



eVA – Virginia’s Market Place, Basics Training Manual

Procedures and processes within this document will guide the use of eVA – “Virginia’s Marketplace” the e-procurement platform provided by the Commonwealth of Virginia’s Department of General Services, Division of Purchases and Supplies. Content within this Manual will ensure compliance with University Policy – Purchasing Goods and Services. This document is intended for responsible persons who request and initiate expenses on behalf of the university and those who certify compliance, verify funding availability, and approve expenditures.

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Introduction

Welcome to the Longwood University eVA Basics Training Manual. This document serves as a comprehensive guide to understanding and utilizing the eVA procurement system at Longwood University. This manual outlines the policies, procedures, and responsibilities of all who take part in the life cycle of a purchase order, ensuring efficient and compliant purchasing practices. Whether you are a new user or an experienced purchaser, this manual will help you navigate the eVA system.

What is eVA?



eVA is the Commonwealth's web-based electronic procurement tool, designed to automate and streamline procurement for all state agencies. eVA serves as a central location for departmental buyers to find vendors, access vendor punch-out catalogs with contract pricing, and manage Requisitions (REQ) and Purchase Orders (PO). Established by the Department of General Services (DGS) and the Division of Purchases and Supply (DPS), eVA ensures Virginia's leaders, suppliers, and citizens have maximum visibility and access to all Commonwealth procurement opportunities. eVA is designed to facilitate, integrate, and streamline the entire procurement process for agencies of the Commonwealth by:

- Allowing direct entry of purchase orders and change orders.
- Enabling approval flows for purchases.
- Providing ease of purchasing through vendor punch-out catalogs.
- Facilitating payment directly to vendors via a Purchase Card (P-Card).
- Providing a centralized area for solicitation notifications, which allows for maximum competition.

Purchasers at Longwood University use the eVA application, which allows items to be purchased through an integrated web-based catalog ("Punch-Out") or ordered as "non-catalog items." Non-catalog items are identified by sources such as the vendor's independent catalog, proposal, or quote. When the requisition is approved, A PO number is generated.

eVA Access – Registration and Required Training

New users must complete the eVA training with the designated eVA Lead - and submit "Four Form" found on the Fiscal Services website here: <https://solomon.longwood.edu/materialmanagement/forms--documents/>. The four forms are: The Request Form for eVA User Profile, eVA Acceptable Use Acknowledgement, COV Nondisclosure, and Budget Authorization, and must be filled out in its entirety, including the applicant's supervisor and the applicant as appropriate. Once completed, the forms are to be submitted either the eVA Lead or to procurement@longwood.edu, eVA training must be completed before access is granted. The user will be notified once access has been granted.

eVA User Accounts

To log in to eVA procurement, go to the eVA website: <https://eva.virginia.gov/> and select "Buyer Login". Please note that first-time users will be prompted to electronically sign the eVA Acceptable Use Acknowledgement. Please review the document in full and then complete the acknowledgment to continue.

eVA User Maintenance Requirements

The Department of General Services mandates that all users and approvers must log in to their eVA accounts at least once every 90 days. Failure to do so will result in the deactivation of your account and loss of access. Contact procurement@longwood.edu to reinstate a deactivated account.

Users need to keep their eVA profiles active and up to date to ensure smooth processing of requisitions and purchase orders. This includes:

- Regularly reviewing and updating contact information.
- Ensuring accurate delivery addresses and P-Card details.

- Updating any changes in departmental roles or responsibilities.
- Logging in within every 90 days to maintain an active account

University Policy - Purchasing Goods and Services

Purchasing Policy Overview

This policy applies to all university purchases of goods and services. All faculty and staff must remain responsible stewards of state and university assets by complying with the established policies and procedures outlined in University Policy – Purchasing Goods and Services, found on Office of Procurement Services website here: [Procurement Services - Longwood University](#) This includes:

- Obtaining high-quality goods and services at a reasonable cost.
- Seeking competition to the maximum extent possible.
- Providing all qualified vendors access to public business.
- Conducting procurement procedures fairly and impartially.
- Encouraging participation of small, women, and minority-owned (SWaM) businesses.
- Utilizing existing institution-wide contracts where available.

All Purchases up to \$200,000

All purchases must be submitted through eVA unless permitted by an eVA Exclusion. The purchase card (P-Card) is the recommended payment method for most purchases that total \$5,000 or less. Requisitions at this dollar amount are assigned to a Procurement Contracting Officer based on commodity. Users must ensure procedural compliance. Refer to the Office of Procurement Services website [Procurement Services - Longwood University](#) for details.

Dollar Value	Purchase Procedures
\$0-\$10,000	A valid contract is used first, if not available, then 1 Micro vendor solicited before proceeding with SWaM before proceeding with non-SWaM (Vendors MUST be self-registered in eVA)
\$10,001-\$100,000	A valid contract is used first if not available, then 1 SWaM vendor solicited (minimum), before proceeding with non-SWaM (Vendors MUST be self-registered in eVA)
\$100,001-\$200,000	A valid contract is used first if not available, solicit a minimum of 2 SWaM vendors, before proceeding with Non-SWaM *(Vendors MUST be self-registered in eVA)

Valid contracts should be considered in the following order:

- Longwood Term Contracts
- VASCUPP Contracts
- VHEPC Contracts
- State or VITA Contracts
- Other cooperative contracts

*All quotes must be documented and attached to eVA orders. If using a Contract, the number **Must** be listed on the quote.

Purchases above \$200,000 are required to go through an already existing contract, or be competitively bid out by the Office of Procurement Services. Contact the Office of Procurement Services Procurement@longwood.edu to discuss.

No Splitting Orders

To prevent circumventing the procurement threshold, orders must not be split. "Splitting orders" refers to placing multiple orders to the same vendor within a short period to avoid exceeding delegated signature authority, bypassing appropriate competition, and the eVA process.

Commonly Referenced eVA Terms

Commodity or NIGP Code	A numeric code from the numbering system used by the Commonwealth of Virginia to categorize the products and services purchased and is a required element.
Non-Catalog Items	Any item/order that is not submitted through a vendor's Punchout Catalog is considered a non-Catalog order. The user must enter all item details including description, price, commodity code, and quantity.
PO Category	This is a reference to the type of eVA order and is a required element. Only use R01, S01, or X02.
Procurement Transaction Type	This defines the type of procurement that a requisition is addressing and is a required element. (Do not use Professional Services unless you are purchasing accounting, actuarial, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering services.)
Punchout Catalog	A Punchout catalog is a vendor catalog embedded in eVA. It allows purchasers to "Punchout" items from a vendor's on-line catalog. All item and vendor information are returned in eVA format.
Purchase Requisition (REQ)	A requisition is the starting point of an order. It is an internal document and should not be sent to the vendor or Accounts Payable. It is identified by the prefix REQ.
Purchase Order (PO)	A purchase order is issued when the purchaser does not have a P-Card or does not use his/her P-Card for the purchase. A direct order is also issued when the vendor does not accept P-Cards and an invoice will be submitted to Accounts Payable for payment.
Purchase Card Order (PCO)	A purchase card order is indicated by the prefix "PCO" in eVA. These are orders placed in eVA with a P-Card. Charges are billed immediately to the purchaser's P-card account.

Purchases Exempt from eVA

If a purchase meets one of the exemption criteria provided on the eVA Exclusion List (https://solomon.longwood.edu/media/materiel-management/solomon/eVA_Exclusions_2014.pdf), the purchase does not have to be completed through eVA procurement. This includes but is not limited to the following:

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders placed on the vendor's website or by telephone.
4. Advertisements
5. Honorarium payments
6. Postage (this includes mailing services such as FedEx and UPS).
7. Memberships (does not include software licenses).

There are additional categories of purchases that are exempt from the eVA assessed fees, but still require purchase through eVA. Please review the **eVA Exemption Guide** on page 14.

