

# Creating a Non-Catalog Requisition



This Quick Reference Guide contains the steps needed to create a non-catalog requisition, including adding items, comments, and attachments.

- A. Create a Requisition
- B. Populate Details
- C. Add Line Items to the Requisition
- D. Edit Requisition Item
- E. Add Comments/Attachments to a Requisition
- F. Submit a Requisition

## A. Create a Requisition

- 1. Select the **Procurement** tab.
- 2. Select the **Browse Requisitions** option from the drop-down menu.

The screenshot shows the eVA Administration Homepage. The top navigation bar includes tabs for Suppliers, Sourcing, Contracts, Shop, **Procurement**, Analytics, Admin, Config, Integration, Settings, Manage, and Report Center. The Procurement tab is selected, and its dropdown menu is open, showing options like Browse Requisitions, Create Requisition, Create Confirming Order, Create DPS Administrative Request, Group, Browse Orders, Pending Receipts, Browse Receipts, Create, Receive Deliverables, Browse Budgets, Browse Budget Lines, Browse Allocation Templates, Create, Queue Management, PRs to be Assigned, PRs Assignments in Progress, and PRs Assigned to me. The 'Browse Requisitions' option is highlighted with a red box and a red '1'. The main content area shows a table of requisitions with columns for Object, Req. Amount, and Order Amount. A red '2' points to the 'Browse Requisitions' option in the dropdown menu.

- 3. Select the requisition from the list or click **Create Purchase Requisition**.

The screenshot shows the eVA Browse Requisitions page. The top navigation bar is the same as the previous screenshot. The main content area has a search bar and a table of requisitions. A red box highlights the 'Create Purchase Requisition' button, with a red '3' next to it. The table lists requisitions with columns for Code, Name, Organization, Requester, Req. Amount, Ordered, Received, Invoiced, Sourcing Project, PR Status, Type, Reference Number, and ERP.

Code	Name	Organization	Requester	Req. Amount	Ordered	Received	Invoiced	Sourcing Project	PR Status	Type	Reference Number	ERP
REQ190125	NMUN Hotel 2022 - 4ST16	A221-ODU Materiel Management	Edwards Barbie	3,495.00000 USD					In progress	Purchase	Not on contract	
REQ190124	Literary Festival Brochure & Bookmark, 1AL03-5005	A221-ODU Materiel Management	Edwards Barbie	1,000.00000 USD					In progress	Purchase		
REQ190123	Amendment request 9/13/2022 PO03167368-1	A217-RU-IT	Bowman Wendy	30,750.00000 USD					Draft	Purchase		
REQ190122	CHANGE ORDER: Amendment request 9/13/2022 PO03166189	A217-RU-IT	Bowman Wendy	3,300.00000 USD					Draft	Purchase		
REQ190121	RowAmerica/4AT82-9618/Rowing Launch	A221-ODU Materiel	Edwards Barbie	20,395.00000 USD					In progress	Purchase	Not on contract	

## B. Populate Details

1. Fill in the required fields (denoted by a red asterisk), such as **Organization**, **PO Category**, and **Procurement Transaction Type**.

*Note: Some details will be pre-populated.*

2. Click **Save**.

The screenshot shows the 'Create Requisition' form in the eVA system. The form is titled 'Create Requisition' and has a navigation bar with tabs: Suppliers, Sourcing, Contracts, Shop, Procurement (active), Analytics, Admin, Config, Integration, Settings, Manage, Report Center. The form contains several fields: Name\* (New Requisition), Type\* (Purchase), Requester\* (Konya Rich), Procurement Transaction Type\* (Equipment - Non-Technology), Organization\* (A208-eVA Support), PO Category\* (R01 - Routine), Reference Number, Header Field 1, Header Field 2, Status (Draft), and a Comment field. A 'Save' button is highlighted with a red box and a red '2' above it. A red box with a red '1' is placed over the 'Procurement Transaction Type\*' field.

After clicking **Save**, other sections of the requisition will become active.

The screenshot shows the 'Requisition: REQ190126 - New Requisition (Draft)' form in the eVA system. The form is titled 'Requisition: REQ190126 - New Requisition (Draft)' and has a navigation bar with tabs: Suppliers, Sourcing, Contracts, Shop, Procurement (active), Analytics, Admin, Config, Integration, Settings, Manage, Report Center. The form contains several fields: Name\* (New Requisition), Type\* (Purchase), Requester\* (Konya Rich), Procurement Transaction Type\* (Equipment - Non-Technology), Organization\* (A208-eVA Support), PO Category\* (R01 - Routine), Reference Number, Header Field 1, Header Field 2, Status (Draft), and a Comment field. A 'Save' button is highlighted with a red box and a red '2' above it. A red box with a red '1' is placed over the 'Procurement Transaction Type\*' field.

# C. Adding Items to the Requisition

1. Click + Add line in the Items & Services section.

The screenshot shows the 'Requisition: REQ190126 - New Requisition (Draft)' page. The top navigation bar includes 'eVA' and various menu items like 'Suppliers', 'Sourcing', 'Contracts', 'Shop', 'Procurement', 'Analytics', 'Admin', 'Config', 'Integration', 'Settings', 'Manage', and 'Report Center'. The main content area has a header with 'Requisition: REQ190126 - New Requisition (Draft)' and a search bar. Below the header, there are several sections: 'Procurement Transaction Type\*' (Equipment - Non-Technology), 'Header Field 1' and 'Header Field 2', 'Status' (Draft), and 'Workflow Preview & Ad hoc'. There are also checkboxes for 'Create Blanket Purchase Order' and 'Bypass Integration?'. The 'Items & Services' section is highlighted with a red box and a red number 1, indicating the '+ Add line' button. Below this, there is a table with '0 Result(s)' and a settings icon. At the bottom, there is a section for 'Allocations'.

2. Enter the Detailed Description.
3. Enter the quantity in the Order Qty. field.
4. Select the Commodity from the drop-down list.
5. Enter the Unit Price.
6. Select the Supplier from the drop-down list.
7. Click Save & Close.

The screenshot shows the 'Item Details' page for 'Requisition: REQ190126 - New Requisition (Draft)'. The page has a header with 'eVA' and various menu items. The main content area is divided into several sections: 'Item Description' (Product Type\*, Order Item Tag, Item Type, Short Description, Detailed Description\*, Order Qty\*, Commodity\*, Delivery Date), 'Suggested Supplier' (Supplier, Fulfillment Supplier), 'Estimate Costs' (Unit Price, USD), 'Deliver To' (Deliver To), and 'Ship to' (Ship to). Red boxes and numbers 2 through 7 highlight the fields and buttons mentioned in the instructions: 2 points to 'Detailed Description\*', 3 points to 'Order Qty\*', 4 points to 'Commodity\*', 5 points to 'Unit Price', 6 points to 'Supplier', and 7 points to 'Save & Close'.

# D. Edit Requisition Item

1. Go to the **Items & Services** section on the requisition page.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Settings

Manage

Report Center

Requisition: REQ190126 - New Requisition (Draft)

Search

Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Draft

Workflow Preview & Ad hoc

Create Blanket Purchase Order

Bypass Integration?

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

	Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	Source
<div><div></div><div></div><div></div><div></div></div>	1	Product		New requisition	(Cubic Inc ) Cubic Inc	10.00000	Ea.	10.00000	100.00000	USD	✓	

1 Result(s)

Allocations

Attachments

2. Select the **pencil** icon for the item that needs to be edited.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Settings

Manage

Report Center

Requisition: REQ190126 - New Requisition (Draft)

Search

Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Draft

Workflow Preview & Ad hoc

Create Blanket Purchase Order

Bypass Integration?

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

	Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	Source
<div><div></div><div></div><div></div><div></div></div>	1	Product		New requisition	(Cubic Inc ) Cubic Inc	10.00000	Ea.	10.00000	100.00000	USD	✓	

1 Result(s)

Allocations

Attachments

The **Item Details** pop-up window will appear with details of the item.

The screenshot shows the eVA Item Details pop-up window. The window is titled "Item Details" and has a close button (X) in the top right corner. It contains several sections:

- Item Description:**
  - Product Type\*: Product
  - Order Item Tag: [Empty]
  - Item Type: Non-Catalog
  - Short Description: New requisition
  - Detailed Description\*: New requisition
  - Order Qty\*: 10.00000 Ea.
  - Commodity\*: 00521 - Abrasives, Sandblasting, Metal
  - Delivery Date: [Empty]
- Estimate Costs:**
  - Unit Price: 10.00000 USD
- Deliver To:**
  - Deliver To: DND
- Ship to:**
  - Ship to: Academic Decisions Support 2020 Kraft Dr Ste 3040 Blacksburg
- Suggested Supplier:**
  - Supplier: Cubic Inc
  - Fulfillment Supplier: [Empty]

At the bottom of the window, there is a status bar with the text: "[Page][607 missing texts][Update texts][Admin settings][Page settings][D][0.46s +0.41s65.56000MB][Ajax: 1 / 0.72s][E][No configuration context audit][Check accessibility]"

- 3. Make the necessary edits. Common edits include changes to **Order Qty** and **Unit Price**, but any field that isn't grayed out is editable. If utilizing a **contract** add under Supplier Visible Additional Information section.
- 4. Select **Save & Close**.

This screenshot is similar to the previous one, but with annotations indicating where to make edits:

- An orange box labeled "4" highlights the **Save & Close** button at the top of the window.
- An orange box labeled "3" highlights the **Order Qty\*** field, which currently shows "10.00000 Ea."

The rest of the form content is identical to the previous screenshot.

1. You can add comments to the requisition header in two different places. Where you put your comment(s) depends on whom you wish to see the comment(s).
  - a. Supplier-visible comments on the header should be added to the **Comment** box at the top of the requisition under the **Ship To/Bill To** addresses.

b. Internal comments should be added to the **Internal Comments** box at the bottom of the requisition header under the **Attachments** section.

**eVA**

Suppliers Sourcing Contracts Shop **Procurement** Analytics Admin Config Integration Settings Manage Report Center

< > ☆ Requisition: REQ190126 - New Requisition (Draft) Search

Save Submit for Approval << Back to Catalog Reset Allocations Create Solicitation Other Actions +

☐ Bypass Integration?

### Items & Services

0 Selected + Add line Copy Selected Lines Delete Lines Edit Lines Set Allocations

<input type="checkbox"/>	Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery
<input type="checkbox"/> [Icons]	1	Product		New requisition	(Cubic Inc.) Cubic Inc	10.00000	Ea.	20.00000	200.00000	USD	✓ Need urg

1 Result(s)

> Allocations

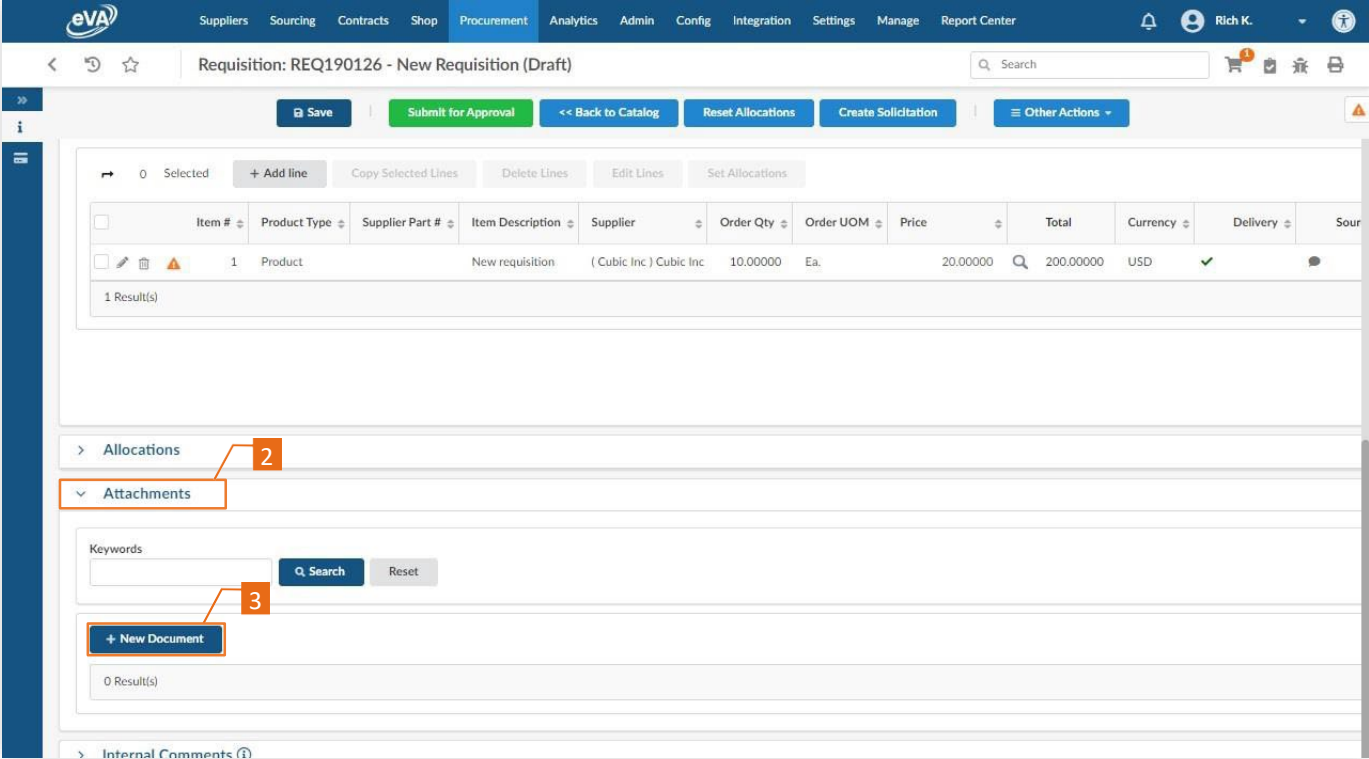
> Attachments

▼ Internal Comments ⓘ

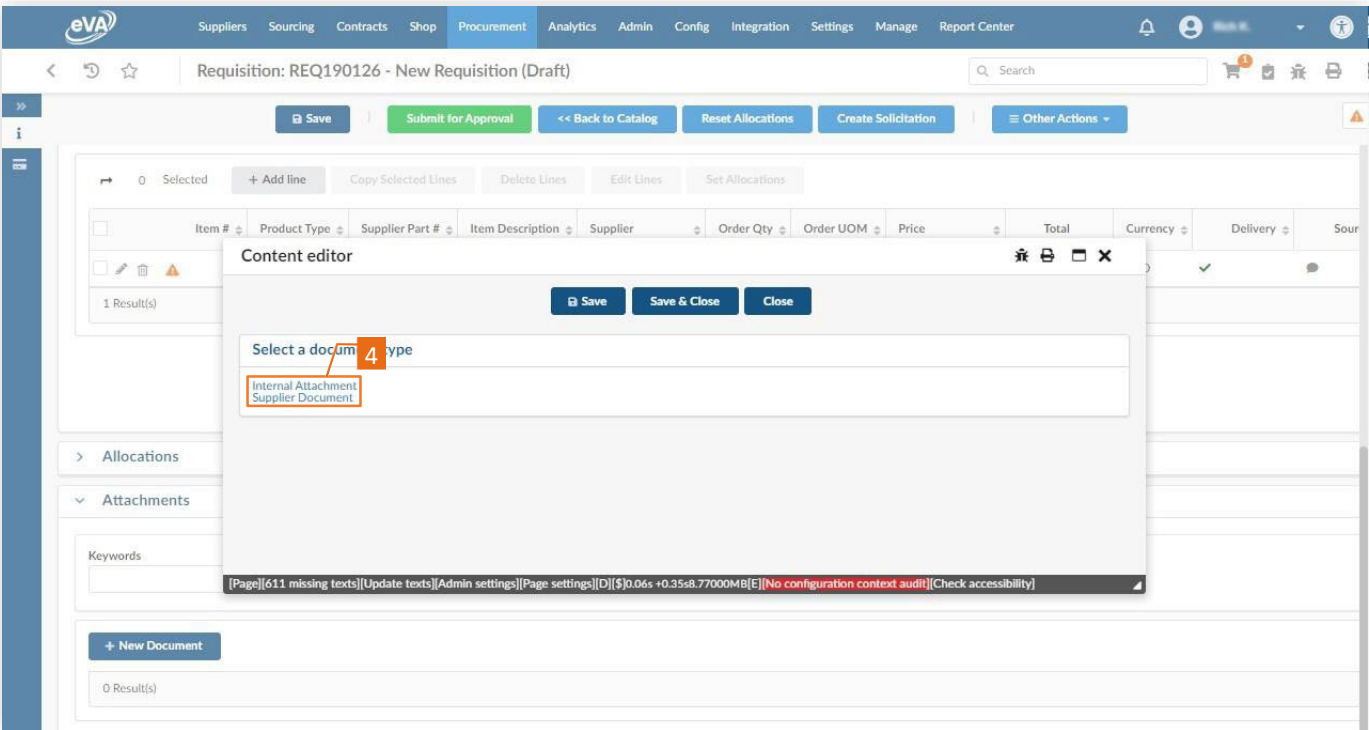
Internal Comments



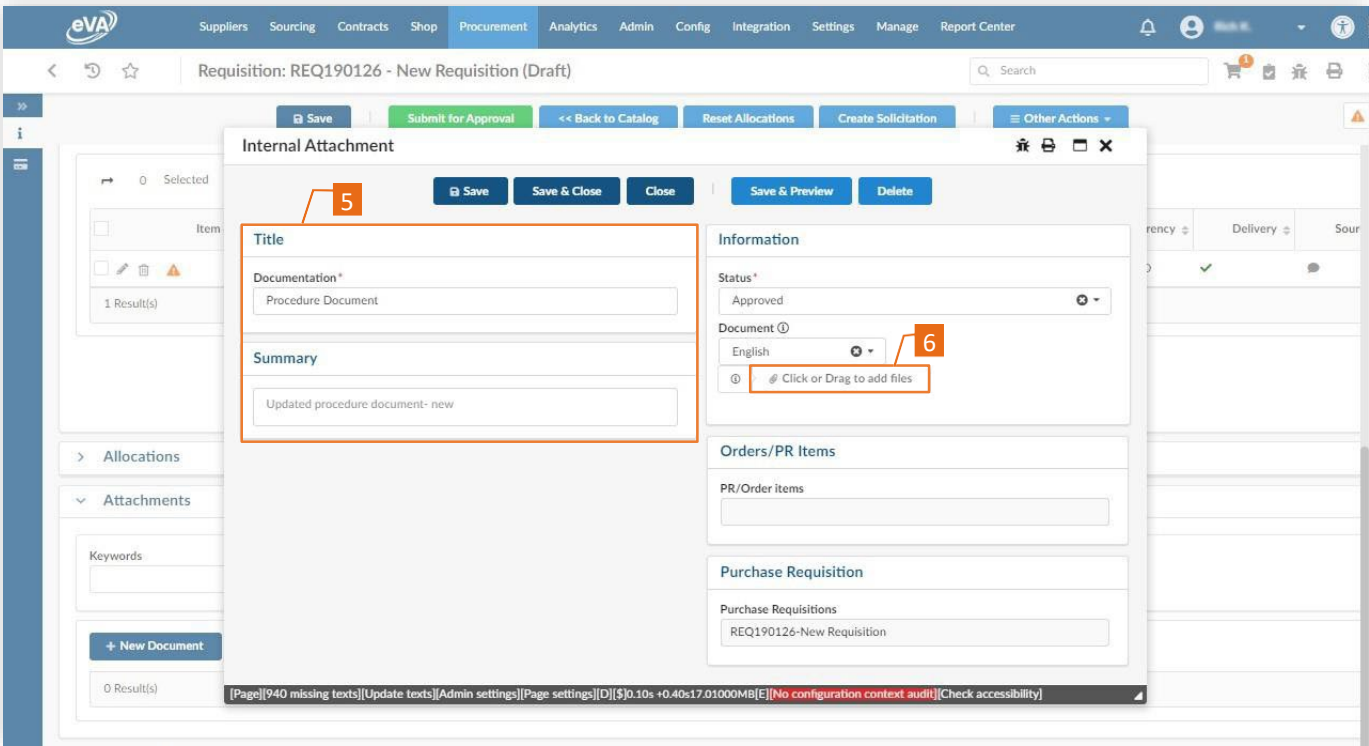
