



*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 vari-0.0120 (g)3*





# New eVA User Guide

This manual will serve as a step-by





## 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.



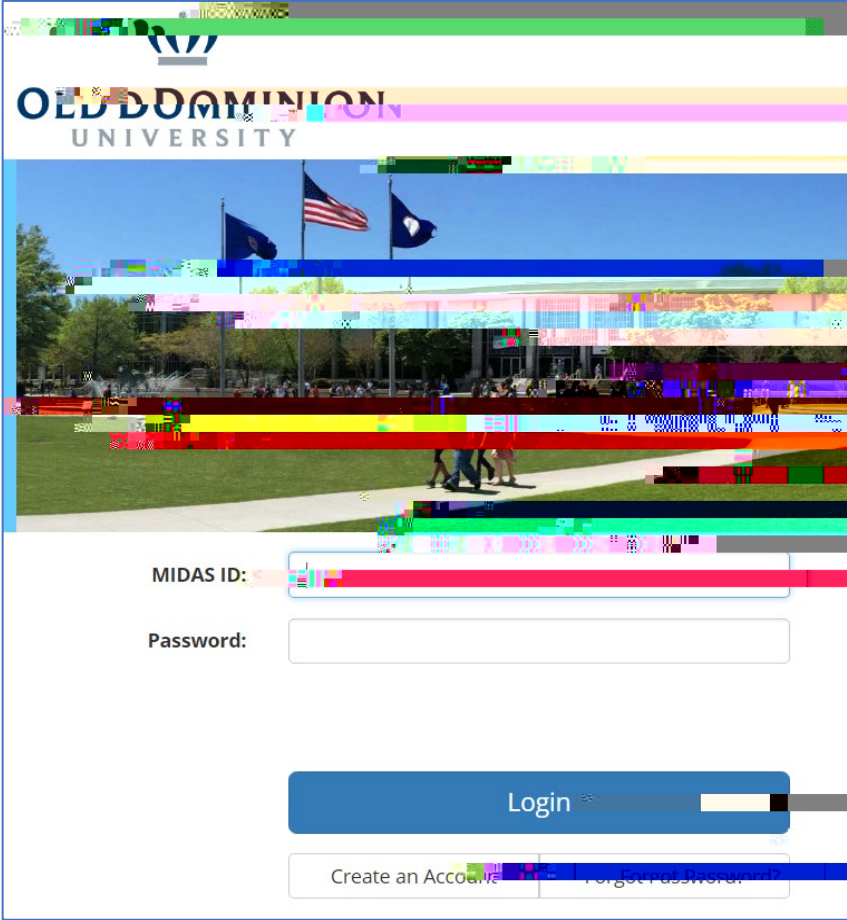
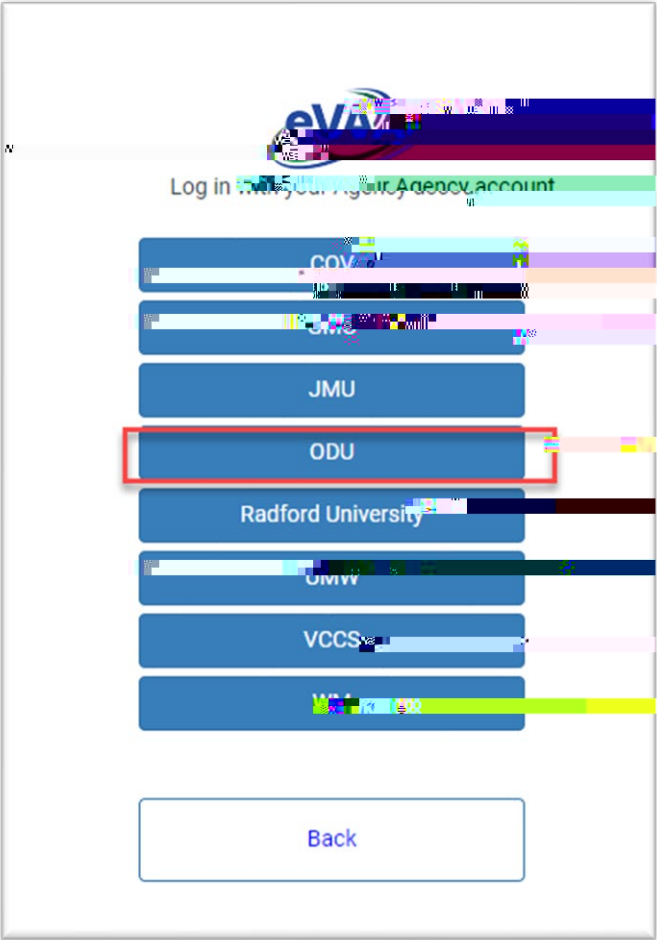


