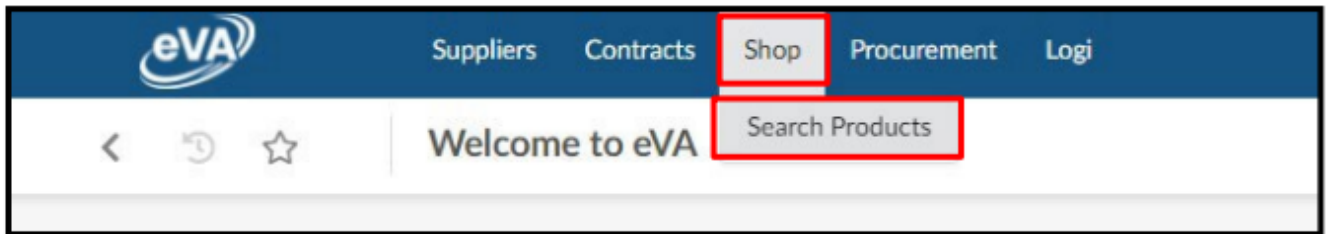


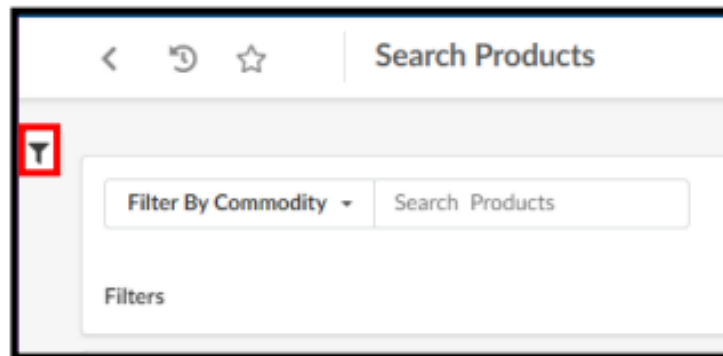
Creating a Punchout Catalog Order

This section covers the process to complete an order with a punchout catalog supplier. Please note that at this time, if you create a punchout catalog order and need to edit the order, eVA will not let you re-visit the punchout catalog. Instead, you will need to delete/cancel the order and re-submit with the correct items.

1. Click Shop and then in the dropdown menu, click Search Products



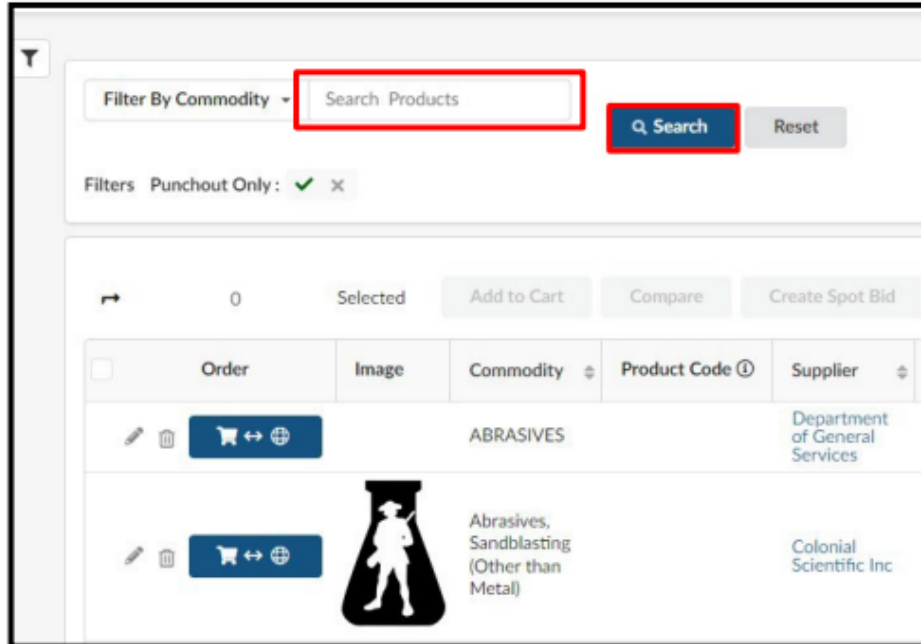
2. Click the Filter Icon on the left-hand side



3. The Filter menu will expand out, click the checkbox next to **Punchout Only**, and then click **Search**

The image shows a mobile application interface for searching and filtering items. At the top, there is a search bar with a magnifying glass icon and the word "Search", which is highlighted with a red rectangular box. To the right of the search bar is a "Reset" button. Below the search bar, there are several filter options, each with a dropdown menu: "Commodity", "Contract", and "Supplier". Below these are several checkboxes: "Favorite Suppliers", "Status" (with a dropdown menu), "Display Options", "Non-Approved Items", "Generic Only", "Punchout Only" (which is checked and highlighted with a red rectangular box), "Previously Purchased Items", and "History Browse".

