout" items from a vendor's on-line catalog that integrates with the eVA platform. Selected items and the vendor information is used to create a purchase requisition automatically in the eVA format.

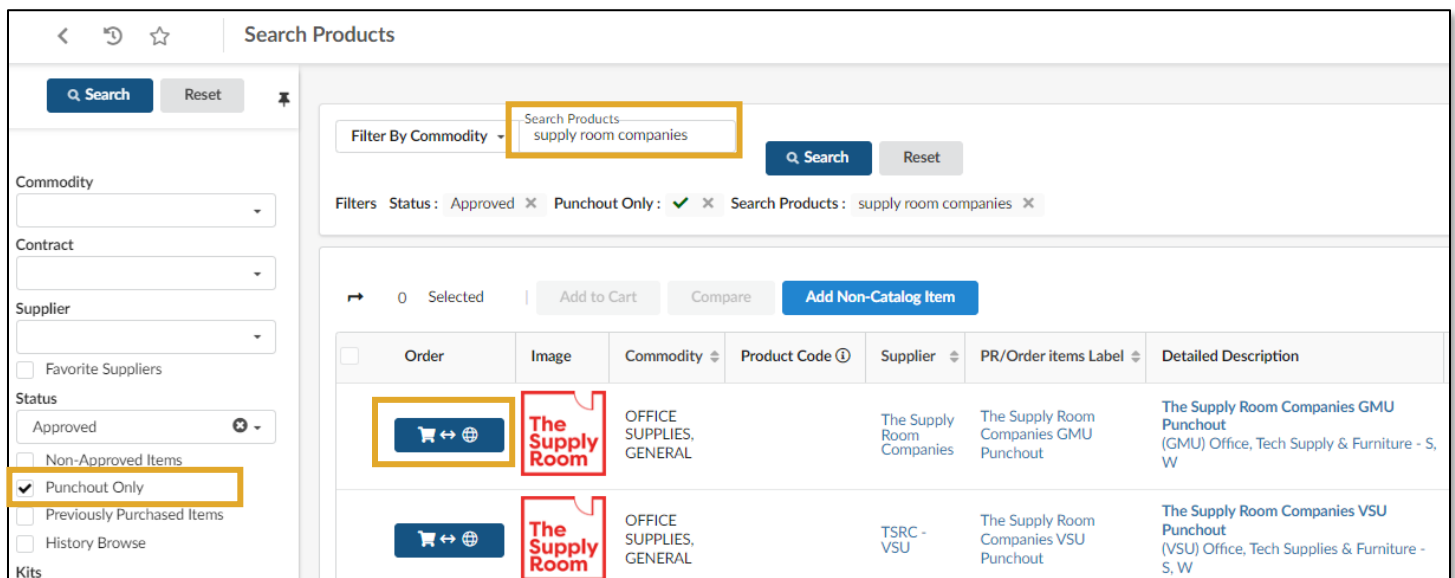
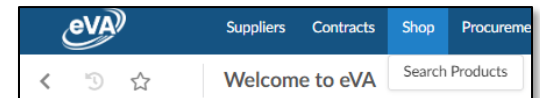
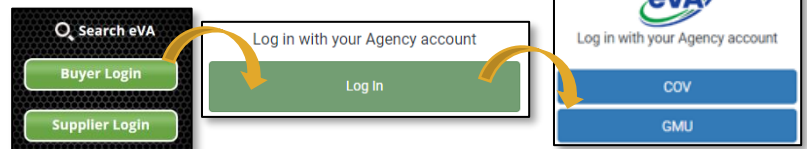
Verify the Vendor

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

1. Go to <https://eva.virginia.gov/> and select **Buyer Login**. Then **Login with your Agency account** and select **GMU**. This will bring you to the Mason single sign on/2FA.
2. On the homepage select **Shop** from the menu bar and then click on **Search Products**.
3. Open the Filter panel from the left side of the screen. We recommend you "pin" the panel to this page. Check the box next to "Punchout Only" and then type in the name of the Supplier whose punchout Catalog you would like to view in the "Search Products" field.
4. Click on the Cart icon next to the correct supplier to view their Catalog and place an order.



5. The suppliers Punchout Catalog will open. You can browse products and add them to your cart within the Catalog. *Note: The Supply Room Catalog has created GMU specific lists under Favorites for easy ordering.*

6. After all products have been added to the Catalog cart, click the “Submit Cart” or “Checkout” button (depending on the vendors terminology) to return to eVA and complete the Catalog Order.


