



# **e-Mall Approval Training**



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## Approving a Requisition

Upon submission of a requisition, an e-mail is sent to the first approver indicating that a request has been submitted and is ready for approval. A link is provided in the e-mail.

The email will be sent to you from "Ariba Administrator". See below example:

-----Original Message-----

From: Ariba Administrator [<mailto:production@buysense.com>]

Sent: Friday, April 04, 2008 11:41 AM

To: Pris Woods

Subject: PR2495211: 'SRC-DPS (Concerto Office Products)' requires your approval because "Cost Code Approver Must ApproveSigner Rule - AccountLineApprover(50) "

PR2495211: 'SRC-DPS (Concerto Office Products)' requires your approval because "Cost Code Approver Must ApproveSigner Rule - AccountLineApprover(50) "

To view this request in the Ariba system, use the following URL:

<https://ariba.epro.cgipdc.com:443/Buyer/Main/ad/webjumper?username=pwoods&passwordadapter=SingleSignOnWSAdapter&itemID=357mt4o.1k>

If you click the live link inside the email, you will be taken to the eVA sign on Screen, as shown below.

## Logging into eVA

[www.eva.virginia.gov](http://www.eva.virginia.gov)

The screenshot shows the eVA website interface. At the top, there is a navigation bar with the eVA logo and the text "Virginia's Total e-Procurement Solution". Below this is a search bar labeled "Ask eVA". The main content area is divided into several sections:

- Navigation Menu:** HOME, SWAM, BUYER, VENDOR, BILLING PORTAL, SIGN-UP.
- Welcome to eVA!** Section with a notice about changes to VITA's Procurement Process for IT Goods and Services effective July 1, 2006, and a "Quick Links" section listing various services like "Navigating the new eVA home page", "What is eVA?", "State Contracts", etc.
- Buyer Login** and **Vendor Login** forms, each with fields for Username and Password, and a "Login" button. Links for "Password Problems? Click here" are provided below each form.
- Events** section: "2006 Public Safety Supplier Fair II" with details on date and location.
- eVA Spotlight** section: "Business Assistance" newsletter.
- Watch eVA Grow** section: "Monthly Chart" showing statistics: 5 Million Items, 1,038,856 Orders, \$9.6 Billion Spent. Below this is a table of eVA Tools: 983 Catalogs, 171 Agencies, 492 Localities, 32,482 Vendors, 9,121 eVA Users.
- eVA Customer Care:** Phone: 866-289-7367, Email: eVACustomerCare@dgs.virginia.gov.
- Nationally Acclaimed** section with logos for Trailblazer Award, MIT Government Innovator, Digital Government, Prestigious Gold Award, EC3 Effectiveness Through Government Award, and NASPO Cronin Gold Award.

1. Enter your user name in the Username field in the Buyer Login box.
2. Enter your password in the Password field underneath the Username field.

### NOTES

Username and password is case-sensitive. This information must be entered exactly as created.

Passwords expire after 90 days. A password cannot be re-used until the fourth time.

3. If you clicked the live link inside your Ariba email, you will be taken immediately to the requisition you need to approve.
4. If you logged into eVA directly from the website, you will be taken to the below screen.
5. Click the Shop Now link in your left menu.

welcome Kempfer, Gail September 22, 2005 - 2:51 PM buyensense

Applications

- Data Management
- eProcurement
- Quick Quote
- Reports & Documents
- Shop Now
- FAQ Buyer

Portal

- Portal Home Page

Support

- Customer Care Reports
- Accessibility
- Customer Support
- FAQ
- Submit an Issue

**eVA Knowledge Center**

ASK eVA

Ask

Latest eVA News:

- More eVA eMail and Quick Quote Training Available!** 9/16/2005 3:19:00 PM  
eVA eMail and Quick Quote training is 'going on the road'! Check out the calendar for classes at the Blue Ridge Community College in Weyers Cave AND Christopher Newport News Univ., Newport News. There will also be training offered at VA Highlands Community College in the near future! To ... [Read More](#)
- More eVA Improvements!** 9/16/2005 9:20:00 AM  
One of the cost savings suggestions submitted to the Commonwealth has been put in place. The state seal has been eliminated from eVA Purchase Orders. This reduces the frequency of multiple pages on eVA PO's. Additionally, this fulfills a request by the local government eVA users to remove this ... [Read More](#)
- BACK BY POPULAR DEMAND!** 9/12/2005 1:31:00 PM  
The user community 'spoke' and we listened. With the last email update in December, the Accounting Step was no longer easily visible. On September 16, that step will be re-established and be easily accessible. Although the basic requisition process is still 3 steps, you will now see 4 steps ... [Read More](#)
- New feature on the eVA Home Page... News & Events** 9/1/2005 4:56:00 PM  
The eVA home page now has a scrolling news & events box located in the lower right part of the screen. Watch for articles, events and special reports in this area. ... [Read More](#)