Processing Requisitions in eVA

A requisition must be entered in eVA prior to goods delivered or services rendered. After the requisition is turned into a Purchase Order and received by the vendor, the order is considered to be placed. For the payment of dues, the department may have received an invoice directly from the vendor to be processed for payment. In this situation, enter the payment in eVA following the appropriate process listed under "Create a Requisition" or Create Confirming order below. If a credit

card is not an acceptable method of payment, the invoice, purchase order, and Payment Request form, must be sent to Accounts Payable in order to be processed and paid. The Prompt Payment Act requires agencies to pay a vendor within 30 days of receiving the goods/services or an invoice (whichever is later).

Shipping and Delivery Charges

If an eVA order includes a charge for shipping/freight or, or credit card processing fees associated with the order, each of these items should be entered as an individual line item and not simply combined with the price of the ordered item. Additionally, shipping/freight and credit card processing fees have unique commodity codes. In eVA the commodity code for shipping or freight charges is 96286 and credit card fees is 96338. Shipping and freight charges are not subject to eVA fees and must be on an individual line item with commodity code 96286 so these fees are not assessed.

Compliance and Audit

Compliance with procurement policies and procedures is critical to ensure accountability and transparency. Regular audits are conducted to:

- Review procurement activities and transactions.
- Ensure adherence to state and university regulations.
- Identify areas for improvement and address any non-compliance issues.

Departments are expected to cooperate with audit activities and implement recommended changes to enhance procurement practices.

Do Business with Longwood University

To do business with Longwood University, suppliers (individuals or entities) must be self-registered in eVA.

Confirm Vendor Registration and eVA Account

Before initiating a purchase requisition in eVA, users should verify the vendor's registration by searching for the vendor's name on the following list: https://logi.cgieva.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data.

This search can also confirm whether the vendor is Micro/SWAM certified, accepts P-Card payments, and/or accepts electronic orders. The search results will indicate the vendor's status as either Self (self-registered) or State (state-entered). Selecting the Vendor ID provides additional details, including contact information.

Functionality for self-registered Vendors

Self-registered vendors

Vendors who choose to self-register in eVA have the following usage:

- Punchout Catalogs: Ability to publish catalogs for eVA users.
- Electronic Orders and P-Card Payments: Access tools for receiving orders and processing payments.
- Automatic Notifications: Inclusion on bidders lists and notifications for business opportunities.

For assistance with self-registration, contact the eVA Customer Care Team using the eVA Customer Care page: [eVA Customer Care - eVA](#)



SWaM (Small, Women, and Minority Owned Business) Vendors

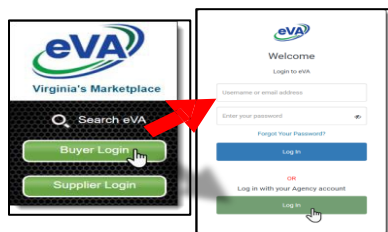
When a vendor self-registers with eVA, they will also have the option to become SWaM certified as part of the process. Eligible vendors can learn more about becoming a SWaM vendor by visiting "Virginia's Department of Small Business & Supplier Diversity" website, here: <https://sbsd.virginia.gov/>

eVA Registration and Fees

Most eVA transactions are subject to fees, which are calculated as a small percentage of the Purchase Order (PO) amount and determined by the type of PO. These fees vary depending on the vendor's registration status in eVA - if state-entered, the state agency (ex: Longwood University) will cover the associated fees. However, if the vendor is self-registered, the vendor is responsible for paying the fees. **Note:** If an eVA order includes shipping, freight, or delivery fees, these charges must be entered as separate line items as these are not subject to eVA fees. Each of these charges has a unique commodity code:

- **Shipping/ Inbound Freight Charges:** Use commodity code **96286**.
- **Delivery Fees:** Use commodity code **96750**.
- **Credit Card Processing Fees:** Use account code **1546**.

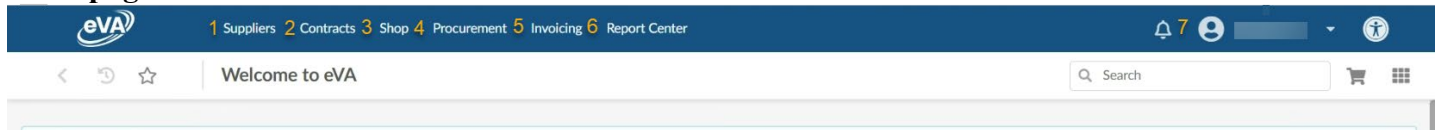
eVA User Account Overview



To log in to eVA procurement, go to <https://eva.virginia.gov/> and select "Buyer Login".

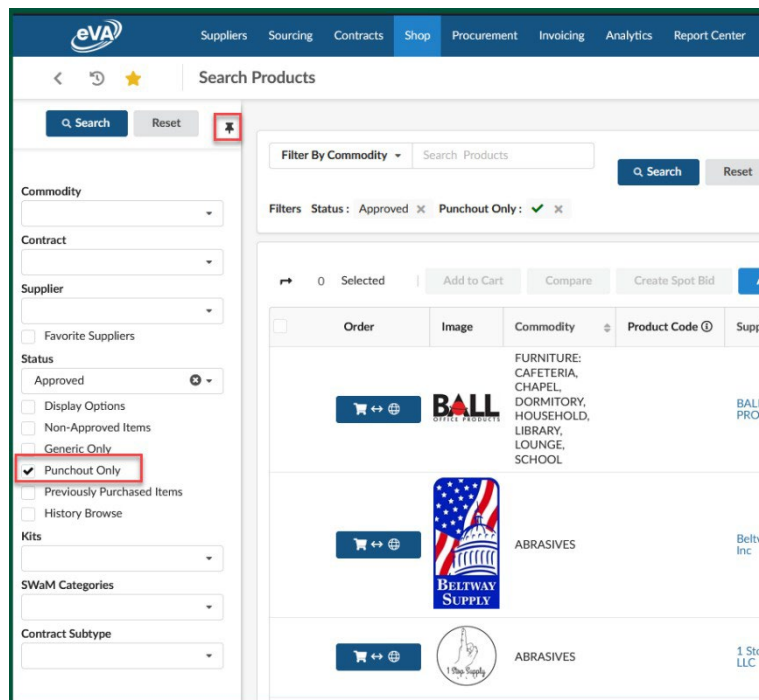
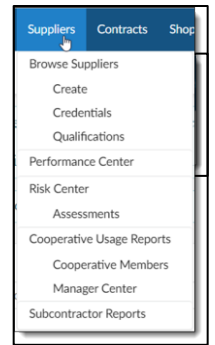
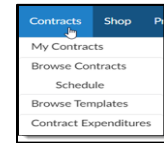
Note: First-time users must acknowledge the "eVA Acceptable Use Policy". Users must review the acknowledgment in full before accepting the terms and conditions.

Homepage “Welcome to eVA”

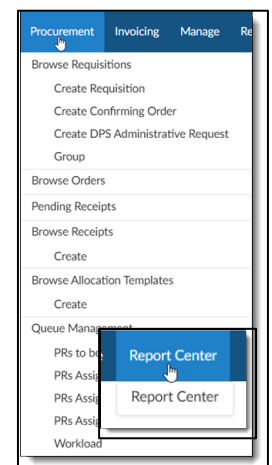
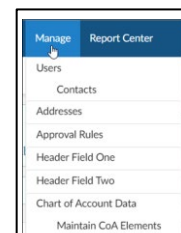


Navigation

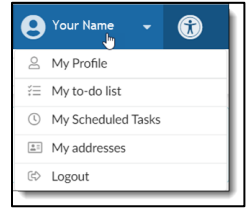
- **Suppliers:** The Suppliers tab, and “Browse Suppliers” in eVA to browse and search for supplier information. Users can look up vendors to ensure they are registered and an “Active Supplier” in eVA before initiating a Purchase Requisition. Users should **NEVER attempt to “Create” a supplier in eVA.**
- **Contracts:** State contracts can be found by using the “Browse Contracts” keywords search field.
- **Shop:** The Shop tab is where users can begin a Catalog order. To streamline the shopping process, users can open the Filter panel and “pin” it to the page, ensuring it remains visible for future use. A filter can be added for “Punchout Only”. This feature is particularly helpful for managing frequently ordered items and navigating the catalog efficiently.



