

### Punch-out Catalog - eVA Quick Reference

<https://eva.virginia.gov/>

1. Refer to the eVA Login Instruction Guide
2. Select eMall / eForms
3. Select Requisition (Common Actions>Create-Requisition or Select Create, then Requisition from menu bar)
4. Enter a Title for your requisition (suggested: vendor name-preparers email-phone number )
5. Select appropriate PO Category (refer to PO Category Guide)
6. Select appropriate PO Transaction Type (refer to PO Transaction Guide)
7. Scroll down to Line Items
8. Select Add from Catalog
9. Select the PunchOut Catalog Heading(note: only self-registered vendors may create a catalog)
10. When PunchOut Catalog appears in the catalog window, enter name of the vendor and select to Search
11. Select the sub-heading to access the vendor catalog
12. On the vendor's web site, browse the catalog and select items for purchasing
13. Selecting the catalog's "order" , "checkout", "submit cart" button will transfer the items back to the eVA shopping cart
14. Place a check in the box above line item number one (for mass edit)
15. Select to edit
16. Scroll down and use the drop down feature, search for more to search and select each element of the Accounting by line item detail- Fund, Organization, Account and Program (FOAP)
17. Select Ship to Address (should be Radford University Campus Warehouse: Exceptions - The Supply Room Companies which allows desktop deliveries; **or** off campus sites such as Radford University Carilion)
18. Enter Deliver To Information (name of end user, including campus phone number)
19. Select on calendar and select Need by Date
20. Select Next
21. Review the "Old Value" and "New Value" Select Done or previous to Edit
22. Review each line item to ensure the proper account code was selected, supply, equipment etc. select the line item and Edit to correct if needed
23. Select Done
24. Select Checkout, to review entire requisition
25. Add a comment (recommend adding to entire requisition)
26. Enter a comment in the comment field as appropriate
27. Place a  in the box to include comment on purchase orders, or comment is proprietary or confidential
28. Select Add Attachment –Browse files to select and attach the appropriate file (i.e. quote), recommend adding to entire requisition)
29. Place a  in the box to make the Attachment Visible to Supplier or to mark as Proprietary and Confidential

#### **IF ORDER IS COMPLETE**

1. Select to Submit, to begin Approval Flow
2. PR will be in your **SUBMITTED** window on the MY Home tab
3. Select the PR, select the approval tab to check status of approvals. Final approved PO's will have a status of **Ordered**.
4. Fully approved PR's will be in the '**MY Document**' window. PO will be electronically sent to vendors who accept electronic orders

#### **IF ORDER IS INCOMPLETE**

1. Select to Exit (system will offer the option to save, delete, continue or print)
2. PR will be in the Composing window, select the PR and then Edit