

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. Adding non-catalog items to the requisition
- D. Add Comments/Attachments to the Header
- E. Add Comments/Attachments to a Line Item
- F. Submit a requisition

A. Create a Requisition

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

The screenshot shows the eVA Buying Portal interface. The top navigation bar includes tabs for Suppliers, Sourcing, Contracts, Shop, and Procurement. The Procurement tab is selected, and a dropdown menu is open, showing options like Create, Group, Browse Orders, Pending Receipts, Browse Receipts, Create, Receive Deliverables, Browse Timesheet, Browse Budgets, Browse Budget Lines, Browse Allocation Templates, Create, and Materials Forecast. The 'Browse Requisitions' option is highlighted. The main content area displays various requisition statistics and a table of requisitions.

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

The screenshot shows the eVA Browse Requisitions page. The top navigation bar includes tabs for Suppliers, Sourcing, Contracts, Shop, Procurement, and Analytics. The Procurement tab is selected, and the 'Browse Requisitions' page is displayed. A search bar is at the top, and a table of requisitions is shown below. The 'Create Purchase Requisition' button is highlighted in the top left corner of the table. The table has columns for Code, Name, Organization, Requester, Req. Amount, Ordered, Received, Invoiced, Sourcing Project, PR Status, and Type. The first row is highlighted, showing a requisition for 'Req. 9/28/2021' with a status of 'Draft' and type of 'Purchase'.

Code	Name	Organization	Requester	Req. Amount	Ordered	Received	Invoiced	Sourcing Project	PR Status	Type
REQ000163	Req. 9/28/2021	eVA Bureau	Buyer Eva						Draft	Purchase
REQ000162	Amendment request 9/28/2021 PO000046	eVA Bureau	Buyer Eva	81,573.18 USD	81,573.18 USD	54,382.12 USD			Ordered	Purchase
REQ000160	Req. 9/27/2021	eVA Bureau	Buyer Eva						Draft	Purchase
REQ000159	Amendment request 9/27/2021 PO000053	eVA Bureau	Kappeler Jon	100.00 USD					Draft	Purchase
REQ000156	Amendment request 9/27/2021 PO000026	eVA Bureau	Buyer Eva	69.00 USD	69.00 USD	23.00 USD			Ordered	Purchase
REQ000155	Copy of Email Demo	eVA Bureau	Kappeler Jon	100.00 USD	100.00 USD				Ordered	Purchase
REQ000150	Req. 9/23/2021	eVA Bureau	Orlando Mark	1.00 USD					Draft	Purchase
REQ000144	Req. 9/21/2021	eVA Bureau	Buyer Eva	78.00 USD					Draft	Purchase
REQ000139	Req. 9/17/2021	eVA Bureau	Buyer Eva	184.00 USD					Draft	Purchase
REQ000137	Req. 9/17/2021	eVA Bureau	Buyer Eva	18.25 USD					Ordered	Purchase
REQ000136	Req. 9/17/2021	eVA Bureau	Buyer Eva	0.73 USD					Draft	Purchase
REQ000135	Req. 9/16/2021	eVA Bureau	Orlando Mark	0.73 USD					Draft	Purchase
REQ000134	Req. 9/16/2021	eVA Bureau	Kappeler Jon	9.73 USD					Draft	Purchase
REQ000132	Req. 9/16/2021	eVA Bureau	Buyer Eva	36.50 USD	36.50 USD	36.50 USD			Ordered	Purchase
REQ000131	Req. 9/16/2021	eVA Bureau	Buyer Eva	0.73 USD	0.73 USD	0.73 USD			Ordered	Purchase

B. Populate Details

- 1. Fill in the required fields (denoted by a red asterisk). Some fields might be auto-populated.
- 2. Click **Save**.

The screenshot shows the eVA requisition form for REQ000165 - Req. 9/28/2021 (Draft). The form is divided into several sections: Header, Ship to, Bill to, Comment, and Items & Services. The Header section contains fields for Name, Type, Requester, Procurement Transaction Type, Status, and Internal File(s). The Ship to and Bill to sections contain fields for Ship to and Bill to. The Comment section has a text area. The Items & Services section shows 0 results. A red box highlights the 'Save' button, and a red circle highlights the 'Organization' dropdown menu.

- 3. Select **Ship to**.
- 4. Enter keywords to find the required address.
- 5. Select the address.

The screenshot shows the eVA requisition form for REQ000107 - Req. 9/14/2021 (Draft). The form is divided into several sections: Header, Ship to, Bill to, Comment, and Items & Services. The Header section contains fields for Name, Type, Requester, Procurement Transaction Type, Status, and Internal File(s). The Ship to and Bill to sections contain fields for Ship to and Bill to. The Comment section has a text area. The Items & Services section shows 0 results. A red box highlights the 'Ship to' section, and a red circle highlights the 'Ship to' dropdown menu.

6. Select **Bill To**.
7. Enter keywords to find the required address.
8. Select the address.

eVA Suppliers Sourcing Contracts Shop Procurement Analytics

Requisition: REQ000107 - Req. 9/14/2021 (Draft)

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

Fields marked by an asterisk * are mandatory

Header

Name*	Req. 9/14/2021	Organization*	eVA Bureau
Type*	Purchase	PO Category*	R01 - Routine
Requester*	Buyer Eva	Reference Number	
Procurement Transaction Type*	Energy Performance	Purpose	

Status
Draft

Internal File(s)
 Click or Drag to add files

☐ Refire Workflow Approvals

☐ Open Requisition

Ship to

Ship to*

eVA Bureau 10 E Main St Richmond

eVA Bureau
10 E Main St
23219 Richmond
Virginia
UNITED STATES

Bill To

Bill To*

8 E

eVA Bureau 8 E Main St Richmond

See All

Comment

Items & Services

Selected + Add line Copy Selected Lines Delete Lines Edit Lines Apply default taxes Set Allocations

C. Adding Non-Catalog Items to the Requisition

1. Click **Add line**.

eVA Suppliers Sourcing Contracts Shop Procurement Analytics

< ⌚ ☆ Requisition: REQ000165 - Req. 9/28/2021 (Draft) 🔍 Search 🛒 📄

» Save << Back to Catalog Create Solicitation ≡ Other Actions ▾

Fields marked by an asterisk * are mandatory ✕

Header

Name*	Req. 9/28/2021	Organization*	eVA Bureau ↕
Type*	Purchase ↕	PO Category*	R01 - Routine ↕
Requester*	Buyer Eva ↕	Reference Number	
Procurement Transaction Type*	Equipment - Non-Technology ↕		

Status
Draft

Internal File(s)
📎 🗑️ Click or Drag to add files

☐ Refire Workflow Approvals

☐ Open Requisition

Ship to

Ship to*
eVA Bureau 10 E Main St Richmond ↕

Bill To

Bill To*
eVA Bureau 8 E Main St Richmond ↕

Comment ⓘ

Items & Services

+ Add line 1

0 Result(s)

2. Fill in the required fields (denoted by a red asterisk).
- Ensure that you populate the allocation section before saving the line items.
3. Click **Save & Close**.

Requisition: REQ000165 - Req. 9/28/2021 (Draft)

Fields marked by an asterisk * are mandatory

Expected date format: M/d/yyyy

Header

Name*
Req. 9/28/2021

Type*
Purchase

Requester*
Buyer Eva

Procurement Transaction Type*
Equipment - Non-Technology

Status
Draft

Internal File(s)
Click or Drag to add files

☐ Refire Workflow Approvals

☐ Open Requisition

Item Description

Product Type*
Product

Description

Order Qty*
10 Ea.

Commodity*
Commodity

Delivery Date

Suggested Supplier

Supplier

Estimate Costs

Unit Price
USD

Ship to

Ship to

Save & Close

Alerts / Messages

Please add at least one line to this requisition by clicking on the "Add line" button

D. Add Internal Comments/Attachments to a Requisition

1. Enter the comment in the **Comment** field.
2. Select the **Attachment icon** in the Internal **Files** field.

Requisition: REQ000139 - Req. 9/17/2021 (Draft)

