



# 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 

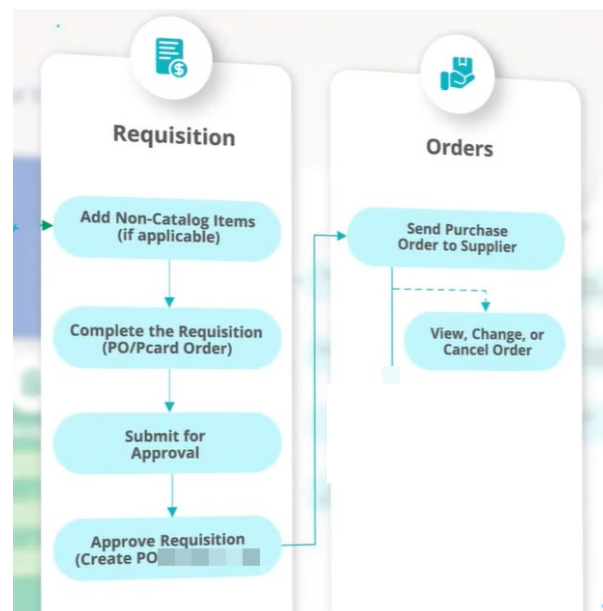


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# New eVA User Guide

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

## Table of Contents

New eVA Conversion	4
Log In Instructions	6
New eVA Homepage	8
Creating a Purchase Requisition	9
Adding a Line Item	11
Adding a Supplier	12
Ordering from a Contract	13
Allocations	14
Adding Attachments	16
Checking Approval Flow	22
Reviewing & Approving Requisitions	25
Resources	29
PO Category Guidelines	30
eVA Procurement Types	33



### What Changed?

- EP → PO
- PR → REQ
- Vendors → Suppliers
- Comment field available
- Attachments can be added at line or PO level
- Warning messages as you enter information
- Cannot enter multiple budget codes on one REQ
- Cannot copy a PO or line item to start a new one
- 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

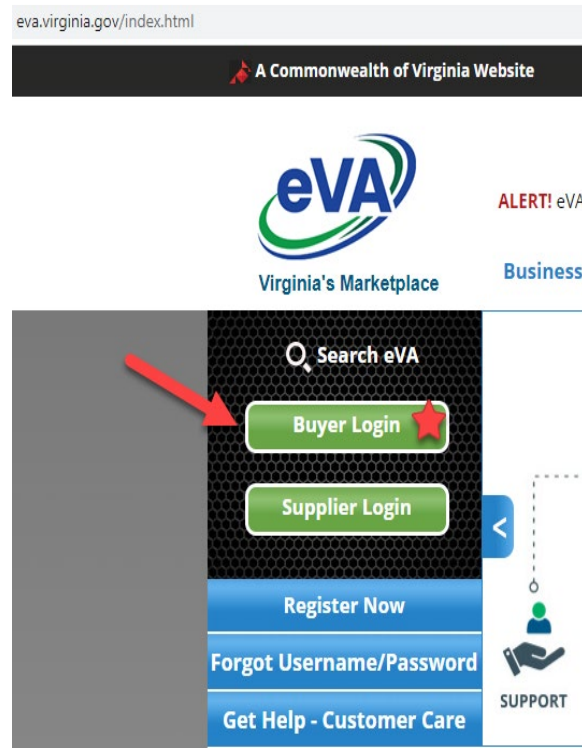
- Transactions that were not converted are available via reporting

What is the timeline?

