

## eMALL TIPS, TRICKS, & LESSONS LEARNED

### Viewing/Selecting Punchout Vendors

- You may see a different view of catalog screen for Punchout vendors depending on how you search for a vendor on the catalog screen. In all cases, click the Punchout CATEGORY link first from the Catalog HOME screen. [PunchOut Catalogs \(171\)](#)
- You will see a screen showing many punchout vendors with a view similar to the example below. To punchout to the vendor's site you must be in **Expand** view, meaning the menu arrow beside the vendor name must be in the down direction as shown below in order to display the available catalog options for the specific vendor. If it is not, click on the vendor name and the option(s) will appear. Click on a specific option to access the punchout catalog.

▼ DELL MARKETING LP (22)  
Dell - Virginia DCE - Purchase from Dell -  
Dell-for James Madison - Full Catalog - Purchase  
Dell-for Radford University - Purchase Computers,  
Dell-for Social Services - Purchase Computers,  
Dell-for DMV-Full Catalog, Purchase Computers,

**Note: To change your view of the punchout catalogs category select an option at the bottom right of the punchout category.**

▼ STANDARD OFFICE SUPPLY (1)    ▼ CONFIGURATION INC (1)  
Standard Office Supply Punchout Catalog    Configuration Inc - Punchout Catalog - Industrial

[Expand View](#)    [Shorten View](#)

### Searching Transactions

- Clicking 'View More' link at the bottom of your 'My Documents' window places you in a new Search screen. You can populate one or multiple open fields in this search window to quickly find your requisition. If you need other search criteria, click the Search Options link in this window to select other search option fields. To return to the eMall home screen, simply click the home icon or the 'My Home' tab.



- If searching 'by supplier' for a non-registered vendor, you may see many variations of the vendor name spelling due to the way buyers entered the information. Be aware that when conducting a supplier search for

ad hoc vendors, the system will return transactions completed since Dec, 2011 only.

- If you have the AgencyQueryAll role, be sure your name appears in the 'preparer' search field if searching for *your* transactions. Otherwise, you will see transactions belonging to all users within your entity.

### Making Requisition Changes

- To make a change to a requisition, always access your PR using the search feature or finding the requisition in the 'My Documents' window.  
*If you open a PR by going to the 'My Orders' tab, and you drill down to a requisition number by clicking the PR# that appears within the order, the Change and Cancel button will not appear when the PR is opened.*
- Some items may not immediately reflect a status change after you take action (submitting/approving, etc). If you do not see the status change after clicking  Refresh Content in upper right hand corner of your screen, refer to the 'My Documents' window for your transaction.
- If you experience difficulty making a change on a requisition involving your pcard, contact eVA Customer Care for assistance. Often this is due to pcard expirations or vendor pcard authorization.

### Approving Requisitions

- From the 'To Do' window – click the Approve link to be able to view all the accounting code details without having to drill down into each line item.
- Users who typically approve requisitions rather than create requisitions may find it more helpful to work from the 'My Approvals' tab in the eMail. Users are always returned to the tab last accessed prior to exiting the eMail.