Fields marked by an asterisk * are mandatory

Header

Name*
Req. 9/17/2021

Organization*
eVA Bureau

Type*
Purchase

PO Category*
R01 - Routine

Requester*
Buyer Eva

Reference Number

Procurement Transaction Type*
Construction

Purpose

Status
Draft

Internal File(s)
Click or Drag to add files

☐ Refire Workflow Approvals

☐ Open Requisition

Ship to

Ship to*
eVA Bureau 10 E Main St Richmond

eVA Bureau
10 E Main St
23219 Richmond
Virginia
UNITED STATES

Bill To

Bill To*
eVA Bureau 8 E Main St Richmond

eVA Bureau
8 E Main St
23219 Richmond
Virginia
UNITED STATES

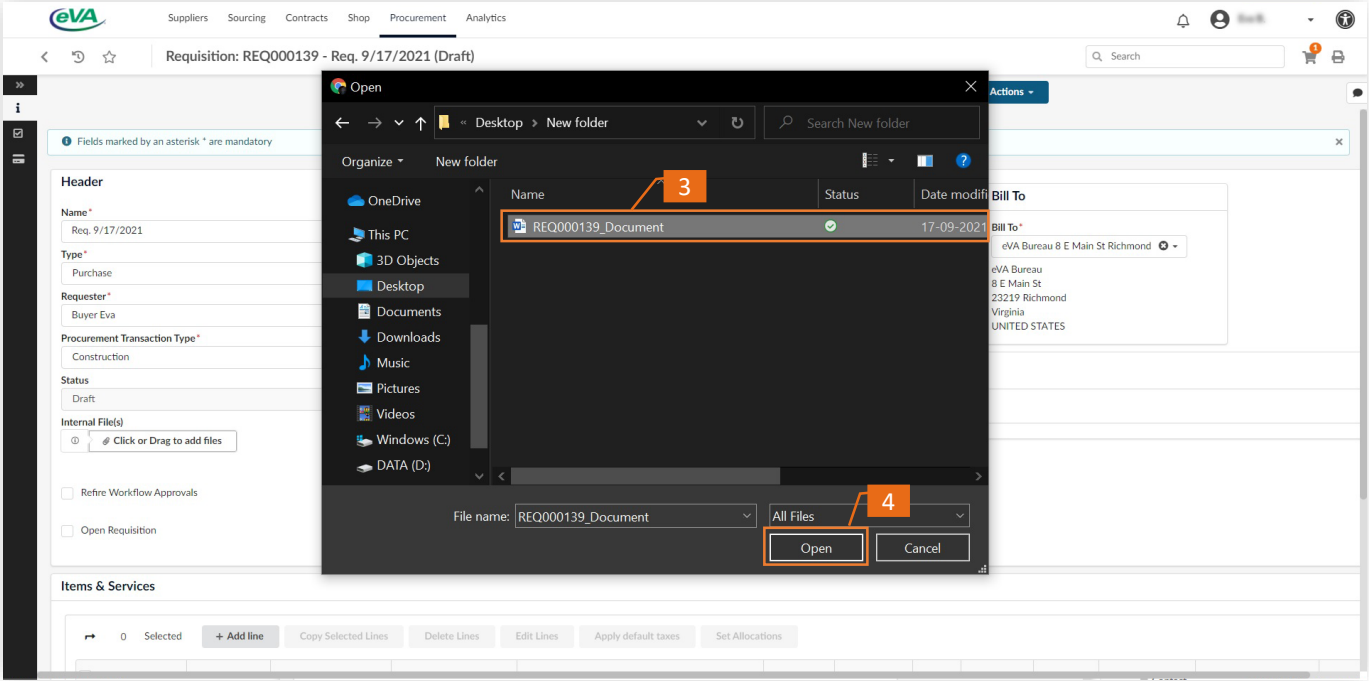
Comment

Need urgent delivery

Items & Services

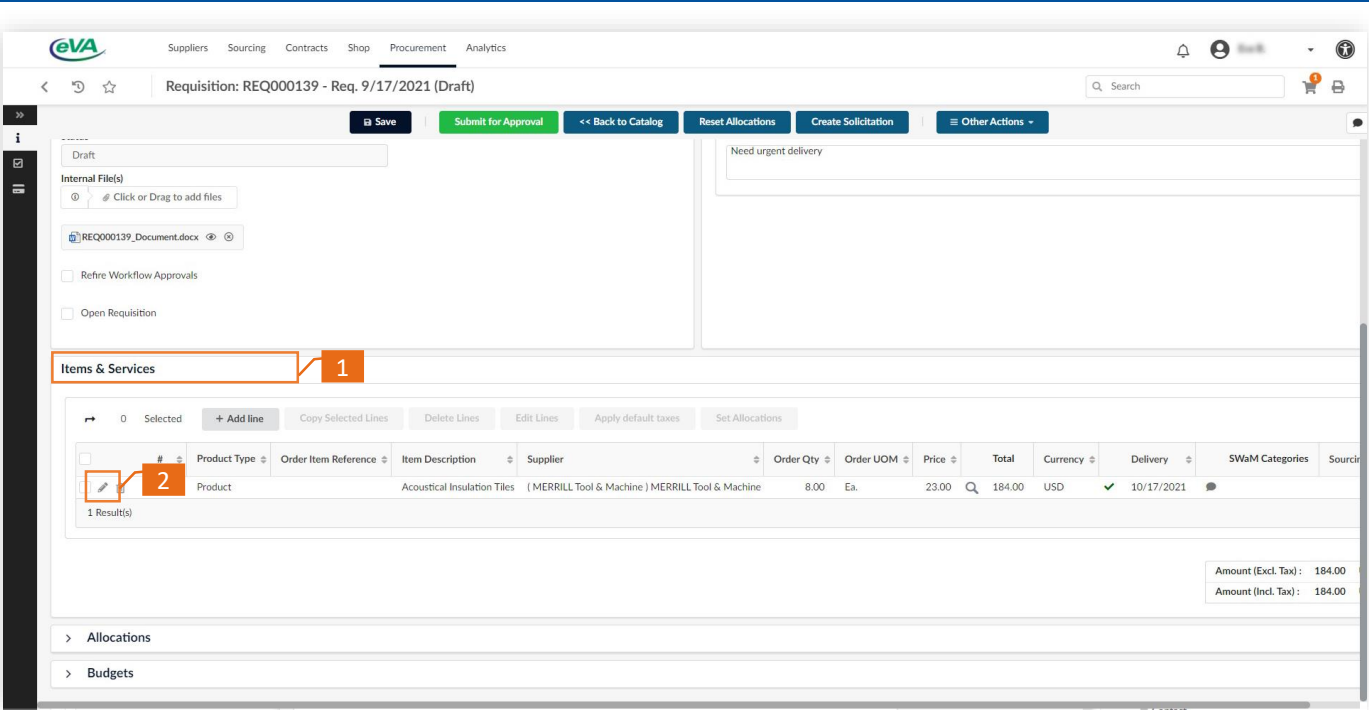
0 Selected + Add line Copy Selected Lines Delete Lines Edit Lines Apply default taxes Set Allocations

- 3. Select the file and click **Open** to attach it.
- 4. Click **Save**.



E. Add External Comments/Attachments to a Line Item

- 1. Scroll to the **Item & Services** section.
- 2. Select the **Pencil icon**.



