



OLD DOMINION
UNIVERSITY

IDEAFUSION



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 registered in eVA, the Commonwealth's internet based procurement system. Old Dominion University has adopted eVA as its sole procurement tool. University purchasing personnel designated as eVA users may access the system at the eVA website: <http://www.eva.virginia.gov>.

 All procurement transactions over \$5,000 must be entered into eVA.





Requirements to Obtain an eVA Account

- eVA Account Request Form
- Acceptable User Acknowledgement Form
- Online SWaM Training
- Procurement and eVA Training

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

Quick Quote Requests



- Submit an electronic purchase requisition in eVA.
- Select the checkbox for Quick Quote Requested.
- Description must include
 - Detailed description
 - Associated quantities
 - Delivery
 - Performance time lines
 - On-premise requirements, i.e. installation, on-going maintenance, suggested manufacturer model/product number that will be used as a 'quality indicator' during the request for quotation process
- Attach any quotes previously obtained from vendors if applicable.

Purchase Order (PO) Categories



■ PO Categories:

- **R01 - Routine:** Should be used for all routine purchases with the exception of the exempt categories.
- **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. PO Category Guideline are posted on the Procurement Services website and Addendum A in the eVA User Guide.

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 Vendor, etc. as applicable.
- The requisition **Contract Number** should be picked from drop down list. If the contract number is not in the list, select '*Item on contract but number not in list*' and enter the ODU, VASCUPP or State Contract number in the **Contract #** field. No other information should be included in this field. If the vendor is not on contract, pick '*Not on Contract*' from the list.
- One supplier/vendor per purchase order. Complete one line item fully with all vendor, accounting and shipping information. Copy it to add additional line items. This will help avoid errors and you will only have to enter it once.
- **Attachments:** Quotes, Sole Source and Emergency Justifications forms.
- If shipping will be charged, it must be entered on a separate line item and the appropriate commodity code used, #96286.

Developing a Purchase Requisition

(continued)

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Purchase order descriptions of goods/services describe the characteristics of the goods and/or what the vendor shall provide based on performance. Example:

- Goods
 - 1 each
 - Table, wood, 30x60, with center draw, with modesty panel, Hon Model #3060-cd, assembled, packaged and shrink wrapped with water proof material
 - 1 box
 - Fasteners, square head bolts, type 5, stainless steel, 24 per box
- Services
 - 12 month
 - Material, labor, equipment and supplies to mow specified grass areas to a height of 2", rake and remove all refuse from the premise. All work shall be performed before 8:00 am or after 4:00 pm Monday - Sunday.
- Quantities of 1 lot will not be acceptable.

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: **ETF* Vendor Name, Order Description, Budget Code/Sub-account Code*.
- 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



- Once a PR is fully approved, it becomes an EP and the PR status will change to ordered. If the vendor has signed up for electronic EPs, then it will automatically be sent to them.
- If the EP will not be automatically sent to the vendor, then it will require your approval. You will need to print the EP and fax or mail it to the vendor.
- Approval Flow identifies the status of the requisition, who is required to approve, who has or has not approved, etc.
- Denied PR? Check Comments.

Change Order / Modification



- Change Orders are modifications to the terms and conditions of a contract between the original contracting party directing the contractor to make changes.
- Only the original requestor can create a change order to an eVA purchase requisition.
- Change orders should only be done for change in cost and/or quantity. Comments should be added in the comments section clarifying why the change was submitted.
- **Never delete a line item!** You should zero out the dollar amount and note in the description the reason for the change.
- Invoice tolerance is 100%, not to exceed \$100 per line item. Change order should not be completed if the invoice is within the tolerance.
- In **cancelled** PRs, a comment should be added to the comments section clarifying why the PR was cancelled. Cancellations should not be completed if invoices have been received and paid. A credit should be obtained from the vendor first prior to issuing a cancellation in eVA.



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 item hasn't been physically received in the department and was added to the receiver, a '0' (zero) will need to be entered in the current field in order to complete the receiver.
- Property Control warehouse personnel will complete receivers for all orders delivered to the warehouse.
- The receiving method should be **PPAY** for all prepayments.
- Packing slip field is a **required** field. It can be used for the packing slip number; if no packing slip, the Banner user can use it at their discretion.
- Returns are processed using form FPARCVD as '**adjusted items**'.



Resources

- Procurement Services Website
www.odu.edu/procurement
- Procurement Services Department Email
Address procurement@odu.edu
- Barbie Edwards - 757-683-7158