7. In the **Header** section, enter the required information as follows:

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

8. In the *Items & Services* section, verify the products and quantities are correct.

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

10. 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.

11. **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**.

Allocations

Remaining To Allocate: 0.00000 USD

+ Allocation

Fund	%	Amount	Allocations Quantity	Fiscal Year	Cost center	Activity	Acc. Cross Reference	Organization Allocation	Account	Organization
	100.00	%	42.81000	1.00000	2023 - eVA-Wide Legal			M19312 - Payroll Office	74120 - Office Supplies	A247-402 Fiscal Services

12. 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.

13. 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.

Requisition: REQ631279 - Req. 11/3/2022 (Draft)

Save Close Save & Close

Pcard

Select Applicable Pcard

Attachments

Keywords

Search Reset

+ New Document

Content editor

Save Save & Close Close

Select a document type

Internal Attachment
Supplier Document

14. In the Document window, enter a Title for the Documentation and optional Summary. Then **Click or Drag** to add files.

15. Click **Save** to add the file. Continue to add Files for the selection or click **Close** to exit the Document window.

16. The file will now be listed as an attachment on the Purchase Req. (REQ)

Supplier Document

Save Save & Close Close Save & Preview Delete

Title

Documentation *
Vendor quote 11/20/2022

Summary

Quote for services

Information

Status *
Approved

Document *
English

Click or Drag to add files

Orders/PR Items

PR/Order Items

Purchase Requisition

Purchase Requisitions
REQ631279-Req. 11/3/2022

17. In the *Internal Comments* section, add any additional information for the REQ Approvers and/or the Mason Purchasing Office Buyer. This information will only be visible to Mason and the Supplier will not see this section.

Internal Comments

Internal Comments

Internal comments for the Purchasing Office. Not visible to Supplier.

18. To add a Comment visible to the Supplier, scroll to the top of the REQ and click into the *Comment* field. Located beneath the *Ship to/Bill to* section. Enter relevant comments for the Supplier. These comments will also be visible to Mason. Click **Save**.

Ship to Bill to

Ship to *
GMU-402 Fiscal Services (4400) 4400 University DR Fairfax
4400 University DR
4400 Merten Hall MSN 4B2
Fairfax Virginia 22030
UNITED STATES
703-993-2580

Bill to *
GMU-Accounts Payable (4200) 4400 University DR Fairfax
4400 University DR
4200 Merten Hall MSN 3C1
Fairfax Virginia 22030
UNITED STATES
703-993-2580
acctpay@gmu.edu

Comment

19. When all information is complete click **Submit for Approval**.

20. The system may alert you to “non-blocking” alerts. These alerts do not stop you from submitting the order. Users must resolve any “blocking” alerts in order to complete the submission. Follow the instructions presenting the Alerts/Messages section to resolve “blocking” alerts.

Alerts / Messages

Missing Mandatory Allocation

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

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.

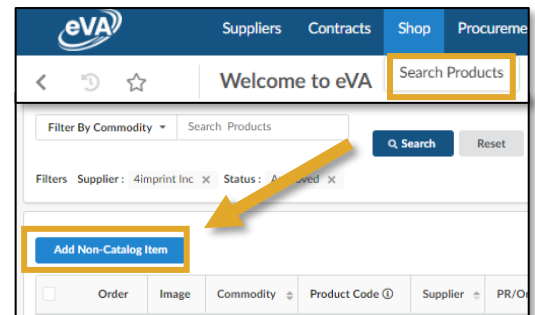
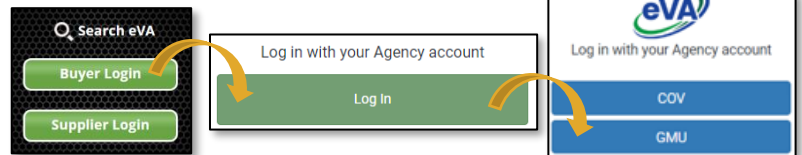
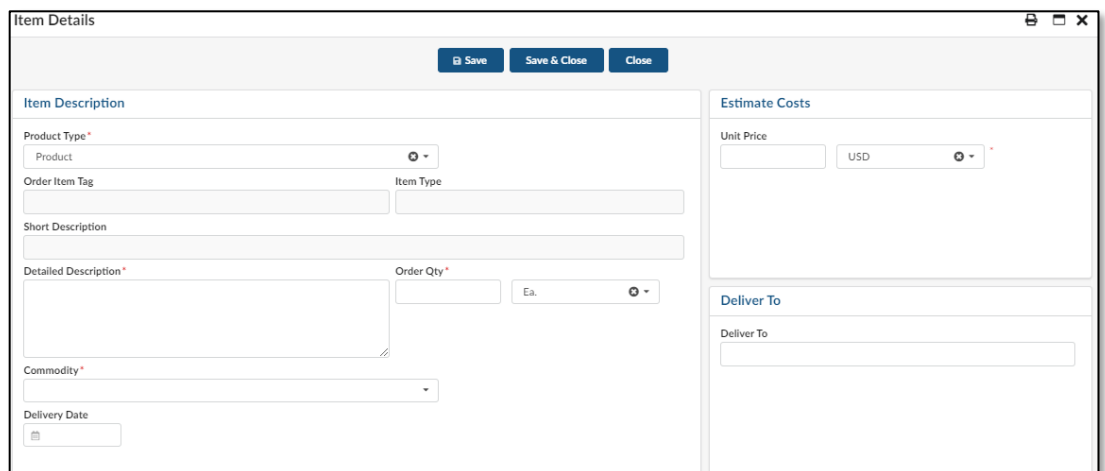
Verify the Vendor

