Punch-out Catalog - eVA Quick Reference
http://eva.virginia.gov

2. Enter your Username, Password and click submit
3. Click the Yes button (Security Information Dialog Box)
4. Click eMall (Shop Now)
5. Click Requisition (Common Actions-Create-requisition)
6. Enter a Name for your requisition (preferred: vendor name-prepares email-phone 4-digit extension)
7. Select appropriate PO Category (refer to PO Category Guide)
8. Select appropriate PO Transaction Type (refer to Guide)
9. Click the Next button
10. Click the Punch-Out Catalogs (only self-registered vendors have the capability to create a catalog)
11. Locate the vendor and Click on the link under the supplier/vendor title
12. On the vendor’s web site, browse the catalog and select the items to purchase
13. Clicking the catalog’s “order” or “checkout” button will transfer the ordering information into the eVA interface
14. Place a check in the box above line item number one
15. Click on edit
16. Scroll down to Accounting by line item
17. Enter the Fund, Organization, Account and Program codes (FOAP string)
18. Click Ok
19. Click Done on Review modified Fields page
20. Click on Checkout
21. Check Ship to Address (should be Radford University Campus Warehouse except The Supply Room or Guy Brown deliveries which allow desktop delivery)
22. Enter Deliver To Information (name of end user, including campus phone number)
23. Click on calendar and select Need by Date
24. Enter a comment in the comment field if needed
25. Place a √ in the box to include comment on purchase orders

IF ORDER IS COMPLETE

1. Click on Submit
2. This will begin Approval flow. PR will be in your SBMITTED folder, under Status
3. Click Composing, double click the PR#, click approval tab to check status of approvals. Final approved PO’s will have a status of Ordered. PO will be in your ‘APPROVED’ folder, under Status. PO will be electronically sent to vendors who accept electronic orders, if not the PR will require your approval (this is the manual print notification)
4. Click the flashing Approve Request folder under TO DO. Place a check in the box beside PR and Click Approve, Click OK, Return Home
5. Click on APPROVED folder, select PR by double clicking print, click the PO#( should begin with an EP or PCO), print, sign and send to vendor either by fax or email
6. Refer to the quick reference guide for the receiving process

IF ORDER IS INCOMPLETE

7. Click on Exit (system will offer the option to save, delete, continue or print)
8. To continue with order the Requisition will be located in the Composing Folder
9. Under Status on left, Click Composing
10. Scroll down, Click on the PR# (continue working on order)