



eMall Training Guide



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CREATING A REQUISITION

Click the eMail/eForms link in left menu.

Welcome to eVA

eVA Customer Care 1-866-289-7367
eVACustomerCare@dgs.virginia.gov

Mandatory Sources ▾ State Contracts ▾ eVA Tools ▾ Manuals/Policies ▾ Debarment ▾ Future Procurements ▾

Check Out the NEW Vehicle Punchout Catalog!

Categories

- Compact Passenger Cars
- Full and Mid-Size Passenger Cars
- Three Quarter Ton Pick-Up Trucks
- One Ton Pick-Up Trucks

New Vehicle Contracts are available through the Vehicle Punchout catalog:

NOTE: All vehicles that are available through the punch out catalog will be highlighted in gold on the Vehicle contracts web page.

Vehicle Contracts

Announcements and Alerts

UPDATE!!! PLEASE REVIEW THIS UPDATED INTERNET EXPLORER 11 SETTINGS ALERT!

**** CAUTION ****
PLEASE BE CAREFUL NOT TO CONFUSE YOUR BROWSER

Shipping / Freight Exempt from eVA Transaction Fees2

VIDEO > Buyer User Group Meeting - Recorded 7/21/2015

Vendor Registrations Deactivated For Non-Payment

Shipping / Freight Exempt from eVA Transaction Fees

Click the Requisition link in the 'Common Actions' window (*aka portlet*).

Common Actions

Create

- Requisition
- Electronic Forms
- DGS Sole Source Request
- More...

Manage

- Receive
- Administrator

To Do

ID	Date ↓	From	Status	Title	Required Action
No Items					

My Documents

ID	Title	Date ↓	Status
PR6813279	Copy of JTT/DHR/Access Office/office supplies/Roger Kirchen Antoinette Carter	12/2/2015	Composing
UP69301	Kemper, Gail	8/5/2015	Processed
DPS-EX2929	EVA1ADMIN - Cooperative Procurement	7/1/2015	Composing
eVA-EL1709	Untitled_eVA User Profile Request	6/16/2015	Composing

The Requisition process consists of 3-4 simple steps (Accounting code entry may be optional for some).

The below screen is Step 1: Requisition Header. Complete all required fields, then click the Next button.

The screenshot shows the eVA Requisition Header form. The title is "PR612407: Office Supplies for Joe Dixon-Labs". The "On Behalf Of" field is set to "Kemper, Gail". The "Use PCard" checkbox is checked. The "PCard number" is "GailsPcard2". The "Entity Code" is "P194" and the "Fiscal Year" is "2014". The "Agency" is "(none selected)". The "PO Category" is "R01" and the "Procurement Transaction Type" is "10". The "Header Cross Reference" is "Req #3491". There are two callout boxes: one pointing to the Title field with the text "Complete Title field according to your business rules" and another pointing to the PO Category and Procurement Transaction Type fields with the text "A PO Category and Procurement Transaction Type must be entered (see below for more information)".

On Behalf of field: If you enter an individual’s name in the “On Behalf Of” field, other than your own, that individual’s approval work flow and pcard will default for this requisition. That individual is the ‘requester’ on the requisition. The person who submits the requisition is the ‘preparer’. The preparer’s information appears on the order as the ordering person.

Use PCard field: If a Purchase Card is associated with your eVA account, the box “Use Pcard” will be checked. Uncheck this box if the vendor does not accept pcards or you wish to be invoiced. NOTE: Always keep your card’s expiration updated to avoid the pcard fields from dropping off the requisition.

PO Category field: This field is blank by default. “R01” is most common, which means ‘routine order. Orders for technology that must be approved by VITA (Virginia Information Technology Agency) must show a PO Category beginning with a ‘V’. The ‘X02’ PO Category is reserved for purchases shown as exclusions in Chapter 14 of the APSPM and also used to denote purchases exempt from agency eVA fees. (authorized agencies only)

Procurement Transaction Type field: Enter the code that accurately describes the type of purchase. (See back of guide for detailed descriptions.)

Header Cross Reference field: Text entered in this field appears next to the eVA order number, when printed. If this field is not visible, your organization chose not to have it displayed. This field can serve to cross-reference internal requisition/order numbers, or any other information the organization deems important.

If the order is a confirming order, check the 'Confirming Order; Do Not Duplicate' Checkbox. *A message is automatically inserted in the Comments section warning the vendor not to duplicate.*

The 'View Accounting Information' link is an aid to allow one to view accounting code details - AFTER items have been added to the requisition.

NOTE: Some agencies may have customized fields on this screen. eVA users should be instructed by the agency Procurement office or agency eVA Lead of the proper use of these fields.

You can select the 'Apply Label' link at the bottom of the screen if you'd like a copy of this transaction to appear in a particular label for later reference.

FINDING ITEMS IN CATALOGS

The catalog screen allows you to search for your desired items. Only vendors who have provided a catalog will appear in this section. Additional search filters appear in the left side of your screen when you enter a particular KEYWORD. Refer to section 'Adding Items from a Punchout Catalog' if you see the 'Buy from Supplier' button.

The screenshot shows a procurement catalog interface. At the top, there's a navigation bar with 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. A search bar contains the keyword 'shredder'. The left sidebar has filters for 'Keyword', 'Category', 'Supplier', 'Manufacturer', 'Price', and 'Type Name'. The main content area displays three items:

- 00038 Mandolin Cutter/Shredder, stainless steel ...**
Price: \$166.39000 USD
Supplier: KITCHEN SPECIALTIES
- 100X 10PG CROSS SHREDDR**
Price: \$65.83000 USD
Supplier: SAM INTERNATIONAL INFORMATION TECHNOLOGY
- SHREDDER, PS-12CS**
Price: \$0.00000 USD *
Supplier: THE SUPPLY ROOM CO - VDH

The 'SHREDDER, PS-12CS' item has a 'Buy from Supplier' button highlighted with a yellow box. A blue arrow points from this button to a yellow text box that reads: 'This button means this vendor has a PUNCHOUT catalog site. Click the button to navigate to that site.'

A white text box on the left side of the page reads: 'You can drill down further in any above category', with a vertical line pointing to the filter categories in the sidebar.

COMPARING CATALOG ITEMS

When searching catalogs, you can choose multiple items for side-by-side comparison by selecting the boxes next to the items and clicking the Compare button. This feature is NOT available for punchout vendors (see Punchout Catalog section for more information on Punchout).

Page 1

00038 Mandolin Cutter/Shredder, stainless steel ...
 \$166.39000 USD
 Qty:

Supplier: [KITCHEN SPECIALTIES](#)
 Supplier Part #: MM-138
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 3 Day(s)
 Manufacturer Name: Admiral Craft
 P-Cards Accepted: Visa; Mastercard; Discover
 Service Areas:
 Small Business:
 Minority Owned Business:
 Woman Owned Business:
 00038 Mandolin Cutter/Shredder, stainless steel frame & knife, pusher, safety guard, adjustable reversible slicer device, 38 blade knife in two widths (3mm-1/8in and 10mm-3/8in), 16inL x 5inW x 2inH (folded)

100X 10PG CROSS SHREDDR
 \$65.83000 USD
 Qty:

←

Supplier: [SAM INTERNATIONAL INFORMATION TECHNOLOGY](#)
 Supplier Part #: H5027016
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 10 Day(s)
 Manufacturer Name: ROYAL
 P-Cards Accepted:
 Service Areas:
 Small Business:
 Minority Owned Business:
 Woman Owned Business:
 100X 10PG CROSS SHREDDR

104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...
 \$998.00000 USD
 Qty:

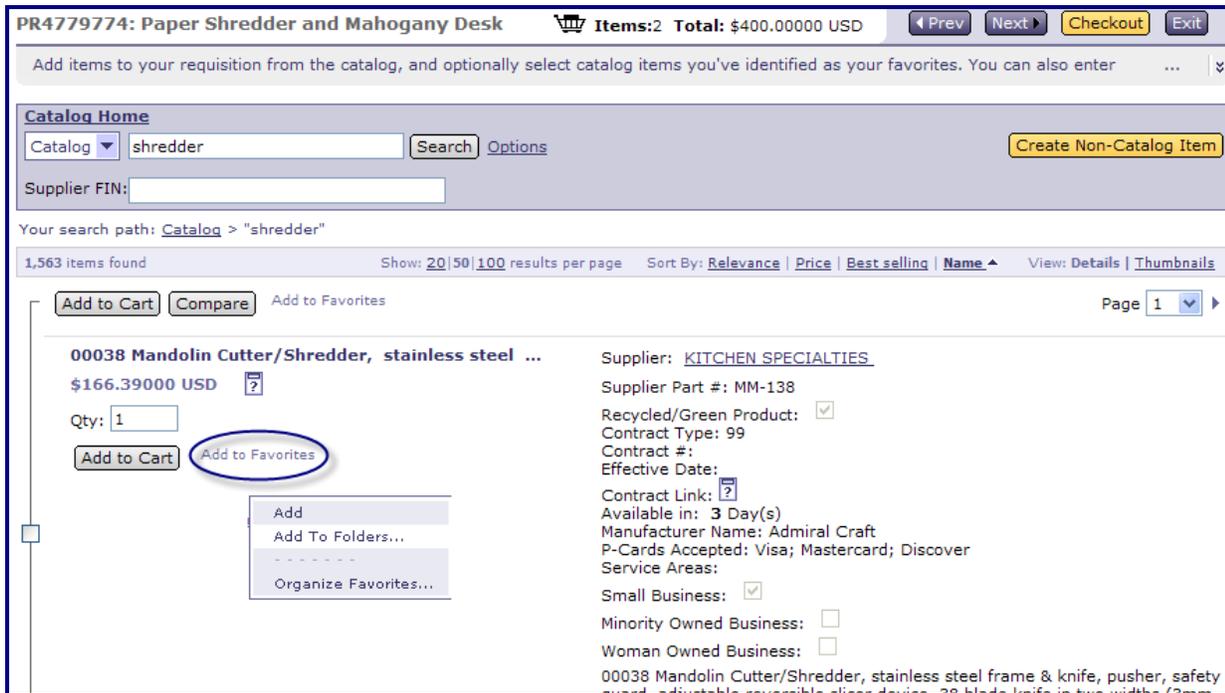
←

Supplier: [CORPORATE OFFICE SOLUTIONS, LLC](#)
 Supplier Part #: HSM1043CC
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 2 Day(s)
 Manufacturer Name: HSM OF AMERICA
 P-Cards Accepted: Visa; Master Card; AMEX
 Service Areas: ALL
 Small Business:
 Minority Owned Business:
 Woman Owned Business:

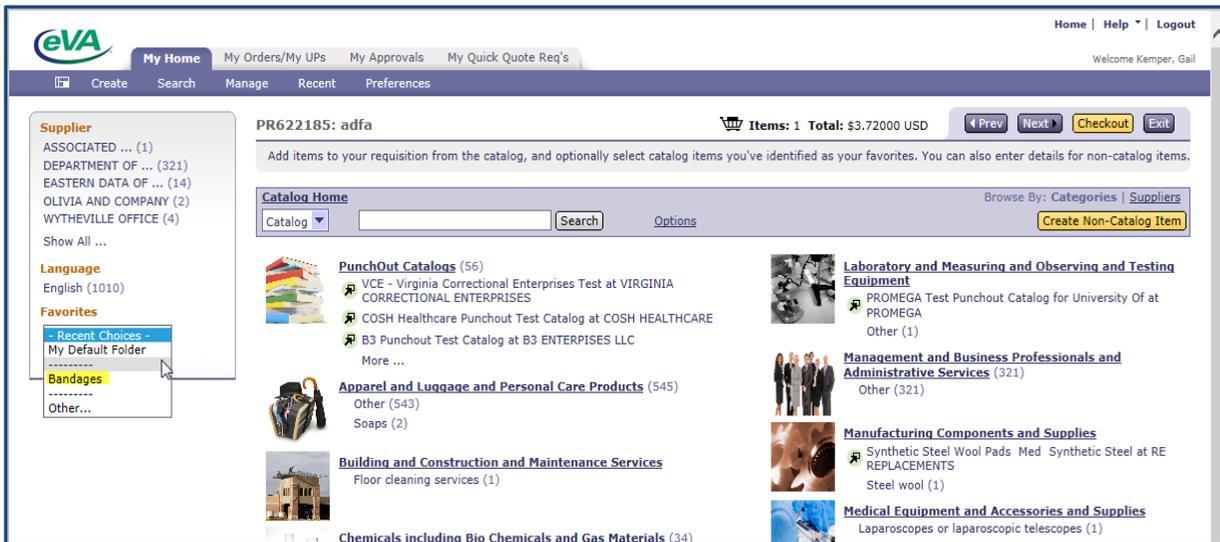
Compare Items		<input type="button" value="Done"/>
Item Image	Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart"/>	Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart"/>
Recycled/Green Product	<input type="checkbox"/>	<input type="checkbox"/>
Price	\$65.83000 USD	\$998.00000 USD
Product Description	100X 10PG CROSS SHREDDR	104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET CAPACITY
Supplier	SAM INTERNATIONAL INFORMATION TECHNOLOGY	CORPORATE OFFICE SOLUTIONS, LLC
Supplier Part #	H5027016	HSM1043CC
Manufacturer	ROYAL	HSM OF AMERICA
Manufacturer Part #	29171Y	HSM1043CC
Available in	10 Day(s)	2 Day(s)
Contract Number		
Contract Type	99	99
Service Areas		ALL
Supplier FIN	770517739	541829993
Information from Supplier	http://www.applied-computer.com/Inventories/eRedirect.aspx?ID=H5027016&GroupID=000000	http://www.opictures.com/singleimages/240/HSM1043CC_1_3.JPG
Information from Manufacturer	https://www.dqs.state.va.us/NonContractItem/index.asp	https://www.dqs.state.va.us/NonContractItem/index.asp
Effective Date		
Market Price	\$69.99000 USD	\$998.00000 USD
Small Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minority Owned Business	<input type="checkbox"/>	<input type="checkbox"/>
Woman Owned Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVING ITEMS AS FAVORITES

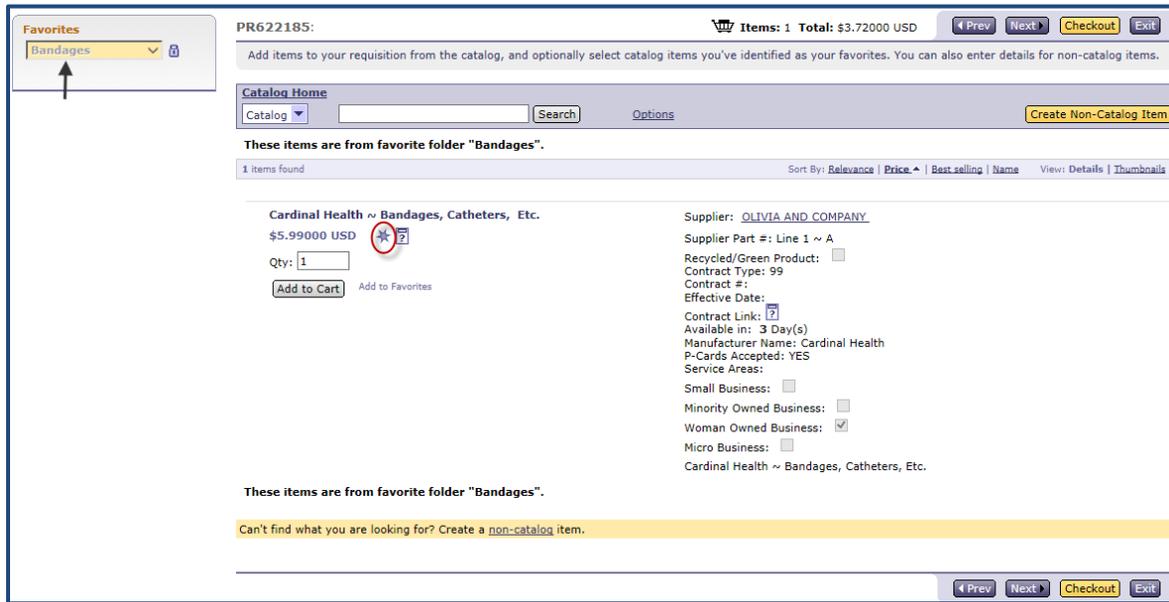
To save an item as a favorite, simply click the 'Add' option, or, to add the item to an existing folder, click the Add to Folders option. The 'Organize Favorites' option allows you to create, modify, or delete favorite folders.



For future orders, you can easily search your Favorites by clicking the down arrow in the Favorites field in the left menu.



The system immediately retrieves your item; denoted with a STAR emblem indicating it's a favorite.



SAVING SEARCHES

Saving your search for commonly purchased items can be the most efficient way to navigate around the catalog screen. By saving searches, this ensures newer catalog items added for your commodity are displayed so you can keep abreast of best pricing! After narrowing your search, you can save this group by clicking the Options link, then clicking on the “Save current Search” link in your down down menu.



When you click 'Save current search', the following screen appears. The name of your search displays (can be edited). Click the SAVE button.



The next time you return to eVA, click the applicable “Run” link that matches the name of your saved search.

The screenshot shows the 'Catalog Home' interface. At the top, there is a search bar with a 'Search' button and a 'Supplier Part #' field. To the right, there are links for 'Browse By: Categories | Suppliers' and a 'Create Non-Catalog Item' button. An 'Options' dropdown menu is open, listing 'Additional' options (Supplier Part #, Manufacturer Part #), 'Saved searches' (Save current search..., Run 'Office Supplies', Other...), and 'Other...'. The 'Run 'Office Supplies'' option is circled in red. Below the search bar, there are sections for 'Contracts (10)', 'Purchasing Agreement (2)', and 'PunchOut Catalogs (11)'. On the right side, there are links to various equipment categories like 'Laboratory and Measuring and Observing and Testing Equipment (943)' and 'Plant and Animal Material and Accessories and Supplies (464)'. At the bottom right, there is a link to 'Management and Business Professionals and Administrative Services (552)'.

When viewing a catalog in the eMail, an ‘Add to Cart’ button displays next to the available line item. Clicking this button adds the item to your shopping cart. If you see a ‘Buy From Supplier’ button instead of an ‘Add to Cart’ button, this signifies you can punch out to the vendor’s website to select the item. (Covered later in this guide.)

The screenshot shows the item detail page for '9r1 description 1'. The price is \$7.99000 USD. The quantity is set to 1. The 'Add to Cart' button is circled in red. The supplier is BERRYBEE'S. The page also shows details for '9r1 description 11 updated' with a price of \$7.99000 USD and a quantity of 1. The 'Add to Cart' button is also present for this item. The page includes a search bar at the top with '24 items found' and options for 'Show: 20|50|100 results per page', 'Sort By: Relevance | Price | Best selling | Name', and 'View: Details | Thumbnails'. There are also buttons for 'Add to Cart', 'Compare', and 'Add to Favorites'.

To select multiple quantities of the same item at one time, key the quantity you desire and click the ‘Add to Cart’ button.

NOTE: Additions/changes to quantities for line items ordered from a vendor’s punchout site must be done at the established vendor’s website established for eVA.

The catalog screen can be sorted or viewed in a number of different ways. Experiment with the various choices shown in the 'Sort by' and/or 'View' section [shown below the 'Create Non-Catalog Item' button].

In the below screen, for example, items are illustrated in a 'Thumbnail' view. To view product details of a particular item without switching your view, simply click the underlined product description.

The screenshot shows a catalog interface for 'Paper shredder'. At the top, there is a search bar with 'Paper shredder' entered and a 'Search' button. To the right is a 'Create Non-Catalog Item' button. Below the search bar, the search path is 'Catalog > "Paper shredder"'. The page shows 768 items found, with options to show 20, 50, or 100 results per page. The items are sorted by 'Relevance' and viewed in 'Details' mode. The grid contains 24 items, each with a checkbox, a title, a price in USD, a quantity selector (set to 1), and an 'Add to Cart' button. An arrow points to the 'Details' link in the view options at the top right of the grid.

Item ID	Price (USD)	Quantity	Action
100X 10PG CROSS SHREDDR	\$65.83000	1	Add to Cart
104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	\$998.00000	1	Add to Cart
104.3 CONTINUOUS-DUTY STRIP-CUT SHREDDER, 24 ...	\$757.00000	1	Add to Cart
108.2CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	\$1,262.00000	1	Add to Cart
108.2 HEAVY-DUTY STRIP-CUT SHREDDER, 24 SHEET ...	\$1,009.00000	1	Add to Cart
10 Sheet Cross Cut Shredder (29157K)	\$80.89000	1	Add to Cart
10-Sheet Cross Cut Shredder (SESD1026M)	\$67.87000	1	Add to Cart
10-Sheet Micro Cut Shredder (SESM1050)	\$129.76000	1	Add to Cart
125.2CC MEDIUM-DUTY CROSS-CUT SHREDDER, 18 SHEET ...	\$2,241.00000	1	Add to Cart
125.2HSL6 CONTINUOUS-DUTY HIGH-SECURITY CROSS-CUT ...	\$5,425.00000	1	Add to Cart
125.2 MEDIUM-DUTY STRIP-CUT SHREDDER, 30 SHEET ...	\$1,917.00000	1	Add to Cart
12-Sheet Cross Cut Shredder (SESEC1290)	\$78.79000	1	Add to Cart
12-SHEET MEDIUM-DUTY CROSS-CUT SHREDDER, 12 SHEET ...	\$249.99000	1	Add to Cart
140MX X-CUT SHREDDER	\$124.65000	1	Add to Cart
14-SH MICRO CUT SHREDDER	\$178.79000	1	Add to Cart
15-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 15 SHEET ...	\$449.99000	1	Add to Cart
20-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 20 SHEET ...	\$499.99000	1	Add to Cart
2127C Shredder Cross Cut (FEL3440101)	\$1,093.21000	1	Add to Cart
2127S Shredder Strip Cut (FEL3440501)	\$956.28000	1	Add to Cart
225.2CC OFFICE HEAVY-DUTY CROSS-CUT SHREDDER, 27 ...	\$3,121.00000	1	Add to Cart
225.2 HEAVY-DUTY STRIP-CUT SHREDDER, 42 SHEET ...	\$2,768.00000	1	Add to Cart

