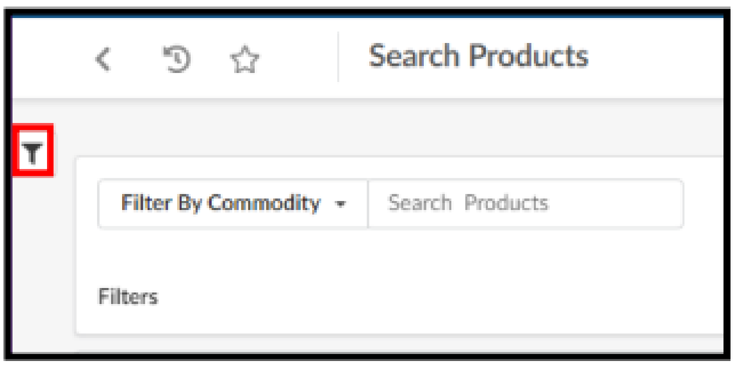
Creating a Punchout Catalog Order

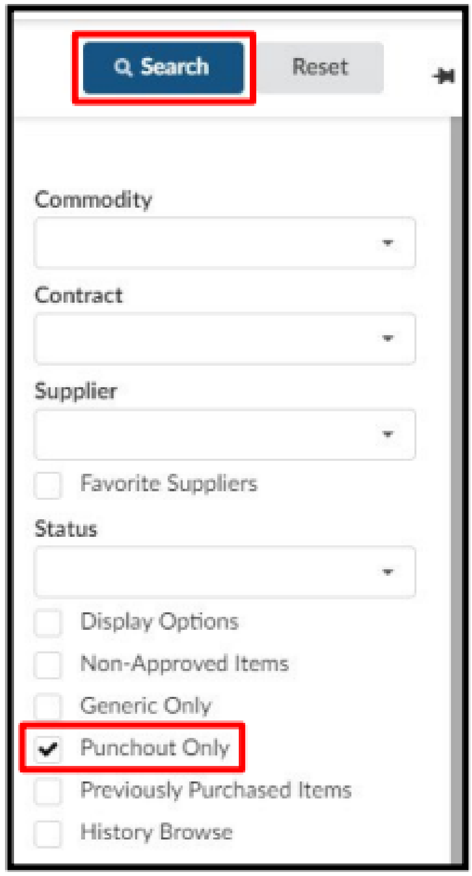
This section covers the process to complete an order with a punchout catalog supplier. Please note that at this time, if you create a punchout catalog order and need to edit the order, eVA will not let you re-visit the punchout catalog. Instead, you will need to delete/cancel the order and re-submit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

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

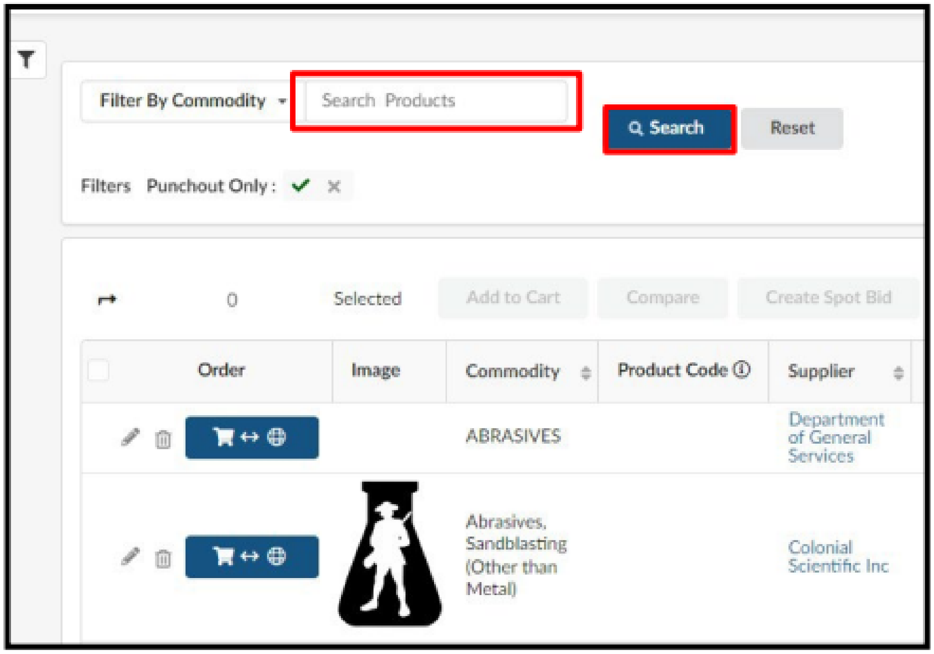
2. Click the Filter Icon on the left-hand side



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



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.



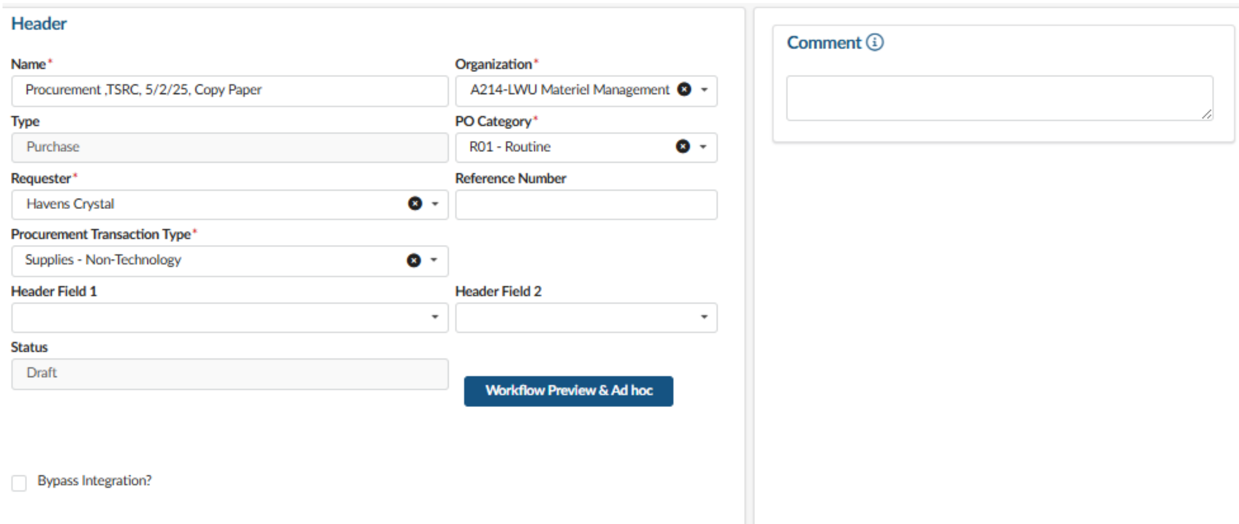
5. Once you have found the punchout catalog for the supplier you need, click the **Shopping Cart / Globe Icon.** You will then be taken to the supplier's punchout catalog to shop as you normally would.

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

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



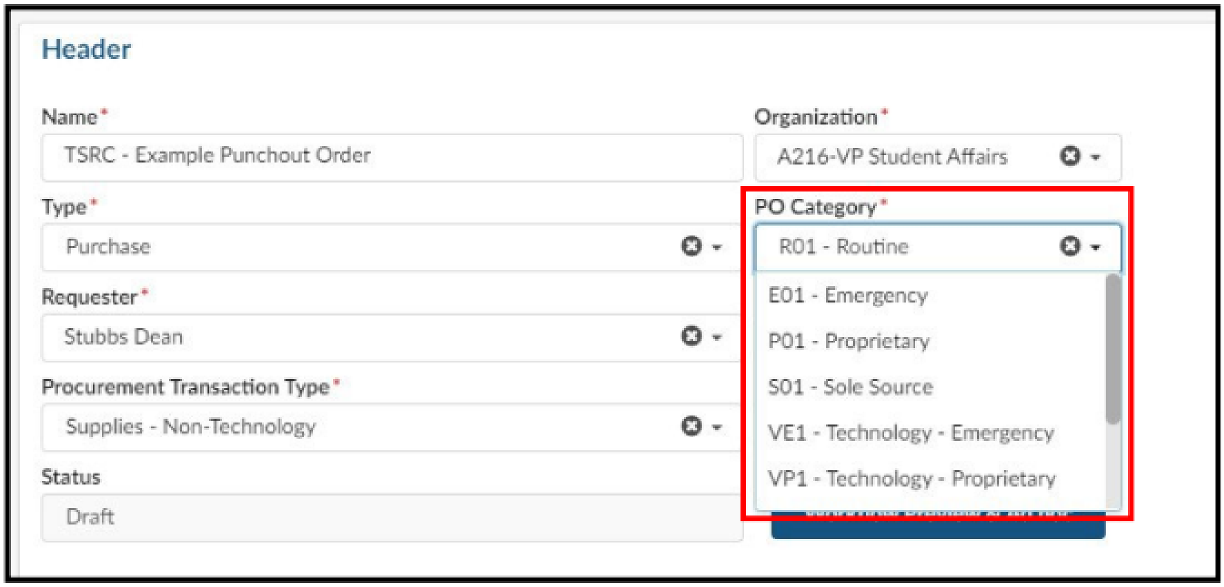
Please make sure in Name section fill out (Department if you have multiple departments, vendor, date, description of what is being ordered) this help if you have to search requisition.

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

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

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

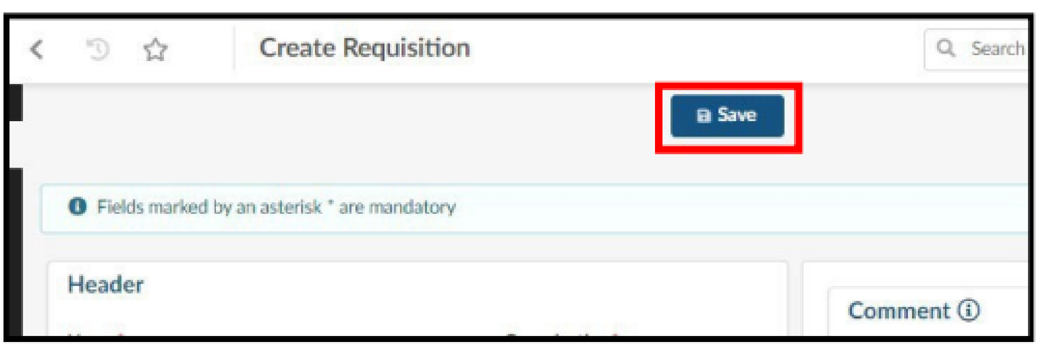
11. Select the dropdown arrow for **PO Category**, and click on the appropriate selection, typically **RO1 – Routine**



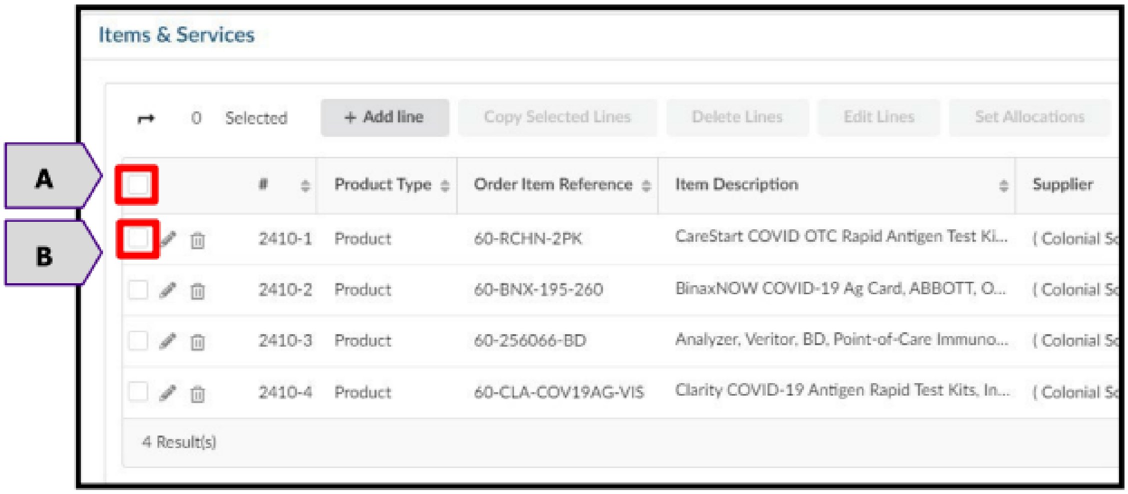
PO Category Refresher:

- 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.