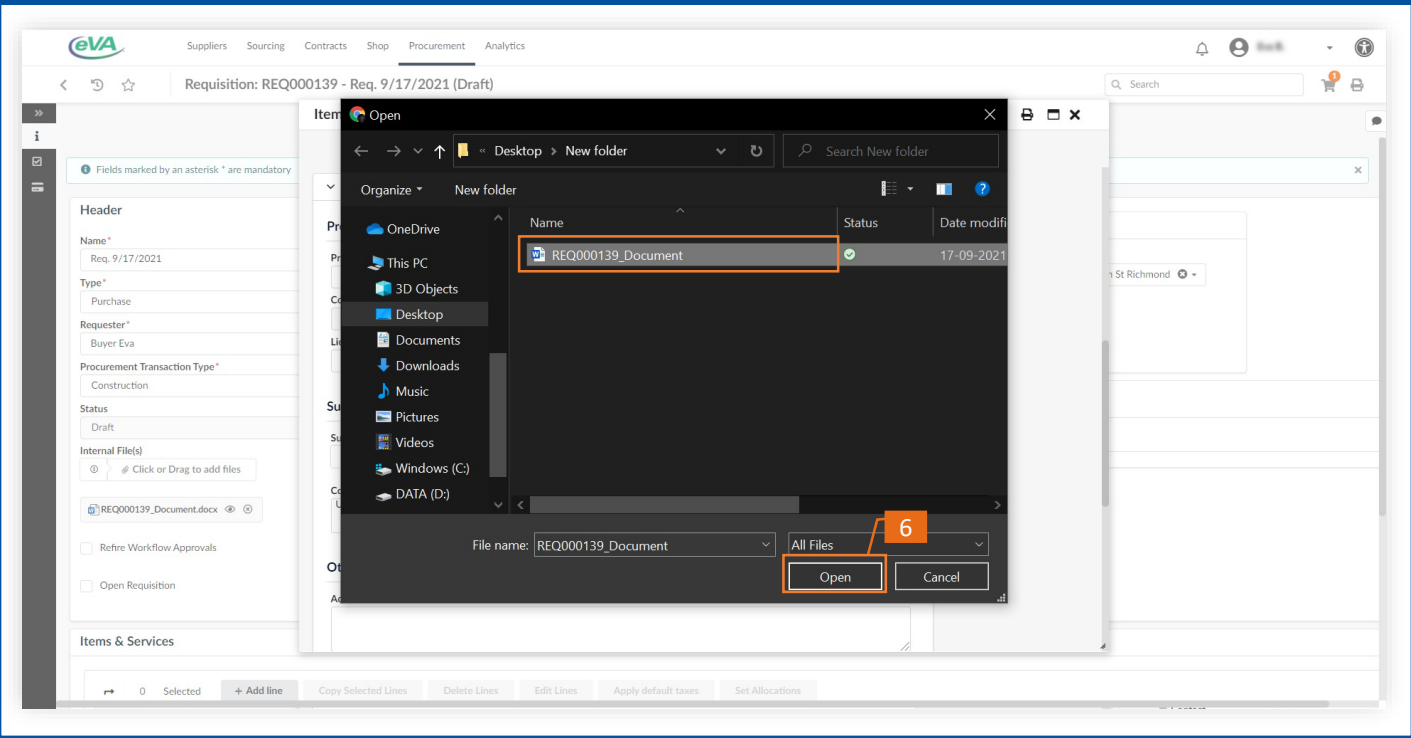
3. Scroll to the **Supplier Visible Additional Information** section.
4. Enter the comment in the **Comment** field.

The screenshot displays the SAP S/4HANA 'Item Details' form for a requisition. The form is titled 'Item Details' and includes several tabs: 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. The main section is 'Additional Information', which contains a 'Product' section with fields for 'Product' (Acoustical Insulation Tiles), 'Item Cross Reference', 'Contract' (PR QQ Source), 'Supplier Item', 'Liquidation Method?', and 'Resale Flag'. Below this is the 'Supplier Visible Additional Information' section, which is highlighted with an orange box and labeled '3'. This section includes a 'Supplier Visible Attachments' field and a 'Comment' field, which is also highlighted with an orange box and labeled '4'. The background shows the requisition header and a list of items.