4. The screen will now display all the suppliers with punchout catalogs. You can either browse the listing, which will be several pages long, or you can search for a supplier by their name in the **Search Products** field.
 - If utilizing the **Search Products** field, click **Search** after entering the supplier's name.



5. Once you have found the punchout catalog for the supplier you need, click the **Shopping Cart / Globe Icon**. You will then be taken to the supplier's punchout catalog to shop as you normally would.

There are several punchout catalogs for bigger supplier, please make sure you choose Longwood specific punchouts

<input type="checkbox"/>	Order	Image	Commodity	Product Code	Label	Detailed Description	Price	Currency	Carbon Footprint (KgCO2e)	Contract	Unit
<input type="checkbox"/>			OFFICE SUPPLIES, GENERAL		TSRC Inc - Longwood University	The Supply Room Companies LWU Punchout The Supply Room Companies LWU (LWU) Office, Tech Supplies & Furniture - S, W		USD		Office Supply Goods and Services- LWU	each
<input type="checkbox"/>			FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND TYING EQUIPMENT AND SUPPLIES)		The Supply Room Longwood Grainer	The Supply Room (Granger Longwood Punchout) The Supply Room (Granger Longwood Punchout) VHEPC - CNR01496 for Longwood		USD		The Supply Room- Granger- Longwood University	each

6. Shop as normal on the supplier's website, and once finished submit or checkout your cart back to eVA.


7. Complete the **Header** information for the requisition.

Header

Name*

Procurement ,TSRC, 5/2/25, Copy Paper


Organization*

A214-LWU Materiel Management 


Type

Purchase

PO Category*


R01 - Routine 

Requester*

Havens Crystal 

Reference Number

Procurement Transaction Type*

Supplies - Non-Technology 

Header Field 1


Header Field 2

Status

Draft

Workflow Preview & Ad hoc

☐ Bypass Integration?

Comment 

Please make sure in Name section fill out (Department if you have multiple departments, vendor, date, description of what is being ordered) this help if you have to search requisition.

8. Fill in the **Name** field (*this was previously the title field*)

The screenshot shows a form titled "Header" with several input fields. The "Name" field, which contains the text "TSRC - Example Punchout Order", is highlighted with a red rectangular box. Other visible fields include "Organization" (set to "A216-VP Student Affairs"), "Type" (set to "Purchase"), "Requester" (set to "Stubbs Dean"), "PO Category", and "Reference Number".

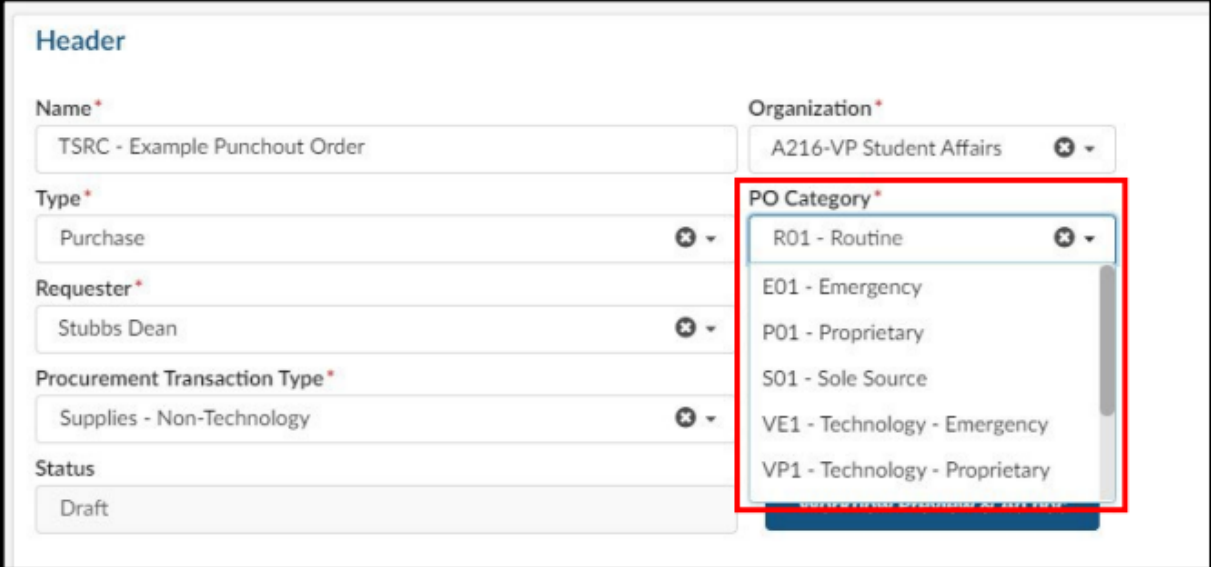
9. The **Organization** field will default to the appropriate selection based on your access in eVA