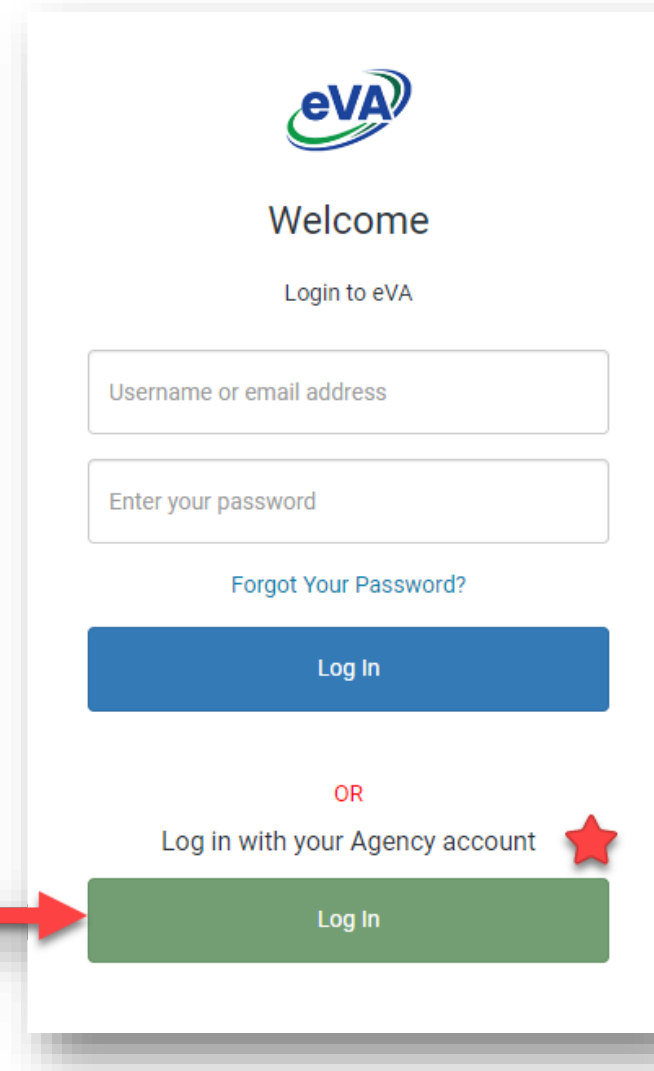
- Two calendar years of transactions were converted



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

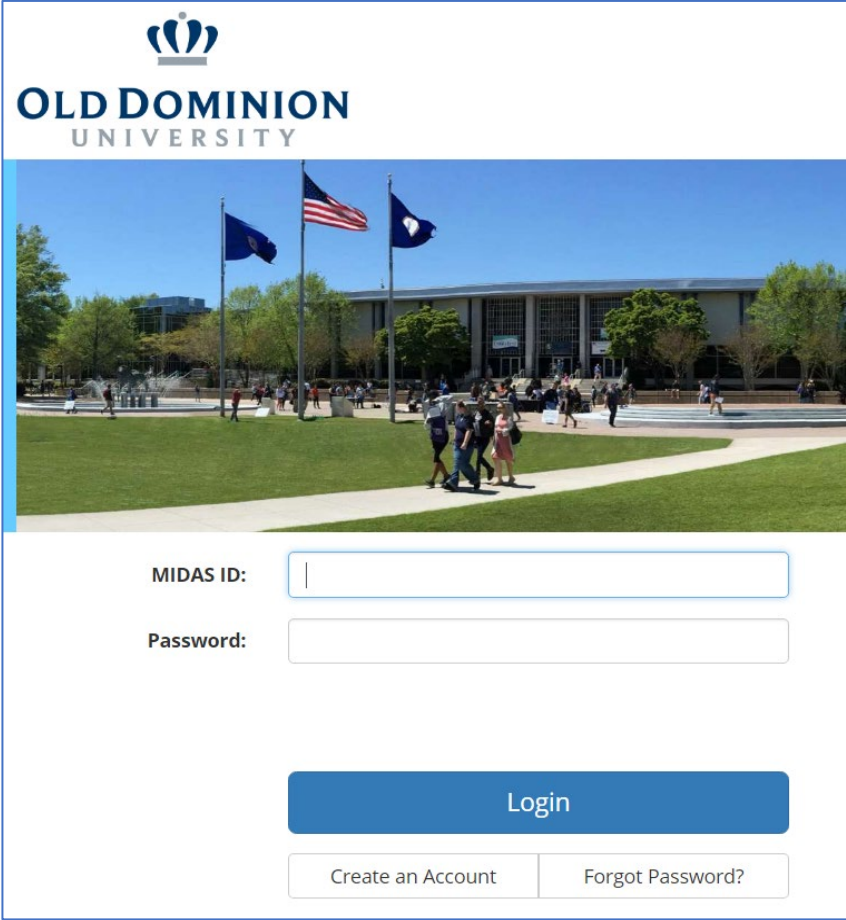
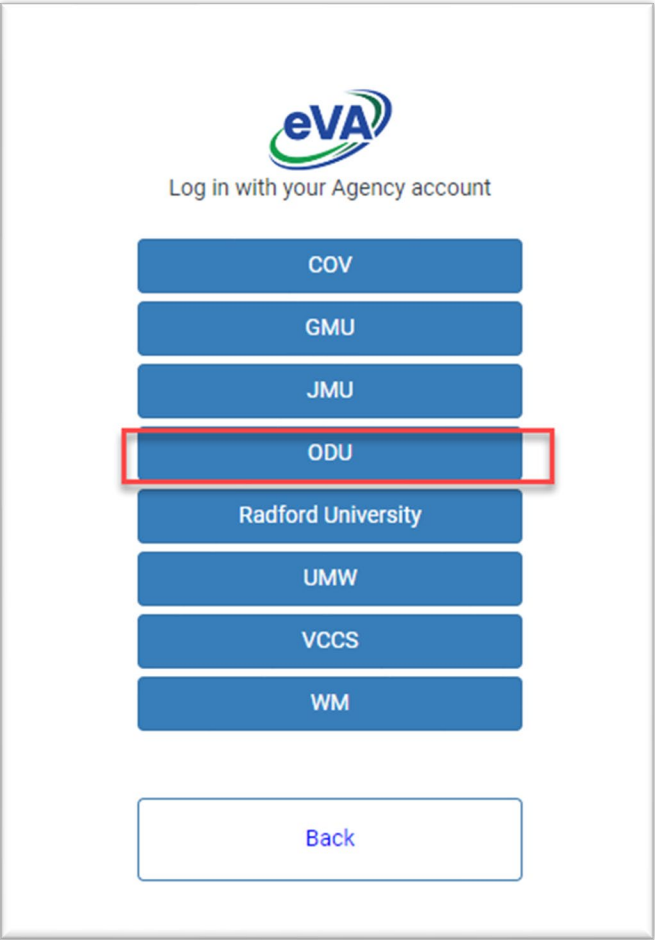


3. Enter your eVA User ID, Password and click login *OR* Click on the green **Log In** button to login with your Midas ID.





- 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 right corner.

The screenshot shows the eVA homepage interface. At the top, the eVA logo is circled in red. The navigation bar includes links for Suppliers, Shop, Procurement, and Report Center. A user profile icon for 'Barbie' is visible in the top right. Below the navigation bar, there is a search bar with the text 'Search' and a magnifying glass icon. A date format提示 'Expected date format: M/d/yyyy' is displayed. A large search box labeled 'Search For Products' is present. At the bottom, there are two tabs: '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.)

**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

**Type:** select the appropriate PO Category from the list

Click **Save**

Fields with a \* are mandatory.

The screenshot shows the 'Create Requisition' form in the eVA system. The form is titled 'Purchase Requisition' and includes a 'Header' section with the following fields:

- Name\***: Req. 3/4/2022, Test
- Type\***: Purchase
- Requester\***: Edwards Barbie
- Procurement Transaction Type\***: Non-professional Services - Non-Technology
- Status**: Draft
- PO for eVA Billing Reference**: (empty)

A dropdown menu is open over the 'Create Requisition' button, showing options like 'Create Confirming Order', 'Create DPS Administrative Request', 'Browse Orders', 'Pending Receipts', 'Browse Receipts', 'Create', 'Receive Deliverables', 'Browse Budgets', 'Browse Budget Lines', 'Browse Allocation Templates', and 'Create'.

Fields marked with an asterisk (\*) are mandatory.

Buttons: Save, Attachments, Internal Comments



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 Rollins Hall address.

