

Purchase Order Categories

R01	Routine – Most Commonly Used. eVA Registered Vendor, vendor has signed up with eVA and has agreed to pay any transaction fees.
P01	Proprietary – A Statement Must be previously submitted and approved by Materiel Management, a scanned copy of the approval needs to be attached to your eVA order. eVA Registered Vendor, vendor has signed up with eVA and has agreed to pay any transaction fees.
E01	Emergency – A Statement Must be previously submitted and approved by Materiel Management, a scanned copy of the approval needs to be attached to your eVA order. eVA Registered Vendor, vendor has signed up with eVA and has agreed to pay any transaction fees.
S01	Sole Source – A Statement Must be previously submitted and approved by Materiel Management, a scanned copy of the approval needs to be attached to your eVA order. eVA Registered Vendor, vendor has signed up with eVA and has agreed to pay any transaction fees.
X02	Exclusive – To be used for the sole purpose of identifying eVA EXCLUDED procurement transactions (APSPM 14.9b), as well as non-procurement (payment) transactions created in eVA. This option will be exempt from eVA agency and vendor transaction fees.

All required forms are available on the Materiel Management website.

***Although you will see codes that begin with a “V” do not use these, if an order comes through with a “V” Category it will be declined.**