CREATING NON-CATALOG ITEMS

If there are no catalog choices for your item(s), click the 'Create Non-Catalog Item' button, as shown on the main Catalog screen or the Checkout screen. **NEVER ADD SENSITIVE INFORMATION SUCH AS A TAX ID OR AN SSN IN THE ITEM DESCRIPTION OR OTHER FIELDS.**



When the following screen appears, enter the appropriate fields:

The screenshot shows the 'PR622194: Paper Shredders' form. The 'Full Description' field contains 'Paper Shredder, Heavy duty'. The 'NIGP Commodity Code' dropdown menu is open, showing a list of options including '01017 - Aluminum Foil, etc.', '58000 - MUSICAL INSTRUMENTS, ACCESSORIES, AND S...', '16515 - Coffeemakers, Hot Water Dispensers, Urn...', '49055 - Mass Spectrometers and Accessories', and '61600 - OFFICE SUPPLIES, GENERAL, ENVIRONMENTAL...'. A red circle highlights the dropdown arrow. A pink callout box states: 'The last selections on drop down fields (commodity code/supplier/Unit of Measure) appear when the down arrow is selected'. Other fields include 'Supplier Auxiliary Part ID', 'Quantity' (1), 'Unit of Measure' (each), 'Price' (\$0.00000 USD), 'Amount' (\$0.00000 USD), and 'Receiving Method' (Quantity). Buttons for 'Update Total', 'OK', and 'Cancel' are visible.

When conducting a search on a drop-down field, you will be presented with a search screen. Key a description of the data you are seeking. For example, if searching for a particular commodity code, the below screen appears. Suppose you're looking for shredding equipment. Enter a generic description, as shown below, and click search. If an NIGP code is known, enter this number rather than the description. When your item appears, click the Select button.

The screenshot shows the 'Choose Value for NIGP Commodity Code' search screen. The search field contains 'shred' and the 'Search' button has been clicked. The results list includes: '00500 - ABRASIVES', '00505 - Abrasive Equipment and Tools', '00514 - Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.', '00521 - Abrasives, Sandblasting, Metal', '00528 - Abrasives, Sandblasting (Other than Metal)', '00542 - Abrasives, Solid: Wheels, Stones, etc.', '00556 - Abrasives, Tumbling (Wheel)', '00563 - Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)', '00570 - Pumice Stone', '00575 - Recycled Abrasives Products and Supplies', and '00584 - Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool'. Each result has a 'Select' button next to it. The background shows the 'PR622194: Paper Shredders' form with the 'NIGP Commodity Code' field set to '(none selected)'. Buttons for 'Update Total', 'OK', and 'Cancel' are visible.

When searching for a vendor, you will see the below screen. The search field defaults to “All”. Regardless of what’s entered in the Search field, the system searches for any variation of values (Name/TaxID, VLIN, etc.) shown in the dropdown.

The screenshot shows the eVA system interface. At the top, there's a navigation bar with 'Home | Help | Logout' and 'Welcome Kemper, Gail'. Below that, a breadcrumb trail shows 'My Home | My Approvals | My Quick Quote Req's | Receipts | More ...'. The main header displays 'PR612407: Office Supplies for Joe Dixon-Labs' and 'Items: 0 Total: \$0.00000 USD'. A search bar contains 'Olivia' and a dropdown menu is open, showing 'All', 'Supplier Name', and 'Location Name'. Below the search bar is a table of search results:

Supp	VCUST#	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#
(No Preference)											
OLIVIA AND COMPANY	969879899	OLIVE TWO	P Street	Richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000483
OLIVIA AND COMPANY	000213123	OLIVIA ADD LOC	smith street	richmond	VA	Print	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000567
OLIVIA AND COMPANY	000213123	OLIVIA PHOENIX	Phoenix go street	richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000480

Click the Select button when you see the supplier and location you desire. Once you click the Select button, you will be returned to the Non-Catalog Item screen to finish adding data in the remaining fields. If the Contact field is blank after selecting your supplier, this means there are multiple ordering locations for the selected vendor. You must click the [select] link next to this field to select the appropriate ordering location. If your vendor search returns no results and you are confident the vendor is NOT registered, contact the vendor to request that they register. Although the system allows entry of a new vendor (known as ‘ad hoc vendor’), this action is discouraged (and often prevented by an approver). If the vendor refuses to register, consult your agency eVA Lead at your agency as to whether this vendor can be entered into the system as a ‘State Entered’ vendor. Your entity eVA lead or DGS Account Executive can provide more information regarding this.

NOTE: Vendors added as ad hoc vendors are not retained in the system for future selection. It’s important to stress to the vendor the importance of registering so they don’t lose out on bidding and/or order opportunities.

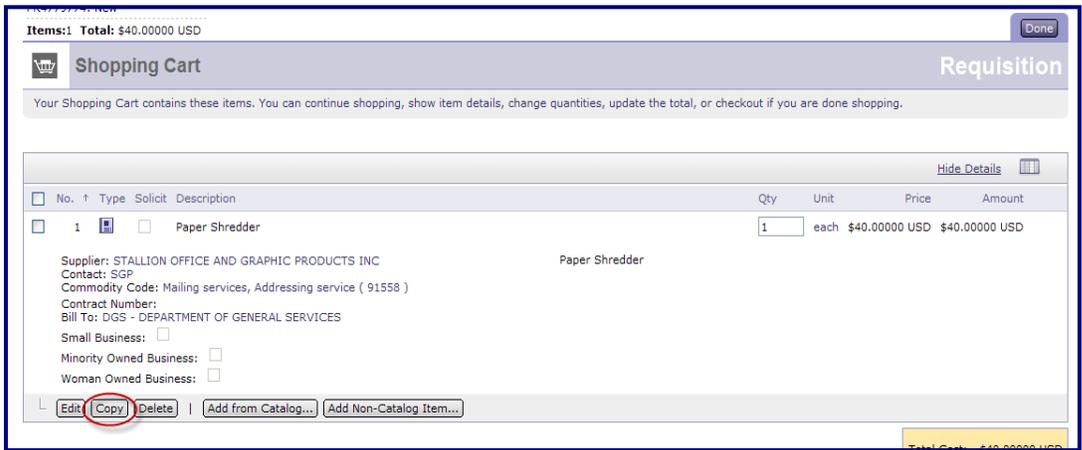
If the selected vendor has a contract, it's important to choose the contract number from the contract list. If you know the item is on contract but the contract number does not display in the list, select 'Item on Contract but number not in List' and enter the appropriate number in the Contract# field. If the item is not on contract, select 'Not on Contract', as shown below. Thinking about how this product/service will be received and invoiced, be sure to select the correct Unit of Measure.

If your agency has enabled the option to receive by Amount, you will see this choice in the drop down of the Receiving Method field.

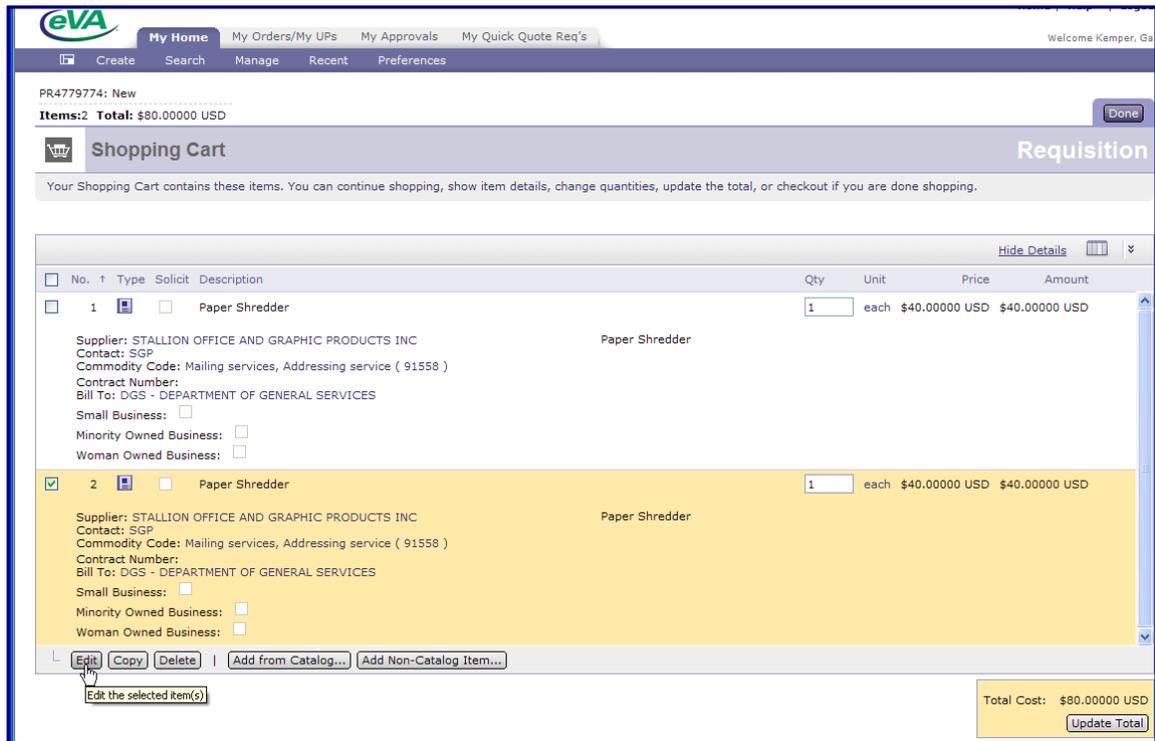
COPYING ITEMS

When ordering multiple non-catalog items from the same supplier, you may find it easier to simply copy the existing line item rather than add all the information again. First, click the shopping cart ICON at the top of your screen.

When the shopping cart opens, check the box to the left of the item and click the 'Copy' button.



If you need to make changes for something other than quantity, check the box next to the new Item # and click the 'Edit' Button.



When below screen appears, you may edit any *open* field, as shown.

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

Market Price:

No.:

1

Description:

Paper Shredder, Heavy Duty

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty:

1

UOM:

each

Price:

\$450.00000 USD

Receiving Method:

Quantity

NIGP Commodity Code:

60082 - Shredders, Paper and Media

Supplier:

THOMAS OFFICE PRODI

Location:

THOMAS OFFICE SUPPLIES [select]

Reg. Type:

State-Entered

Contract List:

||| Not On Contract

Contract #:

Minority Business:

Woman Owned Business:

Micro Business:

Bill To:

A13608-VITA - Fairfax Office

Additional Data:

ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund:

AA11-

Program:

10-

Sub-Object:

T9-

Cost Center:

(none selected)

Billing Element:

A99-

SHIPPING - BY LINE ITEM

Ship To:

* A13604-VITA - Eastern Office

Deliver To:

* doug1

Need-by Date:

COMMENTS - BY LINE ITEM

ATTACHMENTS - BY LINE ITEM

When changes are completed, click the OK button. You will be returned to the non-catalog item screen. If presented with a blank non-catalog screen after clicking OK, you may add an additional non-catalog item or click the CANCEL button to return to the main Catalog screen.

ADDING ITEMS FROM A PUNCHOUT CATALOG

When a catalog item shows a 'Buy from Supplier' button, it means the vendor has connected their website to the eVA website, so you are 'punching out' to that site; thus the term 'Punchout' catalog. If you know your vendor has a punchout catalog, do NOT conduct a search for your item inside eVA. Go directly to the PUNCHOUT category and click on the link.

The screenshot shows a requisition page for 'PR4762409: Paper Shredder' with 2 items and a total value of \$116,000.00 USD. The interface includes navigation buttons for 'Prev', 'Next', and 'Checkout'. Below the requisition details, there is a section for adding items from a catalog, with a search bar and a 'Search' button. The main content area displays a list of categories and their sub-items, including 'Contracts (386)', 'Purchasing Agreement (19)', 'PunchOut Catalogs (161)', 'VITA Contracts (5)', 'Information Technology Broadcasting and Telecommunications (737697)', 'Laboratory and Measuring and Observing and Test Equipment (70610)', and 'Live Plant and Animal Material and Accessories and Supplies (269)'. The 'PunchOut Catalogs' section is highlighted in yellow and lists several catalogs, including 'A1 Premiere Office Products Punchout Catalog at PREMIERE COLORS', 'Ball Office Products - For VCU USE ONLY- Punchout at BALL OFFICE PRODUCTS', and 'Bio Rad Laboratories Inc Contract Punchout for at BIO-RAD LABORATORIES, INC - LIFE SCIENCES'.

When only the PUNCHOUT category displays, enter the vendor's name in the Search field and click the SEARCH button. When you see your vendors catalog, be sure to click on the name below the main Supplier heading. Once in the vendor's website, begin shopping for your items. State contract pricing, if applicable, is configured into this setup to give you best pricing.

The screenshot shows a dropdown menu titled 'Supplier Punchout Catalog Resources'. Underneath, there is a sub-menu for 'THE SUPPLY ROOM CO (2)'. Two items are listed under this sub-menu, both highlighted in yellow: 'The Supply Room Company Punchout Catalog - VAPP I' and 'The Supply Room Company Punchout Catalog - VAPP I'.

Although vendor punchout websites have similar functions, there are no specific standards or rules which govern how the supplier must design his/her site for eVA usage other than it must be in compliance for sending items back to the eVA Requisition and offer contract pricing, if applicable. Below is an example of a punchout site, which appears after clicking the 'Buy from Supplier' button.

Welcome back, gkemper7 . Welcome Kemper, Gail
Close Punchout Catalog Shopping Session

[Home](#) [About Us](#) [Contact Us](#) [Help](#)

Acct: 4444444-STATE OF VIRGINIA EVA

QuickSearch [Try Advanced Search](#)

QuickOrder

MyShoppingCart
0 Items in Cart
Subtotal: \$0.00

Thank you for choosing TSRC for all your office supply needs!

Products
Browse for what you need by selecting a category below. When your mouse moves over a category, we'll display any subcategories it contains, to make your browsing fast and convenient.

All Categories

Office Supplies	Technology
» Binders & Accessories	» Audio & Video Players
» Boards & Easels	» Cameras & Scanners
» Business/Travel Bags & Accessories	» Computer Accessories
» Calendars & Planners	» Computers
» Cash Handling	» Displays & Digital Projectors
More...	More...
Furniture	Facility & Breakroom
» Armoires & Bookcases	» Breakroom Supplies
» Carts & Stands	» Cleaning Equipment
» Chairs, Chair Mats & Accessories	» Cleaning Supplies
» Filing, Storage & Accessories	» Climate Control
» Furniture Accessories	» Facility Supplies
More...	More...

TSRC, Inc. ...We Deliver the *Difference!*

Welcome to the **SUPPLY ROOM Companies** on-line ordering platform to provide you with the best shopping cart experience. We are your full service, Virginia based, small and women owned office products dealership.

UPDATE:
We have removed the 1.75% discount from orders. We have included this in the pricing of the items now.

[Contact Us](#) | [About Us](#) | [Help](#) | [Privacy Policy](#)

Welcome back, gkemper7 . [Home](#) [About Us](#) [Contact Us](#) [Help](#)

Acct: 4444444-STATE OF VIRGINIA EVA

QuickSearch [Try Advanced Search](#)

QuickOrder

MyShoppingCart
1 Items in Cart
Subtotal: \$3.72

My Shopping Cart

These are the items you have added to your shopping cart. You can **continue shopping** or **check out**.

Subtotal: \$3.72

Item #	Your Price	Packaging	Quantity	Ext. Price	Delete
ROL67691	\$3.72/ Pack	40/Pack	<input type="text" value="1"/>	\$3.72	<input type="checkbox"/> Delete
<p>Rolodex Business Card Sleeve Refill - 40 Card - Clear</p>					

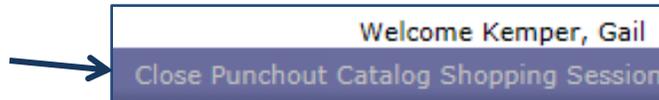
Comments

Subtotal: \$3.72

Items selected at a Punchout site will carry over to the eVA requisition. Regardless of the button selections on a vendors website – you are not creating an order on their site. The vendor is not authorized to fulfill an eVA order until released from the eMall.

IMPORTANT! The quantity field for items on a punchout catalog inside eVA is non-editable. Any change to these items must be done at the vendor’s punchout site. A punchout item cannot be copied on your requisition.

If you mistakenly punched out to a vendors website, or decided you do not want to order any items, click the ‘Close Punchout Catalog Shopping Session’ link shown at the top of the punchout site. You will be returned to the catalog screen for your eVA Requisition.



Once desired items have been added to your requisition, click the appropriate button in the upper right corner of your screen. The ‘Next’ button will take you to the Accounting code entry screen, while the ‘Checkout’ button will take you to the final step.



ADDING/EDITING ACCOUNTING DETAILS

Add or change accounting data on your item(s) using the below screen. Click the Edit button to add or edit. If you do not need to make changes, click the Next button to proceed to the Checkout screen.

Note: If the same accounting data must be applied to many line items, your best option is to do a MASS EDIT from the checkout screen rather than edit each line. This is covered later in the guide.

PR475233: New Order

These are the accounting details for each line item. You can edit line item accounting details, as well as split accounting for a line item.

ACCOUNTING - BY LINE ITEM

Items in this request: 2

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			9r1 description 1	1	each	\$7.99000 USD	\$7.99000 USD
Fund: 28							
Program/Subprogram: P523							
Sub-Object/Account: 2004001							
Cost Center: COVA							
Project: Pro1							
FIPS: FIPS3							
Grant: Grant3							
Custom Field 8: (no value)							
Custom Field9: (no value)							
Customer: Cust1							
Activity: Activ-1							
Accounting Cross Reference:							
Custom LineAcctText2:							
Work Order Number: 123456789012345							
Credit Memo: No							
Custom LineAcctCB2: No							
<input type="button" value="Edit"/> <input type="button" value="Split Accounting"/>							
2			9r1 description 12	1	each	\$8.99000 USD	\$8.99000 USD
Fund: 28							
Program/Subprogram: P523							
Sub-Object/Account: 2004001							

After clicking the **Edit** button, type the value directly into the field or click the [select] link. If the [select] link is chosen, you will see a set of values established for your agency/entity for your selection. If many values exist, you can search by description.

PR475242: J

Edit accounting details for this line item.

Line Item: 9r1 description 1

Fund: 28 [select]

Program/Subprogram: P523 [select]

Sub-Object/Account: 2004001 [select]

Cost Center: COVA [select]

Project: Pro1 [select]

FIPS: FIPS3 [select]

Grant: Grant3 [select]

Custom Field 8: (no value) [select]

Custom Field9: (no value) [select]

Customer: Cust1 [select]

Activity: Activ-1 [select]

Accounting Cross Reference:

Custom LineAcctText2:

Work Order Number: 123456789012345

Credit Memo: Yes No

Custom LineAcctCB2: Yes No

Do not be alarmed if these field labels do not match your agency's labels. Each agency may have customized label names to identify their accounting fields.

.... Split Accounting

When you click the 'Split Accounting' button on the 'Add Accounting Details' screen, eVA opens the 'Split Accounting - by Line Item' screen. You may select the method to divide line charges by Percentage, by Dollar Amount, or by Quantity.

PR475242: J OK Cancel

Specify how to split the line item charge (for example, by percentage) and then enter the appropriate accounting and split information.

Line Item: 9r1 description 1
 Split By: **Percentage** ▼

No.	Accounting Information	Split Amount	Action
	Fund: 28 [select] Program/Subprogram: P523 [select] Sub-Object/Account: 2004001 [select] Cost Center: COVA [select] Project: Pro1 [select] FIPS: FIPS3 [select] Grant: Grant3 [select]	100%	Delete
	Fund: 28 [select] Program/Subprogram: P523 [select] Sub-Object/Account: 2004001 [select] Cost Center: COVA [select] Project: Pro1 [select] FIPS: FIPS3 [select] Grant: Grant3 [select]	0%	Delete

Type the desired accounting distribution for each split

eVA ensures splits are fully and properly allocated to the entered codes, whether by percentage, quantity, or price. When finished allocating funds between splits, click the **OK** button to return to the Add Accounting Details screen. Once finished editing/splitting all necessary items, click **NEXT** to proceed to the Checkout screen.

PR475244: OK Cancel

Edit accounting details for this line item.

Line Item: 9r1 description 1

No.	Accounting Information	Split Amount	Action
1	Fund: 001022 Program/Subprogram: PSP300 Sub-Object/Account: 2004001 Cost Center: COVA Project: 7000 FIPS: FIPS3 Grant: Grant3 Custom Field 8: (no value) Custom Field9: (no value) Customer: Cust1 Activity: Activ-1 Accounting Cross Reference: Custom LineAcctText2: Work Order Number: 123456789012345 Credit Memo: No Custom LineAcctCB2: No	60%	
2	Fund: 001011 Program/Subprogram: PSP100 Sub-Object/Account: 2004001 Cost Center: COVA Project: 6000 FIPS: FIPS3 Grant: Grant3 Custom Field 8: (no value)	40%	

CHECKING OUT - the final step

Review this screen to ensure accuracy. If necessary, create a mass edit, add comments or attachments, change shipping, etc., as instructed on the following pages.

eVA

[Home](#) | [Help](#) | [Logout](#)
 Welcome Kemper, Gail

[My Home](#) | [My Approvals](#) | [My Quick Quote Req's](#) | [Receipts](#) | [More ...](#)
[Create](#) | [Search](#) | [Manage](#) | [Recent](#) | [Preferences](#)

PR612407: Paper Shredder and Mahogany Desk

Review your requisition, make changes as necessary, and submit the request for approval.