- 2. To add an attachment, expand the **Attachments** section.
- 3. Select **+ New Document**.



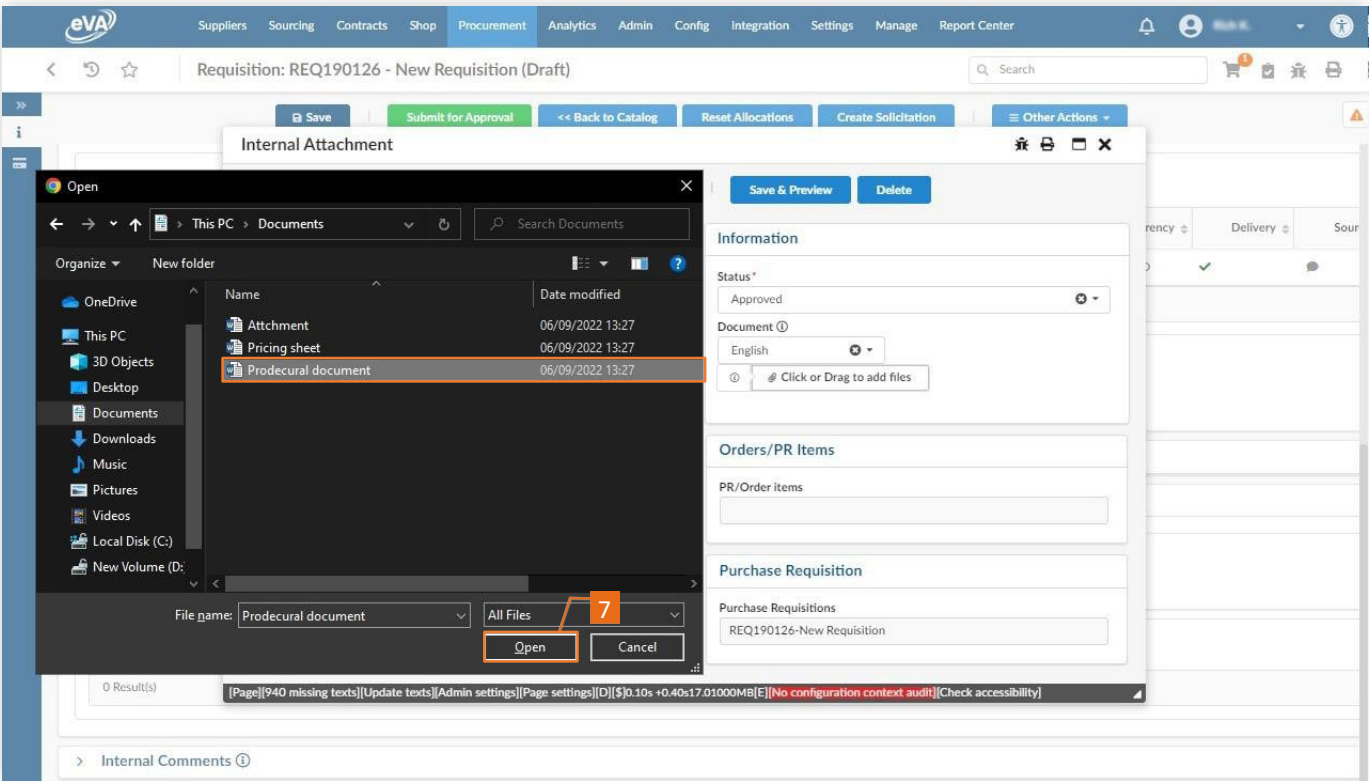
- 4. Select the type of document you want to attach, that is, an internally facing document or a document the supplier can view.



- 5. Enter the **Title** of the document in the **Documentation** field and enter a short summary of the document in the **Summary** field, but this is not required.
- 6. In the Information section, click the **paper clip icon** to add files.



- 7. Locate the file and attach it.





8. Select **Save & Close** in the pop-up.

Internal Attachment

Save Save & Close Close Save & Preview Delete

Title

Documentation\*

Procedure Document

Summary

Updated procedure document- new

Information

Status\*

Approved

Document

English

Click or Drag to add files

EN - Procedural document.docx

Orders/PR Items

PR/Order items

Purchase Requisition

Purchase Requisitions

REQ190126-New Requisition

[Page][940 missing texts][Update texts][Admin settings][Page settings][D][0.10s +0.40s17.01000MB(Ajax : 1 / 0.386s)[E][No configuration context audit][Check accessibility]

You can also add comments and attachments at the line-item level.

9. To add a comment to a line item, scroll down to the **Items & Services** section.

Items & Services

Item # Product Type Supplier Part # Item Description Supplier Order Qty Order UOM Price Total Currency Delivery Sour

1	Product		New requisition	( Cubic Inc ) Cubic Inc	10.00000	Ea.	20.00000	200.00000	USD	✓	
---	---------	--	-----------------	-------------------------	----------	-----	----------	-----------	-----	---	--

1 Result(s)

Allocations

Attachments

Internal Comments

10. Select the **pencil** icon for the desired item.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Settings

Manage

Report Center

Requisition: REQ190126 - New Requisition (Draft)

Search

Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Draft

Workflow Preview & Ad hoc

Create Blanket Purchase Order

Bypass Integration?

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

10

Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	Sour
1	Product		New requisition	(Cubic Inc ) Cubic Inc	10.00000	Ea.	20.00000	200.00000	USD	✓	

1 Result(s)

Allocations

Attachments

Internal Comments

The **Item Details** pop-up window is displayed.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Settings

Manage

Report Center

Requisition: REQ190126 - New Requisition (Draft)

Search

Save

Save & Close

Close

Reset Allocations

Draft

Workflow Preview & Ad hoc

Create Blanket Purchase

Bypass Integration?

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

10

Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	Sour
1	Product		New requisition	(Cubic Inc ) Cubic Inc	10.00000	Ea.	20.00000	200.00000	USD	✓	

1 Result(s)

Allocations

Attachments

Internal Comments

Item Details

Save Save & Close Close Reset Allocations

Item Description

Product Type\*  
Product

Order Item Tag  
Item Type  
Non-Catalog

Short Description  
New requisition

Detailed Description\*  
New requisition

Order Qty\*  
10.00000 Ea.

Commodity\*  
00521 - Abrasives, Sandblasting; Metal

Delivery Date

Estimate Costs

Unit Price  
20.00000 USD

Deliver To

Deliver To  
DND

Ship to

Ship to  
Academic Decisions Support  
Ste 3040 Blacksburg

Suggested Supplier

Supplier  
Cubic Inc

Fulfillment Supplier

11. To add a comment for the supplier, scroll down to the **Supplier Visible Additional Information** section and enter the comment in the field provided.

Item Details

11

Save Save & Close Close Reset Allocations

Supplier Visible Additional Information

Comment ⓘ

Other

Additional Details

Allocation Chart of Account ⓘ

Virginia Polytechnic Institute and State University

Internal Comments

Internal Comment

Allocations

12. You can also enter a comment that will not be visible to the supplier. Go to the **Internal Comments** sections and enter the comment in the field provided.

Item Details

Save Save & Close Close Reset Allocations

Supplier Visible Additional Information

Comment ⓘ

Need urgent delivery

Other

Additional Details

Allocation Chart of Account ⓘ

Virginia Polytechnic Institute and State University

12

Internal Comments

Internal Comment

Allocations

[Page]940 missing texts[Update texts][Admin settings][Page settings][D][\$]0.43s +0.41s63.93000MB[Ajax : 1 / 0.622s][E][No configuration context audit][Check accessibility]

Internal Comments ⓘ

13. Scroll down to the **Attachments** section and click the arrow to expand the section.

Item Details

Other

Additional Details

Allocation Chart of Account ⓘ  
Virginia Polytechnic Institute and State University

Internal Comments

Internal Comment

Allocations

Attachments

Geographical Regions

Geographical Region(s)

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14. Select + New Document.