- **Procurement:** Under the Procurement tab, users can perform a range of tasks such as creating requisitions, create confirming orders, browsing orders, creating receipts, and viewing pending receipts.
- **Report Center:** The Report Center is accessible to users with a Reporting role, allowing them to log in to eVA and access detailed procurement reports. Additionally, users can utilize the reporting tools available on the eVA webpage to generate customized reports, which can help to analyze procurement data and ensure policy compliance.



- **Profile:** The Profile section allows users to manage personal settings and preferences within the eVA system. Here, users can update their profile information, set preferences for task notifications, manage P-Card information, and delegate tasks or access to others. This area also includes options for setting time zones, customizing how dates are displayed, and managing task delegation, ensuring smooth system operations even during user absences.



User Profile Management

Accessing “My Profile”: Navigate to the User menu by clicking on your username or profile icon in the upper right corner of the eVA platform. Select "My Profile" from the dropdown menu to access the profile management page.

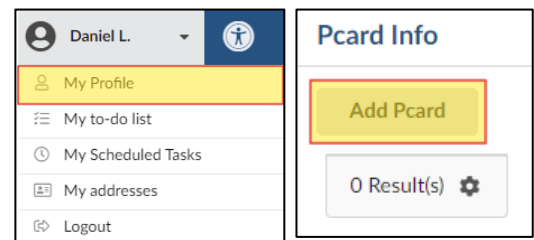
- **Accessibility Settings:** Users can customize their interface, such as adjusting font size or screen contrast, to enhance usability based on personal preferences or accessibility needs.
- **Delegation:** In the "My Profile" section, users can delegate their approval workflow tasks to another user for a specific period. This is particularly useful when the primary user is on leave or unavailable. Users can select the individual to whom they want to delegate tasks and set the delegation period. Make sure to click Save after you add a delegation.
- **Identity:** Users can update personal details such as contact information, job title, and department. This ensures that the system has the most up-to-date information for communications and notifications.

Manage Purchase Card (P-Card) in eVA

Users who have a Small Purchase Charge Card (P-Card) issued by Longwood University may add the card to their eVA profile. Once added, the P-Card may be used as the payment method on orders of \$5000 or less. However, it is very important to first determine if the chosen vendor accepts the P-Card before selecting this method.

To add a P-Card:

1. Go to “My Profile” located under the User’s Name in the top-right corner.
2. Navigate to the P-Card Info section on the Profile Management page.
3. Select "Add P-Card" and enter the necessary details.

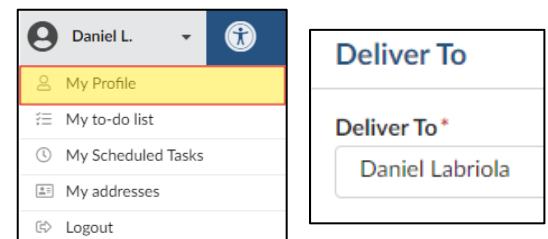


Add “Deliver To” Name

Users must enter a “Deliver to Name” under their profile for this required field to populate on submitted requisitions.

To add a Deliver To name:

1. Go to your profile by clicking on your name in the top-right corner.
2. Select "My Profile."
3. On the Profile Management page, navigate to the "Deliver To" text field and enter the appropriate name
4. Deliver To names may also be entered on a one-time basis within the Requisition line item



Favorite a Supplier

Users can “favorite” suppliers in order to quickly locate them in eVA. After logging into eVA, go to the **Suppliers** tab and select **Browse Suppliers**. Enter terms into the Keywords search box.

Once the correct supplier is located, click the “star” to favorite the supplier. The supplier will now be listed when you click *Favorite Suppliers* and can be selected when completing a vendor search or purchase requisition.

eVA Requisition Requirements

The purchasing process at Longwood depends on the **commodity being procured, and method of payment (P-Card purchase).**

eVA offers two types of shopping experiences; Punchout catalog orders and non-Catalog orders.

1. **Punchout catalogs** allow users to select items from a supplier-maintained website that directly integrates with eVA. This is only available to suppliers who have self-registered in eVA. Before starting an order, if the vendor is self-registered, determine the following:
 - a. Does the vendor accept the P-Card?
 - b. Does the vendor accept electronic orders?
 - c. Does the vendor have a punchout catalog?
2. **Non-Catalog orders** are for vendors who do not have punchout catalogs, which requires the user to input items based on a vendor's quote or other documentation.
 - a. If utilizing a contract, the quote **MUST** be referenced on the quote.
 - b. Attach all quotes and other details to the requisition.

PO Categories

eVA fees are assessed based on the PO Category. All routine purchases and all Punch-Out catalog orders should be assigned PO Category **R01 - These purchases will incur eVA fees.** Examples include: Office, lab, and other supplies, goods such as T-shirts, promotional items, software, subscriptions (up to 1 year), and other tangible items. This will be majority of purchase orders submitted.

Specific purchases have been determined by the Commonwealth to be exempt from eVA fees and should be assigned PO Category **X02 – These purchases will not incur eVA fees.**

Examples include: Professional membership dues, entertainment (speakers, lecturers, musicians, performers), advertising and other categories. The complete list is available in the eVA Exemption Guide on page 14.

S01 – Sole Source Procurements. This PO Category is used for purchases over \$5,000 when there is only one source practicably available. Sole Source documentation is required. Please contact the Office of Procurement Services to discuss.

There are other categories listed, but please do not use without prior authorization from the Office of Procurement Services. DO NOT use any categories beginning with V.

Procurement Transaction Type

The user will select the Procurement Transaction type for the order. The categories most frequently selected will be Supplies-Non-Technology, Supplies – Technology, Equipment – Non-Technology, Equipment – Technology, Non-Professional Services – Technology, and Non-Professional Services – Non-Technology. When an eVA order consists of more than one procurement type, purchasers should select the type that represents the largest dollar amount of the order.

Procurement Transaction Types to Use	Examples
Equipment Non-Technology	Furniture, scientific equipment, athletic and recreational equipment
Equipment Technology	Computers, servers, monitors
Supplies Non-Technology	Books, office/lab supplies, apparel
Supplies Technology	Computers, computer components, software
Non-professional Services Non-Technology	Consultants, subscriptions, bus transportation, catering
Non-professional Services Technology	Cable/satellite TV services, cell service
Professional Services	This transaction type is limited to accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, and professional engineering
ALL OTHER TYPES LISTED	Please do not use without permission from the Purchasing Office directly at procurement@longwood.edu .

Commodity Codes

For Non-Catalog orders, the user will add a Commodity Code to each line item. The Commodity Code is a numeric code from the numbering system used by the Commonwealth of Virginia to categorize the products and services purchased. Purchasers can type a product term into the search field and choose the one that most closely matches the purchase. Punch-out catalog orders automatically generate the code.