Summary

Approval Flow

Title:

On Behalf Of:

Use PCard:

PCard number:

Entity Code:

Fiscal Year:

Agency:

PO Category:

Procurement Transaction Type:

Header Cross Reference:

ERP Requisition Number:

Confirming Order: Do Not Duplicate:

Accounting Summary: [View Accounting Information](#)

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

Line Items (3)

[Hide Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>	Paper Shredder	1	each	\$40.00000 USD	\$40.00000 USD
Supplier: STALLION OFFICE AND GRAPHIC PRODUCTS INC Contact: SGP Commodity Code: Paper processing machines and accessories, Pape... Contract Number: Bill To: DGS - DEPARTMENT OF GENERAL SERVICES Small Business: <input type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/>							
2	<input type="checkbox"/>	<input type="checkbox"/>	Paper Shredder	9	each	\$40.00000 USD	\$360.00000 USD
Supplier: STALLION OFFICE AND GRAPHIC PRODUCTS INC Contact: SGP Commodity Code: Paper processing machines and accessories, Pape... Contract Number: Bill To: DGS - DEPARTMENT OF GENERAL SERVICES Small Business: <input type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/>							
3	<input type="checkbox"/>	<input type="checkbox"/>	DESK,DBL PED,60X30,MY	1	each	\$523.20000 USD	\$523.20000 USD
Supplier: THE SUPPLY ROOM CO Contact: SUPPLY ROOM COMPANIES INC/RICHMOND Commodity Code: Office furniture, Desks (42521) Contract Number: 6150402-12 Bill To: DGS - DEPARTMENT OF GENERAL SERVICES Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input checked="" type="checkbox"/>							

Total Cost: \$923.20000 USD

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To:

Deliver To:

Need-by Date:

COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

PERFORMING A MASS EDIT

If you are changing the quantity or selection on item(s) that were selected from a PUNCHOUT Catalog, you will need to make the changes by returning to the vendors site. To do this, simply check the Product Description link and you will be taken back to your shopping cart at the vendor's website.

Supplier: THE SUPPLY ROOM CO
Contact: SUPPLY ROOM COMPANIES INC/RICHMOND
Commodity Code: Office furniture, Filing cabinets or accessories...
Contract Number: 6150402-11VP
Bill To: DGS - DEPARTMENT OF GENERAL SERVICES
Small Business:
Minority Owned Business:
Woman Owned Business:

FILE,LAT,2DRW,MAHOGANY

1 each \$510.72000 USD \$510.72000 USD

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#)

If you need to make the same changes to a number of lines, simply click the box next to the line Item # and click the Edit button. To collapse your line items, click the Details link.

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

Line Items (3) [Show Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/> 1		<input type="checkbox"/>	Paper Shredder	1	each	\$40.00000 USD	\$40.00000 USD
<input checked="" type="checkbox"/> 2		<input type="checkbox"/>	Paper Shredder	9	each	\$40.00000 USD	\$360.00000 USD
<input checked="" type="checkbox"/> 3		<input type="checkbox"/>	FILE,LAT,2DRW,MAHOGANY	1	each	\$510.72000 USD	\$510.72000 USD

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#)

Total Cost: \$910.72000 USD [Update Total](#)

IMPORTANT NOTES

Certain fields are NOT mass editable. If a punchout item exists on your requisition, this will always be chosen as the 'sample item' for mass editing. If this happens, you will not be able to edit the supplier, contact information, commodity code or contract number. Simply choose the specific non-punchout items you want modified for those fields that are non-editable on punchout lines.

Hovering over the icons (Type column), will reveal if the item is a punchout, non-catalog, or standard catalog item.

When mass editing, the below screen appears, showing a specific item selected to be used to assign mass changes to all other selected item(s). Change the desired fields. (i.e. accounting codes, billing/shipping addresses, receiving method, Need-by Date, etc).

eVA My Home More ...

Create Search Manage Recent Preferences

PR491236: Office Supplies for Joe Dixon - Labs

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) : [Review](#)

Requisition item 1 is used as the sample item for mass edit.

LINE ITEM DETAILS

Supplier: THOMAS OFFICE PROD [select]

Location: THOMAS OFFICE SUPPLIES [select]

UNSPSC Code: 44101603

NIGP Commodity Code: 60082 - Shredders, Paper and Media

Contract Number: [empty]

Bill To: A13608-VITA - Fairfax Office

Micro Business:

Small Business:

Minority Owned Business:

Woman Owned Business:

Reg. Type: State-Entered

Receiving Method: Quantity

Bill To: A13608-VITA - Fairfax Office

Additional Data:

ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund: AA11-

Program: 10-

Sub-Object: T9-

Cost Center: (none selected)

Billing Element: A99-

[Split Accounting](#)

SHIPPING - BY LINE ITEM

Ship To: * A13604-VITA - Eastern Office

Deliver To: * doug1

Need-by Date: [calendar icon]

COMMENTS - BY LINE ITEM

[Add Comment](#)

ATTACHMENTS - BY LINE ITEM

[Add Attachment](#)

Next Cancel

The Supplier, Contact, and Contract Number field are open on non-catalog items. If working a punchout catalog, these fields will not be open.

To view/find available choices in editable fields, either click the [select] link to conduct a search or choose a previous choice from the drop-down arrow, whichever is applicable. In the case of filtered accounting fields, change the accounting code by using the [select] link and searching for the value – even it appears in the dropdown list.

Comments and/or attachments are not mass-editable.

When all changes have been made, click the NEXT button. The below screen appears and your changes will display. Click the Done button to go to the Checkout screen.

Old Value		New Value	
Accounting			
Fund:	AA11-	Fund:	CC55-
Program:	10-	Program:	11-
Sub-Object:	T9-	Sub-Object:	2004001-Account 2004001
Cost Center:	(no value)	Cost Center:	(no value)
Billing Element:	A99-	Billing Element:	A99-

CHANGING SHIPPING INFORMATION (Summary Screen)

The next section of the Checkout screen is Shipping information. If multiple shipping addresses have been added to eVA for your organization, you can select an address other than your standard default shipping address by clicking the 'Search for more....' and conducting a search.

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: * Main Receiving

Deliver To: * Main Receiving

Need-by Date:

COMMENTS - ENTIRE REQUISITION

It's important to add a 'Need-by-Date' so your vendor knows when you expect to receive your product/service!

- Main Receiving
- Ariba 8.1 Test
- Fairfax Receiving
- VITA - Eastern Office
- Script 1329

Search for more...

ADDING COMMENTS/ATTACHMENTS

Comments and Attachments are INDEPENDENT of each other. There are 255 character spaces available for comments, located at the bottom of the Checkout screen.

To include attachments (files) on order(s), click the **ADD ATTACHMENT** button and select your file(s). If the supplier needs to see your comments/attachments, be sure to check the applicable "Visible to Supplier" box in each area or these will NOT be sent to the supplier. (Comments and Attachments can also be included on individual line items.)

COMMENTS - ENTIRE REQUISITION

Comments:

Please deliver to the 10th floor - West Side - see Jerry Fulton

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

If you need to add multiple comments to a requisition, it must be done in a two-step process. To do this, you will need to add the first comment and submit the requisition. Immediately go back into the requisition by clicking on the underlined PR# in the 'My Documents' section of the eMail, click on the PR, and add the additional comment. **NEVER ADD SENSITIVE INFORMATION SUCH AS A TAX ID OR AN SSN IN THE COMMENTS SECTION**

You can add multiple attachments to your requisition but the overall size of *all* attachments cannot exceed 9.5MB. If you find you need more than the max, consider sending a zip file to the vendor.

VIEWING APPROVAL FLOW

To view approvals required for your requisition, click the Approval Flow tab.

PR4765986: Purchase for 4 books from Geological Society of Am... [Prev] [Submit] [Exit]

Review your requisition, make changes as necessary, and submit the request for approval.

Summary [Approval Flow]

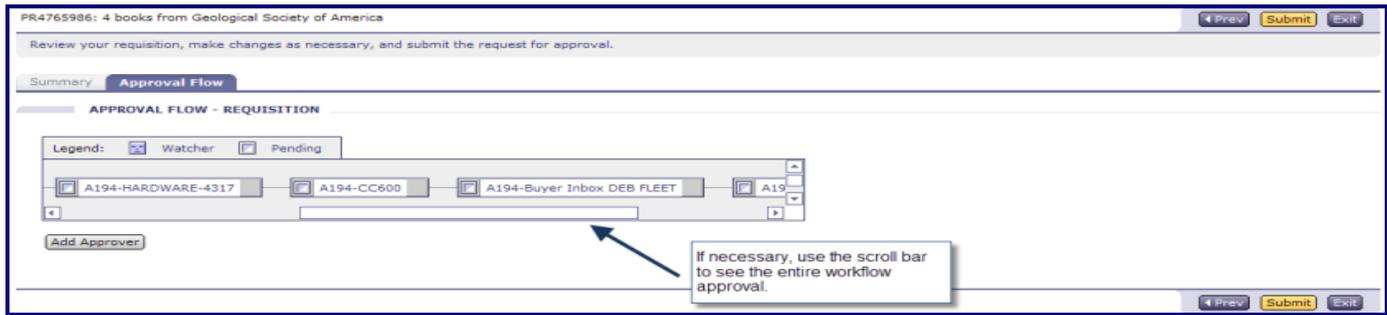
Title: * 4 books from Geological Society of America

On Behalf Of: Claxton, Sharon

Use PCard:

PCard number: SCLAXTON6514

Agency: 194 [select]



IMPORTANT! The individual whose name appears in the 'On Behalf of' field of the requisition will be the one inserted at the end of the approval workflow IF the resulting order(s) must be PRINTED and faxed to the vendor (unless a special role was setup to handle printing). This approval is required to alert the requester that the vendor cannot receive the order electronically and therefore must be printed and faxed/mailed.

To add an approver or a watcher to your requisition, click the Add Approver button and search and select the individual to be inserted.

SUBMITTING A REQUISITION

Once satisfied all information on your requisition is correct, click the SUBMIT button.