Item Details

+ Allocation 0.00000 USD

%	Amount	Allocations Quantity	Fiscal Year*	Account	Cost center	Acc. Cross Reference	Organization ⓘ*
100.00 %	200.00...	10.00000	2020 - eVA-Wide Legal				A208-eVA Support

Attachments

+ New Document

Keywords

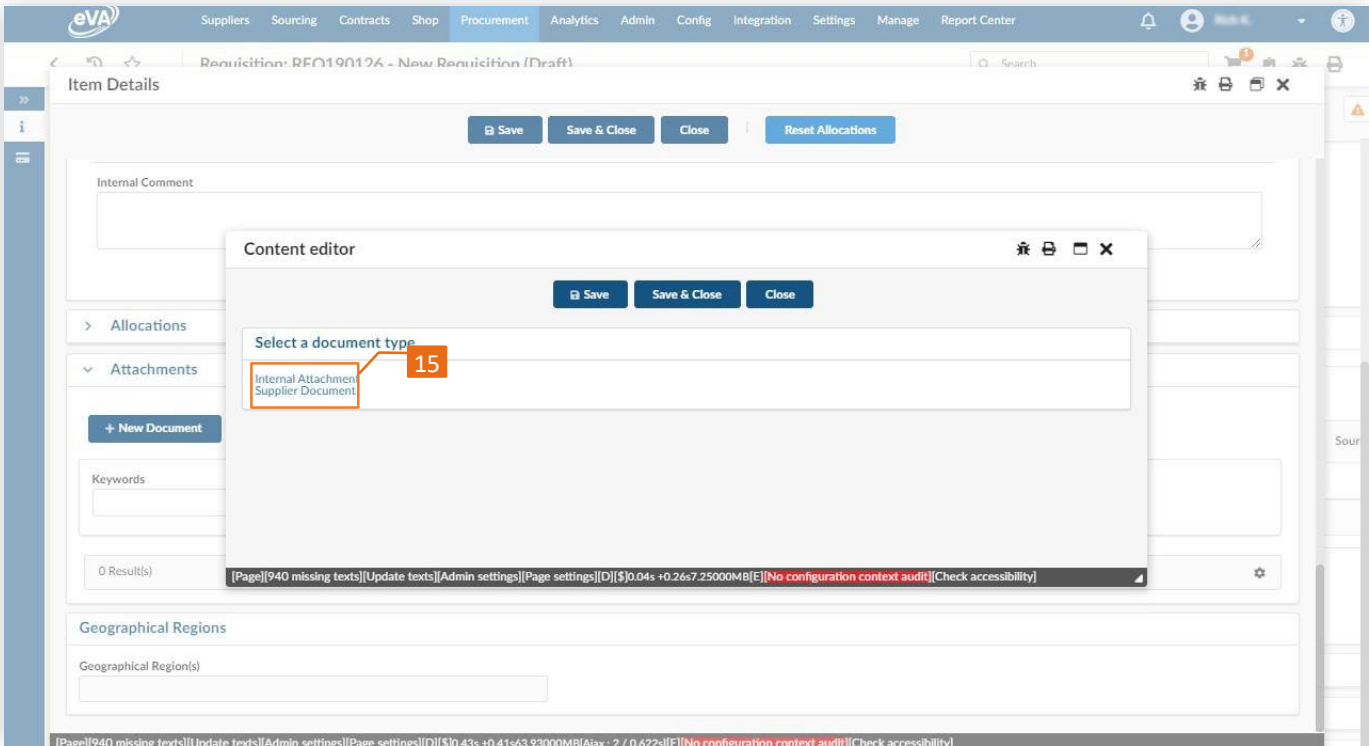
Search Reset

0 Result(s)

Geographical Regions

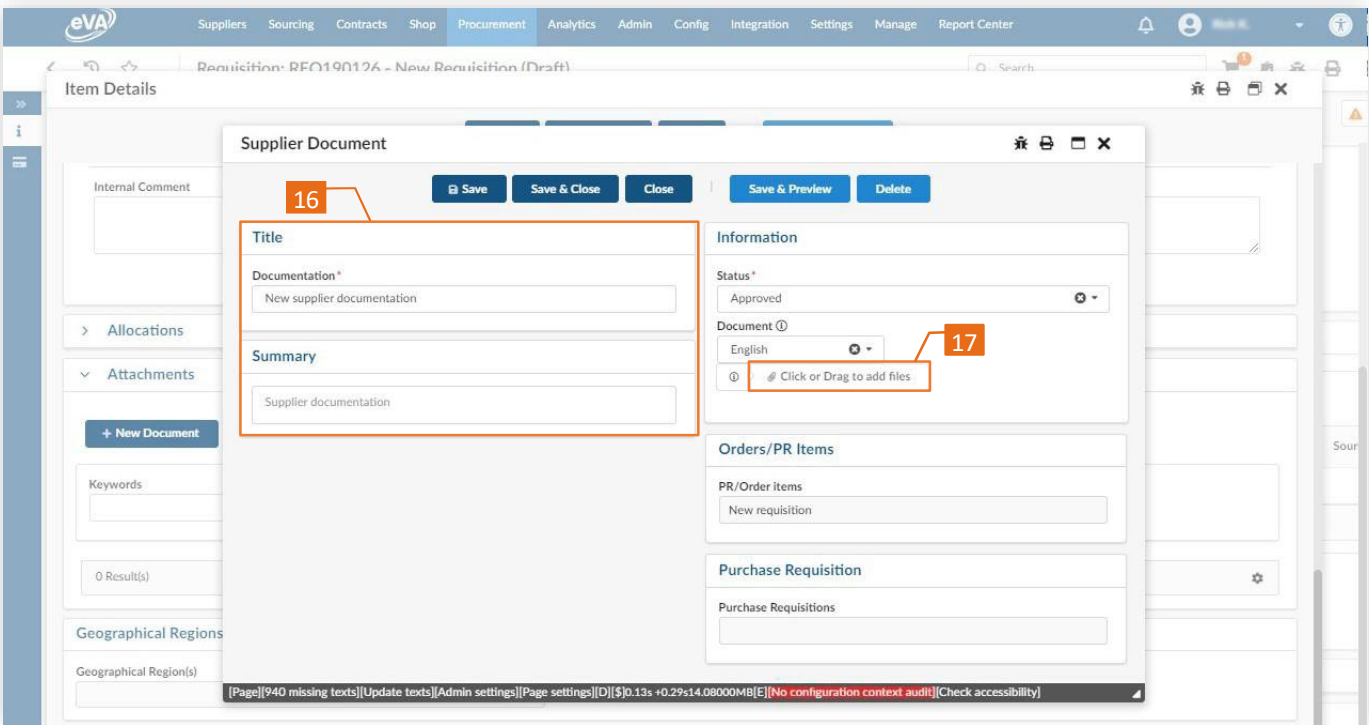
Geographical Region(s)

