RADFORD UNIVERSITY

eVA Quick Reference for Entering **Non-catalog Order**
https://eva.virginia.gov/

1. Refer to the eVA Login Instruction Guide
2. Click eMall/eForms
3. Click Requisition (Common Actions-Create-Requisition)
4. Enter a Name for your requisition (preferred: vendor name-preparers email-phone number)
5. Select appropriate PO Category (refer to PO Category Guide)
6. Select appropriate PO Transaction Type (refer to Guide)
7. Scroll down to Line Items
8. Select "Add Non-Catalog Item
9. Enter full description of item (example: Book: A Guide to Better Living) Be concise & specific, DO NOT enter name(s) or private information (account #'s, TIN etc) - may add as a comment –mark confidential
10. Use the drop down next to Commodity Code to select a recently used code, or select "*Othe*r" to conduct a search by entering a keyword description. (example: camera), select appropriate description
11. Use the Drop Down next to Supplier to select a supplier or select "*Othe*r" to conduct a search, recommended search method is by Taxpayer Identification Number (TIN). Or enter the vendor name (consider alternate spelling, be brief), select search, select appropriate vendor
12. If vendor has only one contact (address) associated, contact will be filled automatically, if vendor has more than one address, select to correct address for the requisition
13. Enter contract number, if applicable select "item on contract but number not on list" then enter contract number in value field
14. Enter Supplier Part (Item number)
15. Enter the Quantity, Unit of Measure and the Price
16. To Add Accounting Detail: place a √ in the box located beside item number/description, Select Edit
    a. Add **FOAP** string - **Fund, Organization, Account and Program** (use drop down arrow and search)
    b. May use split accounting button to add additional accounting fields
    c. Select OK at bottom of screen to return to shopping cart view
17. To add additional items: place a √ in the box located beside item number/description, Click copy
    a. Place a √ in the box beside the newly copied description, Click edit
    b. Make necessary changes to: description, Commodity Code, Quantity, Unit of Measure, the Price, and accounting detail, click OK.
18. Repeat step 17 until all items are added to requisition
19. Check Ship To Address (should be Radford University Campus Warehouse except desktop delivery approved for *The Supply Room Companies*)
20. Enter Deliver To Information (defaults to preparer/requester)
21. Click on calendar and select Need by Date (optional, but recommended)
22. Enter a comment in the comment field if needed
23. Add attachment if needed (quotes should be added to PR)
24. Place a √ in the box if comment, or attachment is to be provided to supplier

IF ORDER IS COMPLETE

1. Click on Submit
2. This will begin Approval flow. PR will be in your To Do Window
3. Click on PR, click approval tab to check status of approvals. Final approved PO's will have a status of **Ordered.** PO will be electronically sent to vendors who accept electronic orders, if not the **PO** will require a manual print and send to vendor (fax, mail or email) **Do Not send PR** to vendor
4. Click on PR and Approve
5. Click on PR, click on PO# (should begin with an **EP** or **PCO for PCard**) print, and send to vendor either by fax, mail or email

IF ORDER IS INCOMPLETE

6. Click On Exit (system will offer the option to save, delete, continue or print)
7. PR will be in the To Do window, or conduct a search, to continue working on PR