

eVA ETF Process Guidelines

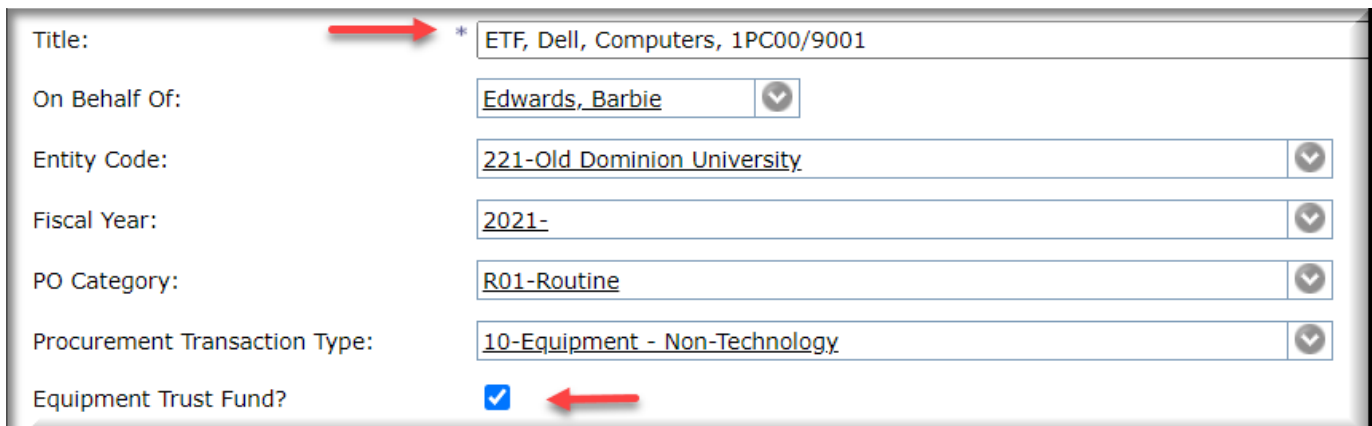
Reminders:

- 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.
- Each line item should reference the corresponding ETF authorization number for the system.
- ETF items, with the exception of equipment that requires installation and/or calibration, must be delivered to ODU Property Control. Please see 'Ship To' Address section below.
- Final delivery location shall be included in the overall PO comment section on the PR. Please see On Campus 'Deliver To' Address section below.

Title of the PR:

The PR title should be entered in the following format: ETF, Vendor Name, Order Description, ETF Budget Code/Sub Account Code.

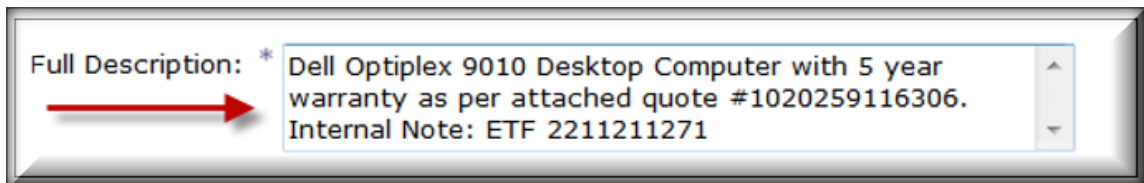
The *Equipment Trust Fund* checkbox must be selected.