Scroll down, click **Add line**

The screenshot displays the eVA procurement system interface for a requisition titled "Req. 3/4/2022, Test (Draft)". The interface includes a navigation bar with tabs for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, and Logi. The main form is divided into several sections:

- Header:** Contains fields for 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), and PO for eVA Billing Reference.
- Ship to:** Displays the address: Old Dominion University/VCP Program Office-09 287 Independence Blvd.,Pembroke Two, Ste. 301 Norfolk, Virginia 23462, UNITED STATES.
- Bill To:** Displays the address: Old Dominion University, Finance Office Rollins Hall Room 2005 Norfolk, Virginia 23529, UNITED STATES, 757-683-3030.
- Comment:** A text area for adding comments.
- Items & Services:** A section with a circled "+ Add line" button and a "0 Result(s)" indicator.

A notification banner on the right side of the screen reads: "Please add at least one line to this requisition by clicking on the '+ Add line' button".



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

Enter required fields.

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

Scroll down to enter Supplier.

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' (with fields for Product Type\*, Order Item Tag, Short Description\*, Detailed Description, Order Qty\*, Commodity\*, and Delivery Date), 'Estimate Costs' (with fields for Unit Price and a currency dropdown set to USD\*), 'Suggested Supplier' (with a Supplier field), and 'Ship to' (with a Ship to field). At the bottom, there is an 'Approvals' section.



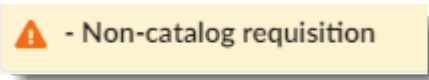
Next, add Supplier using their TIN and Save

(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:



eVA Suppliers Sourcing Contracts Shop Procurement Analytics Logi

Requisition: REQ006590 - Req. 3/23/2022 (Draft) Search

### Item Details

Save Save & Close Close

**Header**

Name\* Req. 3/23/2022

Type\* Purchase

Requester\* Edwards Barbie

Procurement Transaction Type\* Construction

Status Draft

Open Requisition

Bypass Integration?