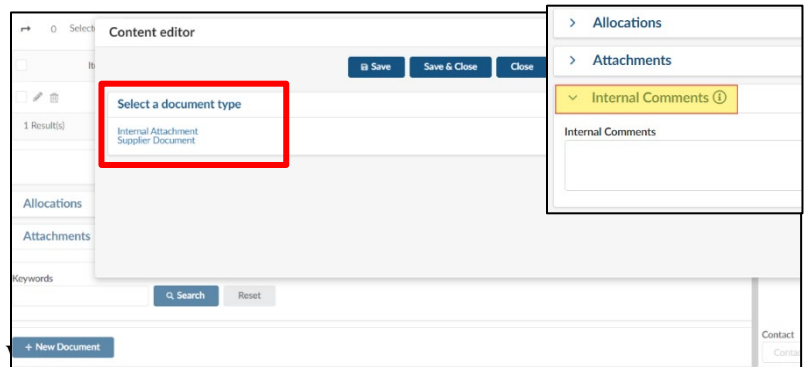
Allocations

Accounting details, including Fiscal Year, Cost Center number, **and** Account code, are required elements in the eVA order process. The eVA system will not finalize the purchase requisition without the appropriate accounting information. The purchaser should enter only a Cost Center code that they are authorized to charge. The account code is a 4-digit code used to classify the purchase by expenditure type. For example, the account code for office supplies is 1312. A list of commonly used expenditure account codes is available on [Office of Procurement Services website on the Small Purchase Card page](#). Each section is alpha numeric and searchable. To add more than one accounting line click the **+ Allocation** button.

All purchase requests

All orders are processed as catalog or non-catalog orders in eVA and are overseen by the Office of Procurement Services. Once the requisition has been submitted, it is transmitted electronically to the Office Procurement Services, where it will be assigned to a Procurement Contracting Officer.

When placing orders, it is important to add comments in the *Internal Comment* field at the bottom of the requisition. These comments should provide additional information that may assist the Procurement Contracting Officer in completing the purchase. Quotes, drawings, or pictures of the desired items should be attached to the requisition by clicking on **Attachments**, selecting *New Document* and then determining if the new attachment (the supplier). All information for the Office of Procurement Services should be marked as an *Internal Attachment*.



Approval Process

All orders are approved electronically by a pre-determined approval path, including the purchaser's supervisor or designated approver before they are submitted to the vendor. The approver should review the order for policy compliance, budget availability, completeness, and accuracy. All orders must have a legitimate business purpose and adhere to Longwood University purchasing policies. Questionable or unallowable requests shall be rejected and returned to the submitter for review and/or additional comment. Orders with insufficient funds in the indicated budget will be rejected back to the submitter for changes.

If the eVA Supplier is a new one, the Requisitioner should send a copy of the final purchase order to their contact to ensure that the purchase order has been received.

eVA approvers who will be away from the office for an extended period should delegate their approval authority to another eVA user in their absence. The step-by-step process for approvers is outlined in the **eVA Approvers Guide**.

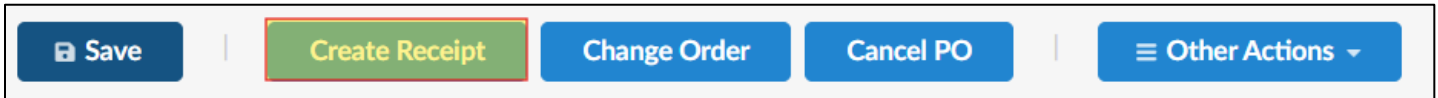
Change or Cancel, Receive or Return Process

If a departmental purchaser changes or cancels an order, or returns some or all of the ordered items, those changes should also be recorded in eVA to ensure accurate reporting and fee assessment.

A purchaser may change or cancel any part of an order by adding or deleting items, or changing the quantity or price of items after submitting the order in eVA. The purchaser should initiate the change or cancel process in eVA and call the vendor immediately to verify the change/cancellation. Please refer to the **eVA Search, Copy, and Change Order Guide**.

Receive or Return an Order

All orders should be “received” in eVA. The purchaser must verify that the items have been received or the services rendered. Then, the purchaser will create a receipt in the purchase order (PO) to complete the receiving process.



If a purchaser wishes to return items after an order is received, they should contact the vendor to determine the process for the return. The vendor will provide instructions on the proper procedure for returning the items. If a purchaser is unsuccessful in negotiating a return with a vendor, they may contact the Office of Procurement Services at procurement@longwood.edu.

After the merchandise has been returned, the purchaser should follow up to ensure that a credit has been issued by the vendor, a corrected invoice received, or a refund check processed. A return should be processed in eVA following the guidelines in the **eVA Order, Receive, or Return Guide**.

Rejected Requisitions

A purchaser will occasionally receive a message indicating that their requisition has been rejected. The following are possible reasons a requisition can be rejected:

- The Office of Procurement Services may reject a purchase if procurement procedures have not been followed or documented. A requisition might also be rejected for the submitter to add information such as contract numbers. Any rejection will have a comment indicating what needs to be done before the requisition can be resubmitted.
- The purchaser’s approver may reject the purchase. If this occurs, the approver should write a comment in the appropriate field to inform the initiator of their reason(s) for rejection.
- The Office of Sponsored Programs (OSP) may reject the purchase. A representative from OSP should write a comment in the appropriate field to inform the initiator of their reason(s) for rejection.
- The Budget Office may reject a requisition if the Cost Center indicated contains insufficient funds for the purchase. The submitter will need to find another budget to provide funds from.

When this occurs, the order will show as, “Request Rejected” under the, “What’s my order status” menu box on the eVA landing page.

An Order may also be rejected by the supplier. If this should happen, the order will show “Ordered”, but it is actually the Purchase Order that has been rejected by the supplier. Please contact the supplier to determine the problem or reach out to the Office of Procurement Services to discuss.

Exemption Guide

Most goods and services must be purchased utilizing eVA, Virginia's electronic procurement system, however, some exceptions are allowed. If a purchase meets one of the exemption criteria established by the state (listed below) then the purchase does not have to be completed through eVA procurement.

Purchases that are exempt from eVA procurement:

1. Individual travel and lodging.
2. Registration fees for conferences.
3. Small over-the-counter purchases made with the P-Card. Purchases must be made at the site of the sale and picked up by the cardholder. This DOES NOT include orders placed on the vendor's website or by telephone.
4. Advertisements
5. Honorarium payments (see,).
6. Postage (this includes mailing services such as FedEx and UPS).
7. Memberships (does not include software licenses).

Routine Purchases (R01)

The items listed below are examples of items that are subject to eVA fees (charged to Longwood University). These are items that may be purchased in eVA or directly with a vendor using a P-Card and must be classified as an "R01" in eVA and/or during the Bank of America allocation process.

1. Food purchases placed on the phone or online.
2. Purchases made for supplies, etc. over the phone through an online portal
3. Purchases for T-shirts, promotional items, software, lab supplies
4. Tangible items not otherwise classified.
5. Subscriptions (periodicals, services, software, etc. for bona fide business purposes, NOT TO EXCEED ONE YEAR)

Purchases exempt from eVA fees (X02)

The items listed below are exempt from eVA fees (charged to Longwood University). These are items that may be purchased in eVA or directly with a vendor using a P-Card, however, the PO Category field should be changed to "X02" (instead of R01) in eVA and/or during the Bank of America allocation process. This way eVA will not charge Longwood University a transaction fee for the purchase.

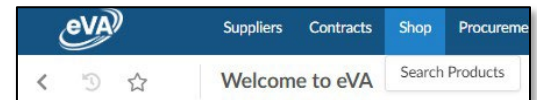
1. Professional organization membership dues.
2. Entertainment payments to: speakers, lecturers, musicians and performing artists. This DOES NOT include consultants, seminar facilitators or contracted workshop instructors.
3. Accreditation fees and academic testing services.
4. Advertisements in newspapers, magazines, journals, radio or television. This DOES NOT include digital marketing campaigns.
5. Real estate leases.
6. Exhibition rental fees for exhibitions of historical artifacts or works of art.
7. Public utility payments (electric, natural gas, water sewer).
8. Purchases from public auction (non-electronic).
9. Government to Government (State and Federal) payments.

Create a Catalog Order in eVA

A Punchout Catalog is a vendors' goods or services catalog that is embedded in eVA. It allows purchasers to “punchout” items from a vendor’s on-line catalog that integrates with the eVA platform. Selected items and the vendor information is used to create a purchase requisition automatically in the eVA format.