This screenshot is similar to the previous one, but the "Organization" dropdown menu, which is set to "A216-VP Student Affairs", is highlighted with a red rectangular box. The "Name" field still contains "TSRC - Example Punchout Order".

10. The **Type** field will default to **Purchase**

In this screenshot, the "Type" dropdown menu, which is set to "Purchase", is highlighted with a red rectangular box. The "Name" field contains "TSRC - Example Punchout Order" and the "Organization" field is set to "A216-VP Student Affairs".

11. Select the dropdown arrow for **PO Category**, and click on the appropriate selection, typically **R01 – Routine**



Header

Name* TSRC - Example Punchout Order

Organization* A216-VP Student Affairs

Type* Purchase

Requester* Stubbs Dean

Procurement Transaction Type* Supplies - Non-Technology

Status Draft

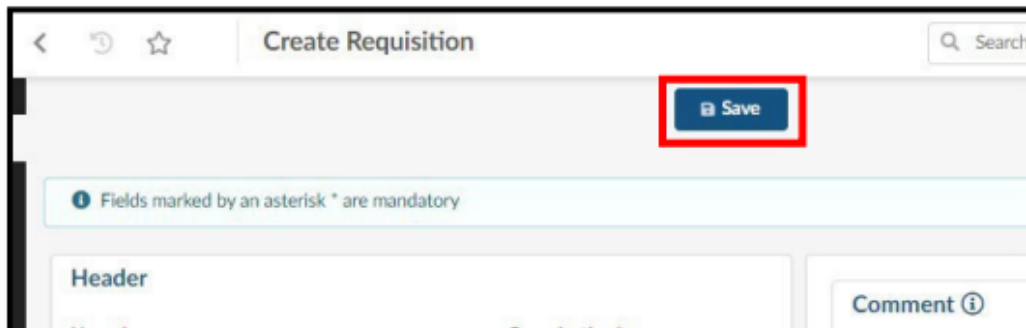
PO Category*

- R01 - Routine
- E01 - Emergency
- P01 - Proprietary
- S01 - Sole Source
- VE1 - Technology - Emergency
- VP1 - Technology - Proprietary

PO Category Refresher:

- E01 – Used for emergency procurements and requires approval from Procurement Services
- P01 – Do not use
- **R01** – Used for most all requisitions in eVA
- S01 – Used for situations in which a purchase is for a good that is truly a sole source and requires approval from Procurement Services
- VE1 – Do not use
- VP1 – Do not use
- VR1 – Do not use
- VS1 – Do not use
- **X02** – Used for situations in which a supplier is another government entity, such as a purchase from VCE, UVA, The State Department, etc. Also, when a purchase is an eVA exclusion but is being entered into eVA for transparency.

13. After completing the required header fields, click **Save**
- If any of the required header fields have not been completed you will get an error message when attempting to save



< ⌂ ☆ Create Requisition Search

Save

Fields marked by an asterisk * are mandatory

Header

Comment ⓘ

14. Under **Items & Services** click on the appropriate checkbox

- A: This checkbox is used to select all line items. Use this when you want to set all line items to the same Department code and Account code.
- B: This checkbox is used to select individual lines. Use this when you need to set the Department code and Account code on one or some of the line items.

The screenshot shows the 'Items & Services' window. At the top, there are buttons: '+ Add line', 'Copy Selected Lines', 'Delete Lines', 'Edit Lines', and 'Set Allocations'. Below these is a table with columns: '#', 'Product Type', 'Order Item Reference', 'Item Description', and 'Supplier'. The first row is highlighted. Callout A points to the 'Select all' checkbox, and callout B points to the 'Select individual' checkbox.