**Items & Services**

+ Add line

0 Result(s)

**Order Item Tag**

**Short Description\*** Test

**Detailed Description** Test

**Order Qty\*** 5000 Ea.

**Commodity\*** 00505 - Abrasive Equipment and Tools

**Delivery Date** 4/30/2022

**Suggested Supplier**

Supplier

Fulfillment Supplier ⓘ

**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

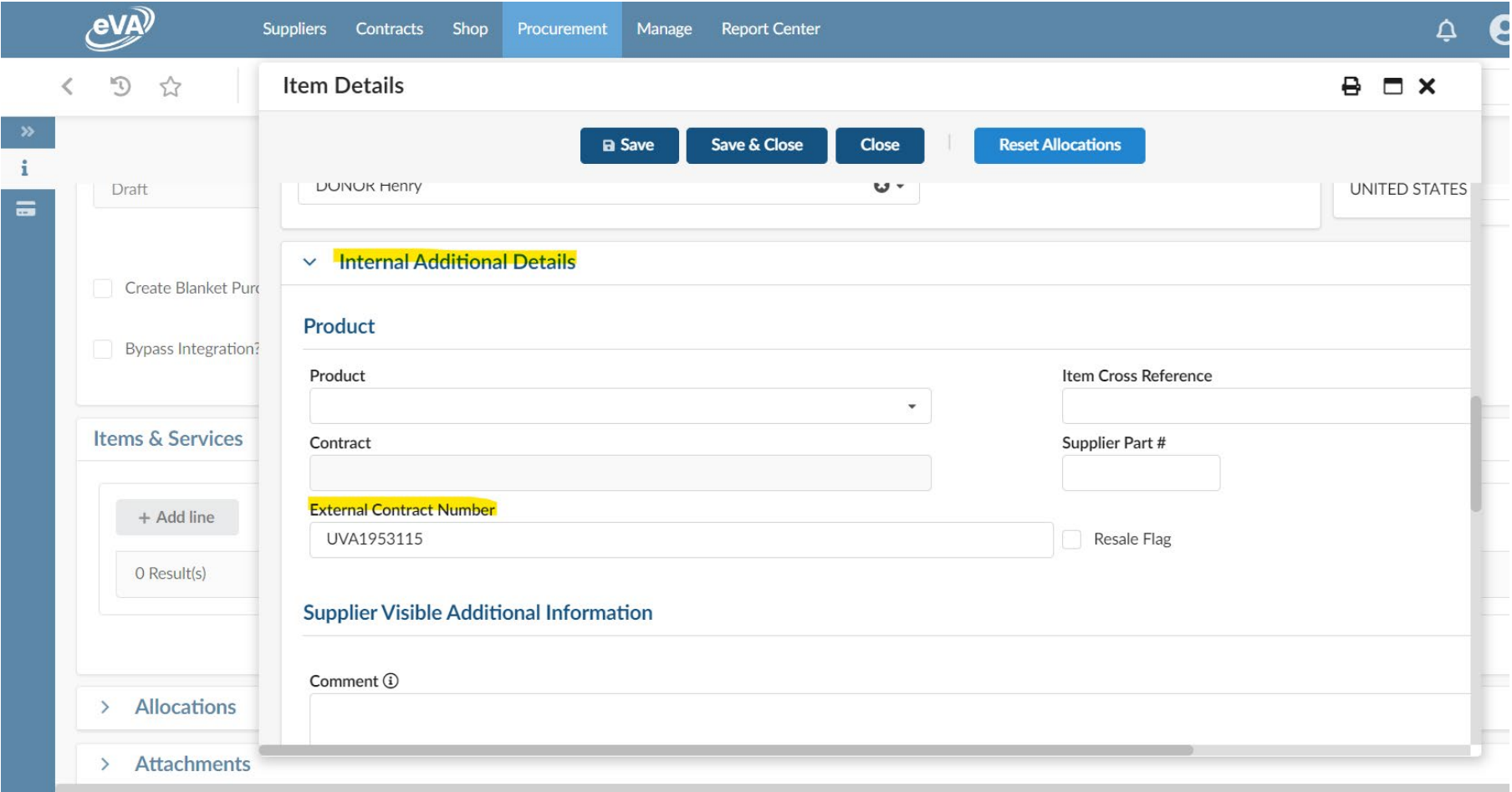


### To Order from a Contract

Scroll down, to Internal Additional Details section

Put Contract # in External Contract Field

and **SAVE**



## Scroll down to add Allocations

**%:** 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**.

**Item Details**

Buttons: Save, Save & Close, Close, Reset Allocations

Name: Old Dominion University

Internal Comments (DW)

**Allocations** ★

Remaining To Allocate: 0.00000 USD

%	Amount	Fiscal Year	Acc. Cross Reference	Agency Use One	Account
100.00...	10,000...	2022 - eVA-Wide		MATM1PC00 - MATERIAL MANAGEMENT	6002 - Office Supplies

Alerts / Messages

Please add at least one line to this requisition by clicking on the "+ Add line" button

Items & Services

+ Add line

0 Result(s)

Attachments

Geographical Regions

Geographical Region(s)

Contact

Contact

Add a Message...

Add a Message...

Virginia v1.0 ©





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
- PO for eVA Billing Reference**: (empty)
- Status**: In progress

Below the main form, there are checkboxes for "Open Requisition", "Refire Workflow Approvals", and "Bypass Integration?". A "Workflow Preview & Ad hoc" button is also present.

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 pencil icon is circled in red next to the first line item. Below the table, it says "1 Result(s)".

At the bottom right, there is a summary box:

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 PO:

To add an Attachment to the entire PO

Scroll down to bottom of page

The screenshot shows the eVA procurement system interface for a requisition titled "Requisition: REQ007253 - Test, Title, Vendor 1PC00-6002 Req. 4/4/2022 (In progress)". The interface includes a top navigation bar with "Suppliers", "Sourcing", "Contracts", "Shop", "Procurement", "Analytics", and "Logi". Below the navigation bar, there are buttons for "Save", "Reject", "Approve", "Back to Catalog", "Reset Allocations", "Create Solicitation", and "Other Actions".

The main content area is divided into sections: "Items & Services", "Allocations", "Approvals", "Attachments", and "Internal Comments". The "Attachments" section is highlighted in yellow and contains a search bar for keywords, a "Search" button, and a "Reset" button. Below the search bar is a "+ New Document" button and a result list showing "0 Result(s)".