Verify the Vendor

1. Access the eVA Vendor List and perform a search. Verify that the vendor is listed as “active” and review their ability to accept electronic orders and/or P-Card payments.
2. Go to <https://eva.virginia.gov/> and select **Buyer Login**.
3. On the homepage select **Shop** from the menu bar and then click on **Search Products**.
4. Open the Filter panel from the left side of the screen. We recommend you “pin” the panel to this page. Check the box next
 - a. to “Punchout Only” and then type in the name of the Supplier whose punchout Catalog you would like to view in the “Search Products” field. **NOTE: For The Supply Room, type in “TSRC Longwood”.**
5. Click on the Cart icon next to the correct supplier to view their Catalog and place an order.



A screenshot of the eVA 'Search Products' page. The top navigation bar shows 'Suppliers', 'Contracts', 'Shop' (selected), 'Procurement', 'Invoicing', and 'Report Center'. Below the navigation bar, there is a search bar with 'the supply room' entered. A filter panel on the left shows 'Filter By Commodity' and 'Status: Approved'. The search results are displayed in a table with columns: Order, Image, Commodity, Product Code, Label, Detailed Description, and Price. Two results are shown, both from 'The Supply Room' vendor. The first result is for 'OFFICE SUPPLIES, GENERAL' and the second is for 'FASTENERS: BOLTS, NUTS, PINS, RIVETS, SCREWS, ETC. (INCL. PACKAGING, STRAPPING AND TYING EQUIPMENT AND SUPPLIES)'. Each result has a 'Cart' icon next to it.


6. The suppliers Punchout Catalog will open. You can browse products and add them to your cart within the Catalog.
Note: The Supply Room Catalog has LWU-specific items that can be found by clicking on “Lists” and then the “Favorites” dropdown.
7. After all products have been added to the Catalog cart, click the “Submit Cart” or “Checkout” button (depending on the vendors terminology) to return to eVA and complete the Catalog Order.
8. In the **Header** section, enter the required information as follows:
 - a. **Name:** Title for the purchase (example, “TSRC Order 10/15 Copy Paper, Procurement”). (Vendor Name, Date, description of order and Department)
 - b. **Organization:** Do not change. Will default as assigned.
 - c. **Type:** Will default to *Purchase*
 - d. **PO Category:** Select “RO1” for routine purchases or “XO2” for specific purchases exempt from fees. (See, eVA Exemptions Guide)
 - e. **Requester:** Will default to user.
 - f. **Reference Number:** Optional field.
 - g. **Procurement Transaction Type:** Select as appropriate. (See, eVA Manual)
 - h. **Header Field 1, Header Field 2:** Optional fields.
 - i. DO NOT check the box for **Bypass Integration**.

9. In the *Items & Services* section, verify the products and quantities are correct.
10. To add an Allocation to the entire purchase order, select all items and then click “Set Allocation.”

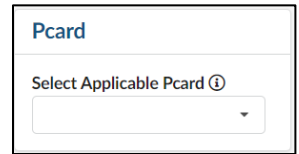
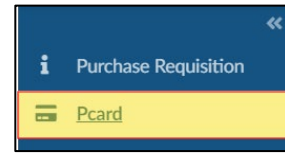
11. Enter “100” in the % field, select the Fiscal Year, select the Cost Center, and Account code. Then click **Apply and Close**. The allocation will be recorded for all lines. To split the allocation, click the **+Allocation** button and repeat the steps.

✓ Allocations

#	%	Excl. Tax Amount	Allocations Quantity	Fiscal year*	PR/Order Item	Cost center	Account	Acc. Cross Reference	Organization ①
1698849-2	100.00	90.36000	1.00000	2025	invoice 389556 books	141000-Library	2221-College Library Books		A214-LWU Library
1698849-1	100.00	285.42000	1.00000	2025	invoice 389555 books	141000-Library	2221-College Library Books		A214-LWU Library
2 Record(s)									

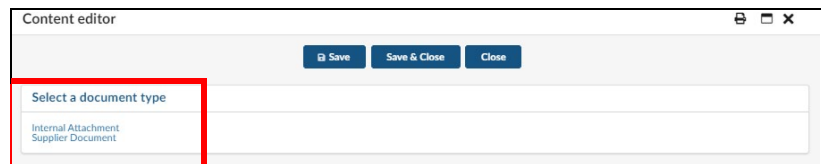
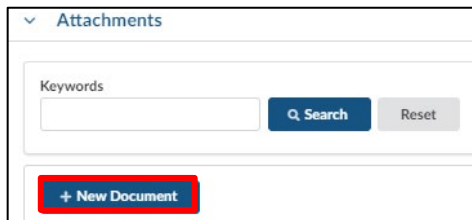
12. To add an Allocation to each line item, click the pencil icon  next to the item to open the **Item Details**. Scroll down to the Allocation section. Select the Fiscal Year, select the Cost Center, and Account code. To split the allocation, click the **+Allocation** button and repeat the steps. Then click **Save and Close**.

13. To use the P-Card for the order, click the card icon on the left side of the REQ. Choose the P-Card and then **Save**. The P-Card does not automatically default as the payment method.

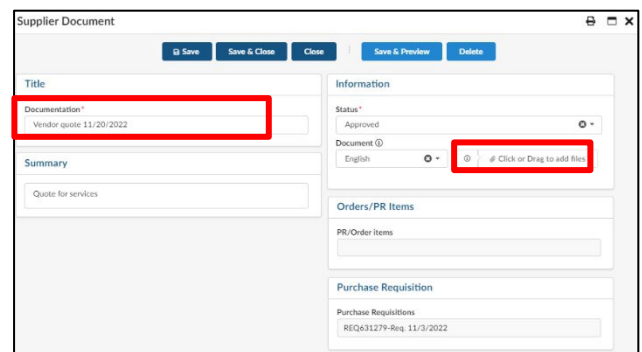


14. In the *Attachments* section add the required documents, such as the vendor quote, contract, or other supplemental material.

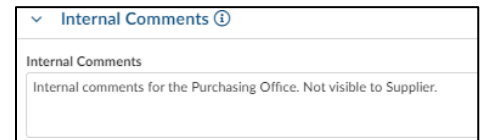
- Click the **+ New Document** button and select **Internal Attachment** – this will only be visible to Longwood OR
- Supplier Document** – this will be visible to the supplier and Longwood.



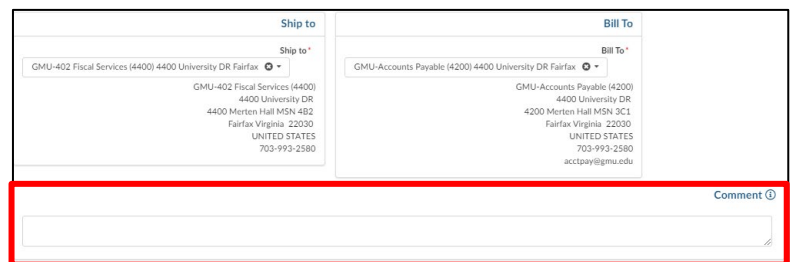
15. In the Document window, enter a Title for the Documentation and optional Summary. Then **Click or Drag** to add files.
16. Click **Save** to add the file. Continue to add Files for the selection or click **Close** to exit the Document window.
17. The file will now be listed as an attachment on the Purchase Req. (REQ)



18. In the *Internal Comments* section, add any additional information for the REQ Approvers and/or the Longwood Purchasing Office. This information will only be visible to Longwood and the Supplier will not see this section.

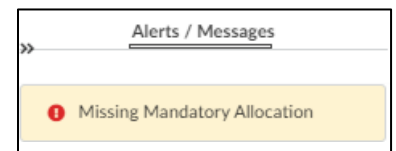


19. To add a Comment visible to the Supplier, scroll to the top of the REQ and click into the *Comment* field. Located beneath the *Ship to/Bill to* section. Enter relevant comments for the Supplier. These comments will also be visible to Longwood. Click **Save**.



20. When all information is complete, click
- Submit for Approval.**

21. The system may alert you to “non-blocking” alerts. These alerts do not stop you from submitting the order. Users must resolve any “blocking” alerts in order to complete the submission. Follow the instructions presenting the Alerts/Messages section to resolve “blocking” alerts.



22. Users may check the status of REQs by viewing the **What’s my order status?** section on the eVA Homepage.

Create a Non-Catalog Order in eVA

A Non-Catalog order is any order for goods/services that is not made through a vendor's Punchout Catalog in eVA. The user must enter all item details including description, price, commodity code, and quantity. Users should obtain the item details from the vendor on a quote or other documentation.

Verify the Vendor

1. Access the eVA Vendor List and perform a search. Verify that the vendor is listed as "active" and review their ability to accept electronic orders and/or P-Card payments.



Create the Requisition

2. Go to <https://eva.virginia.gov/> and select **Buyer Login**. Then **Login with you Agency account**.
3. On the homepage select **Procurement** from the menu bar and then click on **Create Requisition**.
4. In the **Header** section, enter the required information as follows:
 - a. **Name:** Title for the purchase (example, "TSRC Order 10/15 Copy Paper, Procurement"). Vendor Name, Date, Description of order, and Department)
 - b. **Organization:** Do not change. Will default as assigned.
 - c. **Type:** Will default to *Purchase*
 - d. **PO Category:** Select "RO1" for routine purchases or "XO2" for specific purchases exempt from fees. "S01" for sole source purchases over \$5,000 (See, eVA Exemptions Guide)
 - e. **Requester:** Will default to user.
 - f. **Reference Number:** Optional field.
 - g. **Procurement Transaction Type:** Select as appropriate. (See, eVA Manual)
 - h. **Header Field 1, Header Field 2:** Optional fields.
 - i. DO NOT check the box for **Bypass Integration**.

A screenshot of the 'Header' section of the eVA requisition creation form. The form contains several fields: 'Name*' (text input), 'Organization*' (dropdown menu showing 'A247-FA4 Fiscal Services'), 'Type' (dropdown menu showing 'Purchase'), 'PO Category*' (dropdown menu), 'Requester*' (text input showing 'Labriola Daniel'), 'Reference Number' (text input), 'Procurement Transaction Type*' (dropdown menu), 'Header Field 1' (text input), 'Header Field 2' (text input), 'Status' (dropdown menu showing 'Draft'), and a 'Bypass Integration?' checkbox. A 'Workflow Preview & Ad hoc' button is located at the bottom right. A green circular icon with a diagonal line is overlaid on the 'Bypass Integration?' checkbox.

5. Click **Save** at the top of the screen.
6. Under *Items & Services*, click “Add Line.”
7. Under **Item Description**, *Product Type* will default to “product”. Use the dropdown to make changes if required.
8. Enter the *Detailed Description* of the product, from a vendor quote or catalog outside of eVA. Then enter *Order Quantity*.
9. Under *Commodity*, enter a search term, specific commodity code, or choose “Select All” to search by keyword.
10. Under **Estimated Costs**, enter the *Unit Price*. This is located on the right side of the screen.
11. Under *Suggested Supplier*, enter the Vendor’s name and then select from the drop down OR click on Select All to open the Search tool.
12. The *Ship To* address will automatically populate based on the user’s profile in eVA.
13. Enter any *Internal Additional Details* as necessary.
14. Enter any comments to the vendor under *Supplier Visible Additional Comments*.
15. Enter any other information in the *Additional Details* field.
16. Once completed, select “Save & Close” at the top of the screen.
17. Click on pencil to edit to enter **external contract number**.
18. **To add an Allocation to the entire purchase order**, select all items and then click “Set Allocation.”

Items & Services						
2 Selected		+ Add line	Copy Selected Lines	Delete Lines	Edit Lines	Set Allocations
Item #	Product Type	Supplier Part #	Item Description	Supplier		
1	Product	SWI74736	Swingline 747 Rio Red Stapler - 25 of 20lb P...	(The Supply Room		
2	Product	AVE05711	Averyreg; Economy View Binder - 1' Binder ...	(The Supply Room		

19. Enter “100” in the % field, select the Fiscal Year, select the Cost Center, and Account code. Then click **Apply and Close**. The allocation will be recorded for all lines. To split the allocation, click the **+Allocation button** and repeat the steps.

✓ Allocations

#	%	Excl. Tax Amount	Allocations Quantity	Fiscal year*	PR/Order item	Cost center	Account	Acc. Cross Reference	Organization
1698849-2	100.00	90.36000	1.00000	2025	invoice:389556 books	141000-Library	2221-College Library Books		A214-LWU Library
1698849-1	100.00	285.42000	1.00000	2025	invoice:389555 books	141000-Library	2221-College Library Books		A214-LWU Library
2 Record(s)									

20. **To add an Allocation to each line item**, click the pencil icon next to the item to open the **Item Details**. Scroll down to the Allocation section. Select the current Fiscal Year, select the Cost Center, and Account code. To split the allocation, click the **+Allocation button** and repeat the steps. Then click **Save and Close**.

21. In the *Attachments* section of the requisition landing page, add the required documents, such as the vendor quote, contract, or other supplemental material. Click the + **New Document** button and select **Internal Attachment** – this will only be visible to Longwood University OR **Supplier Document** – this will be visible to the supplier and Longwood. It is not recommended to add Attachments on individual Item lines

The first screenshot shows the 'Attachments' section with a search bar, a '+ New Document' button, and a list of document types. The second screenshot shows the 'Content editor' window with a 'Select a document type' dropdown menu. The 'Internal Attachment' and 'Supplier Document' options are highlighted with a red box.

22. In the Document window, enter a Title for the Documentation and optional Summary. Then **Click or Drag** to add files.

23. Click **Save** to add the file. Continue to add Files for the selection or click **Close** to exit the Document window.

The first screenshot shows the 'Document' window with a 'Title' field and a 'Documentation' field. The second screenshot shows the 'Information' panel with fields for 'Status', 'Document', and 'Language'. A yellow box highlights the 'Click or Drag to add files' button.

24. The file will now be listed as an attachment on the Purchase Req. (REQ)

25. To use the P-Card for the order, click the card icon on the left side of the REQ. Choose the P-Card and then **Save**. The P-Card does not automatically default as the payment method.

The screenshot shows the eVA requisition page for 'Requisition: REQ1449865 - Test (Draft)'. The 'Pcard' section is expanded, showing a dropdown menu for 'Select Applicable Pcard'. The 'bwinghvc0354' option is selected.

26. The system may alert you to “non-blocking” alerts. These alerts **WILL NOT** stop you from submitting the order.

27. When all information is complete, click **Submit for Approval**.

28. Users may check the status of REQs by viewing the **What’s my order status?** section on the eVA Homepage.

The screenshot shows the 'Alerts / Messages' panel with a yellow alert box that reads: 'Requisition lines have one or more NON-blocking alerts'.

Create a Confirming Order in eVA

A Confirming order is any order for goods/services placed by phone or through vendor's website. They must be entered as confirming order in eVA. Confirming orders should only be used in rare occasions. These orders must be entered in eVA within 7 business days after order placed with the vendor. These orders need to be marked in the comments as "Confirming order-Do Not Duplicate" The user must enter all item details including description, price, commodity code, and quantity. Users should obtain the item details from the vendor on an invoice or other documentation.

Verify the Vendor

1. Access the eVA Vendor List and perform a search. Verify that the vendor is listed as "active" and review their ability to accept electronic orders and/or P-Card payments.



Create the Requisition

1. Go to <https://eva.virginia.gov/> and select **Buyer Login**. Then **Login with you Agency account**.
2. On the homepage select **Procurement** from the menu bar and then click on **Create Confirming Order**.
3. In the **Header** section, enter the required information as follows:
 - a. **Name:** Title for the purchase (example, "TSRC Order 10/15 Copy Paper, Procurement"). Vendor Name, Date, Description of order, and Department
 - b. **Organization:** Do not change. Will default as assigned.

The image shows the 'Header' section of the eVA form for creating a confirming order. It includes several dropdown menus and text input fields. The 'Name' field is for the title of the purchase. The 'Organization' field is set to 'A214-LWU Materiel Management'. The 'Type' field is set to 'Confirming Order'. The 'Requester' field is set to 'Havens Crystal'. The 'Procurement Transaction Type' field is a dropdown menu. The 'Header Field 1' and 'Header Field 2' are also dropdown menus. The 'Status' field is set to 'Draft'. There is a 'Comment' field with a placeholder text. A 'Workflow Preview & Ad hoc' button is located at the bottom right of the form. Below the form, there are sections for 'Attachments' and 'Internal Comments'.

- c. **Type:** Will default to *Confirming Order*
- d. **PO Category:** Select "RO1" for routine purchases or "XO2" for specific purchases exempt from fees.
- e. **Requester:** Will default to user.
- f. **Reference Number:** Optional field.
- g. **Procurement Transaction Type:** Select as appropriate. (See, eVA Manual)
- h. DO NOT check the box for **Bypass Integration**.
- i. **Comment:** Enter **Confirming order DO NOT DUPLICATE**.
- j. **Item Description:** Enter in description
- k. **Supplier:** Enter supplier information
- l. **Allocations:** Enter "100" in the % field, select the Fiscal Year, select the Cost Center, and Account code.
- m. **Attachments:** upload attachments as Internal Attachment
- n. **Submit for approval**

eVA Approver Guide

Designated Approvers are required to login to eVA, review submitted orders for policy compliance, ensure that all information is correct, budget is available and appropriate documentation is included, and then sign off or reject the submitted REQ. Approvers will receive an email from eVA when documents require their review; however, Approvers should periodically check their eVA Homepage and the “My to Do List” menu to confirm order completion.

Review Orders

1. Go to <https://eva.virginia.gov/> and select Buyer Login.
2. Alternatively, approvers may click on the access link in the email from “Virginia noreply@cgieva.com” with subject line “eVA Purchase Requisition / Your action is expected for: eVA Approvals”. The access link will open the eVA login prompt. Follow the instructions to “Login with your Agency account” as noted above.

My to-do list

See 6 results

Process	Object	Task	Performer	Status	Req. Amount	Order Amount
eVA Purchase Requisition	REQ1698849 - YBP ly25 books (A214-LWU Library - Elliott Cynthia)	Buyer Inbox Approval	HAVENS Crystal	○●○	375.78000	
eVA Purchase Requisition	REQ1698746 - Modern Campus Software - Curriculum & Catalog 07/28/2025-07/27/2026 (A214-LWU Academic Affairs - Wingo Kim)	Buyer Inbox Approval	HAVENS Crystal	○●○	15571.54000	
eVA Purchase Requisition	REQ1698682 - Simulation Subscription Renewal for Ed Leadership (A214-LWU Graduate Studies - Manis Katie)	Buyer Inbox Approval	HAVENS Crystal	○●○	9855.00000	

3. Documents requiring your approval will be listed under the “My to-do list” menu with the Task “eVA Approvals.” Click on the REQ title to open the document and perform your duties as an approver (ensure policy compliance, available budget, and completeness of request).
4. In the document window, scroll through the document to examine the allocation, attachments, and other information. Review the Alerts/Messages if any. **NOTE:** A Non-blocking alert will be present for all non-catalog orders and does not prevent submission or approval.
5. An Approver may only change the allocation for a submitted order. If other changes are needed, the approver should reject the submission and communicate changes to the purchaser.
6. After review, select the **Approve** or **Reject** button and follow prompts. Comments must be entered for rejected orders.

SaveCloseRejectApproveBack to CatalogReset AllocationsCreate SolicitationOther Actions

Note that at least one warning exists on this object. Click here to review it

Header

Name*YBP ly25 books

TypeConfirming Order

Requester*Elliott Cynthia

Procurement Transaction Type*Equipment - Non-Technology

StatusIn progress

Organization*A214-LWU Library

PO Category*R01 - Routine

Reference Number

Header Field 1

Header Field 2

Ship to*

Library 102
Longwood University Farmville

Library 102
Longwood University
201 High Street
Farmville Virginia 23909
UNITED STATES

Comment

Bill To*

Accounts Payable--213-C Eason Building Longwood University Farmville

Accounts Payable--213-C Eason Building
Longwood University
201 High Street
Farmville Virginia 23909
UNITED STATES
accountspayable@longwood.edu

Conversations

No conversations yet

eVA Search, Duplicate, and Change Order Guide

The eVA interface allows users to search Requisitions (REQs) and Purchase Orders (POs). In some cases, users will be able to duplicate a previously ordered REQ to create a new order when all/most of the information will remain the same. When a requisition is denied, users will need to correct what made the requisition fail, and resubmit the REQ for approval. Users may also create a Change Order to a PO, for example: when additional funding (more than 10% of the total order) is necessary.

Search Requisitions (REQs)

1. Go to <https://eva.virginia.gov/> and select Buyer Login.
2. From the Header menu select **Procurement > Browse Requisitions.**
3. To search an order that you created, check the box next to *My Requests* and then click *Search*. Or, enter a REQ number or keyword into the *Keywords* field. The *Reference Number* fields is only used to search for a PR number that converted from old eVA.

The screenshot shows the eVA web application interface. At the top, there is a navigation bar with links for Suppliers, Contracts, Shop, Procurement, and Report Center. Below this, a breadcrumb trail shows 'Browse Requisitions' and 'Create Requisition'. The main search area contains two input fields: 'Keywords' and 'Reference Number'. To the right of these fields is a checkbox labeled 'My Requests' and a 'Search' button. A 'Reset' button is also present.

4. Once the REQ is located, click on the Code or Name to open the document and review the information.

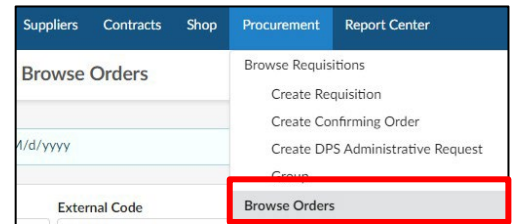
Duplicate Requisitions (REQs)

1. Complete the steps above to locate the desired REQ.
2. Under the **Other Actions** button, select **Duplicate**. This will create a new REQ number with the same information.
3. Update the REQ Header to be current and thoroughly review the copied information.
4. Update the Cost Center and Fiscal year as required. Under Items & Services click the pencil icon to open product information and allocation. Make necessary changes and **Save & Close**.
5. Once reviewed for errors, click **Submit for Approval** to begin the workflow process.

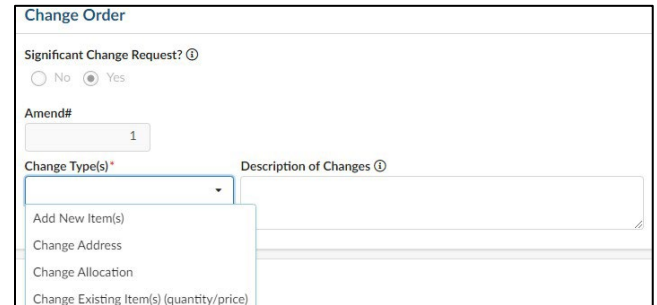
The first screenshot shows a dropdown menu titled 'Other Actions' with a 'Duplicate' option highlighted. The second screenshot shows the 'Header' section of a requisition, with a red box highlighting the 'Name' field and a red box highlighting the 'Update the REQ Name' link. Below this, the 'Items & Services' section is visible, showing a table with columns for 'Item #', 'Product Type', and 'Product'. A red box highlights the pencil icon in the 'Item #' column.

Search and Change Purchase Orders

1. From the Header menu select **Procurement > Browse Orders**. Enter the PO number or other search term into the *Keyword* field.
2. Once the PO is located, click on the Purchase Order # to open the document and review the information. Click on the **Change Order** button to initiate a change to the selected Purchase Order.

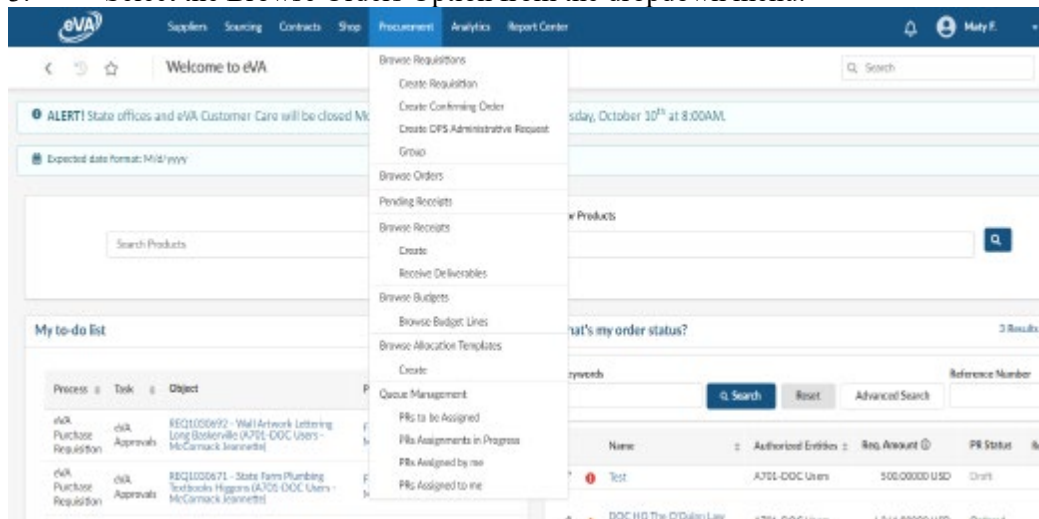
3. Select the “Change Type” from the drop-down menu and enter a Description of Changes.
4. To change the Allocation or Existing items (quantity/price), scroll to the **Items & Services** sections and locate the item to change.
5. Click the pencil icon to open product information. Update the quantity, price and/or allocation for the item and then **Save & Close**. Continue to edit items as necessary. Note: The Order Qty and/or Unit Price at the top of the line in the Item Description section must be updated first before changes are made to Allocations.
6. When changes are complete, click **Submit for Approval** to begin the workflow process. A new REQ number is created each time a change is submitted for the Purchase Order. The Title will default to “Amendment request {date} {PO number}.” Approvers will be notified of the request and must take action in order for the amended purchase order to be completed.



Create a Receipt in eVA

Receipts are started on the purchase order by clicking the Create Receipt button. While there are other ways to initiate receiving, we recommend starting from the purchase order.

1. Receiving an order from the Purchase Order
2. Select the Procurement Tab
3. Select the Browse Orders Option from the dropdown menu.



4. Select the Purchase Order from the list.

ALERT! State offices and eVA Customer Care will be closed Monday, October 9 th and will reopen Tuesday, October 10 th at 8:00AM.													
Expected date format: MM/yyyy													
Keywords: External Code: Search Reset													
Purchase Order #	Version #	PO Supplier	Item Categories	Purchase Requisition	Ordered	Received	Program	Order #	PO	Currency	Status	External	
PO00452345-1	1	A.M. Davis Inc.	Small Business	Amendment request 2019-09-23 PO00452345	\$94,420.00	Initiated	-30			USD	Ordered		
PO00452346	1	McGowan Medical Surgical Goods LLC		BCE2H medical Microsurgical supplies	2,899,750.00	Initiated	-12			USD	Ordered		
PO00452345	1	Diamond Drap Inc.		BCE2H medical Diamond cloth mask	462,580.00	Initiated	-12			USD	Ordered		
PO04523205	1	Virginia Distribution Center - VDC - DCS		BCE2H medical Food & Beverage	19,617,570.00	Initiated	-10			USD	Ordered		

5. Select Create Receipt.

A screenshot of the eVA web application showing the 'Create Receipt' form for purchase order PO: PO04375836 - DOC HQ The O'Quinn Law Office Grievance Fees - The O'Quinn Law O... The form has a header section with fields for Name (DOC HQ The O'Quinn Law Office Grievance Fees), Organization (A781-DOC Users), Buyer Contact (Roder Vito), Order Date (7/21/2023), Initial DR#, PO Number (PO04375836-DOC HQ The O'Quinn Law Office Grievance Fees), PO Supplier (The O'Quinn Law Office P/C), Supplier Contact (O'Quinn Jeremy), PO Category (R/O - Routine), Procurement transaction type (Professional Services), and Header Field 1. There are also checkboxes for 'Internal Order' and 'Status' (Ordered). A 'Contact' dropdown and 'Add Message' button are visible on the right.

6. Add any necessary comments to the comment box.
7. Attached any needed documents (i.e., Invoice Copy).
8. Click Save.

9.If you are receiving the total amount of all line items, you can click submit.

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order Rate	Delivery Date
47.00000	Hour	47.00000	Hour	131.00000	6,261.80000	USD	0004375634 - 47.00 hours for...	30/6/2023

10. If you need to partially receive a line item on the PO select the pencil icon of the line item needed.

Item #	Name	QTY	UOM	Unit Price	Total	Currency	Order Rate	Delivery Date
47.00000	Hour	47.00000	Hour	131.00000	6,261.80000	USD	0004375634 - 47.00 hours for...	30/6/2023

11. Edit the quantity or amount that needs to be received. If amount needs to be change select USD.
12. Save and Close
13. Submit
14. Save and Close

eVA Purchase Order Terms and Conditions

The following terms and conditions apply to all orders made with *self-registered* eVA vendors. By registering with the eVA System, the vendor agrees to these terms and conditions. Orders generating from the eVA system to non-registered vendors (state-entered or ad-hoc) reference these terms and conditions, but the vendors have not necessarily agreed to them at the point you place the order.

These terms and conditions are incorporated by reference in the eVA purchase order. These terms and conditions apply to purchases between the agency or institution and the contractor, unless otherwise modified in writing on the face of the PO.

1. This contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply.
2. Goods or Services delivered must be strictly in accordance with bid referred to and shall not deviate in any way from terms, conditions or specifications of the bid. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase Order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. State sales and use tax certificate of exemption, form st-12 will be issued upon request, if you do not have same on file.
5. Deliveries against this order must be free of excise or transportation taxes, excise tax exemption registration no. 54-73-0076k may be used when required.
6. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever is the later.
7. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
8. In case of default by the successful bidder, or failure to deliver the supplies or services ordered by the time specified, the Commonwealth after due notice (oral or in writing), may procure them from other sources and hold vendor responsible for any excess cost occasioned thereby.
9. No substitution, change or deviation shall be made without written authority from the Commonwealth by Purchase Order Change.
10. Vendors and contractors providing goods to the Commonwealth of Virginia under this order herewith assure the Commonwealth that they are conforming to the provision of the *Civil Rights Act of 1964* as amended, as well as the *Virginia Fair Employment Contracting Act of 1975* as amended, where applicable.

11. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.
12. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.
13. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly receipted shall accompany invoice. All charges must be prepaid.
14. Vendors and contractors performing work on Commonwealth owned or leased facilities or property shall, during the entire term of the contract, maintain at a minimum, the insurance coverages as listed in the *Vendors Manual* and any revisions thereto.
15. eVA Transaction Fee: eVA transaction fee invoices are issued by the Commonwealth of Virginia Department of General Services. A copy of the eVA transaction fee schedule is available on the [eVA website](#).