[More eVA News](#)

Future Procurements

- Future
- Procurements
- FP User Guide
- Request Login

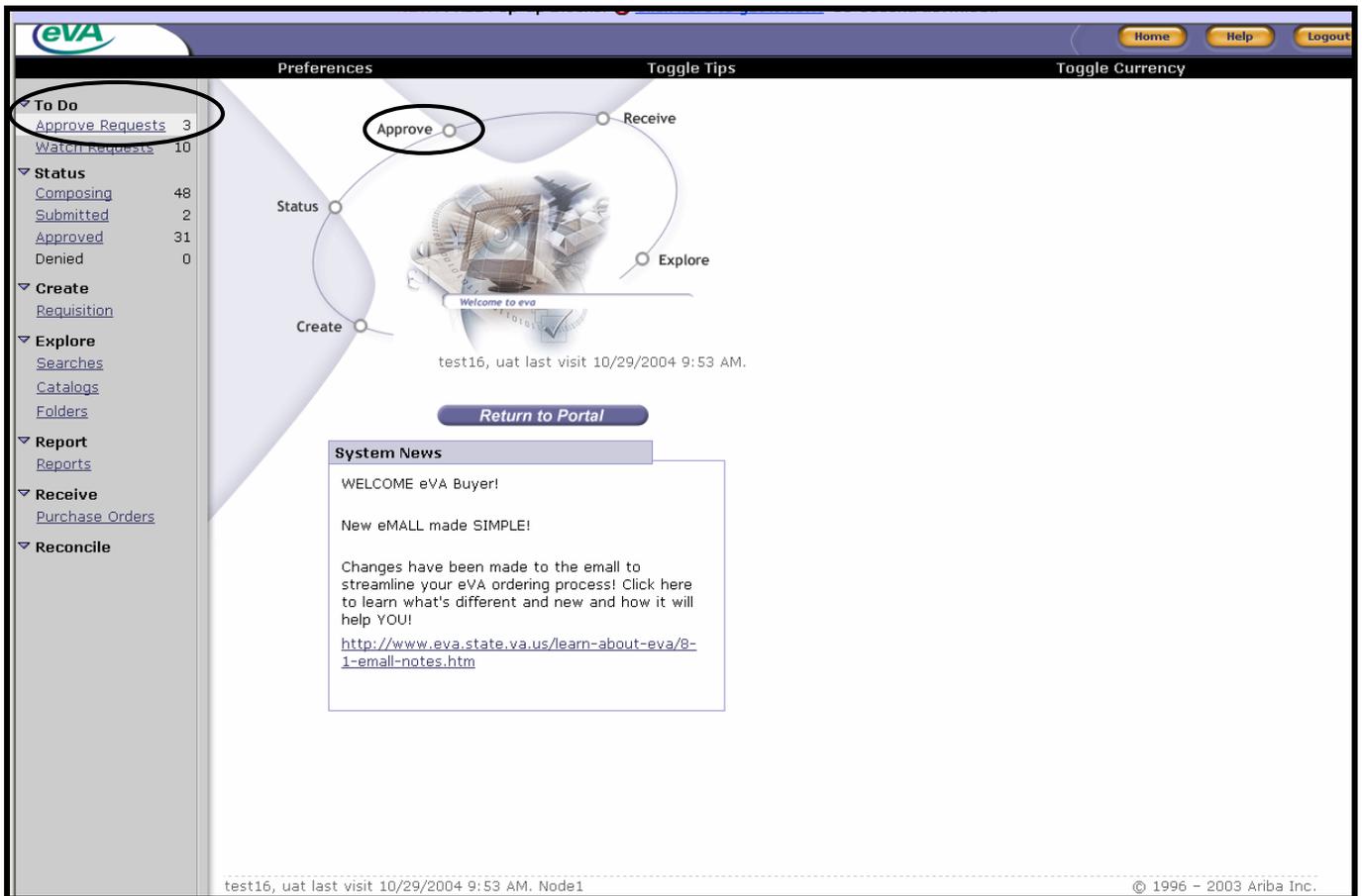
eVA Channels

- News Archive
- Suppliers FAQs
- Buyers FAQs
- DPS Website
- Buyers-Public
- Vendors-Public
- Learn About eVA
- State Contracts
- Solicitations & Awards
- eVA KC Admin