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 your 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:

- Name:** Title for the purchase (example, "TSRC Order 10/15 M19678").
- Organization:** Do not change. Will default as assigned.
- Type:** Will default to *Purchase*
- PO Category:** Select "RO1" for routine purchases or "XO2" for specific purchases exempt from fees. (See, eVA Exemptions Guide)
- Requester:** Will default to user.
- Reference Number:** Optional field.
- Procurement Transaction Type:** Select as appropriate. (See, eVA Manual)
- Header Field 1, Header Field 2:** Optional fields.
- 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**.

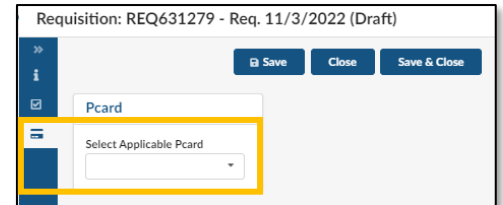
25. To use the P-Card for the order, click the card icon on the left side of the REQ. Choose the P-Card and then **Save**. The P-Card does not automatically default as the payment method.

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.

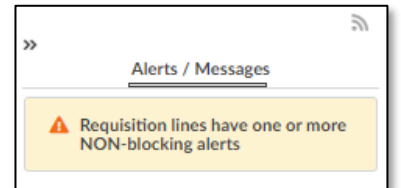


Requisition: REQ631279 - Req. 11/3/2022 (Draft)

Save Close Save & Close

Pcard

Select Applicable Pcard



Alerts / Messages

⚠ Requisition lines have one or more NON-blocking alerts



Alerts / Messages

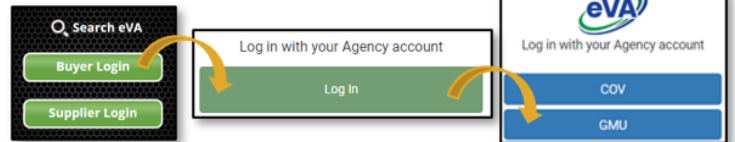
❗ Missing Mandatory Allocation

eVA Approver Guide

Designated Approvers are required to login to eVA, review submitted orders for policy compliance, ensure that all information is correct, budget is available and appropriate documentation is included, and then sign off or reject the submitted REQ. Approvers will receive an email from eVA when documents require their review; however, Approvers should periodically check their eVA Homepage and the “My To Do List” menu to confirm order completion.

Review Orders

- 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.
- Alternatively, approvers may click on the access link in the email from “Virginia noreply@cgieva.com” with subject line “eVA Purchase Requisition / Your action is expected for: eVA Approvals”. The access link will open the eVA login prompt. Follow the instructions to “Login with your Agency account” as noted above.
- Documents requiring your approval will be listed under the “My To Do List” menu with the Task “eVA Approvals.” Click on the REQ title to open the document and perform your duties as an approver (ensure policy compliance, available budget, and completeness of request).
- In the document window, scroll through the document to examine the allocation, attachments, and other information. Review the **Alerts/Messages**. Note: A Non-blocking alerts will be present for all Non-Catalog orders and does not prevent submission or approval.
- An Approver may only change the Allocation for a submitted order. If other changes are needed, the Approver should Reject the submission and communicate changes to the purchaser.
- After review, select the **Approve** or **Reject** button and follow prompts. Comments must be entered for Rejected orders.