#	Product Type	Order Item Reference	Item Description	Supplier
2410-1	Product	60-RCHN-2PK	CareStart COVID OTC Rapid Antigen Test KL...	(Colonial S
2410-2	Product	60-BNX-195-260	BinaxNOW COVID-19 Ag Card, ABBOTT, O...	(Colonial S
2410-3	Product	60-256066-BD	Analyzer, Veritor, BD, Point-of-Care Immuno...	(Colonial S
2410-4	Product	60-CLA-COV19AG-VIS	Clarity COVID-19 Antigen Rapid Test Kits, In...	(Colonial S

15. Click **Set Allocations** (Formerly Accounting)

The screenshot shows the 'Set Allocations' window. The 'Set Allocations' button is highlighted with a red box. The table below it is the same as in the previous screenshot.

#	Product Type	Order Item Reference	Item Description	Supplier
2410-1	Product	60-RCHN-2PK	CareStart COVID OTC Rapid Antigen Test KL...	(Colonial S
2410-2	Product	60-BNX-195-260	BinaxNOW COVID-19 Ag Card, ABBOTT, O...	(Colonial S
2410-3	Product	60-256066-BD	Analyzer, Veritor, BD, Point-of-Care Immuno...	(Colonial S
2410-4	Product	60-CLA-COV19AG-VIS	Clarity COVID-19 Antigen Rapid Test Kits, In...	(Colonial S

16. The Set Allocations window will display, click **+ Allocation**

17. A new row will display allowing you to enter required allocation information.

The screenshot shows the 'Set Allocations' window. The 'Allocation' row is highlighted. The row contains fields for: '%', 'Fiscal year*', 'Department*', 'Account*', 'Acc. Cross Reference', and 'Organization ⓘ*'. The 'Organization' field is set to 'A216-VP Student Affairs'.

%	Fiscal year*	Department*	Account*	Acc. Cross Reference	Organization ⓘ*
					A216-VP Student Affairs

18. In the % (Percentage) field enter the appropriate percentage

- If you are not using split line accounting, enter **100**
- If you are using split line accounting, enter the appropriate percentage, and repeat step 16 to add more allocation rows. Remember the total allocation must equal 100 percent.
- Note: Split accounting on the eVA PO is not required. eVA does not handle payment processes; actually splitting out charges to different orgs will occur within the SPCC Works Reconciliation or during invoice processing

The screenshot shows the 'Set Allocations' window. At the top, there are buttons for '+ Allocation' and a 'Template List' dropdown. Below is a table with columns: '%', 'Fiscal year*', 'Department*', 'Account*', 'Acc. Cross Reference', and 'Organization ⓘ*'. The first row has a red box around the '100 %' entry in the '%' column. The 'Organization' column shows 'A216-VP Student Affairs' with a dropdown arrow.

19. You will now complete the other required allocation fields.

- Select the dropdown arrow for **Fiscal year** and click or type in the appropriate selection
- Select the dropdown arrow for **Department** and click in the field and begin typing the department name or department number. The system will begin to populate available results that match. Once you find the correct department, click on the result in the listing to select it.
- Select the dropdown arrow for **Account** and click in the field and begin typing the account code name or account code number. The system will begin to populate available results that match. Once you find the appropriate account code, click on the result in the listing to select it.

This screenshot shows the 'Set Allocations' window with more fields populated. The 'Fiscal year' field is set to '2022 - eVA-Wide', 'Department' is '100222 - Procurement', and 'Account' is '131200 - Office Supplies'. Each of these three fields has a red box around its dropdown arrow. The 'Organization' field remains 'A216-VP Student Affairs'.

20. At the top of the Set Allocations window, click **Apply & Close**

The screenshot shows the bottom of the 'Set Allocations' window. At the top, the title 'Set Allocations' is visible. Below it, there are two buttons: 'Apply & Close' and 'Close'. The 'Apply & Close' button is highlighted with a red box. Below the buttons, there is a section labeled 'Allocations'.

21. You can now submit the requisition. At the top of the page, click **Submit for Approval**

The screenshot shows the top of a requisition page titled 'Requisition: REQ191874 - Req. 10/18/2022 (Draft)'. At the top, there are two buttons: 'Save' and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box. Below the buttons, there is a section labeled 'Header' with fields for 'Name*' (TSRC Punchout Order) and 'Organization*' (A216-JMU Pui).