[News Archive](#) | [Suppliers FAQs](#) | [Buyers FAQs](#) | [DPS Website](#) | [Buyers](#) | [Vendors](#) | [Learn about eVA](#)  
[eVA KC Admin](#) | [State Contracts](#) | [On-Line Bids](#) | [Award Notices](#)

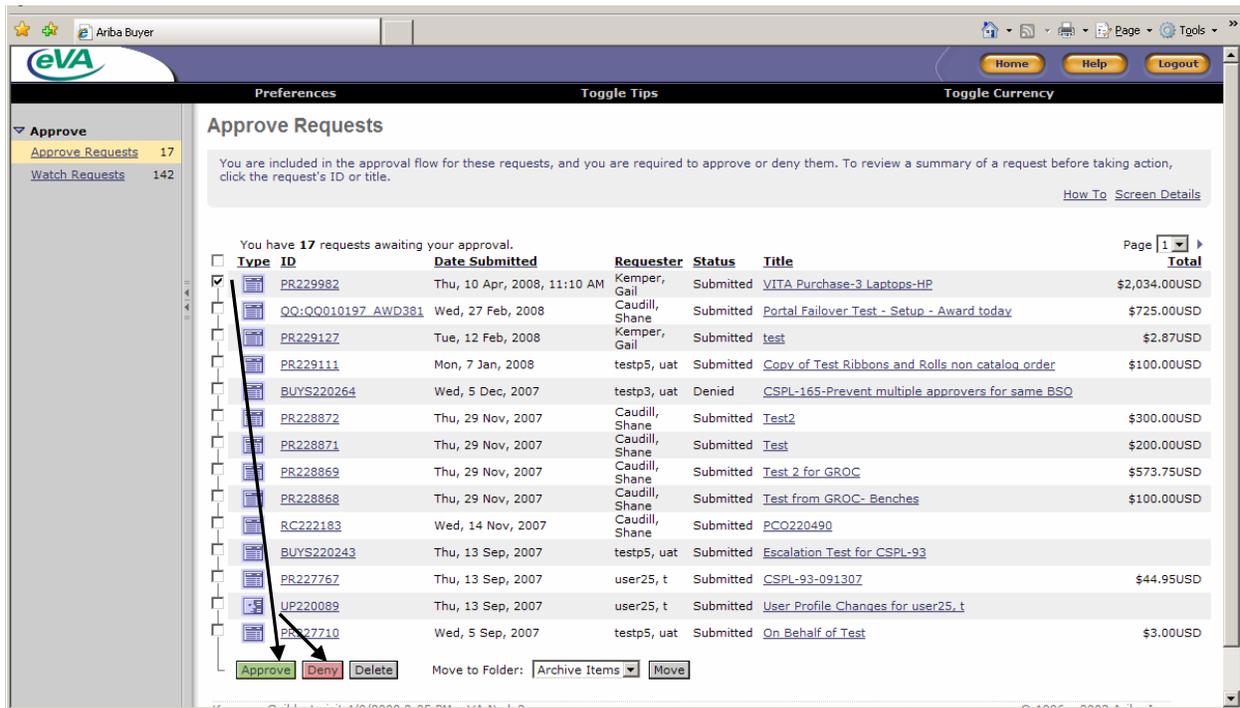
Your Approve button will be flashing and you will see a live link in your left menu for “Approve Requests”, showing the number of transactions awaiting your approval.

- 6. Click on “Approve Requests” under the *To Do* section in the left menu OR click the “Approve” button in center screen.