1. Go to



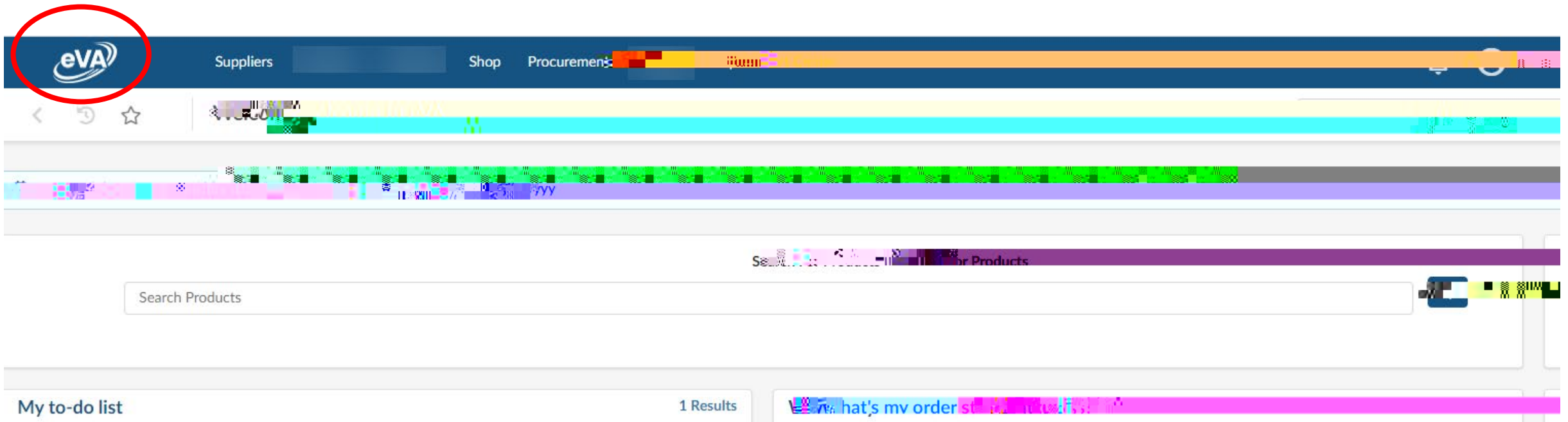


- 4. Select **ODU**.
- 5. You are then taken to the ODU network login page.
- 6. Enter your **Midas ID and Password**.



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.

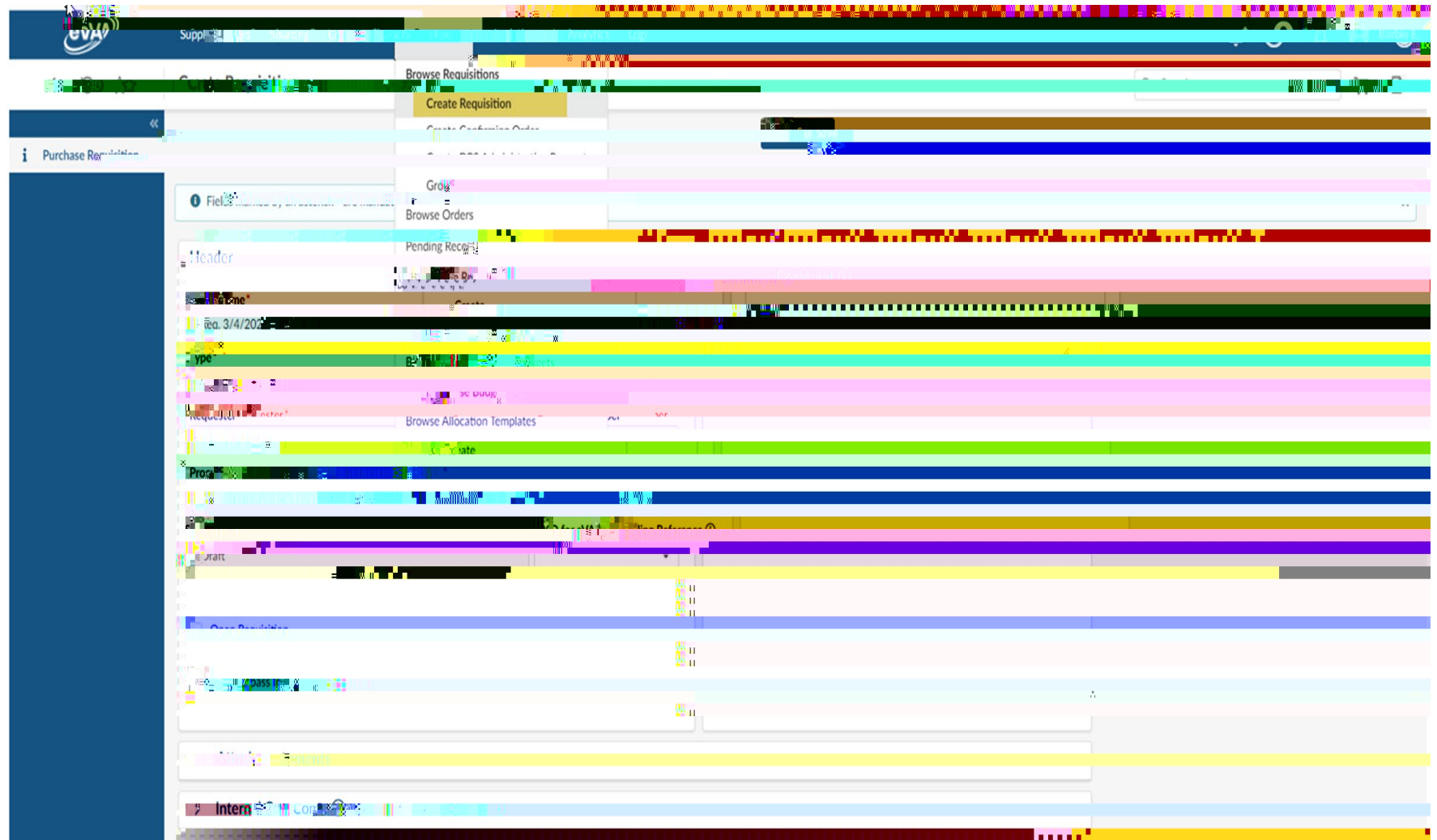


The “My to-do list” section will show any requisitions on which you need to take action.



