



OLD DOMINION UNIVERSITY

Department of Procurement Services eVA User Guide to eVA Requisitions

Presented by Department of
Procurement Services





eVA is the Commonwealth Procurement Tool

- Implementation of a New eVA launched November 1, 2022.

All agencies of the Commonwealth of Virginia are required to award contracts to only those vendors registered in eVA, the Commonwealth's internet-based procurement system.

The eVA marketplace is used by more than 245 state agencies and institutes of higher education and 900+ local governments and public bodies to announce bidding opportunities, contract management and more.

University purchasing personnel designated as eVA users may access the system at the eVA website.



All procurement transactions over \$5,000 must be entered into eVA.

[Go to Website](#)

New eVA has improved transparency of Government Purchasing. eVA - Virginia's Marketplace is now ...

- Easier 

- More Streamlined 

- More Intuitive 

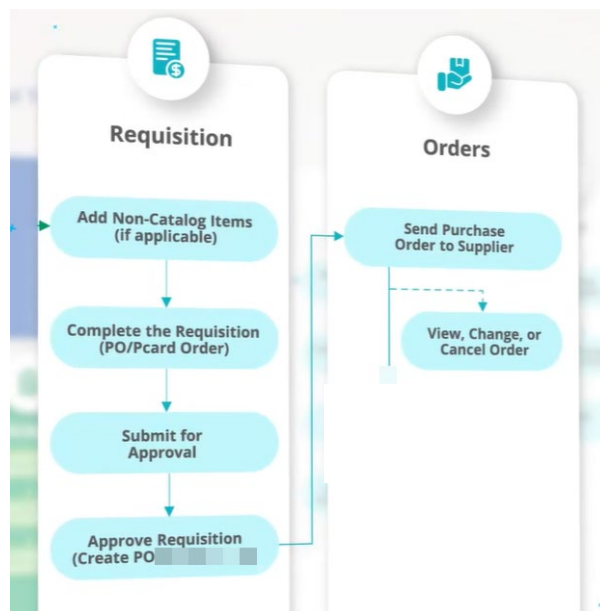


[Go to Website](#)

New eVA User Guide

This manual will serve as a step-by-step instructional guide on how to place an order through the Commonwealth of Virginia's internet-based marketplace, eVA.

You will learn how to submit a requisition and view purchase orders.



New eVA User Guide

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What Changed?

- EP → PO
- PR → REQ
- Vendors → Suppliers
- Comment field available
- Attachments can be added at line or Header level (Header level preferred)
- Warning messages as you enter information
- Cannot enter multiple budget codes on one line item
- Orders in Banner will now start with an "M" followed by the last 7 numbers of the eVA PO number

What did not change?

- Must enter all expenditures over \$5,000 into eVA
- Must utilize contract and SWaM suppliers as available
- PO must be completed prior to order being placed
- eReceiving done in Banner (3 days)
- All other purchasing expenditure approval and limit requirements.



What data converted?

- Approved Requisitions
- Purchase Order

What did **NOT** convert?

- Any transactions left in draft or submitted status
- Workflow history for converted transactions

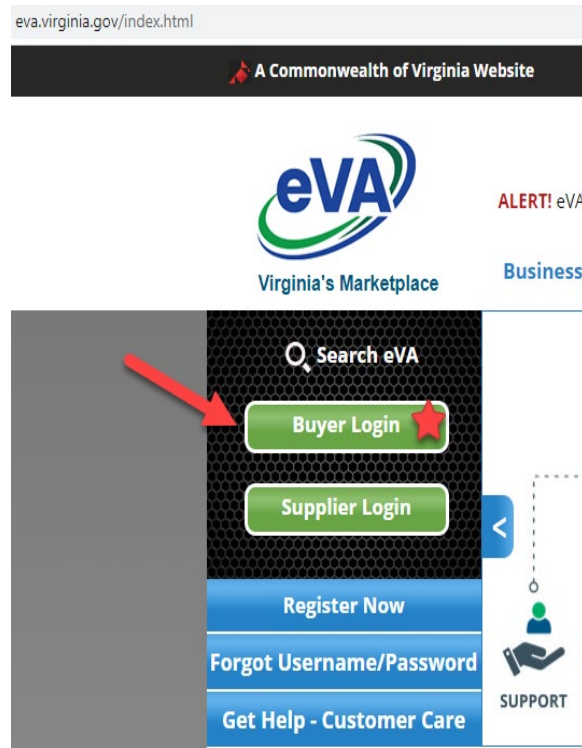
- Transactions that were not converted are available via reporting

What is the timeline?

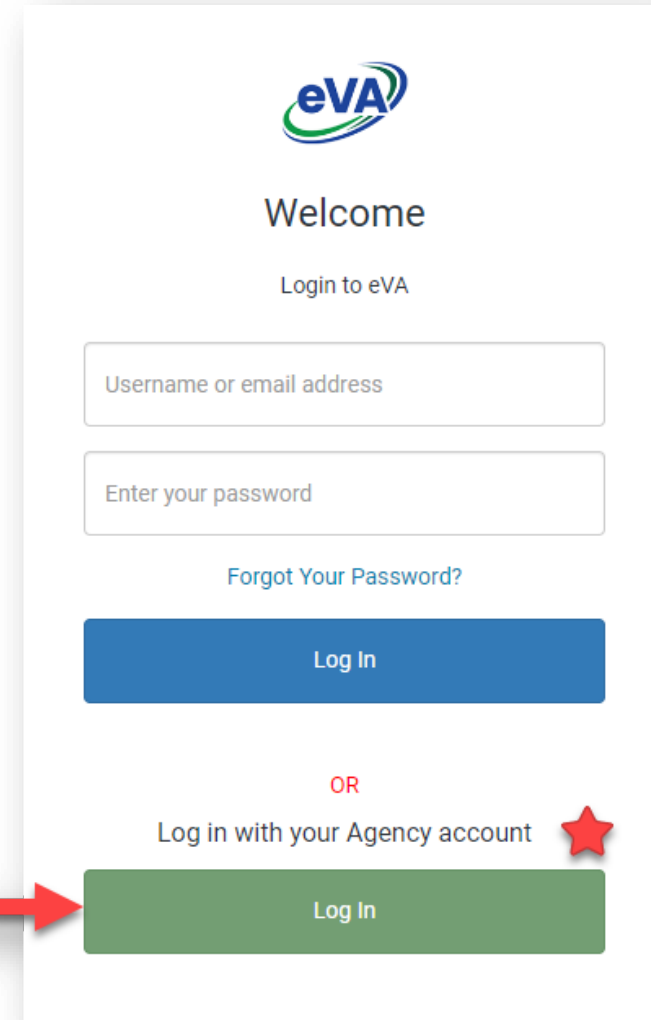
- Two calendar years of transactions were converted



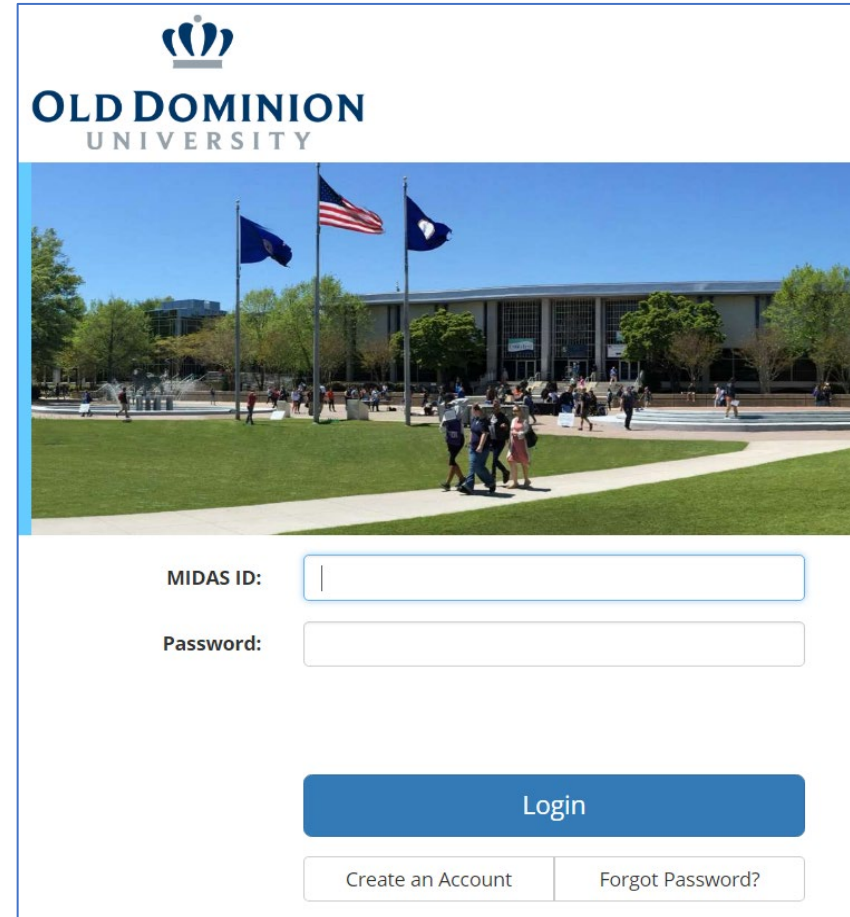
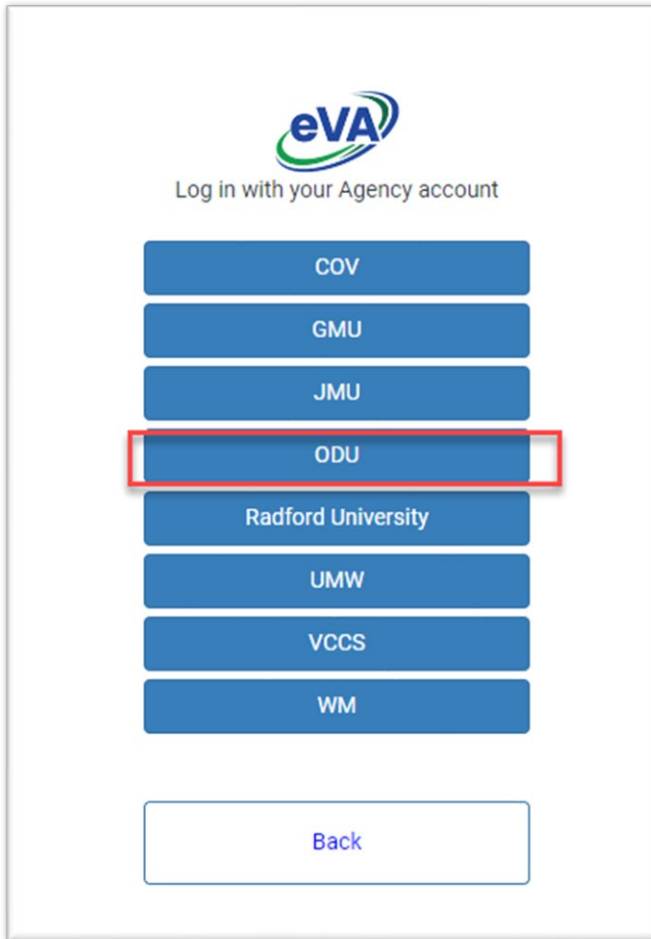
1. Go to <http://www.eva.virginia.gov/>
2. Click Buyer Login.



3. Enter your eVA User ID, Password and click login *OR* Click on the green **Log In** button to login with your Midas ID.



4. Select [ODU](#).
5. You are then taken to the ODU network login page.
6. Enter your [Midas ID and Password](#).



You are taken to eVA's homepage.

To return to this page from any place in eVA click the logo in the top left corner.

The screenshot shows the eVA homepage interface. At the top left, the eVA logo is circled in red. The navigation bar includes links for Suppliers, Shop, Procurement, and Report Center. On the right side of the navigation bar, there is a notification bell icon and a user profile icon labeled 'Barbie'. Below the navigation bar, there is a search bar with the text 'Search' and a magnifying glass icon. A date format warning 'Expected date format: M/d/yyyy' is displayed below the search bar. A large search box labeled 'Search For Products' is present, with a search button on the right. At the bottom of the page, there are two sections: 'My to-do list' (circled in red) with '1 Results' and 'What's my order status?' (circled in red) with '0 Results'.

The "My to-do list" section will show any requisitions on which you need to take action.

The "What's my order status?" section will show you at a glance where in the process your requisitions are.



To create a Purchase Requisition (REQ), select **Procurement**, then **Create Requisition**.

The requisition **Title** should be in the following format: *Vendor Name, brief description, budget code, sub account code*. (If this is a pre-payment or ETF order then that should be noted before the vendor.) **Entering more than 128 characters in this field will result in an error in the Banner import.**

Organization: Be sure it defaults to your dept

Type: select Purchase

PO Category: select the appropriate PO Category from the list

Procurement Transaction Type: select the appropriate PO Category from the list

Click **Save**

Fields with a * are mandatory.

The screenshot displays the 'Create Requisition' form in the eVA system. The form is titled 'Create Requisition' and is under the 'Procurement' menu. It shows a 'Header' section with fields for Name, Type, Requester, Procurement Transaction Type, Status, and PO for eVA Billing Reference. A dropdown menu is open over the 'Create Requisition' button, showing options like 'Create Confirming Order', 'Create DPS Administrative Request', 'Group', 'Browse Orders', 'Pending Receipts', 'Browse Receipts', 'Create', 'Receive Deliverables', 'Browse Budgets', 'Browse Budget Lines', 'Browse Allocation Templates', and 'Create'. A 'Comment' field is also visible on the right side of the form.