My to-do list						3 Results
Process	Task	Object	Performer	Status	Req. Amount	
eVA Purchase Requisition	eVA Approvals	REQ675163 - Arbitrage Rebate fees on GMU's outstanding bonds (A247-402 Fiscal Services - Lucas Lisa)	STRANGE Heather	○●○	500.00000	
eVA Purchase Requisition	eVA Approvals	REQ668119 - MCGUIRE WOODS LLP - increase amount of original PO - EP3477172 (A247-402 Fiscal Services - Lucas Lisa)	STRANGE Heather	○●○	75000.0000	

Requisition: REQ675163 - Arbitrage Rebate fees on GMU's outstanding bonds (In progress)

Close Reject Approve << Back to Catalog Reset Allocations Other Actions

State offices and eVA Customer Care will be closed Monday, 1/2 and will reopen Tuesday, 1/3 at 8am.

Alerts / Messages Notifications

Requisition lines have one or more NON-blocking alerts

Header

Name: Arbitrage Rebate fees on GMU's outstanding bonds Organization: A247-402 Fiscal Services

Type: Purchase PO Category: R01 - Routine

Requester: Lucas Lisa Reference Number:

Procurement Transaction Type: Professional Services

Header Field 1: Header Field 2:

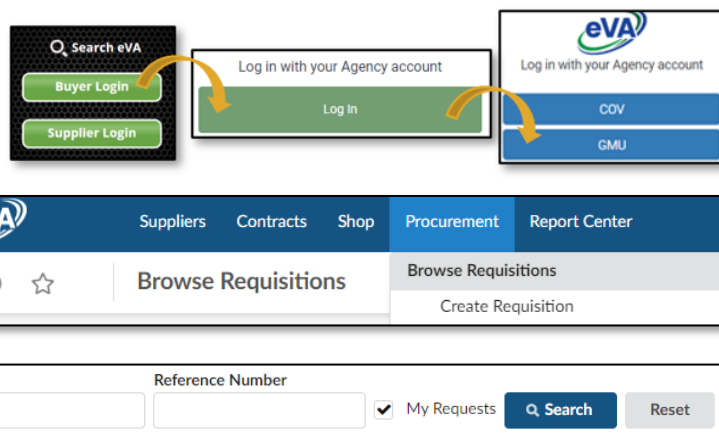
Status: In progress

eVA Search, Duplicate, and Change Order Guide

The eVA interface allows users to search Requisitions (REQs) and Purchase Orders (POs). In some cases, users will be able to duplicate a previously ordered REQ to create a new order when all/most of the information will remain the same. When a REQ is denied, users will need to create a change order to correct the information and resubmit the REQ. Users may also create a Change Order to a PO, for example: when additional funding (more than 10% of the total order) is necessary.

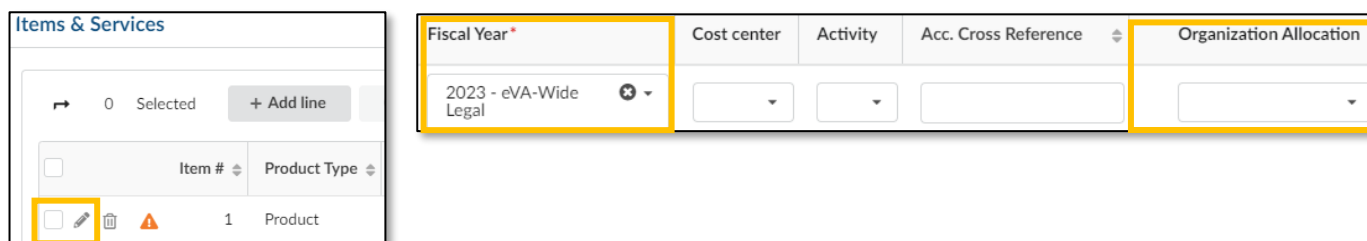
Search Requisitions (REQs)

1. 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.
2. From the Header menu select **Procurement > Browse Requisitions.**
3. To search an order that you created, check the box next to *My Requests* and then click *Search*. Or, enter a REQ number into the *Reference Number* field or enter a *Keyword* to search for the REQ title.
4. Once the REQ is located, click on the Code or Name to open the document and review the information.