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

The requisition **Title** should be in the following format: *Vendor Name, brief*

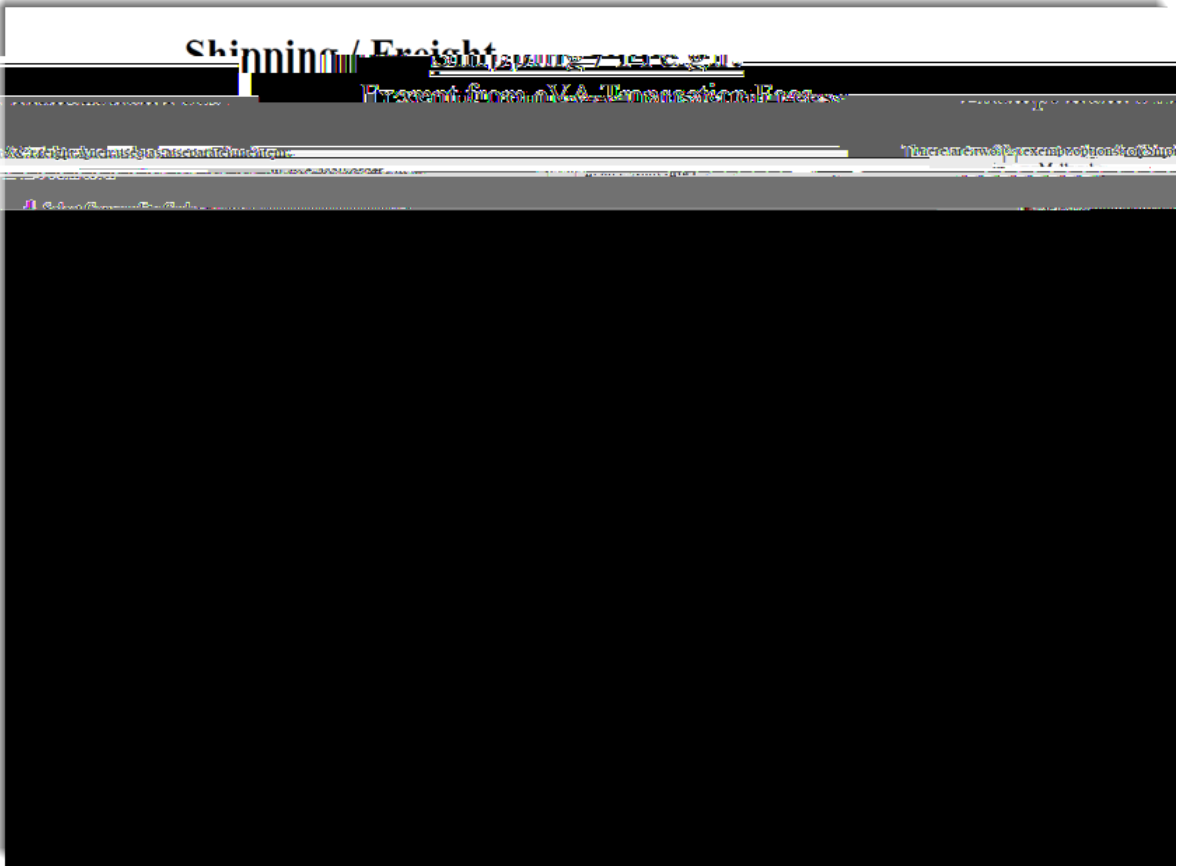
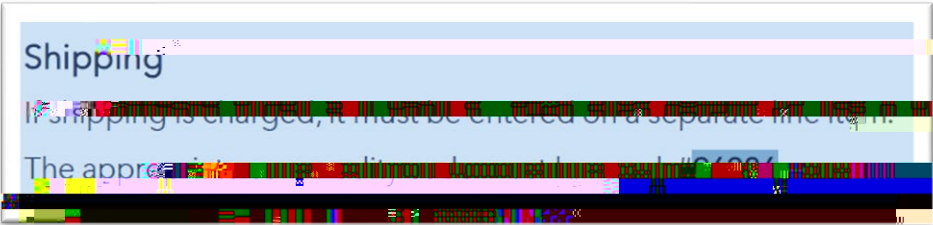




Item Detail screen will appear af8 ( 44-14 (em)18r )-eenc eml w



### Adding Shipping/Freight Line item NIGP Commodity Code 96286



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

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



Purch Order descriptions of prnpc0.12 38401 EMC EMC /Fi <</MCID BDC Q q 0 0 000 12 540 re



## 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

BoCoo4617.8 (h)3 (ne)JT0.10nhn7 (3)JTJ1 (310.6.1 (o)0.6 A (31075.7 d)5 (o)e)210.6..8 (9)0.6 ( (-)225.6 (4617(n)o)-9.z.6 8)0.6 (-7)17.3 i-331s963