After completing the required fields, select **“Save”**.

After Saving, Ship To and Bill To will appear.

Ship To: Be sure this defaults to your Ship To address.

Bill To: Be sure this defaults to Accounts Payable address.

Scroll down, click **Add line**

Suppliers Sourcing Contracts Shop Procurement Analytics Logi

Requisition: REQ004812 - Req. 3/4/2022, Test (Draft)

Save Back to Catalog Create Solicitation Other Actions

Header

Name* Req. 3/4/2022, Test Organization* A221-ODU Athletics

Type* Purchase PO Category* R01 - Routine

Requester* Edwards Barbie Reference Number

Procurement Transaction Type* Non-professional Services - Non-Technology

Status Draft PO for eVA Billing Reference

Open Requisition

Bypass Integration?

Ship to

Ship to*

Old Dominion University/VCP Program Office-09 287 Independence Blvd.,Pembroke Two, Ste. 301 Norfolk

Old Dominion University/VCP Program Office-09
287 Independence Blvd.,Pembroke Two, Ste. 301 Norfolk
Virginia
23462
UNITED STATES

Bill To

Bill To*

Old Dominion University, Finance Office Rollins Hall Room 2005 Norfolk

Old Dominion University, Finance Office
Rollins Hall Room 2005
(or submit invoice via email at invoice@odu.edu) Norfolk
Virginia
23529
UNITED STATES
757-683-3030

Comment

Items & Services

+ Add line

0 Result(s)

Contact

Contact

Add a Message...

Add a Message...

[Site map][Legal mentions] Virginia v1.0 ©



Item Detail screen will appear after selecting **Add Line**.

Enter required fields.

- Product Type *
- Detailed Description *
- Order Qty *
- Commodity *
- Unit Price *

The screenshot shows the 'Item Details' screen in the eVA system. The breadcrumb trail at the top reads: 'Requisition: REQ007234 - VENDOR NAME - Goods/Services - Budget Code/Sub-Account ...'. The page title is 'Item Details'. There are three buttons at the top right: 'Save', 'Save & Close', and 'Close'. A note states: 'Fields marked by an asterisk * are mandatory' and 'Expected date format: M/d/yyyy'. The form is divided into several sections:

- Item Description:** Includes fields for 'Product Type*' (with a dropdown menu), 'Order Item Tag', 'Short Description*', 'Detailed Description', 'Order Qty*' (with a dropdown menu), 'Commodity*', and 'Delivery Date'.
- Estimate Costs:** Includes a 'Unit Price' field and a currency dropdown menu set to 'USD'.
- Suggested Supplier:** Includes a 'Supplier' field.
- Ship to:** Includes a 'Ship to' field.

At the bottom, there is a section for 'Approvals'.



Adding Shipping/Freight Line item NIGP Commodity Code 96286

Shipping
 If shipping is charged, it must be entered on a separate line item.
 The appropriate commodity code must be used, #96286

Shipping/Freight charges must be added on a separate line item.

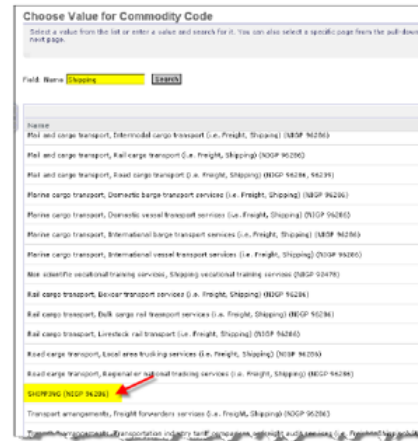
Please note: Shipping/Freight are Exempt from eVA Transaction Fees.

Shipping / Freight Exempt from eVA Transaction Fees

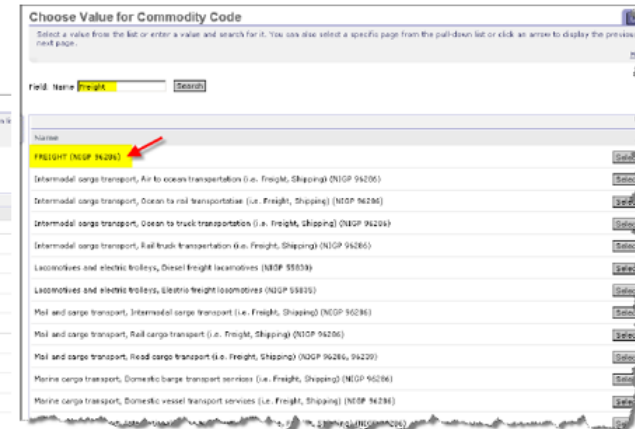
There are two (2) exempt options for Shipping & Freight when used as a separate line item in an e-Mail order

- Select Commodity Code
 - SHIPPING (NIGP 96286)
 - or
 - FREIGHT (NIGP 96286)

Shipping screen shot shown below:



Freight screen shot shown below:



By making the appropriate selection, eVA will exempt the shipping / freight charges from eVA Transaction fees for both the Agency and the Vendor

This applies to the single shipping / freight line item only, not the entire order

This action will not change the purchase order amount, it affects eVA Transaction Fees only



Purchase Order descriptions of goods and services include characteristics of the goods and/or what the vendor shall provide based on performance.

GOODS

1 each

Table, wood, 30x60, with center draw, with modesty panel, Hon Model #3060-cd, assembled, packaged and shrink wrapped with water-proof material

1 box

Fasteners, square head bolts, type 5, stainless steel, 24 per box

SERVICES

12 month

Material, labor, equipment and supplies to mow specified grass areas to a height of 2", rake and remove all refuse from the premise. All work shall be performed before 8:00 am or after 4:00 pm Monday - Sunday



ETF Process Guidelines

Click

Title of PR

ETF, Vendor Name, Order Description, Budget Code/Sub-Account Code

Line-Item Description

If there are several components to the system enter them all in one line item, unless otherwise specified in the ETF Process Guidelines

Be sure the ETF Authorization Number is referenced in the line-item description

Freight/Shipping

Must be on a separate line-item with use of the appropriate commodity code #96286

Ship To Address

All ETF items except for equipment that requires installation and/or calibration, must be shipped to 'ODU Property Control'

Delivery To Address

Final delivery location should be in the comments section of the PR

Accounting Information

Enter the correct budget and sub-account codes for all ETF items and all items over \$5,000 (Must be tagged as a Fixed Asset)

Building Number
Room Number
Contact Name
Phone Number

Select 'Visible to Supplier' to ensure instructions are printed on the PO



Scroll down to enter Supplier.