PR4779774: Paper Shredder and Mahogany Desk

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: * Paper Shredder and Mahogany Desk

On Behalf Of: Kemper, Gail

Agency: 194 [select]

FY: 2012 [select]

PO Category: R01 [select]

Procurement Transaction Type: 10 [select]

Entity Header Cross Reference: Req#3469

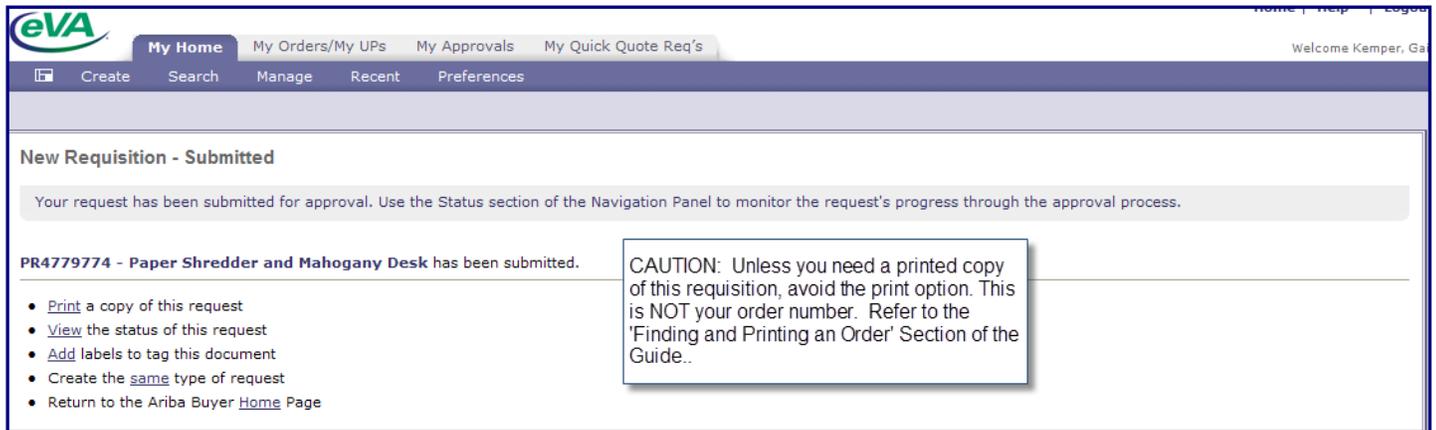
Send ALL items to eProcurement:

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

Line Items (3) [Hide Details](#)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1	<input type="checkbox"/>	<input type="checkbox"/>	Paper Shredder	1	each	\$40.00000 USD	\$40.00000 USD
Supplier: STALLION OFFICE AND GRAPHIC PRODUCTS INC Contact: SGP Commodity Code: Paper processing machines and accessories, Pape... Contract Number: Bill To: DGS - DEPARTMENT OF GENERAL SERVICES Small Business: <input type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/>							
2	<input type="checkbox"/>	<input type="checkbox"/>	Paper Shredder	9	each	\$40.00000 USD	\$360.00000 USD

Upon submit, the following screen displays.



New Requisition - Submitted

Your request has been submitted for approval. Use the Status section of the Navigation Panel to monitor the request's progress through the approval process.

PR4779774 - Paper Shredder and Mahogany Desk has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of this request
- [Add](#) labels to tag this document
- Create the [same](#) type of request
- Return to the Ariba Buyer [Home](#) Page

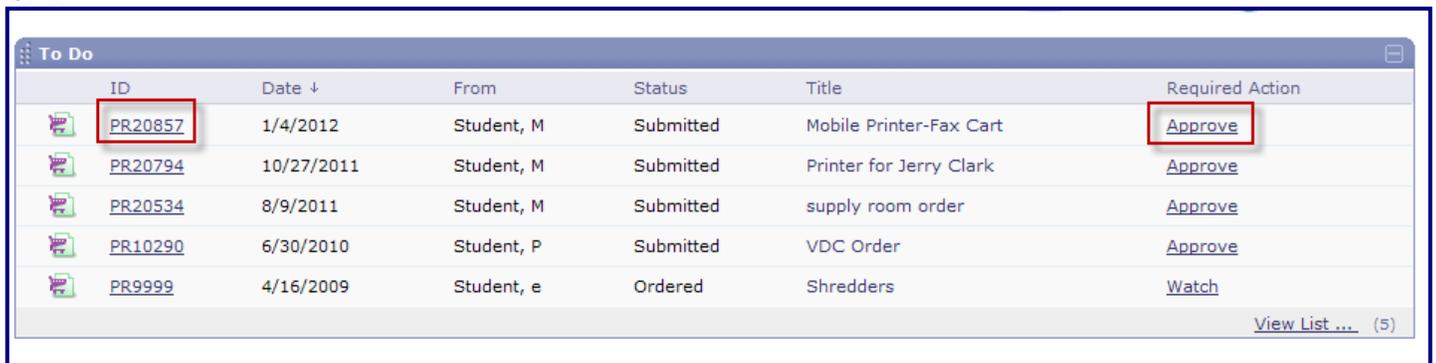
CAUTION: Unless you need a printed copy of this requisition, avoid the print option. This is NOT your order number. Refer to the 'Finding and Printing an Order' Section of the Guide..

To return to your eMail HOME page, click the Home link in the last bullet, or click the dashboard icon in upper left corner.

APPROVING AN ORDER

Upon submission of a request, an e-mail is sent to the first approver indicating that a requisition has been submitted and is ready for approval. A link is provided in the e-mail. Once logged in, the link takes the approver directly to the request. The approver may also access the "To Do" section to begin approvals.

In the 'To Do' window, click either the Approve or ID link. Clicking the Approve link allows the approver to see Accounting code details at the top level; no need to drill-down into the line item!



ID	Date ↓	From	Status	Title	Required Action
PR20857	1/4/2012	Student, M	Submitted	Mobile Printer-Fax Cart	Approve
PR20794	10/27/2011	Student, M	Submitted	Printer for Jerry Clark	Approve
PR20534	8/9/2011	Student, M	Submitted	supply room order	Approve
PR10290	6/30/2010	Student, P	Submitted	VDC Order	Approve
PR9999	4/16/2009	Student, e	Ordered	Shredders	Watch

[View List ...](#) (5)

Only approvers with certain eVA roles are able to edit a submitted requisition.



Approval Summary - Training

Request: PR475245 of 46

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an ...

[Back](#) [Approve](#) [Deny](#) [Edit](#) [Print](#)

PR475245 - On Behalf Of: Admin, D333 Total: \$1,258.68000 USD

No. ↑	Type	Description	Qty	Unit	Cost Center	Price	Amount
1		freshly squeezed lemonade	30	each		\$1.50000 USD	\$45.00000 USD

NOTE: An email is sent to the requisition preparer to alert them when it has been fully approved.

FINDING AND PRINTING AN ORDER

After the requisition has been fully approved, you will be able to print the order(s), as necessary.

To find your order(s), find your PR in the 'MY Documents' window on the eMall Home Page.

The screenshot displays the eVA eMall Home Page interface. On the left, there are navigation menus for 'Common Actions' (Create, Manage) and 'Recently Viewed' items. The main content area is divided into several sections:

- To Do:** A table listing requisitions with columns for ID, Date, From, Status, Title, and Required Action. Items include PR20857 (Mobile Printer-Fax Cart), PR20794 (Printer for Jerry Clark), PR20534 (supply room order), PR10200 (VDC Order), and PR2599 (Shredders).
- Requisitions - Composing:** A table listing requisitions in 'Composing' status, including PR20991, PR20851, and others.
- Requisitions - Submitted:** A table listing requisitions in 'Submitted' status, including PR20857, PR20794, and others.
- Requisitions - Invoiced - This Month:** A table currently showing 'No Items'.
- My Documents:** A table listing requisitions with columns for ID, Title, Date, and Status. A red arrow points to this section. Items include PR20623 (Order with adhoc vendor), PR20571 (new one), PR20081820_AWD717 (SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies), PR20545 (Lab supplies for Joe Dixon - Boise), and PR20534 (supply room order).

NOTE: If the status of your requisition is 'ordering', this is a temporary status and should revert to 'Ordered' within 15 minutes. Once the PR is in ordered status, click on the PR ID link.

When the screen opens, you can find your order(s) either at the line level, as shown below, or by clicking on the ORDERS tab. When you see your ORDER ID, click the ID to open it.

The screenshot shows the eVA system interface. At the top, there are navigation tabs: 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. Below these are buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main header displays 'PR20545 - Lab supplies for Joe Dixon - Boise' and 'Status: Ordered'. A sub-header indicates that these are details of the selected request. Below this is a toolbar with buttons for 'Back', 'Copy', 'Change', 'Cancel', 'Receive', and 'Print'. A tabbed interface shows 'Summary', 'Approval Flow', 'Orders' (highlighted with a red box), 'Receipts', and 'History'. The 'Summary' section lists details such as Title, Use PCard (checked), PCard number, Agency Code, Fiscal Year, PO Category, and Header Cross Reference. Below this is a 'Line Items' table with one item: 'CAMERA,DGT,POWERSHOT SX301S' with a quantity of 1 and a price of \$449,990.00. A 'Detail' button is visible for this item. Supplier information is provided at the bottom of the line item section.

The order number appears in the upper left corner of the screen, as shown:

This screenshot shows the order details for 'PCO10195 - Lab supplies for Joe Dixon - Boise' with 'Status: Ordered'. The order number 'PCO10195' is highlighted with a red box in the top left. The interface includes a 'Back' button and a 'Print' button. Below the toolbar are tabs for 'Summary', 'Approval Flow', 'Receipts', 'Charges', and 'History'. The 'Summary' section displays the Order ID (PCO10195), Version (1), Title, Supplier (SUPPLY ROOM), and Contact (SUPPLY ROOM-PUNCHOUT).

Click the PRINT button to open the order. A new window opens. Choose "File" and "Print" to send this order to your local printer.

NOTE: In the above example, a Purchase Card was used so the order number is prefaced with a "PCO", indicating **P**urchase **C**ard **O**der. Otherwise, order numbers begin with either an EP or DO (depending on eVA agency setup).

CREATING A CHANGE ORDER

If a change needs to be made to a requisition that has been submitted for approval, it may be withdrawn and edited before approvals are completed. If the order has already been sent to the vendor, however, a change order must be submitted.

To create a change order, find your PR either in the 'My Documents' window or by conducting a simple requisition search, as shown below. To use the Search feature, click the Search link in the horizontal bar that appears on your screen. In the drop-down menu under 'Type', select Requisition.

When your search screen appears, enter data in the fields you wish to use for your search. When your PR appears, click the underlined PR ID.

The screenshot shows the eMall search interface. At the top, there are navigation tabs: 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. A 'Search' link is highlighted in the top navigation bar. Below this, a 'Type' dropdown menu is set to 'Requisition'. A text box explains that users can search by 'Title', 'create date', 'status', 'ID#', etc., and that they can click 'Search Options' to choose additional search fields. The 'Search Options' link is also highlighted. The search filters section includes fields for 'Title', 'ID' (with 'PR20545' entered), 'Date Created' (set to 'No Choice'), 'Description (any line item)', 'Order ID (any line item)', 'Status' (set to 'No Choice'), 'Supplier (any line item)' (set to '(select a value) [select]'), and 'Total Cost' (with 'USD' selected). There are 'Search', 'Reset', and 'Save Search' buttons. The search results section shows 'Found 1 item' and a table with one entry: 'PR20545 Lab supplies for Joe Dixon - Boise' with a status of 'Ordered' and a total cost of '\$449.99000 USD'. The PR ID 'PR20545' is underlined in the table.

