



Department of Procurement Services
eVA and eReceiving Training

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eVA is Old Dominion University's Sole Procurement Tool

All agencies of the Commonwealth of Virginia are required to award contracts to only those vendors





Requirements to Obtain an eVA Account

eVA Account Request Form

eVA Transactions in Banner



eVA transactions are loaded into Banner daily through a data export/import process.

Orders approved in eVA will post in Banner one business day after the eVA purchase order is complete, provided the eVA purchase order was created correctly and the vendor tax ID matches the Banner vendor table.

Purchase order numbers in Banner do not include the 'P'; however when searching in eVA, use 'EP'.

Verify Vendors are on the Banner Vendor Table and eVA Database



Not on the Banner vendor table? W-9/W-8BEN should be emailed to W-9@odu.edu.

Not in eVA? If the vendor refuses to register, send their W-9/W-8BEN to procurement@odu.edu.

Required Forms:

Commonwealth of Virginia Substitute W-9
W-8BEN



Purchase Order (PO) Categories



PO Categories:

R01 Ì Routine: Should be used for all routine purchases with the exception of the exempt categories.

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

E01

Developing a Purchase Requisition



The requisition Title should be in the following format:

Vendor Name, brief description, and budget code/sub-account code.

The requisition Full Description should include all information about the order.

Model #, Manufacturer Name, Color, Instructions for Vor54(N)sri-(on,)ppl06[aET773 RG[1quisition



ETF Purchase Orders



ETF Process Guidelines are located on the Procurement Services website.

Title of the PR: The PR title should be entered in the following format:

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Line Item Description: If there are several components to the system, (ex. Audio visual system, projector, screen, warranty) the requestor should 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 and the appropriate commodity code #96286 selected. The line item for freight/shipping should include the same ETF authorization number as the system.

'Ship To' Address: All ETF items with the exception of equipment that requires installation and/or calibration, must be shipped to 'ODU Property Control'.

On Campus 'Deliver To' Address: Final delivery location shall be included in the Comments section on the PR to include: building and room number, contact name and phone number. '[Visible to Supplier](#)' must be selected to ensure internal shipping instructions are printed on the purchase order.

Accounting Information: It is essential that you enter the correct budget and sub-account codes for all ETF items and for all items over \$5,000, which must be tagged as fixed assets.

Purchase Requisition Status







Common Questions

eVA Password Resets- use MIDAS Log-in

Delegation of Authority (for approvers only)

Email notifications

If the shipping location is not available you will need to request a new location be added to eVA. Requests should be sent to bdedward@odu.edu.



Requirements to Obtain an eReceiving Access

Account Request (electronic, form,
email)

eReceiving Training

Banner eReceiving Forms



FPARCVD – form to complete an eReceiver

FPIRCVD – form to query an eReceiver

FOIDOCH – form to query status of a purchase order, eReceiver, invoice, check, etc.

FGIENCD - form to query purchase order

eReceiving Reminders



Incomplete receivers can be removed by sending a request to procurement@odu.edu.

Once a receiver is completed it cannot be removed or changed. To correct a mistake, an adjustment receiver is required.

If the receiver will not complete, check to be sure each line item has a quantity in the current field. If a specific line



Resources

Procurement Services Website
www.odu.edu/procurement

Procurement Services Department Email
Address procurement@odu.edu

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