



## eVA Buyers: Boost Your Knowledge!

### Richmond Training

From [www.eva.virginia.gov](http://www.eva.virginia.gov), click “eVA Training” on the left hand navigation bar. Look for “**Sign Up For A Buyer Training Class.**” Use our easy online registration for these popular half-day training classes, offered once a month, free of charge. Classes are held at the Department of General Services headquarters in Richmond, VA.

**Quick Quote** – eVA’s paperless alternative to fax-back and telephone quotes. Learn how to get quotes quickly and efficiently in this half-day “hands-on” course. No more faxing or calling. Learn to create electronic quote requests, obtain automated vendor lists, receive and evaluate electronic bids, and make awards.

**Shop Now** – The eVA tool that lets you shop online. In this half-day “hands-on” course, learn how to create electronic requisitions, process electronic orders, get on-line purchase approvals and a practice a variety of electronic “shopping” exercises.

### Online Training

**eVA Buyer Training On Demand.** From [www.eva.virginia.gov](http://www.eva.virginia.gov), click “eVA Training.” You’ll find “virtual” demonstrations of eVA’s buyer tools and get instant help with common user issues. Current topics include:

**Creating Requisitions**

**How To Reset Your Password**

**How To Create Future Procurements**

**Sign Up For A Buyer Training Class**

**Required Settings For Internet Explorer 5.5, 6.0 and 7.0**

**Having Trouble Resetting Your Password?**

### Regional Training

Need buyer training in your neighborhood? Whether you are with state or local government, let the eVA professionals come to you. For information contact [shane.caudill@dgs.virginia.gov](mailto:shane.caudill@dgs.virginia.gov) or 804-786-3855.

### Need Help?

Contact eVA Customer Care at [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov) or 1-866-289-7367.

### Electronic Purchasing For Virginia Government

The Commonwealth does purchasing through eVA, [www.eva.virginia.gov](http://www.eva.virginia.gov), a dynamic government-to-business website that automates and streamlines Virginia’s government purchasing. eVA is managed by the Commonwealth’s eProcurement Bureau, part of the Division of Purchases and Supply, within the Department of General Services (DGS), [www.dgs.virginia.gov](http://www.dgs.virginia.gov). DGS establishes purchasing policies that support wise use of state funds, contributing to operational excellence statewide.