Duplicate Requisitions (REQs)

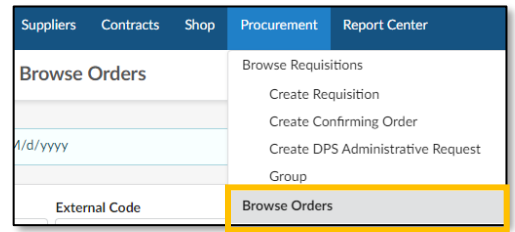
1. Complete the steps above to locate the desired REQ.
2. Under the **Other Actions** button, select **Duplicate**. This will create a new REQ number with the same information.
3. Update the REQ Header to be current and thoroughly review the copied information.
4. Update the Fund/Org and Fiscal year as required. **The new REQ will fail integration with Banner if the Fund/Org or Fiscal year is incorrect.** Under Items & Services click the pencil icon to open product information and allocation. Make necessary changes and **Save & Close**.



5. Once reviewed for errors, click **Submit for Approval** to begin the workflow process.

Search and Change Purchase Orders

1. From the Header menu select **Procurement > Browse Orders**. Enter the PO number or other search term into the *Keyword* field.
2. Once the PO is located, click on the Purchase Order # to open the document and review the information. Click on the **Change Order** button to initiate a change to the selected Purchase Order.



The screenshot shows the header of a purchase order document titled 'PO: PO00000015 - Copy of Copy of rsparkma 8.29.22_B Test (Under 5K) -# 1 OrderAn...'. Below the title are buttons: Save, Create Receipt, Change Order (highlighted with a yellow box), Cancel PO, and Other Actions. The 'Header' section contains fields for Name (Copy of Copy of rsparkma 8.29.22_B Test (Under 5K) -# 1 OrderAnything), Organization (A247-402 Fiscal Services), and Ship to (GMU-402 Fiscal Services (4400) 4400 University DR).

3. Select the "Change Type" from the drop-down menu and enter a Description of Changes.
4. To change the Allocation or Existing items (quantity/price), scroll to the **Items & Services** sections and locate the item to change.
5. Click the pencil icon to open product information. Update the quantity, price and/or allocation for the item and then **Save & Close**. Continue to edit items as necessary.

The screenshot shows the 'Change Order' form. It includes a 'Significant Change Request?' section with radio buttons for 'No' and 'Yes' (selected). Below is an 'Amend#' field with the value '1'. A 'Change Type(s)*' dropdown menu is open, showing options: Add New Item(s), Change Address, Change Allocation, and Change Existing Item(s) (quantity/price). A 'Description of Changes' text area is also visible.

The screenshot shows the 'Items & Services' section. It features a table with columns for Item # and Product Type. A pencil icon in the bottom left corner is highlighted with a yellow box, indicating the option to edit an item.

The screenshot shows the 'Estimate Costs' section. It includes a 'Unit Price' field with the value '150.00000' and a 'USD' currency selector.

The screenshot shows the 'Allocations' section. It includes a 'Remaining To Allocate' field with the value '0.00000' and a 'USD' currency selector. Below this is a table with columns for Fund, %, and Amount, showing a value of '100.00' for the percentage and '1,500.0...' for the amount.

6. When changes are complete, click **Submit for Approval** to begin the workflow process. A new REQ number is created each time a change is submitted for the Purchase Order. The Title will default to "Amendment request {date} {PO number}." Approvers will be notified of the request and must take action in order for the amended purchase order to be completed.

eVA Error Resolution Guide

Occasionally, integration errors occur when eVA transmits data to Banner. When this happens, an email is sent to evaadmin@gmu.edu and the unit purchaser identifying the error. The unit purchaser should follow the guidance below. The Mason eVA Customer Support team will research and advise the unit on how to correct the error, within 24 hours.

Error Processing – Workflow Codes

Four of the most common errors occur as a result of data entry errors. Each error is specifically defined and identified by the eVA error codes and descriptions detailed in the examples below.

ERROR	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.

101001 – No Vendor Match. Order Denied

The reason for this error is usually: 1) the vendor is inactive or not set up in Banner, 2) the vendor is in Banner but the tax identification number (TIN) or eVA Vendor Location ID (VLIN) number is incorrect.

