

## eVA ETF Process Guidelines

### Department of Procurement Services

- x Components of a system should be entered on separate line items of the purchase order, with the exception of software. Any related software should be noted with cost on the same line item as equipment.
- x Each line item should reference the corresponding ETF authorization number for the system.
- x

'Ship To' Address:

All ETF items, with the exception of equipment that requires installation and/or calibration, must be shipped to 'ODU Property Control'. The shipping information will automatically default to the eVA requestor's department and username. Change the default 'Ship To' address to 'ODU Property Control' and 'Deliver To' should be the name of the person in your department the order should be delivered to.

Line Item Description:

If there are several components to the system (ex. audio visual system, projector, screen, and warranty), the requestor should enter them on separate lines. Each line item should reference the corresponding ETF authorization number for the system.

If there is not enough space in the description to include all ETF authorization numbers, use the overall PO comment box, and note which line item the ETF authorization numbers correspond.

## Contract Suppliers

Enter contract number in the Item Details Internal Additional Details Product section "External Contract Number".

---

## Allocations

### Agency Use One (BudgetCode) and Account (SubAccountCode)

The appropriate ETF budget code is required to be used for each line item. Consider the purpose of the system (Laboratory Equipment, Medical and Dental Equipment, etc.) instead of the component parts when identifying the appropriate sub-account for the system.

Note: Quantities should be the number of actual systems and the unit price of the actual systems. For example, if you have 50,000 units with a unit price of \$14.00, the total price would be \$700,000.00. The unit price should be the actual price of the system, not the price of the component parts.



eReceiving