#	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	✓			

Summary information at the bottom right of the items section:

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



Adding an Attachment:

Click + New Document


Item Details Print Close X

Save Save & Close Close | Reset Allocations

Allocations

Remaining To Allocate: + Allocation

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

Attachments 

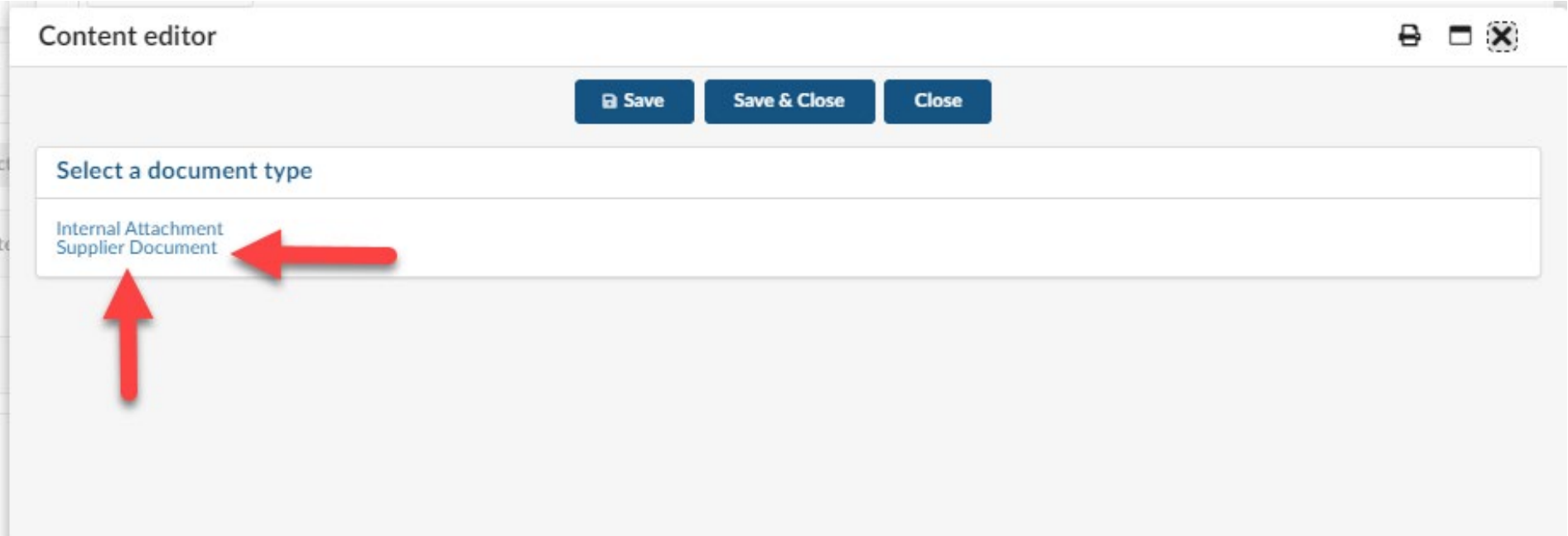
+ New Document

Keywords  Q 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 with several sections and annotations:

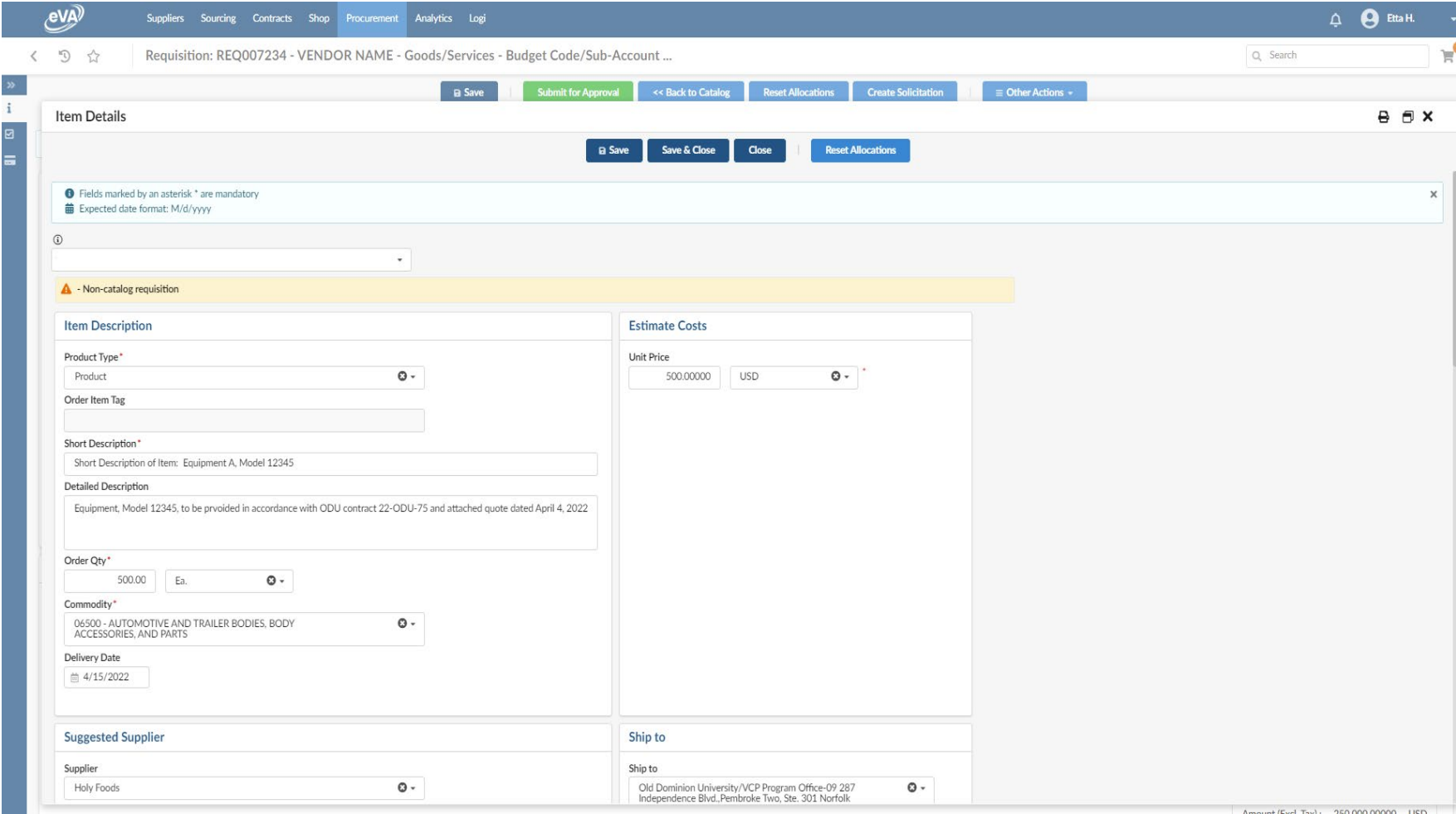
- Title Section:** A text field labeled 'Documentation\*' with a red star icon to its left. A red box labeled 'Title Attachment here' has an arrow pointing to this field.
- Information Section:** Contains a 'Status\*' dropdown menu (set to 'Approved') and a 'Document' dropdown menu (set to 'English'). To the right of the 'Document' dropdown is a red star icon and a button labeled 'Click or Drag to add files'. A red box labeled 'Attach file here' has an arrow pointing to this button.
- Buttons:** At the top, there are buttons for 'Save', 'Save & Close' (highlighted with a green box), 'Close', 'Save & Preview', and 'Delete'.
- Summary Section:** A text area for entering a summary.
- Orders/PR Items Section:** A text area for 'PR/Order items' with a 'Short Description' label.
- Purchase Requisition Section:** A text area for 'Purchase Requisitions'.
- Geographical Region(s):** A text area at the bottom of the form.