Next, add Supplier using their TIN and Save

(Verify Ship to information is correct)

Note: It is important to enter a Supplier by TIN to ensure you use the right Supplier.

Fields with a * are mandatory.

Note: All Non-catalog requisitions will receive the below notification:

The screenshot displays the eVA system interface for a requisition. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', and 'Logi'. The main header shows 'Requisition: REQ006590 - Req. 3/23/2022 (Draft)'. The 'Item Details' form is open, showing various fields for item information. The 'Header' section on the left includes fields for Name, Type, Requester, Procurement Transaction Type, and Status. The 'Item Details' section includes fields for Order Item Tag, Short Description, Detailed Description, Order Qty, Commodity, and Delivery Date. The 'Suggested Supplier' section has dropdowns for Supplier and Fulfillment Supplier. The 'Ship to' section shows the address: 'Old Dominion University/VCP Program Office-09 287 Independence Blvd.,Pembroke Two, Ste. 301 Norfolk Virginia 23462 UNITED STATES'. A yellow notification banner at the bottom left reads '- Non-catalog requisition'.



- Non-catalog requisition

To Order from a Contract

Scroll down, to
Internal Additional
Details section

Put Contract # in
External Contract
Field

and **SAVE**

The screenshot shows the 'Item Details' form in the eVA system. The top navigation bar includes 'Suppliers', 'Contracts', 'Shop', 'Procurement', 'Manage', and 'Report Center'. The form title is 'Item Details'. At the top right of the form are buttons for 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. The 'Draft' status is shown at the top left. The 'Internal Additional Details' section is expanded and highlighted in yellow. It contains the following fields: 'Product' (a dropdown menu), 'Contract' (a text input field), 'External Contract Number' (a text input field containing 'UVA1953115'), 'Item Cross Reference' (a text input field), 'Supplier Part #' (a text input field), and 'Resale Flag' (a checkbox). Below this section is the 'Supplier Visible Additional Information' section, which includes a 'Comment' field with an information icon. On the left side of the form, there is a sidebar with 'Items & Services' and a '+ Add line' button. At the bottom of the sidebar are links for 'Allocations' and 'Attachments'.



Scroll down to add Allocations

%: Be sure defaults to 100%

Fiscal Year: Be sure defaults to current FY

Accounting Cross Reference: Not Required

Agency Use Only = Budget Code

Account = Sub-account code

Once complete, select **Save**. Review for accuracy. If correct, select **Save & Close**.

The screenshot displays the eVA system interface for a requisition titled "REQ006590 - Req. 3/23/2022 (Draft)". The main window is titled "Item Details" and contains several sections:

- Header:** Includes fields for Name (Old Dominion University), Type (Purchase), Requester (Edwards Barbie), Procurement Transaction Type (Construction), and Status (Draft).
- Internal Comments (DW):** A section for adding comments.
- Allocations:** A section with a "Remaining To Allocate" of 0.00000 USD. It features a "+ Allocation" button and a table with the following data:

%	Amount	Fiscal Year	Acc. Cross Reference	Agency Use One	Account
100.00...	10,000...	2022 - eVA-Wide		MATM1PC00 - MATERIAL MANAGEMENT	6002 - Office Supplies
- Attachments:** A section for adding attachments.
- Geographical Regions:** A section for adding geographical regions.

On the right side, an "Alerts / Messages" panel displays a yellow message: "Please add at least one line to this requisition by clicking on the '+ Add line' button". A green dashed arrow points to the "+ Allocation" button, and another points to the "Items & Services" section below the main window.



After Saving, Header screen will appear. To add an Attachment to a line item:

To add an Attachment, scroll down to Items & Services.

Click Pencil icon.

Scroll down to Attachments.

The screenshot displays the eVA system interface. At the top, there are navigation buttons: Save, Reject, Approve, Back to Catalog, Reset Allocations, Create Solicitation, and Other Actions. The main form is divided into several sections:

- Name:** Test, Title, Vendor 1PC00-6002 Req. 4/4/2022
- Organization:** A221-ODU Materiel Management
- Type:** Purchase
- PO Category:** R01 - Routine
- Requester:** Edwards Barbie
- Reference Number:** (empty)
- Procurement Transaction Type:** Non-professional Services - Non-Technology
- Status:** In progress

Below the main form, there are checkboxes for "Open Requisition", "Refire Workflow Approvals", and "Bypass Integration?".

The **Items & Services** section is highlighted in yellow. It contains a table with the following columns: #, Product Type, Order Item Reference, Item Description, Supplier, Order Qty, Order UOM, Price, Total, Currency, Delivery, Sourcing, SWaM Categories, and Item Tag. One line item is visible:

#	Product Type	Order Item Reference	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	Sourcing	SWaM Categories	Item Tag
7253-1	Product		Short Description	(Holy Suppliers) Holy Suppliers	1.00000	Ea.	100,000.00000	100,000.00000	USD	✓			

A red circle highlights the pencil icon (edit) next to the first line item. Below the table, it says "1 Result(s)".

At the bottom right, a summary box shows:

- Amount (Excl. Tax): 100,000.00000 USD
- Amount (Incl. Tax): 100,000.00000 USD



After Saving, Header screen will appear. To add an Attachment to Requisition Header:

To add an Attachment to the entire Requisition

Scroll down to bottom of page

The screenshot shows the eVA Requisition Header screen for Requisition: REQ007253 - Test, Title, Vendor 1PC00-6002 Req. 4/4/2022 (In progress). The interface includes a top navigation bar with 'eVA' logo and menu items: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Logi. A search bar and user profile 'Barbie E.' are on the right. Below the navigation are buttons: Save, Reject, Approve, << Back to Catalog, Reset Allocations, Create Solicitation, and Other Actions. There are checkboxes for 'Refire Workflow Approvals' and 'Bypass Integration?'. The 'Items & Services' section shows a table with one item: 7253-1 Product, Short Description, (Holy Suppliers) Holy Suppliers, 1.00000 Ea., 100,000.00000, 100,000.00000 USD. Summary statistics show Amount (Excl. Tax) and Amount (Incl. Tax) both at 100,000.00000 USD. The 'Attachments' section is expanded, showing a search bar for keywords and a '+ New Document' button. Other sections include Allocations, Approvals, and Internal Comments.