1. Log into eVA and locate the purchase requisition (REQ) in the *What's my Order Status?* menu box on the homepage. Click on the REQ name to open the document.
2. Check to be sure the vendor has a G-number with the university. To check if the vendor has a G-number consult the [Banner Vendor G# Lookup](#) link on the Fiscal services website. If the vendor does not exist in Banner or have an active G#, then an account must be registered. Refer the vendor to the [Do Business with Mason](#) webpage where they can submit their W-9/W-8 form electronically. Vendors should list you as their "Mason contact" so that you will receive the confirmation email once the vendor has successfully registered with Mason.

101003 – Unauthorized FOAPAL. Order Denied

This error is received when the purchaser is not authorized to process transactions against a particular Fund or Organization number in Banner.

1. Log into eVA and locate the purchase requisition (REQ) in the *What's my Order Status?* menu box on the homepage. Click on the REQ name to open the document, duplicate the order, make corrections and submit.
2. On the duplicated order, the purchasers should correct the Fund or Org number and submit the new requisition. If the purchaser should need authorization to process transactions against the denied Fund or Org, they should submit a Banner Finance Modification Request Form to fast@gmu.edu asking for the authorization to place orders for this Fund or Org number.

101009 – Fiscal Period is Closed. Order Denied

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

1. Log into eVA and locate the purchase requisition (REQ) in the *What's my Order Status?* menu box on the homepage. Click on the REQ name to open the document, duplicate the order, make corrections and submit.
2. On the duplicated order, the purchaser should correct the fiscal year. As a reminder, orders submitted at the end of the fiscal year (prior to June 30) need to be posted to the next fiscal year, the purchaser should not submit the order until the future fiscal year is open in Banner.

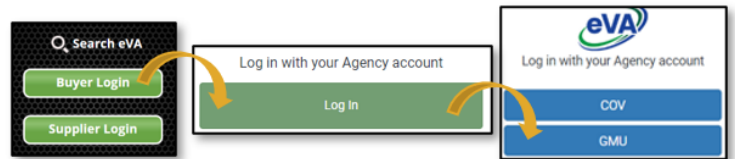
101010 – Document Contains Errors. Order Denied

This error is designed as a “catch all” error code to note errors that are not identified by the prior errors. This error may be received in the following instances:

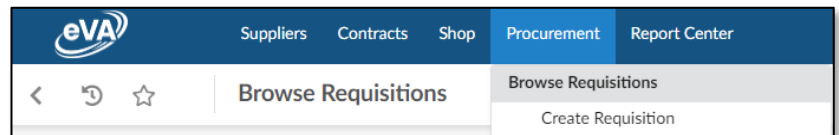
1. If purchaser enters both a Fund AND an Org number in eVA. **Only one value is valid.** A Fund number should be entered for sponsored projects. Missing any allocation element could also result in the same error.
2. If a purchaser adds a line item and fails to enter a Fund or an Org, this error will occur.
3. If a purchaser enters a future fiscal year, that is not yet open in Banner, this error will occur.
4. If the vendor is inactive in Banner or eVA, this error will occur. Log into eVA and locate the purchase requisition (REQ) in the What’s my Order Status? menu box on the homepage. Click on the REQ name to open the document.
5. 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 Mason eVA Customer Support Team at 3-2580 or evaadmin@gmu.edu for assistance.

Search Requisitions (REQs)

1. 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.



2. From the Header menu select **Procurement > Browse Requisitions.**

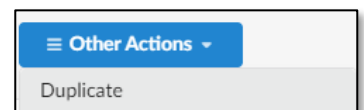


3. To search an order that you created, check the box next to *My Requests* and then click *Search*. Or, enter a REQ number or part of the REQ title into the *Keyword* field and click Search. Note: The Reference number field will only return results when entering a PR number (FY22 – prior) that was generated from the previous eVA system.

4. Once the REQ is located, click on the Code or Name to open the document and review the information.

Duplicate Requisitions (REQs)

1. Complete the steps above to locate the desired REQ.
2. Under the **Other Actions** button, select **Duplicate**. This will create a new REQ number with the same information.
3. Update the REQ Header to be current and thoroughly review the copied information.
4. Update the Fund/Org and Fiscal year as required. **The new REQ will fail integration with Banner if the Fund/Org or Fiscal year is incorrect.** Under Items & Services click the pencil icon to open product information and allocation. Make necessary changes and **Save & Close**.



5. Once reviewed for errors, click **Submit for Approval** to begin the workflow process.