### Freight/Shipping

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





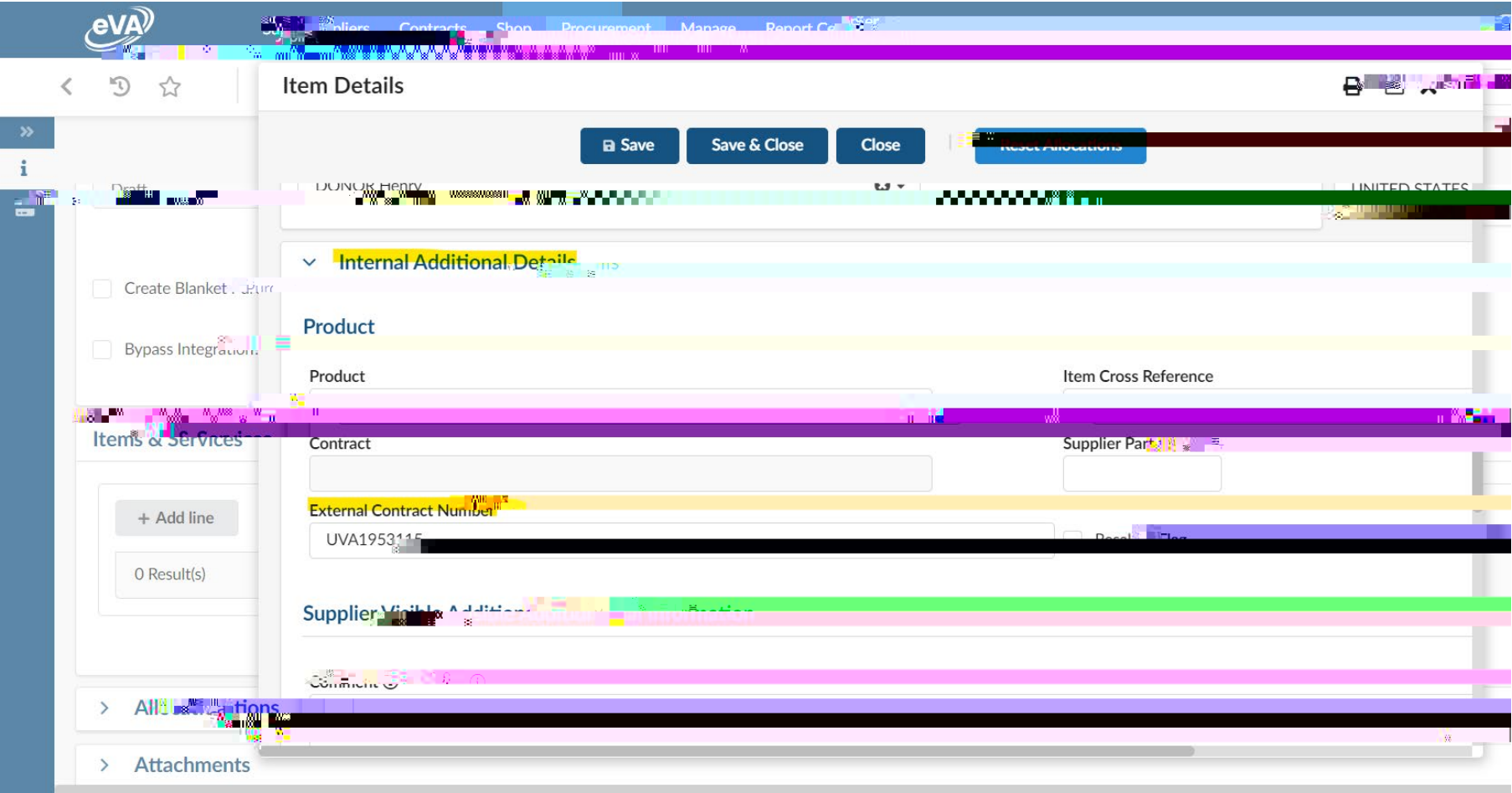


To Order from a Contract

Scroll down, to Internal Additional Details section

Put Contract # in External Contract Field

and **SAVE**



Scroll down to add **Allocations**







Adding an Attachment:

**Click + New**



Adding an Attachment:

Select **Supplier**

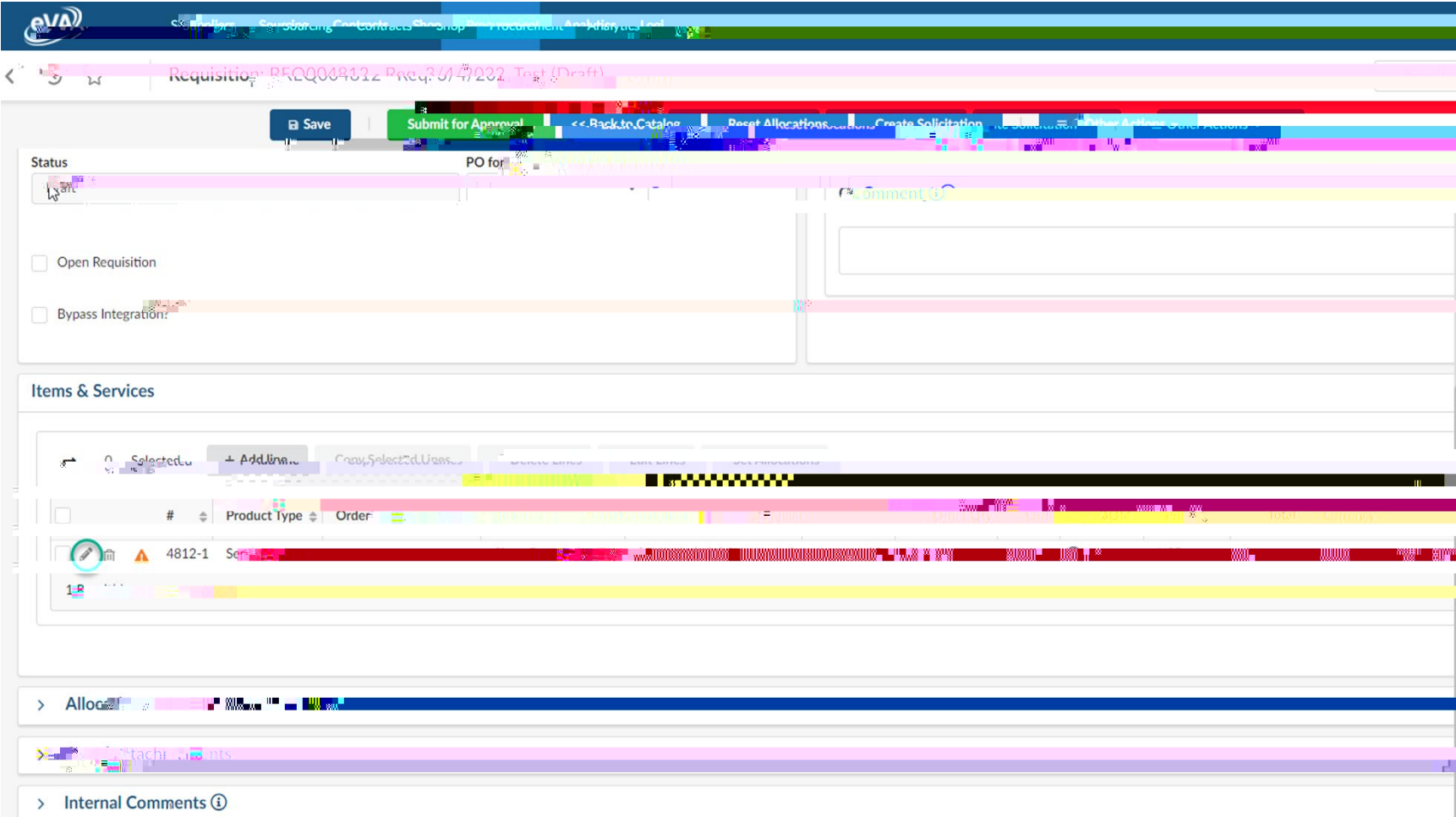








### Save and Close; Submit for Approval

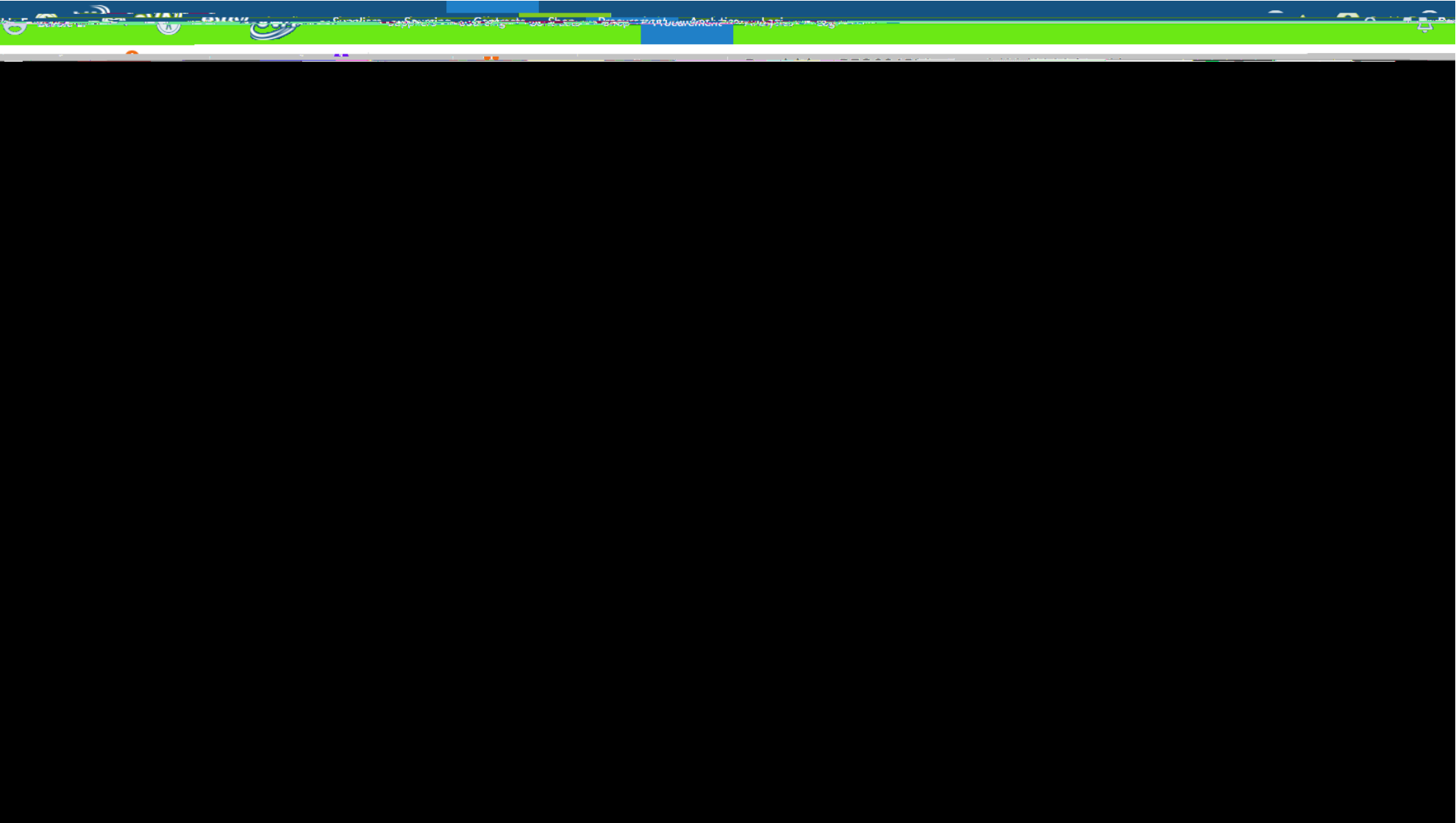


Note: If at any point you have to cancel your PO once it is issued, please put the