Adding an Attachment:

Click + New Document

Item Details Print Close Close


[Save](#) [Save & Close](#) [Close](#) | [Reset Allocations](#)

Allocations

Remaining To Allocate: USD

[+ Allocation](#)

%	Amount	Fiscal Year*	Acc. Cross Reference	Agency Use One*	Account*	Order
<input type="text" value="100.00..."/> %	<input type="text" value="100,00..."/>	2022 - eVA-Wide <input type="button" value="✕"/>	<input type="text"/>	MATM1PC00 - MATERIAL MANAGEMENT <input type="button" value="✕"/>	6002 - Office Supplies <input type="button" value="✕"/>	<input type="text"/>

Attachments 

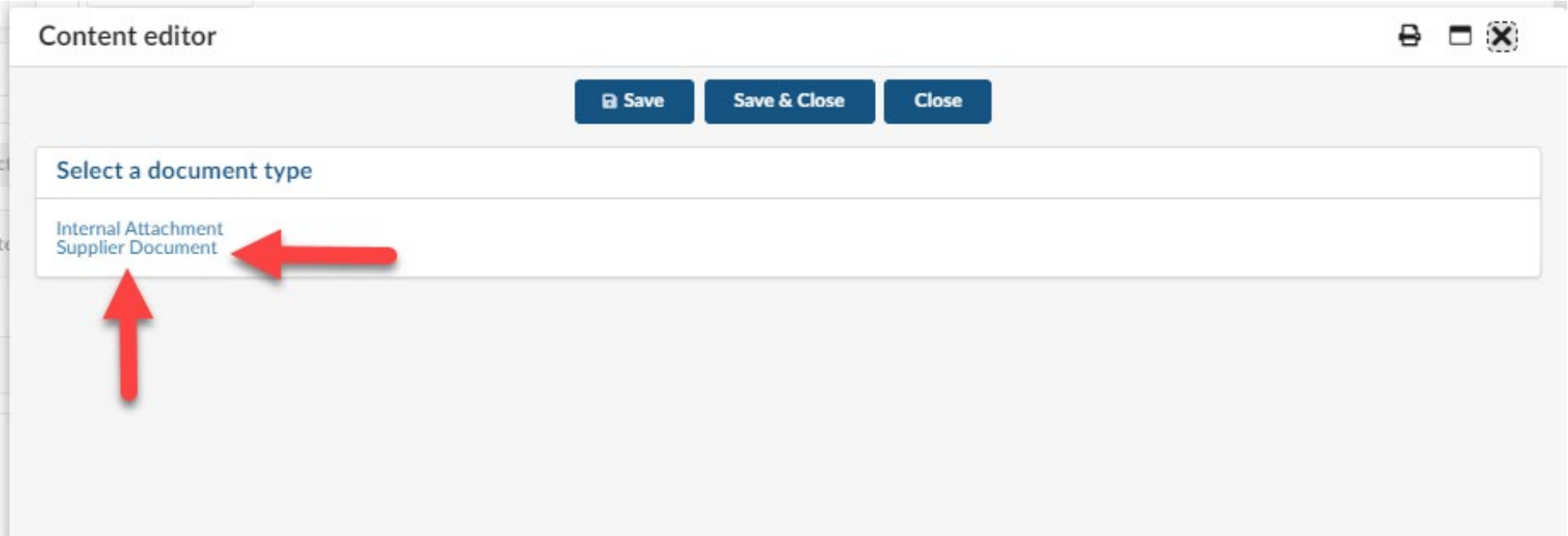
[+ New Document](#)

Keywords [Search](#) [Reset](#)



Adding an Attachment:

Select Supplier Document



Adding an Attachment:

Entire Title in
Documentation field.

Under the
Information section,
click the paperclip
icon labeled **Click or
Drag to add files**.

Attach file.

Select **Save & Close**.

The screenshot shows the 'Supplier Document' form interface. At the top, there are buttons for 'Save', 'Save & Close' (highlighted with a green box), 'Close', 'Save & Preview', and 'Delete'. A notification bar states: 'Fields marked by an asterisk * are mandatory'. The form is divided into several sections:

- Title**: Contains a 'Documentation*' field with a red star icon. A red box labeled 'Title Attachment here' has an arrow pointing to this field.
- Information**: Contains a 'Status*' dropdown menu (set to 'Approved') with a red star icon. Below it is a 'Document' dropdown menu (set to 'English') with a red star icon. To the right of the 'Document' dropdown is a paperclip icon and the text 'Click or Drag to add files'. A red box labeled 'Attach file here' has an arrow pointing to this icon.
- Summary**: A text input field.
- Orders/PR Items**: Contains a 'PR/Order items' section with a 'Short Description' field.
- Purchase Requisition**: Contains a 'Purchase Requisitions' field.

At the bottom of the form, there is a 'Geographical Region(s)' field.



After Saving Attachment, you'll return to the **Header** page.

Scroll through Requisition to ensure all fields needed are complete, correct allocation, attachment was saved.

The screenshot shows the 'Item Details' page in the eVA system. The breadcrumb trail is 'Requisition: REQ007234 - VENDOR NAME - Goods/Services - Budget Code/Sub-Account ...'. The page title is 'Item Details'. A notification bar at the top states: 'Fields marked by an asterisk * are mandatory. Expected date format: M/d/yyyy'. A yellow warning banner indicates '- Non-catalog requisition'. The form is divided into several sections:

- Item Description:**
 - Product Type*: Product
 - Order Item Tag: (empty)
 - Short Description*: Short Description of Item: Equipment A, Model 12345
 - Detailed Description: Equipment, Model 12345, to be provided in accordance with ODU contract 22-ODU-75 and attached quote dated April 4, 2022
 - Order Qty*: 500.00 Ea.
 - Commodity*: 06500 - AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS
 - Delivery Date: 4/15/2022
- Estimate Costs:**
 - Unit Price: 500.00000 USD
- Suggested Supplier:**
 - Supplier: Holy Foods
- Ship to:**
 - Ship to: Old Dominion University/VCP Program Office-09 287 Independence Blvd.,Pembroke Two, Ste. 301 Norfolk

Buttons at the top include Save, Submit for Approval, Back to Catalog, Reset Allocations, Create Solicitation, and Other Actions. Buttons at the top of the form include Save, Save & Close, Close, and Reset Allocations. The bottom right corner shows 'Amount (Est. Tot): 250,000,000 USD'.



Save and Close; Submit for Approval

The screenshot shows the eVA requisition management interface. At the top, the navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', and 'Logi'. The main header displays 'Requisition: REQ004812 - Req. 3/4/2022, Test (Draft)'. Below this, a toolbar contains buttons for 'Save', 'Submit for Approval', '<< Back to Catalog', 'Reset Allocations', 'Create Solicitation', and 'Other Actions'. The 'Status' dropdown is set to 'Draft', and the 'PO for eVA Billing Reference' is empty. There are checkboxes for 'Open Requisition' and 'Bypass Integration?'. A 'Comment' field is present. The 'Items & Services' section shows a table with one line item: '4812-1 Services Short Description Test (RVA Herbals) RVA Herbals 1.00 Ea. USD'. Below the table are expandable sections for 'Allocations', 'Attachments', and 'Internal Comments'.

