

Adding Items to your eVA Requisition

Using the contract number in the 'Keywords' search field may return contract catalog items. If you find the item you need, select 'Add to Cart' (or 'Buy From Supplier' if a punchout catalog exists).

Haberdasher Corporate Apparel LLC - Pants, Shirts ...
\$0.00000 USD
Qty: 1
Add to Cart Add to Favorites

Supplier: [HABERDASHER CORPORATE APPAREL LLC](#)
Supplier Part #: Contract Category
Recycled/Green Product:
Contract Type: 2-Mandatory Contract
Contract #: E194-1175
Effective Date:
Contract Link: [?](#)
Available in: 5 Day(s)
Manufacturer Name:
P-Cards Accepted: VISA; MASTER CARD; AMEX
Service Areas: ALL
Small Business:
Minority Owned Business:
Woman Owned Business:
Haberdasher Corporate Apparel LLC - Pants, Shirts, Shirts-Knit - Clothing, Uniforms and Accessories -**TO ORDER do an advance search on contract #. Click QUESTION MARK above for instructions. **DO NOT ADD THIS ITEM!

PANTS, LADIES, CARGO POCKET, 65%P/35C, 7.75 OZ, ...
\$23.53000 USD
Qty: 1
Add to Cart Add to Favorites

Supplier: [HABERDASHER CORPORATE APPAREL LLC](#)
Supplier Part #: 11520
Recycled/Green Product:
Contract Type: 2-Mandatory Contract
Contract #: E194-1175
Effective Date:
Contract Link: [?](#)
Available in: 5 Day(s)
Manufacturer Name:
P-Cards Accepted: VISA; MASTER CARD; AMEX
Service Areas: ALL
Small Business:
Minority Owned Business:
Woman Owned Business:
PANTS, LADIES, CARGO POCKET, 65%P/35C, 7.75 OZ, 65%P/35%C, 1 BACK POCKET, 2 FRONT POCKET, 2 LARGE CARGO POCKET, FADE AND PILL RESISTANT, EDWARDS

Or if the supplier has a Punchout catalog ...

.E-SHARP AUTOMATIC PENCIL, 0.50 MM, BLACK BARREL
\$0.00000 USD *
Buy from Supplier Add to Favorites

Supplier: [AMERISYS INC.](#)
Supplier Part #: PENAZ125A
Recycled/Green Product:
Contract Type: 99
Contract #:
Effective Date:
Contract Link: [?](#)
Available in: 2 Day(s)
Manufacturer Name: PENTEL OF AMERICA, LTD
P-Cards Accepted: VISA; MASTER CARD; AMEX
Service Areas: ALL
Small Business:
Minority Owned Business:
Woman Owned Business:
.E-SHARP AUTOMATIC PENCIL, 0.50 MM, BLACK BARREL

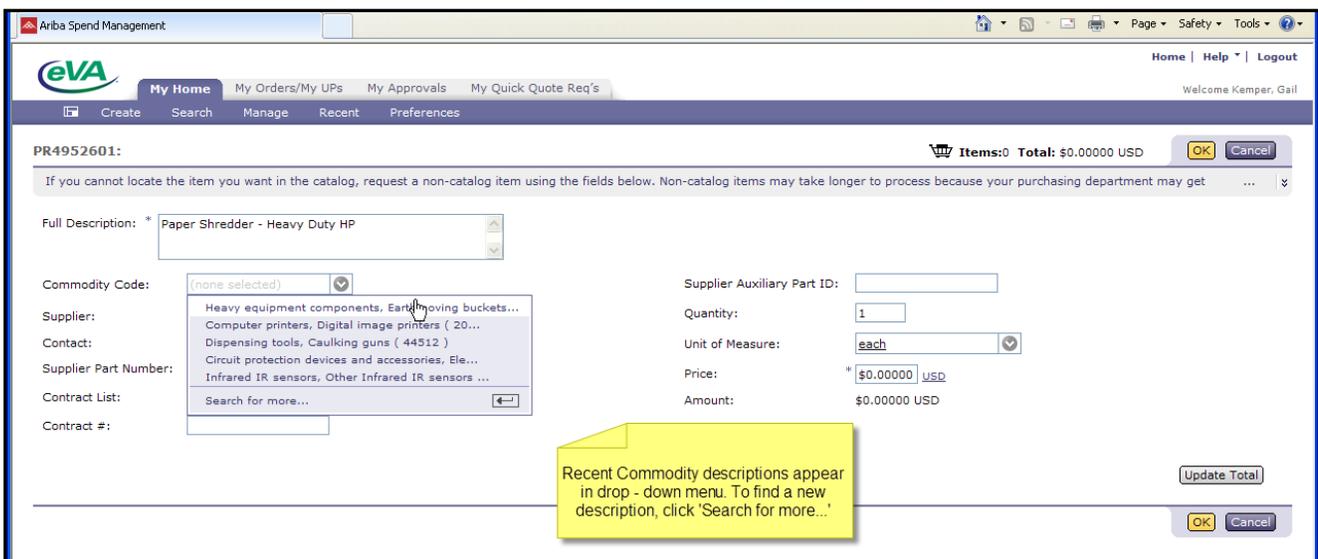
If Catalog Items are not returned and/or you cannot find your vendor in the catalog section, you will need to create a Non-Catalog line item for your item(s).

