

APPENDIX E REQUEST FOR *eVA* USER PROFILE

Name of individual submitting this form _____

Phone number _____ Email Address _____

Agency Number and Abbreviation	Required	
First Name	Required	
Last Name	Required	
E-Mail Address	Required	
eVA Applications required <i>*Only DGS may grant these applications</i>	Check all that are required	<input type="checkbox"/> eMall/Shop Now (Ariba) <input type="checkbox"/> Logi Reporting <input type="checkbox"/> Quick Quote <input type="checkbox"/> VBO Buyer <input type="checkbox"/> Catalog Administration* <input type="checkbox"/> Data Management* <input type="checkbox"/> eProcurement/AdvancedVBO (Full ADVANTAGE)* <input type="checkbox"/> User Management (Administration)* <input type="checkbox"/> VSS Administration*
eMall/Shop Now (Ariba)	Complete needed fields	
Buysense Org Name	Required	
Catalog controller	Required	(eVA_eMall, unless otherwise specified)
Delegated Purchase Authority Amt (Not normally utilized - requires additional setup in Buysense Org approvals)	Optional \$ amount	\$
Phone Number	Required - format xxx-xxx-xxxx	
Deliver to name	Required - Person or location	
Employee Number	Optional May be required for some Users	
Expenditure Limit Amt	Optional \$ amount	\$
Expenditure Limit Type	Required if Exp Limit Amt is indicated Role or User	
Expenditure Limit Approver	Required if Exp Limit Amt is indicated Name and eVA User ID or Agency Approval Role	

Standard Roles needed by User:	Required	eVA-Rpt-Hier, Axxx-AgencyQueryAll, and eVA-CreateRequisition (if user is to create requisitions)
Additional Roles needed by User:	Optional	Any approval roles and/or special roles(i.e. agency security)
Ship to Address – Ship to Address Code	Required - eVA Address ID	
eVA Supervisor User ID	Required - Name and eVA User ID	
Report and Resource Center (Logi)	Complete needed fields	
Entity Access Value/ Agency Number	Required	AXXX,
Report Threshold Limit	Optional	System default is 5k.
Advanced reporting needs (i.e, agency management, technical, security, audit)	Optional	
Quick Quote	Complete needed fields	
Additional Buysense Orgs QQ this user should be able to view and/or approve	Optional	
Does this user approve Quick Quote requests?	Optional	
Does this user require approvals?	Optional	
Reverse Auction Access	Optional	
VBO Buyer	Complete Needed Fields	
VBO Home Unit	Required	VBO
VBO Fax Number	Optional - Format XXX-XXX-XXXX	
Additional Applications – ONLY COMPLETED BY DGS	Optional	May require additional forms to be completed.
Data Management - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	Yes or No	
User Management - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	Yes or No	
eProcurement/Advanced VBO/ Contract Management - ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	Yes or No	
VSS Admin Setup ONLY COMPLETED BY DGS - may not be done by Entity Security Officer	Yes or No	SEVADMN gives user access to State Entered Vendor entry component
Additional eVA Applications required - Additional forms are required to be completed	Check all that is required	<input type="checkbox"/> ACP <input type="checkbox"/> eVA Billing Dashboard <input type="checkbox"/> Future Procurements
Authorized signature required if mailed or faxed	Signature	_____