Note: If at any point you have to cancel your PO once it is issued, please put the date and reason in the comment field.



To Check the Approval flow Select the check mark icon

Then scroll down to bottom of page

The screenshot shows the eVA requisition form for 'Requisition: REQ006590 - Req. 3/23/2022 (Draft)'. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', and 'Logi'. The user is logged in as 'Barbie E.'. The form has several action buttons: 'Save', 'Submit for Approval', '<< Back to Catalog', 'Reset Allocations', 'Create Solicitation', and 'Other Actions'. A green arrow points to a checkmark icon in the left sidebar. The form fields are as follows:

Field	Value
Name*	Req. 3/23/2022
Organization*	A221-ODU Materiel Management
Type*	Purchase
PO Category*	R01 - Routine
Requester*	Edwards Barbie
Reference Number	
Procurement Transaction Type*	Construction
PO for eVA Billing Reference ⓘ	
Status	Draft
Open Requisition	<input type="checkbox"/>
Bypass Integration?	<input type="checkbox"/>

The 'Ship to' and 'Bill To' sections are also visible, with 'Ship to' information for Old Dominion University/VCP Program Office-09. The 'Items & Services' table at the bottom is currently empty, showing 0 selected items.

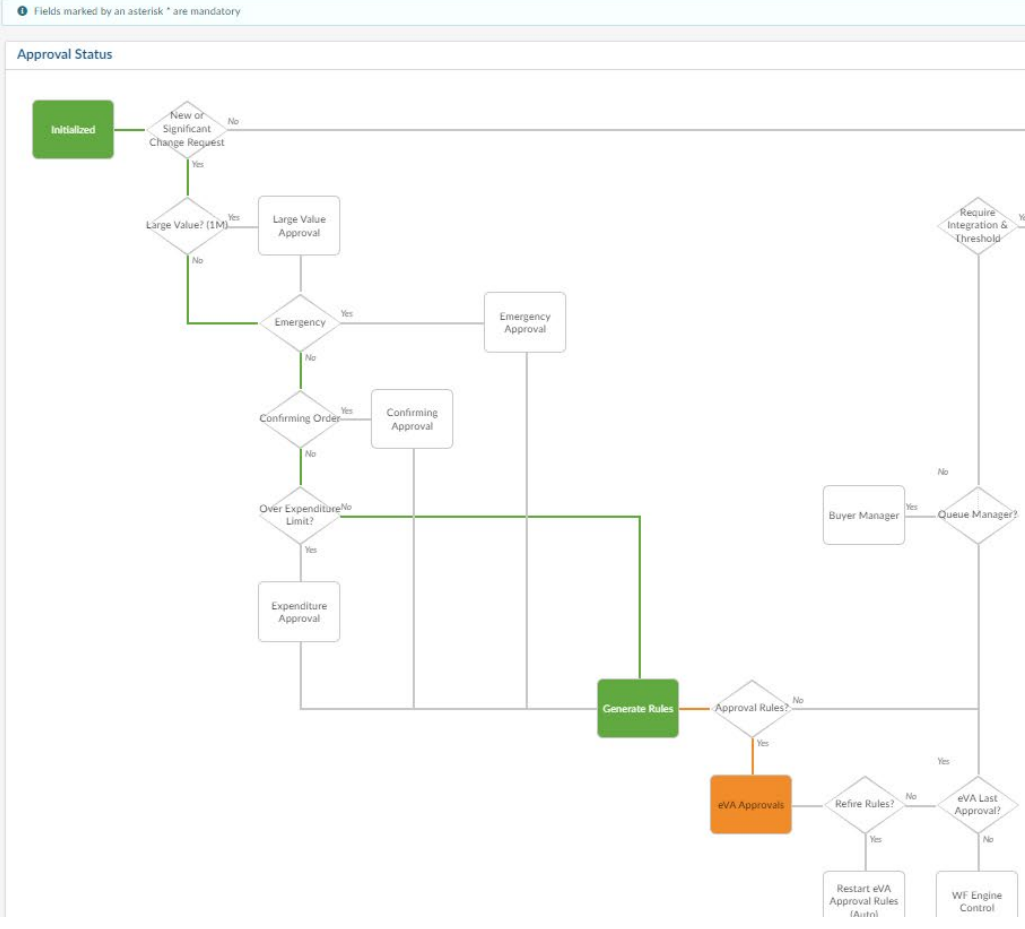


Sample Approval flow

eVA Suppliers Sourcing Contracts Shop Procurement Analytics Logi

Requisition: REQ007253 - Test, Title, Vendor 1PC00-6002 Req. 4/4/2022 (In progress)

Save Reject Approve Back to Catalog Reset Allocations Create Solicitation Other Actions



Approval History

Activity	Name	Delegate to	Created on (UTC-4)	Validated on (UTC-4)	State	Due date (UTC-4)	Initial performer
eVA Approvals	Barbie EDWARDS		4/4/2022 9:59:37 PM		○●○		Barbie EDWARDS
eVA Approvals	Jeraldine WILLIAMS		4/4/2022 9:59:37 PM		○●○		Jeraldine WILLIAMS
Generate Rules	Barbie EDWARDS		4/4/2022 9:59:37 PM	4/4/2022 9:59:37 PM	○●●		Barbie EDWARDS
Draft	Barbie EDWARDS		4/4/2022 9:59:37 PM	4/4/2022 9:59:37 PM	○●●		Barbie EDWARDS

4 Result(s)

> Previous Approvals & Refusal

> Mail History

Date (UTC-4)	Send to	Subject
4/4/2022 9:59:37 PM	"EDWARDS Barbie" <bdedward@odu.edu>	eVA Purchase Requisition / Your action is expected for : eVA Approvals
4/4/2022 9:59:37 PM	"WILLIAMS Jeraldine" <jedavis@odu.edu>	eVA Purchase Requisition / Your action is expected for : eVA Approvals

2 Result(s)



Change Orders are modifications to the Terms and Conditions of a Contract



The original requestor can create a Change Order

Change Orders should only be done for change in Cost and or Quantity

Never delete a line Item
You should zero out the dollar amount

Invoice tolerance is 100%, not to exceed \$100 per line item

Comments should be added clarifying why the REQ is cancelled

Change Orders cannot be made to Purchase Orders issued in Legacy eVA prior to Nov. 1, 2022. Please contact evaadmin@odu.edu for assistance.