A notification bar at the top states: 'Fields marked by an asterisk \* are mandatory'.



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.



# Save and Close; Submit for Approval

**Navigation:** Suppliers | Sourcing | Contracts | Shop | **Procurement** | Analytics | Logi

**Header:** Requisition: REQ004812 - Req. 3/4/2022, Test (Draft) | Search | [Shopping Cart: 1] | [Logout]

**User:** Barbie E.

**Buttons:** Save | **Submit for Approval** | << Back to Catalog | Reset Allocations | Create Solicitation | Other Actions

**Status:** Draft | PO for eVA Billing Reference

**Form Fields:**  
 Open Requisition  
 Bypass Integration?  
Comment

**Items & Services:**  
0 Selected | + Add line | Copy Selected Lines | Delete Lines | Edit Lines | Set Allocations

#	Product Type	Order Item Reference	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	
4812-1	Services		Short Description Test	( RVA Herbals ) RVA Herbals	1.00	Ea.			USD	Supplier Visible Additional Inform

1 Result(s)

**Alerts / Messages:**  
Missing Mandatory Allocation  
Requisition lines have one or more NON-blocking alerts

**Contact:** Contact | Add a Message...



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 sidebar on the left contains a checkmark icon, which is highlighted by a green arrow. The main form area is divided into sections: 'Header' (Name, Organization, Type, Requester, Procurement Transaction Type, Status), 'Ship to', and 'Bill To'. The 'Status' section includes a 'Workflow Preview & Ad hoc' button. The 'Items & Services' section at the bottom shows a table with columns for #, Product Type, Order Item Reference, Item Description, Supplier, Order Qty, Order UOM, Price, Total, Currency, and Delivery.



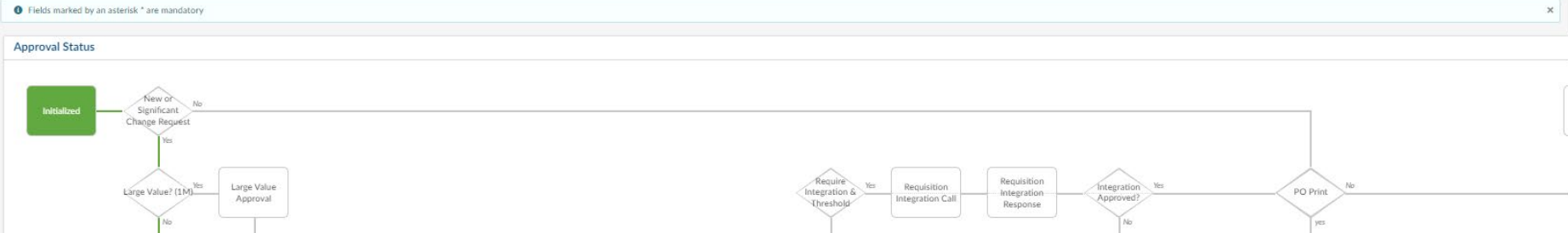


# Sample Approval flow

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)		



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

The screenshot displays the eVA web 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 light gray header area with navigation icons (back, refresh, star) and the text 'Welcome to eVA'. A search bar with a magnifying glass icon and the text 'Search' is located on the right side of this header. Below the header is a light blue banner with a calendar icon and the text 'Expected date format: M/d/yyyy'. The main content area features a large search box with the text 'Search For Products' centered above it. The search box contains the placeholder text 'Search Products' and a magnifying glass icon on the right. Below the search box, 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 is a navigation bar with the eVA logo and menu items: Suppliers, Sourcing, Contracts, Shop, Procurement, Manage, and Report. Below the navigation bar is a header area with navigation icons (back, refresh, home, star) and the text 'Welcome to eVA'. 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 'Items & Services' section 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...' 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





Search ODU or start typing an office, program, major, topic...

INFO FOR

myODU A to Z Directories Employment Libraries

About ODU

Academics

Admission

Tuition & Financial Aid

University Life

Research & Entrepreneurship

Arts

Athletics



## Procurement Services

Procurement Services

Contracts & Purchasing

Surplus & Disposal

Training

More

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*

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.