Creating Non-Catalog Items

When you need to add an item to your requisition for which there is no catalog to select from, click the Create Non-Catalog Item button, as shown on the Add Items screen:

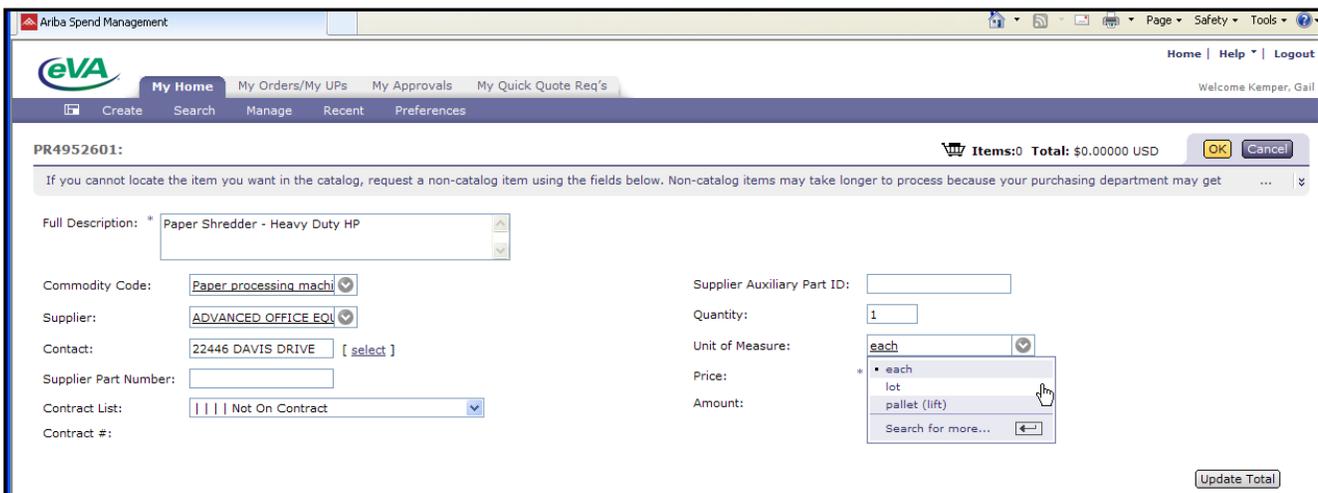


When the following screen appears, enter the appropriate fields:



The same type of drop down menu appears for suppliers. If you do not see your supplier choice in the drop down menu, click “Search for More to conduct a search.

