Un-Registered (ad-hoc) Vendor - eVA Quick Reference Guide

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 the vendor is not eVA self-registered or state-entered, contact Accounting Services by email at: apas-web@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.

Ad-hoc vendors may be used for SPCC purchases, and the following payment types: real estate leases, advertisements, memberships, conference registrations, honoraria, entertainment (speakers, lecturers, musicians, performing artists), medical services and public utilities (electric, natural gas, water, and sewer). These vendors may also require an established vendor record in Banner and Cardinal. Note: This is not registering the vendor into the eVA vendor 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 selecting eMall/eForms, Create, Requisition

1. Create a Title, Select appropriate PO Category (refer to PO Category Guide) and PO Transaction Type (refer to PO Transaction Guide), scroll down to Line Items
2. Select Add Non-Catalog Item and enter description, and commodity code
3. Select Drop Down for Supplier and Select Search for more
4. At the Choose Value for Supplier, Select NEW
5. Enter Supplier Name and Click Save on the Create Suggested Supplier Form
6. Select the saved Supplier from the Choose Value for Supplier list
7. Click Select beside Location
8. At the Choose Value for Supplier, Select NEW
9. Create Custom Location by entering the following the * represents a required field
   a) Name (60 character space limit)*
   b) Street (this block may have 3 lines-30 spaces each-must have hard return between lines)*
   c) City*
   d) State (2-letter Capitalized)*
   e) Postal Code (Zip)*
   f) Country (will default to US if none is selected)
   g) Contact (designed for first name, last name, must be two words, can use ‘sales desk’ ‘purchase orders’, ‘attention memberships’, or other applicable title)*
   h) E-mail* (in not known may use none@none.edu)
   i) Phone*
   j) Tax identification number (TIN, EIN)*
   k) Tax ID Number Type* Select EIN if not known
   l) DUNS Number – RU does not use at this location see step 17 below
   m) Organization Type* Select undeclared if not known
   n) LLC Company (LLC) will only be required field if LLC was selected as an organization type
   o) Registration Type will be Un-Registered
   p) 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 (never the PR)
10. Select to Save
11. Select the saved Contact from the Choose Value for Contact list
12. Complete the remaining fields, commodity code, contact number, quantity, unit of measure, price on the Add Item Screen
13. Select OK
14. Place a √ in the box located beside item number/description
15. Select to Edit

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16. Scroll down and locate the field “Non-Registered Duns Number” and input the vendor Banner ID number (this number can be obtained by using Self-Service Banner vendor look-up or by contacting apas-web@radford.edu)

17. Scroll down and use the drop down feature, search for more to select each element of the Accounting by line item detail- Fund, Organization, Account and Program (FOAP)

18. System will default to Radford University Campus Warehouse which is appropriate for most orders. Change the Ship To Address by Using the drop down feature, search for more, change field to street and enter the name of a building to identify and select a Ship To Address

19. Deliver To Information will default to user, can be changed when appropriate

20. Select the calendar to change the Need by Date (optional)

21. Select OK

22. Select to Submit

**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.

**Sample of the location form:**

Create Custom Location

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser.

- Name: Name of Vendor
- Street: Street - up to 3 lines-30 spaces Must have a hard return between lines
- City: City
- State: 2 Letters Capitalized
- Postal Code: Zip Code
- Country: Will Default to U.S.
- ID: AD69988
- Contact (Joe Smith): Sales Desk
- Email Address: none@none.edu
- Phone: 000-000-0000
- Fax:
- Tax Id Number (TIN): 9 digits
- Tax Id Number Type: EIN
- DUNS Number: See step 9.1.
- Organization Type: Undeclared
- LL Company (LLC): (no value)
- Req. Type: Un-Registered
- Vendor Location Id Number:
- Preferred Ordering Method: Print

Save  Cancel