15. Select the type of document you want to attach: an internally facing document or a document the supplier can view.

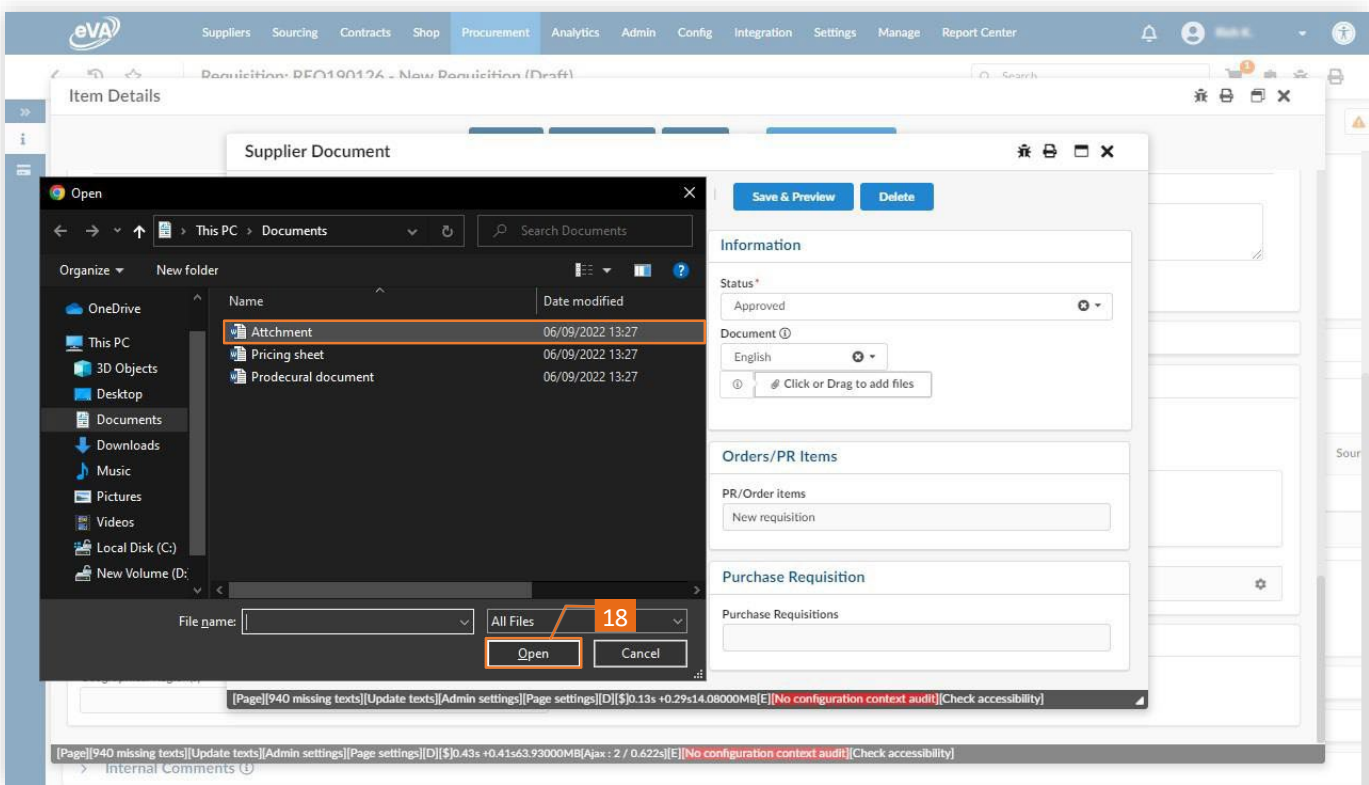


16. Enter the **Title** of the document in the **Documentation** field and enter a short summary of the document in the **Summary** field, but this is not required.

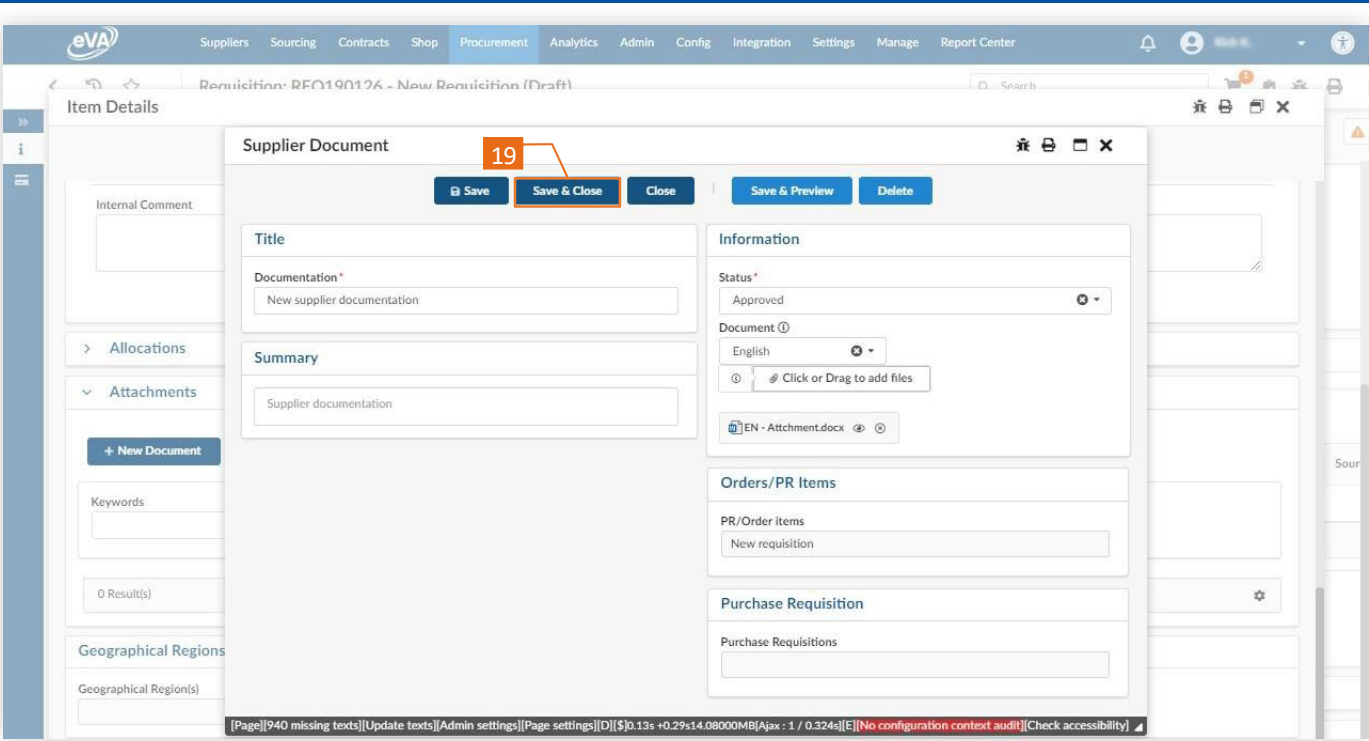
17. In the **Information** section, select the **paper clip icon** to add files field.



18. Locate the file and attach it.



19. Select **Save & Close** to save the details.





20. Select **Save & Close** to save all line-item details and return to the requisition page.

The screenshot shows the 'Item Details' page for a new requisition. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, Settings, Manage, and Report Center. The page title is 'Requisition: REQ190126 - New Requisition (Draft)'. The main content area is divided into several sections: 'Item Description' (Product Type, Order Item Tag, Item Type, Short Description, Detailed Description, Order Qty, Commodity, Delivery Date), 'Estimate Costs' (Unit Price), 'Deliver To' (Deliver To), 'Suggested Supplier' (Supplier, Fulfillment Supplier), and 'Ship to' (Ship to). The 'Save & Close' button is highlighted with an orange box and the number 20.

21. Select **Save**.

As a result, all the comments and attachments are saved to the requisition.

The screenshot shows the 'Header' page for a new requisition. The top navigation bar is the same as the previous screenshot. The page title is 'Requisition: REQ190126 - New Requisition (Draft)'. The main content area is divided into several sections: 'Header' (Name, Organization, Type, PO Category, Requester, Reference Number, Procurement Transaction Type, Header Field 1, Header Field 2, Status), 'Ship to' (Ship to), and 'Items & Services'. The 'Save' button is highlighted with an orange box and the number 21.

1. Select the **Submit for Approval** button.

Once the requisition is submitted, you will be navigated to the **Purchase Order** screen.

**eVA**

Suppliers   Sourcing   Contracts   Shop   **Procurement**   Analytics   Admin   Config   Integration   Settings   Manage   Report Center

<   <>   ☆

PO: PO03190734 - New Requisition-Cubic Inc - Cubic Inc (Ordered)

Search

Save   Create Receipt   Change Order   Cancel PO   Other Actions

- Purchase Order
- Workflow
- Receipts

### Header

Name New Requisition-Cubic Inc	Organization A208-eVA Support
Buyer Contact Konya Rich	Order Date 9/14/2022
Initial P.R. REQ190126-New Requisition	<input type="checkbox"/> Internal Order
PO Supplier Cubic Inc	Currency USD
Supplier Contact	Status Ordered
PO Category R01 - Routine	
Procurement transaction type Equipment - Non-Technology	
Header Field 1	Header Field 2

☐ Bypass Integration?

### Ship to

Ship to\*

Academic Decisions Support 2020 Kraft Dr Ste 3040 Blacksburg UNITED STATES

### Bill to

Bill to\*

A D Business Office 117 Burruss Hall Blacksburg UNITED STATES

### Comment

Need urgent delivery

### Items

0 Selected   + Add line   Copy Selected Lines   Delete Lines   Set Allocations

You can view the approval workflow by clicking on the **Workflow** tab, designated by the checkbox icon, on the left navigation of the requisition.