Creating a Change Order

- Browse Orders
- Use the Keyword search to search by supplier, your name, et.
- Select the PO to change
- Select Change Order button at the top of page

Expected date format: M/d/yyyy

Keywords External Code

Filters: Requester: Williams, Jeraldine X

Purchase Order #	Version #	PO Supplier	SWam Categories	Purchase Requisition	Ordered	Received	Progress	Delay (d)	PO	Currency	Status	External Code	ERP Requisition Number
PO04197552	1	B & H Photo Video-Pro-Audio		B&H PHOTO - Camera Equip -1UR03-9207	11,537.70000		Initialized	+4		USD	Ordered		
PO04190769	1	CIVIC Leadership Institute		Civic Leadership Institute, Scholars Program, 6UR05-5502	100,000.00000		Initialized	+12		USD	Ordered		
PO04187716	1	Urban League of Hampton Roads Inc.		URBAN LEAGUE OF HAMPTON ROADS INC. MLK Sponsorship, 6NR01-5211	10,000.00000		Initialized	+13		USD	Ordered		
PO04176127	1	Liskey & Sons Printing Inc	Micro Business Small Business	LISKEY & SONS PRINTING, INC., December Commencement, 1AA20-5005	23,966.00000		Initialized	+34		USD	Ordered		
PO04175614	1	ARAMARK Educational Services Inc		ARAMARK_Holiday Reception, 6UR04-5404	34,980.00000		Initialized			USD	Ordered		

PO: PO04197552 - B&H PHOTO - Camera Equip -1UR03-9207-B & H Photo Video-Pro-Audi...

Click to edit the order by making it a new requisition which, after approval, will supersede this order

Header

Name: B&H PHOTO - Camera Equip -1UR03-9207-B & H Photo Video-Pro-Audio

Organization: A221-ODU Strategic Communication and Marketing

Buyer Contact: Williams, Jeraldine

Order Date: 1/20/2023

Initial P.R.: REQ709679-B&H PHOTO - Camera Equip -1UR03-9207

Internal Order

Ship to

Strategic Communication & Marketing
1004 Koch Hall
Norfolk Virginia 23529
UNITED STATES

Bill to



Creating a Change Order

- Select the edit button next to the line item you need to change
- Change the quantity or price for the item
- Save and close the item screen
- Submit the change order

The screenshot displays the 'Items' table in the eVA system. The table has columns for Item #, Product Type, Supplier Part #, Item Description, Supplier, Order Qty, Order UOM, Price, Total, Currency, Delivery, Item Tag, Item Type, and Final Delivery. Four items are listed, all from 'ePlus Technology Inc'. A red arrow points to the edit icon (pencil) for the first item.

Below the table is the 'Item Details' form. A red arrow points to the 'Save' button at the top right of the form. Another red arrow points to the 'Unit Price' field, which is currently set to 500.00000 USD. A third red arrow points to the 'Order Qty' field, which is currently set to 12.00000 Ea.

Reminder: Change orders may only be done for price or quantity changes no other reason.



Select the eVA logo to return to the Home page (Welcome to eVA)

The screenshot displays the eVA application interface. At the top, a dark blue navigation bar contains the eVA logo on the left, which is highlighted with a red arrow. To the right of the logo are menu items: Suppliers, Shop, Procurement, and Report Center. Further right are a notification bell icon and a user profile icon labeled 'Barbie'. Below the navigation bar is a browser address bar showing 'Welcome to eVA' and a search box. A light blue banner below the address bar contains a calendar icon and the text 'Expected date format: M/d/yyyy'. The main content area features a 'Search For Products' section with a search input field labeled 'Search Products' and a search button. At the bottom, there are two tabs: 'My to-do list' with '1 Results' and 'What's my order status?' with '0 Results'.



To Approve eVA Orders

Select REQ in the My to-do list section

The screenshot shows the eVA system interface. At the top, there is a navigation bar with the eVA logo and menu items: Suppliers, Sourcing, Contracts, Shop, Procurement, Manage, and Report. Below the navigation bar, there are navigation icons (back, refresh, hand cursor, star) and a 'Welcome to eVA' message. A date format instruction 'Expected date format: M/d/yyyy' is displayed. A search bar labeled 'Search Products' is present. The main section is titled 'My to-do list' with a red star icon and '9 Results'. Below this is a table with the following data:

Process	Task	Object	Performer	Status	Req. Amount
eVA Purchase Requisition	Expenditure Approval	REQ001307 - Colley Avenue Graphics - College Brochures - 1PC00/5005 (A221-ODU Materiel Management - Blandeburgo Marcy)	EDWARDS Barbie	○●○	5000.000
eVA Purchase Requisition	Expenditure Approval	REQ001301 - Colley Avenue Graphics - College Brochures - 1PC00/5005 (A221-ODU Materiel Management - Blandeburgo Marcy)	EDWARDS Barbie	○●○	5000.000
eVA Purchase Requisition	eVA Approvals	REQ001295 - REQ 10/27/2022 (A221-ODU Materiel Management - Vaughn Kayla)	EDWARDS Barbie	○●○	2.00000



To Approve eVA Orders

To view Allocations ...

1. Scroll down to Items & Services, then Select the pencil icon

The screenshot displays the eVA system interface. At the top, there are buttons for 'Close', 'Reject', 'Approve', '<< Back to Catalog', 'Reset Allocations', and 'Other Actions'. Below these are input fields for 'Header Field 1' and 'Header Field 2', and a 'Status' dropdown set to 'In progress'. There are also checkboxes for 'Create Blanket Purchase Order' and 'Bypass Integration?'. The main section is titled 'Items & Services' and contains a table with the following data:

Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Ord
1	Product		College Brochures	(Colley Avenue Copies & Graphics Inc) Colley Avenue Copies & Graphics Inc	5,000.00000	Ea.

Below the table, it shows '1 Result(s)'. On the right side, there is an 'Alerts / Messages' section with a warning: 'Requisition lines have one or more NON-blocking alerts'. At the bottom right, there is a 'Contact' dropdown and an 'Add a Message...' input field.



To Approve eVA Orders

1. After verifying the correct allocation, select Save & Close

Item 

Save
Save & Close
Close

Internal Comments

Internal Comment

Allocations

Remaining To Allocate:

+ Allocation

0.00000

USD

	%	Amount	Allocations Quantity	Fiscal Year*	Cost center	Acc. Cross Reference	Agency Use One*	Account*	Organization ⓘ*
🗑️	100.00 %	5,000.0...	5,000.00000	2023 - eVA-Wide Legal	▼		6PC11 - ODU MONARCH PT CLINIC GIFTS	5005 - Printing Services	A221-ODU Materiel Management



To Approve eVA Orders

Choose **Approve** if everything is correct or **Reject** to send back to the user. If you reject the requisition, provide a reason in the box which will appear.