date and reason in the comment field.



To Check  
the  
Approval  
flow  
Select the  
check mark  
icon

Then scroll  
down to  
bottom of  
page

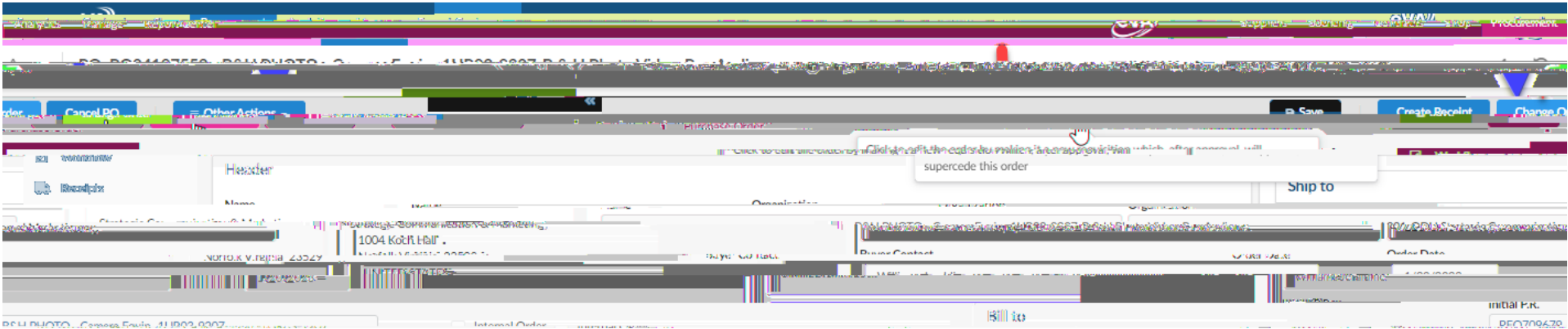
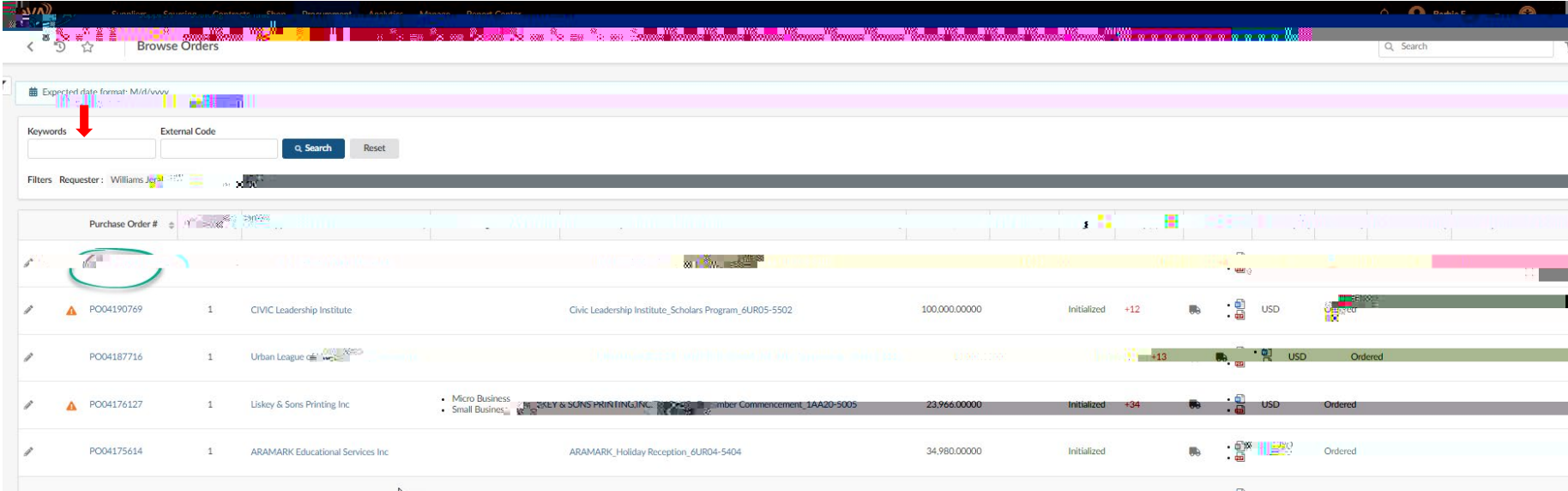






