The purpose of this guide is to provide the steps to create an Un-Registered (ad-hoc) vendor requisition. Always search in eVA for the vendor, if vendor is not eVA self-registered or state-entered, contact Accounting Services (Arthur Lewis aelewis@radford.edu) for assistance in determining if the vendor should become a state-entered vendor. If an un-registered vendor is warranted continue with this process. Note: This is not registering the vendor into the eVA database. The vendor or supplier is only valid for the requisition you are creating. It is suggested that you encourage your vendor to self-register with eVA. Please remember that you are required to obtain a quote from a SWaM vendor for purchases of $0-$5,000 unless purchasing from a contract.

The following steps will be required. For this reference, we will begin after “Create>Requisition”

1. On the Title Header: Select appropriate PO Category (refer to PO Category Guide, category must end in “2” for un-registered vendors) and PO Transaction Type (refer to Guide)
2. Select Create Non-Catalog Item and enter description, and commodity code
3. Click Drop Down for Supplier and Select Other
4. At the Choose Value for Supplier, Select NEW
5. Enter Supplier Name and Click Save on the Create Suggested Supplier
6. Select the saved Supplier from the Choose Value for Supplier list
7. Click Select for Contact
8. At the Choose Value for Supplier, Select NEW
9. Create Custom Contact by entering the following the * represents a required field
   - Name (60 character space limit)
   - Street (this block may have 3 lines-30 spaces each-must have hard return between lines)
   - City
   - State (2-letter Capitalized)
   - Postal Code (Zip)
   - Country (will default to US if none is selected)
   - Contact (designed for first name_last name, must be two words, can use ‘sales desk’ or other applicable title)
   - E-mail
   - Phone
   - Tax identification number (TIN, EIN)
   - Tax ID Number Type* Select EIN if not known
   - DUNS Number – RU does not use at this location see step 17 below
   - Organization Type* Select undeclared if not known
   - LLC Company (LLC) will only be required field if LLC was selected as an organization type
   - Registration Type will be Un-Registered
   Please note un-registered vendors will be a “manual print and send” vendor. Once the PO is fully approved and PO number is established it is the departmental designee that must ensure the vendor receives the PO
10. Click Save
11. Select the saved Contact from the Choose Value for Contact list
12. Complete the remaining fields on the Add Item Screen
13. Click OK
14. Click the Shopping Cart Icon at top to return to the line item
15. Place a √ in the box located beside item number/description
16. Click Edit
17. Scroll down and locate the field :Non-Registered Duns Number” and input the Banner ID number (this number can be obtained by using Banner vendor look-up or contacting aelewis@radford.edu)
18. Complete any additional edits needed at this time and click ok

**Copying Items**

- When ordering multiple non-catalog items from the same NEWLY added supplier, it’s important to use the copy feature to add additional items to your requisition.
- Check the box to the left of the item and click the COPY button
- Click the box to the left of the item and click the EDIT button to change all necessary fields. If the COPY feature is not used a separate order will be created for each item.
- Please note that a TIN or FIN number **should** be obtained with the quote.