Requisition: REQ001295 - REQ 10/27/2022 (In progress)

Close **Reject** **Approve** << Back to Catalog Reset Allocations Other Actions

Header

Name: REQ 10/27/2022 Organization: A221-ODU Materiel Management

Type: Purchase PO Category: R01 - Routine

Requester: Vaughn Kayla Reference Number:

Procurement Transaction Type: Equipment - Non-Technology

Header Field 1:

Status: In progress

Create Blanket Purchase Order

Ship to

Procurement Services / Old Dominion University
4401 Powhatan Avenue, Suite 111
Norfolk Virginia 23529
UNITED STATES

Alerts / Messages Notifications

Requisition lines have one or more NON-blocking alerts

Reason :

Please indicate reason for rejecting the REQ here.

Cancel Confirm



Important Approver Notes

- Please note that approvers, including Procurement Services buyers, cannot make edits to submitted requisitions. Orders needing changes must be rejected and edits made by the initiator of the requisition.
- If you will be unavailable for a time, please delegate your authority to another approver before you leave the office. Access to your account itself cannot be given to another user as this is a violation of your Acceptable Use Agreement.





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Procurement Services

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Procurement Services
Website

eVA Administration Email

Barbie Edwards



eVAAdmin@odu.edu

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eVA PO Category and Exceptions and Exemptions Guidelines

Revised: June 2010, October 2012, January 2013, December 2014, May 2015, July 2015

All eVA Purchase Orders require the entry of a purchase order (PO) category. Purchase order categories are entered on the 'Add Title' screen of the eVA purchase requisition in the PO Category field. PO Categories are based on vendor registration type and/or the eVA exempt category listing. A guide to the appropriate use of PO Categories is listed below.

R01 - Routine: Should be used for all routine purchases with the exception of the exempt categories orders (see Exempt Category List below).

S01 - Sole Source: Should only be used for sole source purchases **greater than \$10,000.**

E01 - Emergency: Should only be used for emergency purchases.

X02 - Exclusion Exempt: Should be used for purchases for one of the eVA exempt categories listed below.

Exempt Category List

The following may be processed by issuing an eVA purchase order with an **X02 PO Category**:

1. Purchases made using the DPS statewide contract for Express Delivery Services.
Example: United Parcel Services - contract #91026
2. Purchases made by a university employee or agent while located in another country and the required goods/services are purchased from a vendor located in that country and the purchased goods/services will be used in the country where they are purchased.
3. Advertisements such as newspapers, magazines, journals, radio, television, etc.
4. Professional organizational membership dues and training classes sponsored by the professional organizations when payment is made directly to the professional organization sponsoring the training classes. (Vice President approval is required for processing organizational membership dues. This is a paper process with manual routing required.)
5. Conference registrations
6. Accreditation fees and academic testing services
7. Individual or group travel and lodging. (PCard cannot be used. Group travel over \$50,000 should be entered as R01. This includes Enterprise Rental.)
8. Surplus property

9. Exhibition rental fees for exhibitions of historical artifacts or original works of art. (The rental fee may include charges other than the rental of the exhibition, such as transportation costs.)
10. Goods or personal services for direct use by the recipients of programs specified in the Code of Virginia §2.2-4345, if the procurement is made for an individual recipient. Contracts and/or spot purchases for the bulk procurement of goods or services for the use of recipients shall not be exempted.
11. Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition. Contracts and purchase orders between the agency or institution and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.
12. Purchases made using the DPS authorized multi-state drug contract
13. Revenue contracts, e.g., scrap, recycling or contracts with \$0 payment made by the Commonwealth such as contracted out bookstore services, Food service operations.
Examples:
Aramark - FIN 231354443 for on campus dining and catering
Aramark - FIN 231664232 for food service operations for the Ted Constant Convocation Center
Follett Higher Education Group
Under Armour- FIN 521990078
14. Government-to-government purchases; other than purchases from mandatory sources (VCE is not considered exempt. VCE should be entered as R01.)
15. Individuals providing instructional services in conjunction with a contract between an institution of higher education, including community colleges, and a local business or industry for non-credit workforce development classes to be provided by the institution of higher education.
16. Purchases made via closed loop systems or automated inventory control systems for items for resale (Drugs only POs)
17. Intercollegiate athletic event entrance and related fees (e.g., tournament entrance fees)

The following may be processed in eVA:

1. Honoraria
2. Entertainment - speakers, lecturers, musicians, performing artists
3. Intercollegiate athletic game referees, officials, and umpires, etc.

Notes:

- a. If vendor is an *Individual*, the *Independent Personal Services Certification (IPSC)* form and associated process must be followed.
- b. If vendor is a *Company*, the use of the *Standard Engagement Agreement (SEA)* will support scope of services and payment authorization request.

The following may be exempt from processing in eVA and should be processed via a Payment Document/Memo Only:

1. Real estate leases
2. Purchases from public auctions (non-electronic)
3. Contracts with commercial fisherman for replenishment, research and stock assessment activities
4. Financing when goods/services procured from one source are being financed by another (i.e., third party) source. The financing exclusion does not apply to lease purchases.
5. Business and/or financial transactions to which public procurement regulations do not apply. Examples include debt service payments, Medicare and Medicaid payments, and child support payments.
6. Award of grants by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services (see APSPM 13.8e).
7. Public utilities (electric, natural gas, water, sewer)
8. Local funds owned by trust-agent organizations (e.g., student organizations). These funds are non-state and are not owned and controlled by the university. The university's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds. This exclusion does not include Auxiliary Enterprises.

The following Procurement Types are for use on the 'Title Screen' of ALL requisitions and will be a required field. The Procurement Transaction Type should be selected to best fit the overall purchase on your requisition. There will be situations where requisitions include a mix of products and services, in these cases we need to determine the 'over all' purchase or use the 50% Rule.

50% rule: The deciding factor is where the majority of the cost is expended on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.

10: Equipment- Non-Technology: Procurements not meeting the technology equipment description that are not used up except through depreciation or wear and tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.

15: Equipment- Technology: Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc.

20: Supplies- Non-Technology: Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.

25: Supplies- Technology: Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc.

30: Non-Professional Services - Non-Technology: Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).

35: Non-Professional Services – Technology: Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.

40: Professional Services: As defined by the *VPPA* means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.

45: Printing: Procurements of printing services and products.

50: Construction: Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.

55: Highway Construction: Procurements of highway construction, services, maintenance and repair.

60: Real Property: Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.

65: Surplus: Procurements of surplus property.

70: PPEA/PPTA: Procurements using the Public-Private Educational Facilities Infrastructure Act or Public-Private Transportation Act

75: ARRA: Procurements utilizing the American Recovery and Reinvestment Act.

80: Cooperative Procurement: procurements associated with a cooperative.

85: Non-Procurement or Other: an expense or other non-procurement type transaction.

90: Grant Opportunity: a Procurement associated with a grant.