# Creating a Change Order

- 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



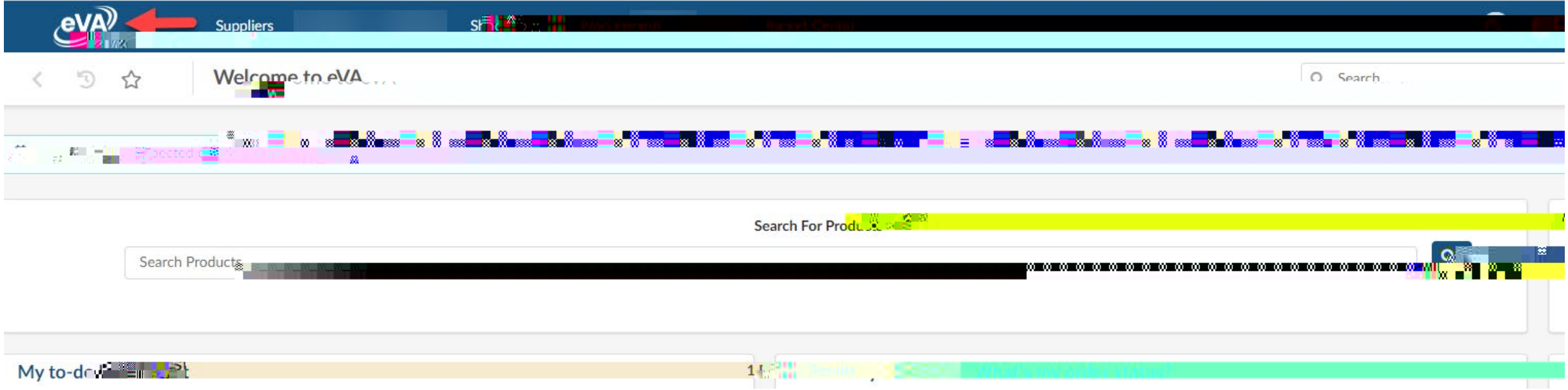
## Creating a Change Order

- 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

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

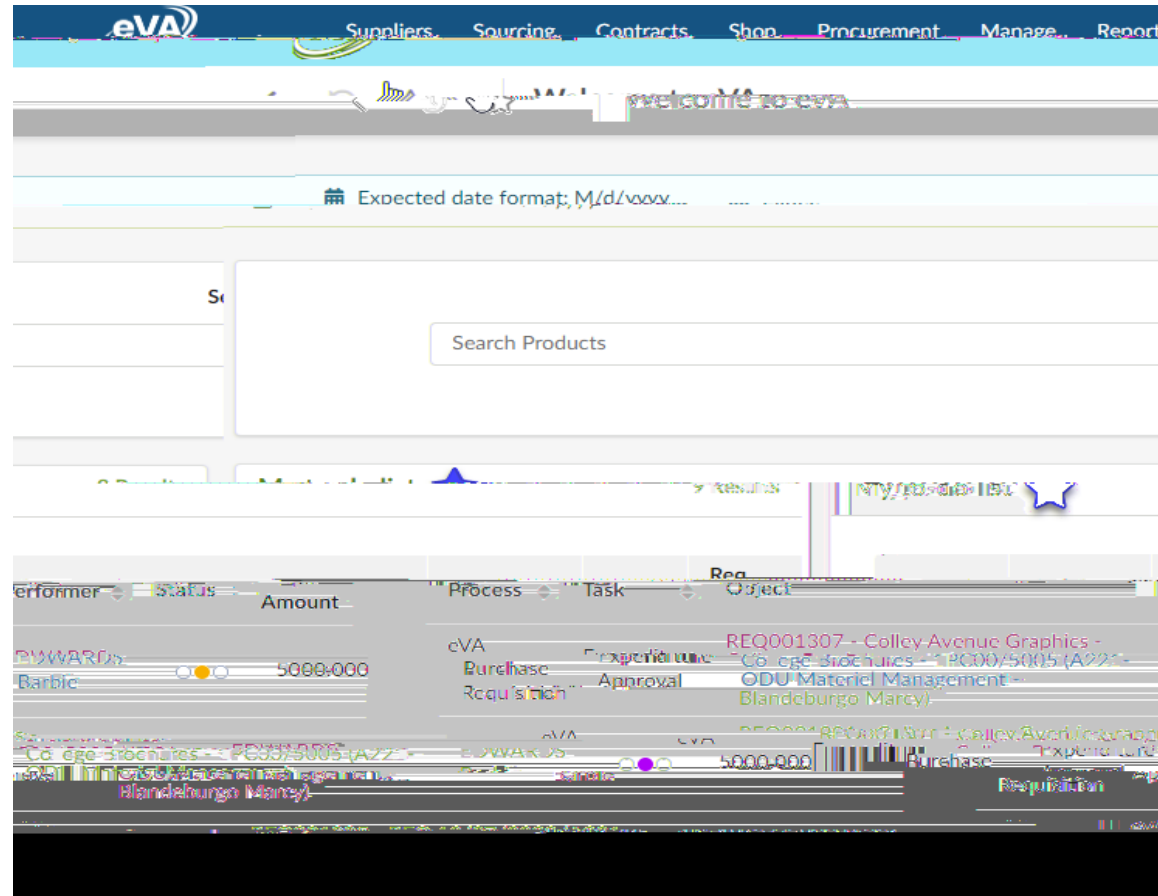
The screenshot shows the 'Edit Item' screen in the eVA system. The interface includes a top navigation bar with buttons like 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. The main form contains several sections: 'Product' (with a dropdown menu), 'Order Item Tag' (set to 'Non-Catalog'), 'Short Description' (with a text area containing 'test'), 'Detailed Description' (with a text area containing 'test'), 'Order Qty' (set to '12.000000'), and 'Unit Price' (set to '500.00' USD). A 'Deliver To' field is also visible at the bottom right. Red arrows highlight the 'Order Qty' and 'Unit Price' fields, and the 'Save' button.