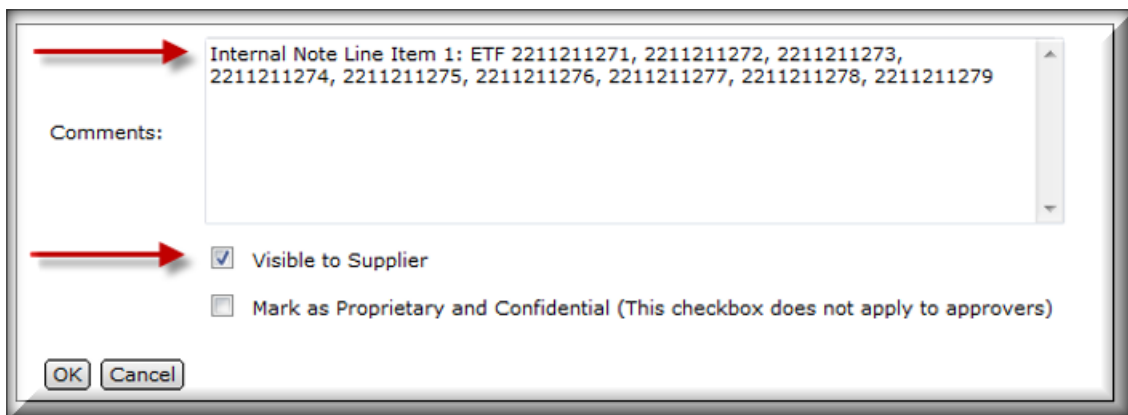
Title:	* ETF, Dell, Computers, 1PC00/9001
On Behalf Of:	Edwards, Barbie
Entity Code:	221-Old Dominion University
Fiscal Year:	2021-
PO Category:	R01-Routine
Procurement Transaction Type:	10-Equipment - Non-Technology
Equipment Trust Fund?	<input checked="" type="checkbox"/>

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 items. Each line items 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 to and check the 'visible to supplier' checkbox.



Note: When an ETF authorization number is entered in the description and/or comments section, eVA will read it as a social security number. You will receive a pop up message warning you that you have a long series of numbers that appear to be a social security number or tax id number. You will be required to click 'Submit' a second time.

Budget and Sub-Account Code

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 system. Flip flop orders, i.e. quantity of 50,000 with a unit price of \$1, are not allowed for ETF purchases.

Freight and/or Shipping Charges

Include freight and/or shipping charges on a separate line item, with the appropriate freight and/or shipping commodity code number 96286 and sub-account code 5021.

NIGP Commodity Code:

Choose Value for NIGP Commodity Code

Field: Name

Name ↑
96286 - Transportation of Goods and Other Freight Services <input type="button" value="Select"/>

ACCOUNTING - BY LINE ITEM

Budget Code:

Sub Account:

'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 user name. 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.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

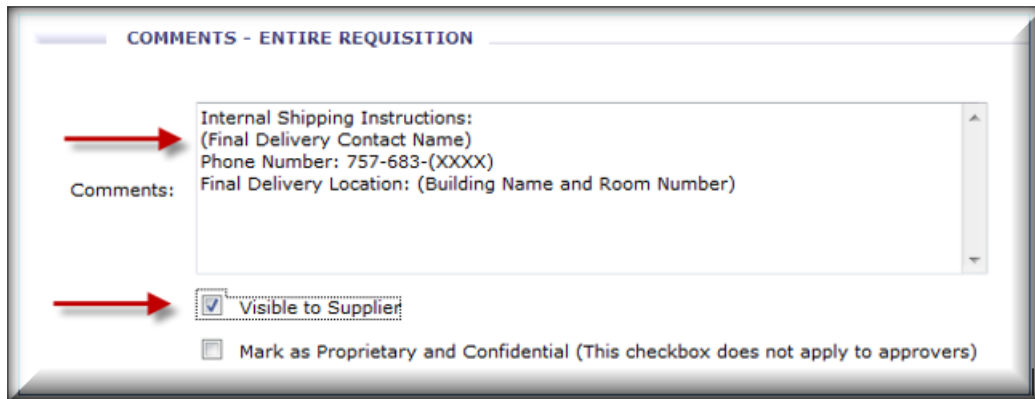
Ship To:

Deliver To:

Need-by Date:

On Campus 'Deliver To' Address:

The final delivery location (**building and room number**) shall be included in the overall PO comment section on the PR to include, **contact name and phone number**. The requestor must also select 'Visible to Supplier' to ensure the internal shipping instructions to reflect the final delivery location are printed on the final purchase order and available for Property Control.



eReceiving

The Banner eReceiver should be completed by the receiving personnel. If the order is received in Property Control, Property Control personnel will complete the eReceiving.

As an eVA user completing or approving requisitions for ETF orders, I understand and agree to follow the above established ETF Guidelines.

eVA Requestor Name:

eVA Requestor Signature:

Date:

eVA Approver Name:

eVA Approver Signature:

Date: