GETTING LOGGED INTO THE SYSTEM

1. Go to www.eva.virginia.gov

2. Click Buyer Login

3. Enter username and password

4. Want to create a requisition? - Click eMall/eForms

5. Click Create Requisition
6. Enter Title:

Your Department/Vendor/Brief description of item (See Example Below)

**NOTE: ONLY CHECK USE PCARD, IF YOU ARE USING THE SPCC**

Click the arrow next to PO Category and select **R01-Routine**, (X02 for VIB, VCE, VDC mandatory orders).

Click the arrow next to Procurement Transaction type and choose **20-supplies, 10-equipment**, etc.

Record the PR# on the quote from the vendor or in your record book, this will be beneficial should you need to edit the requisition later.
7. **HOW TO CREATE A MANUAL ORDER WHEN THE VENDOR DOES NOT HAVE A PUNCH-OUT AVAILABLE**

Complete the following fields identified by red arrows

8a. Enter complete description

8b. Click arrow next to **NIGP Commodity Code** and choose what best describes what is being purchased

8c. Click arrow next to **Supplier** and choose vendor name

8d. Enter item/product number in the box next to **Supplier Part Number**, you will find this on the quote from the vendor
8e. Click arrow next to Contract List and choose vendor contract number if listed, if not, choose item on contract but number not in list. Next look on quote and locate contract number and key number in the box next to Contract #

Click OK

This will return you back to the summary screen.

9. If you want to add, more items simply click the previous line item appearing in the summary screen and click copy. Example click line item #1 followed by copy.

10. To edit line item #2, click line item #2, then click edit

11. Example: This is how your edit will appear in the summary screen
Edit Description: change to whatever the 2nd item is on your quote

Edit Supplier Part Number: It may not have a number, in this case, just type the name of the accessory

Edit quantity if necessary

Edit Price

Click OK

Repeat steps highlighted with red arrows to enter additional line items

12. Edit the deliver to address, if need be
13. Edit the need by date
14. Add comments if need be
15. Add attachment, attachments include quotes, or documentation to support non-micro SWaM usage.
16. Click Submit
17. Click **Home** to return to the main menu
HOW TO UTILIZE THE PUNCH-OUT CATALOG TO CREATE AN ORDER

1. Click Create Requisition

2. Enter Title:
Your Department/Vendor/Brief description of item (See Example Below)

NOTE: ONLY CHECK USE PCARD, IF YOU ARE USING THE SPCC

Click the arrow next to PO Category and select **R01-Routine**, X02 for VIB, VCE, VDC mandatory orders.

Click the arrow next to Procurement Transaction type and choose **20-supplies, 10-equipment**, etc.

Record the PR# on the quote from the vendor or in your record book, this will be beneficial should you need to edit the requisition later.
3. Select to create Add from Catalog

4. Search the Punch-Out Catalog for your vendor

5. You have 2 options to search for a vendor, use the search box if you know the name of your vendor or click on Punch-Out Catalogs and search through the list.

6. Your vendor will appear. Make sure to click on the description of the items the vendor provides. **DO NOT CLICK ON THE NAME OF THE VENDOR.**

You will now be placed in the vendors Punch-Out Catalog. Type, search, and locate the items you need to purchase. Select the quantity and add items to the shopping cart. Once complete select to send items to eVA.
Items will now appear in the summary screen

7. If you need to add items simply click on Add from Catalog, repeat the steps of searching for your same vendor.

Example: The summary screen will appear as such once additional items are added

8. Edit the deliver to address, if need be
9. Edit the need by date
10. Add comments if needed
11. Add attachment, attachments include quotes, or documentation to support non-micro SWaM usage.
12. Click Submit
Click Home to return to the main menu, either option will work

NOTES ABOUT eVA

NOTE: WHEN USING THE PUNCH-OUT CATALOG YOU DO NOT NEED TO ATTACH A QUOTE.

ALWAYS START IN eVA FIRST AND RECORD YOUR eVA REQUISITION NUMBER IN COLLEAGUE UNDER PRINTED COMMENTS

ATTACH YOUR QUOTE TO YOUR eVA ORDER, YOU DO NOT HAVE TO EMAIL THIS QUOTE TO quotes@nsu.edu

ALWAYS CHECK FOR MANDATORY SOURCES/ STATE CONTRACT VENDORS/ AND MICRO-SWaM & SWaM VENDORS

SPCC/ P-CARD UPLOADS REQUIRE 24 HOURS BEFORE THEY APPEAR IN THE SYSTEM.