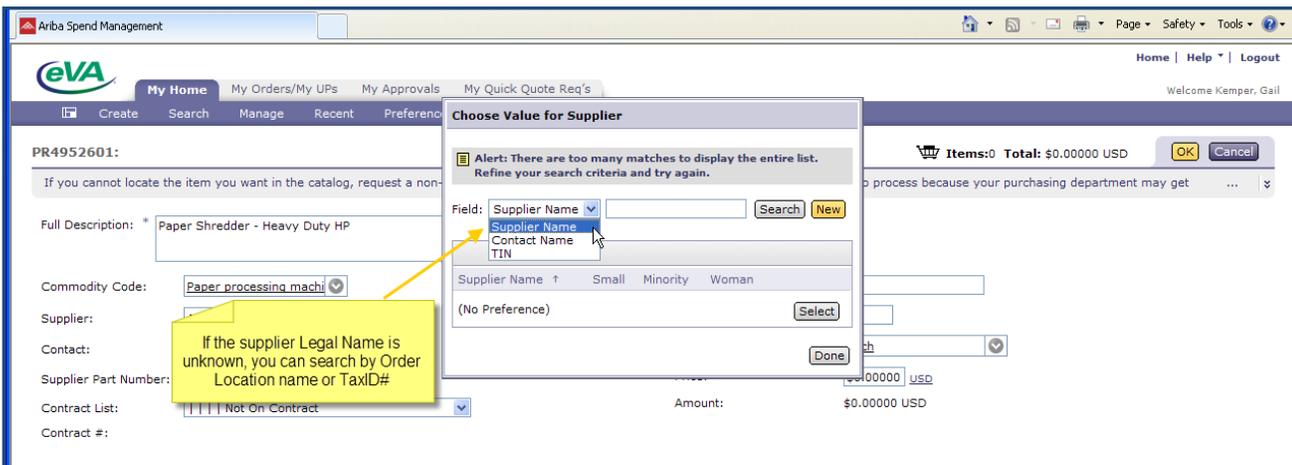
In the Unit of Measure field, you also have a drop down menu available that displays your most recent selections. It also provides an “other” option in the event you need to search for a new Unit of Measure:



When conducting a search for commodity description, supplier, contact name (supplier's ordering location) or Unit of Measure, you will be presented with a search screen. Key in the type of data for which you are searching. For example, if searching for a commodity code, you will see the below screen. Enter a generic description for the item, as shown below, and click search. When your particular item appears, click the Select button.



If you are searching for a supplier, you will see a similar screen to the one above.



When you click the Select button, you will be returned to the Non-Catalog Item screen to finish adding data in the remaining fields.

The following screen shows the proper commodity description, supplier, and supplier location for the newly added vendor:

PR4952601: Items:0 Total: \$0.00000 USD OK Cancel

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * Paper Shredder - Heavy Duty HP

Commodity Code: Paper processing machi

Supplier: ADVANCED OFFICE EQ

Contact: 22446 DAVIS DRIVE [select]

Supplier Part Number:

Contract List:
 | | | | Not On Contract
 (Pick from List)
 | | | | Item on contract but number not in list
 | | | | Not On Contract

Contract #:

Supplier Auxiliary Part ID:

Quantity: 7

Unit of Measure: each

Price: * \$50.00000 USD
 \$350.00000 USD

Update Total

OK Cancel

Complete remaining fields, as needed, including a contract # if applicable. Once quantity and price is added, you can click either OK button

When ordering multiple non-catalog items from the same supplier, it's easiest to add the new non-catalog item by simply waiting until you get to the Checkout screen and clicking the box next to the line item, then clicking the Copy button, as shown below. Once you see the new item, click the box next to it, then click the Edit button to open up a new screen so you can make necessary changes to description, quantity, price, etc.

FY: 2012

PO Category: (none selected)

Procurement Transaction Type: (none selected)

Entity Header Cross Reference:

Send ALL items to eProcurement:

My Labels: [Apply Label...](#)

Line Items (1) Hide Details

✓ No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Paper Shredder - Heavy Duty HP	7	each	\$50.00000 USD	\$350.00000 USD

Supplier: ADVANCED OFFICE EQUIPMENT, INC.
Contact: 22446 DAVIS DRIVE
Commodity Code: Paper processing machines and accessories, Pape...
Contract Number:
Bill To: DGS - DEPARTMENT OF GENERAL SERVICES

Small Business:
Minority Owned Business:
Woman Owned Business:

Edit Copy Delete | Add from Catalog... Add Non-Catalog Item...

Total Cost: \$350.00000 USD

Done Trusted sites 100%

CAUTION: If adding a non-catalog item to the requisition where you have added a punchout item to that same supplier, the system will issue TWO separate orders to that supplier/vendor. This is because the vendor keeps a temporary 'cart' of your selected items at their punchout site and their system is unaware of the added non-catalog item.