After clicking the underlined PR number, a CHANGE button appears at the top of the screen, as illustrated on next page.

NOTES

If you do not see a Change button, it could be due to one of the following:

- The requisition was accessed by going to the **My Orders/My UPs** tab (eMall Home screen), clicking on the OrderID, then clicking on the PR ID on a line item. *To remedy, close the transaction and access the Requisition SEARCH screen to locate the PR.*
- The requisition is in RECEIVED status. *To remedy, the receiver must go into Receiving and reopen the order.*

Canceling Orders: If receiving has been done, a requisition cannot be cancelled unless ALL items previously received are backed out of the applicable line item(s).

(Refer to the eMall Receiving Guide in cases of changes/cancellations needed on requisitions in Receiving/Received status.)

My Home My Orders/My UPs My Approvals My Quick Quote Req's Welcome Student, M

Create Search Manage Recent Preferences

PR20545 - Lab supplies for Joe Dixon - Boise Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Copy **Change** Cancel Receive Print

Summary Approval Flow Orders Receipts History

Title: Lab supplies for Joe Dixon - Boise
 Use PCard:
 PCard number: mstudentNewcard
 Agency Code: 999
 Fiscal Year: 2011
 PO Category: R01
 Header Cross Reference:
 My Labels: Archive Items [Apply Label...](#)

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PCO10195	CAMERA,DGT,POWERSHOT SX30IS	1	each	\$449.99000 USD	\$449.99000 USD

Supplier: SUPPLY ROOM
 Contact: SUPPLY ROOM-PUNCHOUT
 Commodity Code: Cameras, Digital cameras (65535)
 Contract Number:
 Bill To: Your Office-Accounts Payable
 Small Business:
 Minority Owned Business:
 Woman Owned Business:

Total Cost: \$449.99000 USD

PR20545-V2: Lab supplies for Joe Dixon - Boise Prev Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow Your requisition is versioned when a change is made

Title: * Lab supplies for Joe Dixon - Boise
 On Behalf Of: Student, M
 Use PCard:
 PCard number: mstudentNewcard
 Agency Code: 999 [select]
 Fiscal Year: 2011 [select]
 PO Category: R01 [select]
 Header Cross Reference:
 My Labels: [Apply Label...](#)
 Change Initiated By: Student, M
 For Change Order: Yes

Clicking this arrow expands your ITEM window

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CAMERA,DGT,POWERSHOT SX30IS	1	each	\$449.99000 USD	\$449.99000 USD
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Tubes-3 microsampling; thk density	13	each	\$30.00000 USD	\$390.00000 USD

Supplier: SUPPLY ROOM
 Contact: SUPPLY ROOM-PUNCHOUT
 Commodity Code: Cameras, Digital cameras (65535)
 Contract Number:
 Bill To: Your Office-Accounts Payable
 Small Business:
 Minority Owned Business:
 Woman Owned Business:

Supplier: MIXSON CORPORATION
 Contact: MIXSON - DANVILLE
 Commodity Code: Test Tubes, Anti coagulant test tubes (17542)
 Contract Number:
 Bill To: Your Office-Accounts Payable
 Small Business:
 Minority Owned Business:

VIEWING PURCHASE REQUISITION HISTORY

Clicking on the HISTORY tab of the PR provides invaluable historical information relative to your requisition. Some Action links are live and, when clicked, provide important details.

The screenshot shows the requisition details for PR20545-V2. The status is 'Ordered'. Below the title, there is a navigation bar with buttons for 'Back', 'Copy', 'Change', 'Cancel', 'Receive', and 'Print'. The 'History' tab is selected, displaying a table of actions:

Date ↓	User	Real User	Action	Summary
Wed, 4 Jan, 2012, 1:01 PM	aribasystem		Ordered	Order PCO10239 was successfully printed and mailed to MIXSON CORPORATION : MIXSON - DANVILLE.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	Approved	PR20545-V2 approved.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	Changed	Requisition properties were changed. Line items were added. Previous version: PR20545 .
Thu, 11 Aug, 2011	aribasystem		Ordered	Order PCO10195 was successfully printed and mailed to SUPPLY ROOM : SUPPLY ROOM-PUNCHOUT.
Thu, 11 Aug, 2011	Student, M	Student, M	Approved	PR20545 approved.
Thu, 11 Aug, 2011	Student, M	Student, M	Submitted	PR20545 submitted for approval.

WORKING ITEMS IN 'MY DOCUMENTS'

The items in the 'My Documents' window can be viewed in a format that allows you take different action.

The screenshot shows the 'My Documents' window with a list of requisitions. The table has columns for ID, Title, Date ↓, and Status. The last item, PR20545, is highlighted, and a red box around the 'View More ... (52)' link indicates it is clickable.

ID	Title	Date ↓	Status
PR20647	Office Equipment - 3rd Floor-MW Building	10/12/2011	Denied
PR20625	Lab supplies	10/11/2011	Composing
PR20623	Order with adhoc vendor	10/7/2011	Ordered
PR20571	new one	8/26/2011	Ordered
QQ:QQ001820_AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	8/11/2011	Submitted
PR20545	Lab supplies for Joe Dixon - Boise	8/11/2011	Ordered

When you click the 'View More' link, and choose 'Requisition', you are immediately put into the SEARCH mode. The system allows you to quickly search for your requisition rather than force you to scroll through the 'My Documents' window to find your requisition.

The Search screen, shown below, is exceptionally helpful when searching eMail transactions (requisitions/orders/eForms, etc.).

NAVIGATING THE SEARCH SCREEN

The 'Type' field [top of screen] can be changed to view other transaction types.

The screenshot shows the 'Search' interface. At the top, the 'Type' dropdown is set to 'Requisition'. Below this is a search bar with the instruction 'Change the search criteria or name, and then Search.' The 'Search Filters' section includes fields for Title, ID, Date Created (set to 'No Choice'), Description, Order ID, Preparer (set to 'Student, M'), Status (set to 'No Choice'), Supplier, and Total Cost. A 'Search' button is visible. The 'Search Results' section shows a table with 50 items. The table has columns for Type, ID, Title, Status, Date Created, and Total. Below the table are buttons for 'Label', 'Copy', and 'Delete'.

Type	ID	Title	Status	Date Created	Total
	PR20545-V2	Lab supplies for Joe Dixon - Boise	Ordered	Wed, 4 Jan, 2012, 12:55 PM	\$839.99000 USD
	PR20992	dfdsfd	Denied	Fri, 2 Dec, 2011	\$1.39000 USD
	PR20991	Copy of Office Equipment for Athletic Office	Composing	Fri, 2 Dec, 2011	\$8.53000 USD
	PR20857	Mobile Printer-Fax Cart	Submitted	Wed, 16 Nov, 2011	\$159.10000 USD
	PR20851	Office Equipment for Athletic Office	Composing	Wed, 16 Nov, 2011	\$8.53000 USD
	PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
	QQ:QQ001892_AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
	PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
	PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
	PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD
	PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD
	QQ:QQ001820_AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD

When viewing requisitions in this open format, you have the ability to take a variety of actions.

Clicking the box beside the PR ID(s) allows you to:

- assign the requisition to a Label by clicking the Label button,
- copy the selected requisition(s),
- delete requisitions (composing status only)

Other screen options

- Clicking any column header re-sorts the column.
- Saving searches or assigning labels allows you to easily access your 'grouped' transactions from left menu
- Clicking icon table in upper right corner of window, as shown below, allows grouping and download features!

The screenshot shows the 'Search Results' table with a callout box pointing to the table icon in the upper right corner. The callout says 'Click this icon to open up a menu of action choices!'. Another callout box points to the double arrows icon in the upper right corner, saying 'Click the double arrows to expand/collapse your window!'. A third callout box points to the 'Show / Hide Columns' menu, which is open and shows options for 'Type', 'ID', 'Title', 'Status', 'Date Created', and 'Total Cost'. The menu also has options for 'Group by Column', 'Export to Excel', 'Export all Rows', and 'Export Current Page'.

ARIBA is the back-end process of the eVA system that allows orders to go to vendors electronically. In addition to registering in eVA, vendors who wish to receive orders electronically must also be registered in the ARIBA system. If the order was sent electronically, you can see the vendor view of the order inside Ariba by clicking the word 'Ordered' in the Status column.

Search Results		Found 50 items				
<input type="checkbox"/>	Type	ID	Title	Status	Date Created ↓	Total
<input type="checkbox"/>		PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
<input type="checkbox"/>		QQ:QQ001892_AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
<input type="checkbox"/>		PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
<input type="checkbox"/>		PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
<input type="checkbox"/>		PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD
<input type="checkbox"/>		PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD
<input type="checkbox"/>		QQ:QQ001820_AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD
<input type="checkbox"/>		PR20534	supply room order	Submitted	Tue, 9 Aug, 2011	\$149.99000 USD
<input type="checkbox"/>		PR20533	Lab Supplies for Joe Dixon	Ordered	Tue, 9 Aug, 2011	\$356.07000 USD
<input type="checkbox"/>		PR20532	VDC order	Ordered	Tue, 9 Aug, 2011	\$57.70200 USD

ARIBA® SPEND MANAGEMENT
Back to Ariba Buyer Requisition Status

Help
Michael Dennis, Administrator,
ANID: AN01002917961-T

Print

Order Detail
Order History

PURCHASE ORDER
EP10488
Version: 1

Order submitted on: Tuesday 9 Aug 2011 7:34 PM GMT+00:00
 Received by Ariba Network on: Tuesday 9 Aug 2011 7:35 PM GMT+00:00

SUPPLIER
 Virginia Distribution Center - TEST
 2400 Riley Ridge Road
 Sandston, VA 23150
 United States
 Phone: +1 (804) 328-3232
 Fax:
 Email: Maria.Hatcher@dqs.Virginia.gov

SHIP ALL ITEMS TO
 Your Desk
 13 Home Sweet Home
 Emporia, VA 23900
 United States
 Ship To Code: EVAT04
 Phone: +1 (999) 0001111
 Email: gail.kemper@dqs.virginia.gov

OTHER INFORMATION

ROUTING STATUS
Acknowledged

BILL TO
 Your Office-Accounts Payable
 999 Billing Way
 Wayward, VA 23299
 United States
 Phone: +1 (999) 9991111

DELIVER TO
 M Student
 Your Desk

ORDER STATUS
New

After review is complete, click here to return to your search screen

The above screen appears ONLY if the order was sent to the vendors ARIBA inbox.