Select REQ in the My to-do list section





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

The screenshot displays the eVA system interface. At the top, there is a navigation bar with three buttons: 'Save', 'Save & Close', and 'Close'. Below this, there is a section for 'Internal Comment' with a text input field. The main area is titled 'Allocations' and features a 'Remaining To Allocate' section with a value of 0.00000 and a '+ Allocation' button. Below this is a table with the following columns: %, Amount, Allocation, Activity, Fiscal Year, Cost Center, Acc. Cr, Organization, Agency Use Code, and Allocation Code. The table contains one row with the following data: 100.00 %, 5,000,000.00, 2023 - eVA-Wide, CLINIC GIFTS, and APC11 - ODU.

%	Amount	Allocation	Activity	Fiscal Year	Cost Center	Acc. Cr	Organization	Agency Use Code	Allocation Code
100.00 %	5,000,000.00	2023 - eVA-Wide	CLINIC GIFTS					APC11 - ODU	



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.

The screenshot displays the 'Requisition Review' interface. At the top, there are 'Approve' and 'Reject' buttons, with 'Reject' highlighted in red. A 'Reason' dialog box is open, prompting the user to 'Please indicate' a reason for rejection. The background requisition details include:

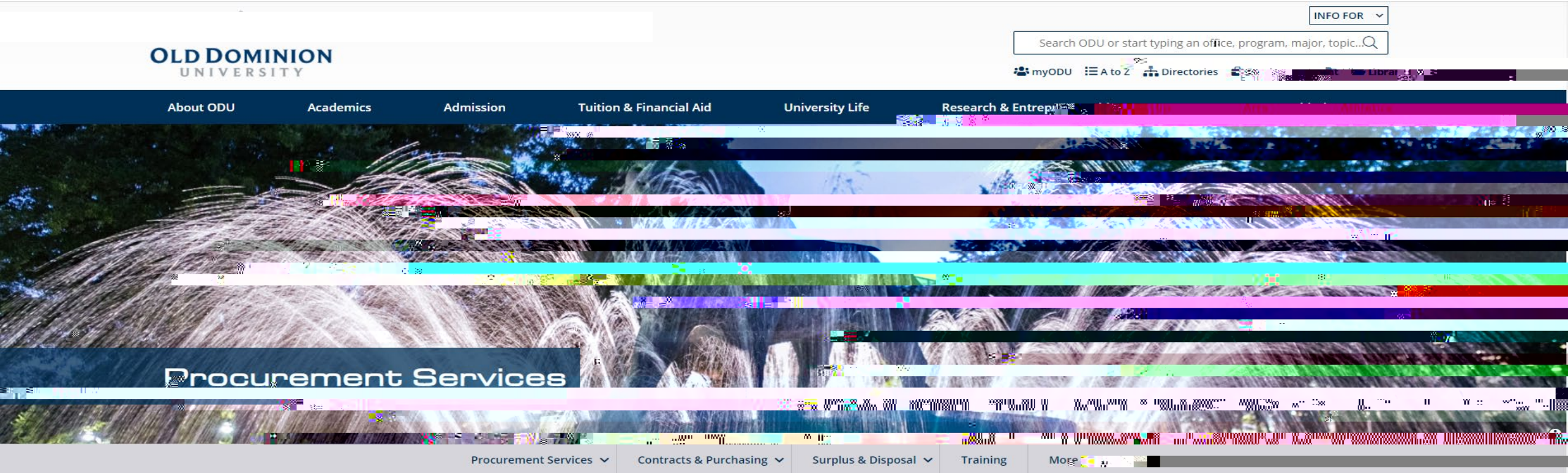
- Name:** REQ 10.7.2022
- Organization:** [Redacted]
- Type:** Purchase
- PO Category:** R01 - Routine
- Requester:** Vaughn Kayia
- Reference Number:** [Redacted]
- Header Field 1:** [Redacted]
- Status:** In progress
- Ship to:** 4401 Powhatan Avenue, Suite 111, Norfolk Virginia 2352

A warning message in the top right corner states: 'Requisition lines have one or more NON-blocking alerts'. At the bottom of the dialog box, there are 'Cancel' and 'Confirm' buttons. A 'Create Blanket Purchase Order' checkbox is visible at the bottom left of the requisition form.



- 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.





Procurement Services Website

eVA Administration Email

Barbie Edwards




[eVAAdmin@odu.edu](mailto:eVAAdmin@odu.edu)

(757) 683-7158  
[bdedward@odu.edu](mailto:bdedward@odu.edu)



## **eVA PO Category and Exceptions and Exemptions Guidelines**

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

- 
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 ent






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 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 32 Tc - (i)-1.4 (p)-6.4 (t)8 (i)-1.4 (o)0.9 (n )-60.3 (t)8



35: Non -