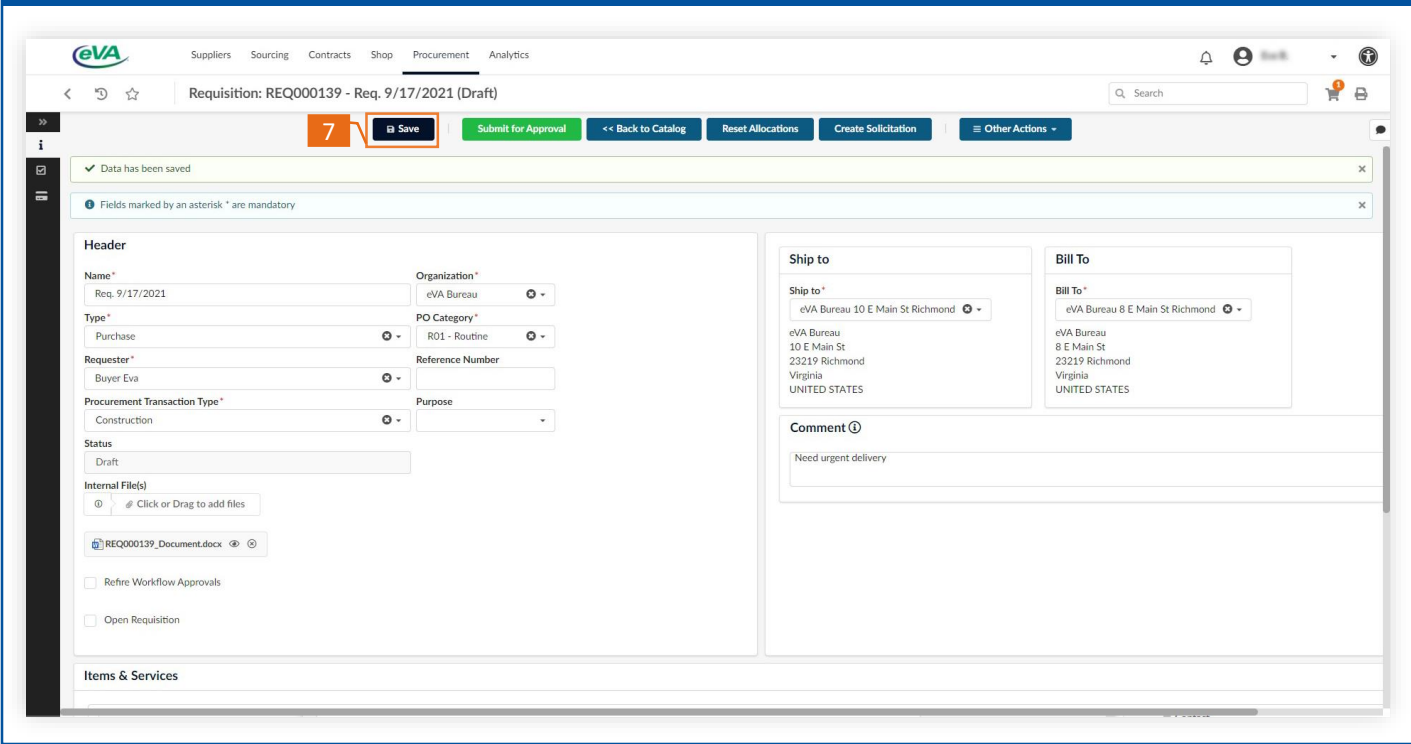
5. Select the **Attachment icon**.

The screenshot displays the 'Item Details' form within the eVA system. The form is titled 'Item Details' and includes a header section with fields for Name, Type, Requester, and Procurement Transaction Type. The 'Product' section contains fields for Product, Contract, and Liquidation Method. The 'Supplier Visible Additional Information' section includes a 'Supplier Visible Attachments' field with a button labeled 'Click or Drag to add files' and a red box with the number 5. The 'Comment' field contains the text 'Urgent requirement'. The 'Other' section is currently empty. The form also includes a 'Reset Allocations' button and a 'Save' button.

6. Select the file and click **Open** to attach it.



7. Select **Save** on the Requisition page.
*Please note that all **Comments** and **Attachments** are saved to the Requisition.*



F. Submit the Requisition

- 1. Select the **Submit for Approval** button.
- A purchase order (PO) is created after the requisition has been fully approved.

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Requisition: REQ000137 - Req. 9/17/2021 (Draft)

1

Save

Submit for Approval

Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Fields marked by an asterisk * are mandatory

Header

Name*

Req. 9/17/2021

Type*

Purchase

Requester*

Buyer Eva

Procurement Transaction Type*

Supplies - Non-Technology

Status

Draft

Internal File(s)

Click or Drag to add files

Refire Workflow Approvals

Open Requisition

Organization*

eVA Bureau

PO Category*

R01 - Routine

Reference Number

Purpose

ADMINISTRATION/OPERATIONS

Ship to

Ship to*

eVA Bureau 10 E Main St Richmond

Bill To

Bill To*

eVA Bureau 8 E Main St Richmond

Comment

Items & Services

0 Selected

Add line

Copy Selected Lines

Delete Lines

Edit Lines

Apply default taxes

Set Allocations

#	Product Type	Order Item Reference	Item Description	Supplier	Order Qty	Order UOM	Price	Total	Currency	Delivery	SWaM Categories	Sourcing
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