The "Order Detail" tab shows the status and details of the order while the Order History tab shows HOW the order was transmitted (email/CXML/FAX). "Order Status" on the first tab may show "Unconfirmed" or "Acknowledged." Do not be alarmed if "Order Status" is "Unconfirmed." Many vendors fail to confirm orders in Ariba but this does NOT mean they did not receive the order. If the status says "Sent", the vendor received the order. If the status says "Failed" it will be handled internally; the buyer does not need to take any action. Rarely do orders fail unless the vendor has not kept the ARIBA account up-to-date.

GENERAL eMALL/eVA INFORMATION

The eMall Home screen provides 4 main tabs: My Home, My Orders/My Up's, My Approvals, and My Quick Quote Req's.



My Home

The Home screen offers views of requisitions in various stages: Composing, Submitted, Denied. Windows are also provide that display items waiting for approval (To Do) as well as all items created by the preparer (My Documents).

To open the 'To Do' window, click the View List link in the bottom right corner of window. To open the 'My Documents' window, click the View More link in the bottom right corner of window. Once one of these selections are made, additional choices (i.e. Requisitions) must be chosen. When the 'To Do' or the 'My Documents' window are opened, additional actions can be taken.

My Orders/My UPs

The transactions that appear on this tab are related to Orders and User Profile changes. The first 3 windows display orders created 'This Calendar Quarter, Last Calendar Quarter, and This Calendar Year, respectively. The final window shows all User Profiles created (UPs) from the start of the users account. It's important to note that if you open an order from this tab, and drill down into the PR number and open it, you cannot change or cancel the requisition from this TAB! Conduct a search for the PR and open it once the requisition appears.

My Approvals

This tab displays the "To Do" window, which functions the same way as shown on the eMall Home screen. If you only do approvals, you may wish to exit the eMall from this Tab, as it will always return you to this screen. The second window on this tab shows the requisitions that you have approved that are not in submitted status.

My Quick Quote Req's

If you create Quick Quotes and award these, the transactions will eventually appear in the Composing window on this tab. If you do not immediately see the item, refer to the 'My Documents' window on the eMall Home tab.

Three additional windows are provided that show Quick Quote requisitions in various stages: Submitted, Ordered this Calendar Year, and in Receiving or Received status this Calendar Year.

SEARCHING CATALOGS

Save Search: Saving searches provided by multiple suppliers is a good way to quickly access your information at a later time

Favorites: Use the Add to Favorites link to earmark frequently purchased catalog items. Favorites always give you the most current catalog prices.

ITEM IDENTIFICATION

You will notice an icon next to the Item number(s) on the Checkout screen. This signifies the type of item added to your requisition. Hovering over this icon provides the information, as shown:



CREATING NON-CATALOG ITEMS

The fastest way to create non-catalog items to the same vendor:

Create the first item and use the COPY feature to duplicate the item. Change the necessary fields. This also ensures that separate orders do not go to the same vendor.

COMMENTS AND/OR ATTACHMENTS

Comments are independent of attachments. Do NOT include sensitive information such as Tax ID or SSN in the comments area.

Only preparers of requisitions can delete their comments and/or their attachments.

SHIPPING CHARGES

As a rule, shipping charges are included in the prices denoted in the eMail. In exception cases, create a separate non-catalog line for shipping charges with commodity code for freight. Notations of this in the Comments area can be helpful to Accounts Payable.

APPROVING REQUISITIONS

If you click on the Approve link in the 'To Do' window, you can view all accounting code details without having to click on each item.

If you wish to do a mass-approval of many items, click the View List link at the bottom of the window. This opens up the window with boxes that you can select for mass approval.

COPYING REQUESTS TO SAVE TIME

To copy a requisition, simply search for the PR or find the PR in the My Documents window and click on the PR ID. Once opened, you will see a Copy button. Items from a punchout catalog do NOT copy forward to a new requisition.

PROCUREMENT TRANSACTION TYPES (FULL DESCRIPTION)

- 10 - Equipment - Non-Technology- Procurements not meeting the technology equipment description that are not used up except through depreciation or wear and

tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.

50% rule: The deciding factor is where the majority of the cost is expended – on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.

- 15 - Equipment – Technology- Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc. (Consult your IT department if you need more information).
- 20 - Supplies – Non-Technology- Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.
- 25 - Supplies – Technology- Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc. (Consult your IT department if you need more information).
- 30 - Non-Professional Services – Non-Technology- Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).
- 35 - Non-Professional Services – Technology- Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.
- 40 - Professional Services – As defined by the *VPPA* means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.
- 45 - Printing – Procurements of printing services and products.

- 50 - Construction – Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.
- 55 - Highway Construction – Procurements of highway construction, services, maintenance and repair
- 60 - Real Property – Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.
- 65 - Surplus – Procurements of surplus property
- 70 - PPEA/PPTA – Procurements using the Public-Private Educational Facilities Infrastructure Act or Public-Private Transportation Act
- 75 - ARRA – Procurements utilizing the American Recovery and Reinvestment Act.
- 80 – Cooperative Procurement – procurements associated with a cooperative.
- 85 - Non-Procurement or Other – an expense or other non-procurement type transaction
- 90 - Grant Opportunity – a Procurement associated with a grant

Check Units of Measure

Read the detailed description. Each may mean more than one (“box of 60”, “package of 10 rolls,” etc.) The correct UOM is especially important for those who may be doing receiving and for those individuals who must subsequently process invoices.

Requisition Editing

If an approver has “edit approvable” capabilities and edits the requisition, the approval process starts over unless the approver has a specific role that can prevent re-approvals.

Session Time Out

If you do not move on the screen or make a change for 60 minutes, the session will timeout, (log you out). The back browser button will not allow you to continue working if you receive a session time out. If you are working on a requisition, it will be saved in “Composing”. Close your browser to clear out all temporary files and log back into eVA (www.eva.virginia.gov).

Automatic Log Out

If you find you’re getting logged out of the system too often, check to ensure you do not have multiple browsers open (minimized) at the bottom of your screen before attempting to log back in. Also clear your Internet ‘cache’ (temporary files) on a regular basis.

Internet Browser Problems / Not Able to Log In

eVA is a secure site. If experiencing problems, click the Customer Care button at top of eVA Home page and run the Browser Optimizer. Ensure your browser is compatible with eVA. If necessary, consult your IT personnel.

CAUTION: Do NOT use browser buttons to toggle from screen to screen while inside eVA. NEXT and PREV buttons are generally provided at the bottom and top of your eVA screens.

Mail/Fax Orders

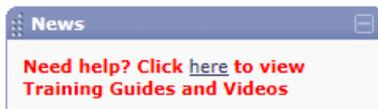
For orders that must be mailed or faxed, be sure the order is printed; NOT the requisition. A requisition # begins with PR. Orders begin with an, EP, DO, and for pcards, PCO. The DO/EP/PCO document is what is mailed or faxed to the vendor (not a PR document).

NOTE: If placing a non-catalog order to an eVA registered supplier who has a preferred order method of URL (not Paper), the supplier will receive the order electronically. Do NOT fax the order to the vendor or you risk order duplication.

If a purchase card order (PCO) must be mailed, phoned in, or faxed, contact the vendor to provide them the pcard number. A p-card number cannot be included on the order (DOA policy). If the order was submitted electronically, the card number will be encrypted electronically on the order and the vendor will see it when they open your order within their ARIBA account. It's always good practice to insert a COMMENT on your requisition to alert the vendor that this is a Purchase Card Order but do not reference your pcard number. Also keep your pcard information current in the eVA system. Otherwise, pcard fields will disappear from the requisition screen and will not be available for use.

BUYER RESOURCES

Procurement and training manuals are available with a click of the mouse. For eMall guides, including Receiving instructions, click the live link in the NEWS box inside the eMall screen.



For additional training resources, check the multitude of resources behind the  button on the main eVA website (www.eva.virginia.gov).

Direct vendors to the  button on the eVA Home screen for invaluable vendor guidance.

To see a list of registered vendors, click the *Vendors* link on the eVA Home Page, as shown:

A screenshot of the eVA Home Page. At the top, there is a blue navigation bar with the text 'make eVA run more efficient by adjusting your [Browser Settings](#)' on the left and 'eVA Customer Care 1-866-289-7367 eVACustomerCare@dgs.virginia.gov' on the right. Below the navigation bar, there are statistics: '4,606,458 Orders' and '\$43 Billion Spent'. At the bottom, there are five categories: '245 Agencies', '595 Localities', '13,700 Users', '85,021 Vendors' (highlighted with a red box), and '983 Catalogs'.

The below report opens with search capability. Clicking on the Vendor ID allows you to see which commodity codes the vendor selected. It also provides further details on SWAM and contact information.

Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small	Minority	Woman	Disabled Veteran	ES0	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active Self	Y	VS0000102245	#1 Floor and Carpet Service LLC	Newport News	570 Industrial Park #B	Newport News	VA	23608	S	M				Y	Y	N
Active Self	Y	VS0000080832	02Solutions Inc	Stafford Office	44 Mine Rd Suite 2 #168	Stafford	VA	22554	S					N	N	N
Active Self	Y	VS0000058085	1 877 Network Support Inc	Reston Office	2303 Old Trail Dr	Resron	VA	20191						Y	Y	Y
Active Self	Y	VS0000048501	1 A LifeSafer of Virginia Inc	National Interlock	1660 Jasper St. Suite I	Aurora	CO	80011						Y	Y	N
Active Self	Y	VS0000022938	1 auto glass inc	fairfax	2800 Juniper St.	Fairfax	VA	22031						Y	Y	N
Active Self	Y	VS0000029015	1 EBT Corp	Fort Washington	11036 Livingston Rd.	Fort Washington	MD	20744						Y	Y	N
Active Self	Y	E28068	1 Hour Photo Inc	1 Hour Photo+, Inc - Norton VA	6114 Crystal Lane	Wise	VA	24293						Y	Y	N
Active Self	Y	E516	1 Nation Technology	1 Nation Technology - HQ/ Oldsmar, FL	4027 TAMPA ROAD	OLDSMAR	FL	34677						Y	Y	N
Active Self	Y	VS0000026218	1 SOURCE SOLUTIONS	SUFFOLK OFFICE	3575 Bridge Rd, Ste 8 MB 142	Suffolk	VA	23435	S	M				N	N	Y
Active Self	Y	E67264	1 South Productions Inc	1 South Productions Inc - Chesapeake VA	1305 Copperr Stone Circle	Chesapeake	VA	23320						N	N	N
Active Self	Y	E16917	1 Stop Electronics Center Inc	1 Stop Electronics Center Inc	1100 Coney Island Avenue	Brooklyn	NY	11230						Y	Y	Y
Active Self	Y	VS0000079994	1 Stop Mechanical Inc	Dumfries Office	15038 Holleyside Drive	Dumfries	VA	22025	S					Y	Y	Y
Active Self	Y	E28599	1 Towing & Repair Inc	#1 Towing & Repair - Ashland/ Doswell	16269 Washington Hwy.	Doswell	VA	23047						Y	Y	Y
Inactive	Y	VS0000121102														

For all other questions or concerns, contact eVA Customer Care at 866-289-7367 or 804-371-2525