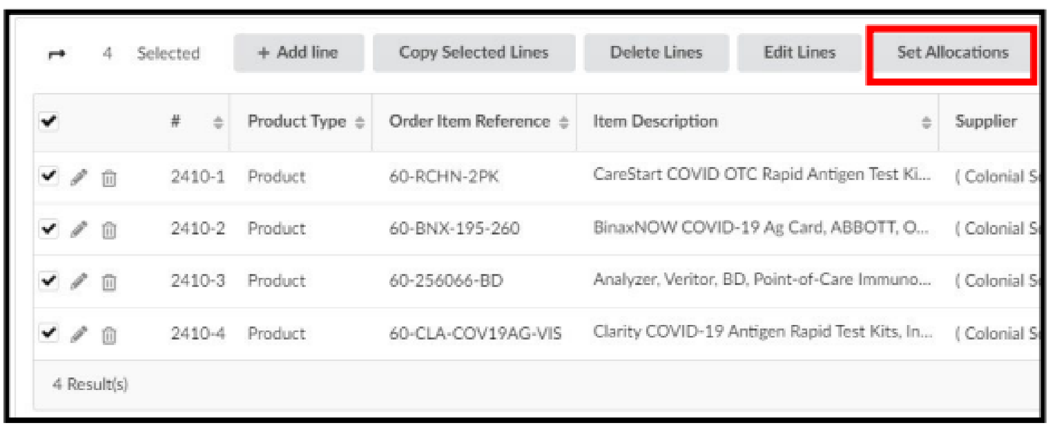
13. After completing the required header fields, click **Save**
    - If any of the required header fields have not been completed you will get an error message when attempting to save



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.

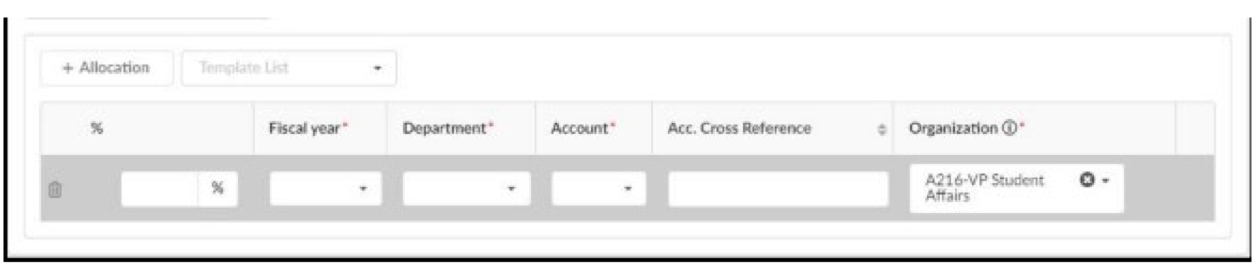


15. Click **Set Allocations** (*Formerly Accounting*)

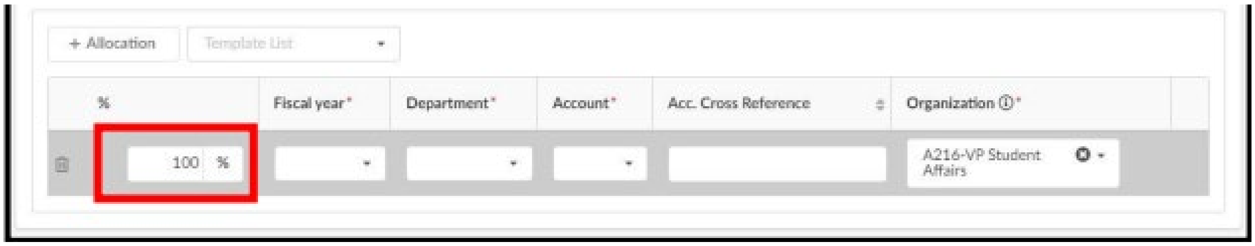


16. The Set Allocations window will display, click **+ Allocation**

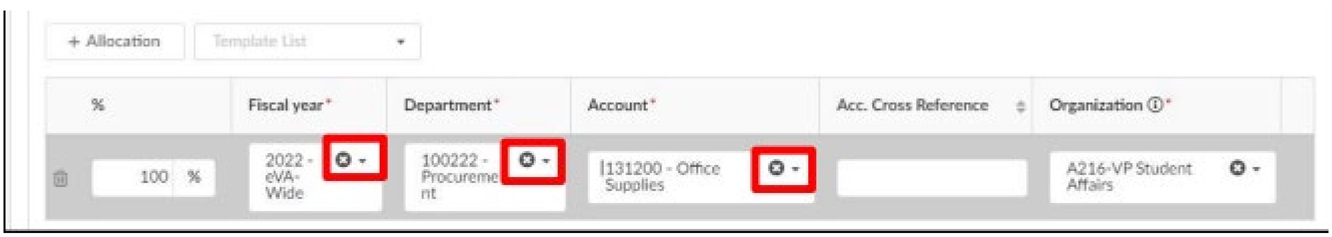
17. A new row will display allowing you to enter required allocation information.



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



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.



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

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