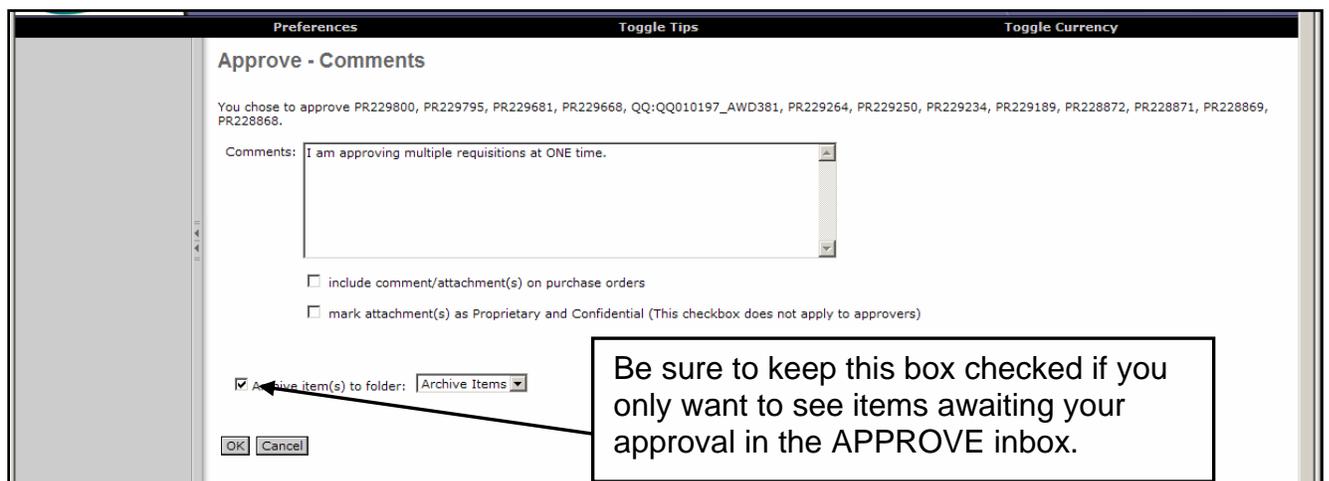


## Approving/Denying Requisitions (without opening the PR)

1. Check the box next to the PR number and click the Approve or Deny button.



2. You are then presented with a screen to enter a comment, if desired. If you do not want the vendor to see the comment, do NOT check a box below the Comments box.

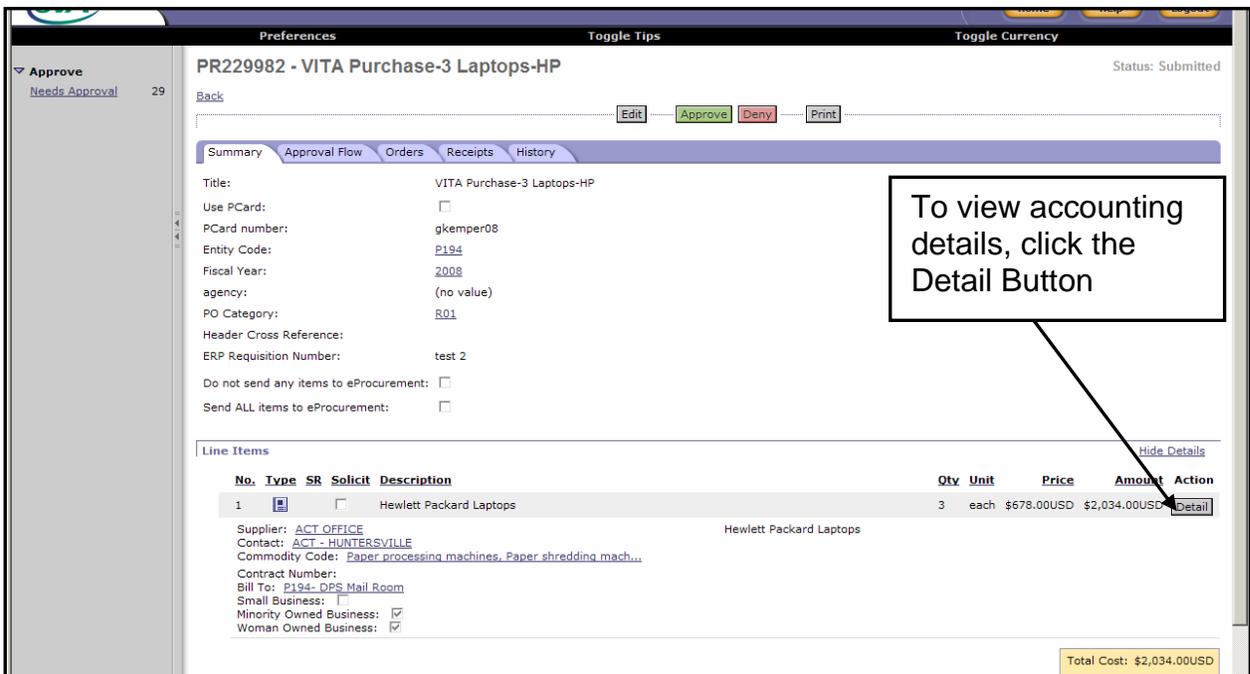
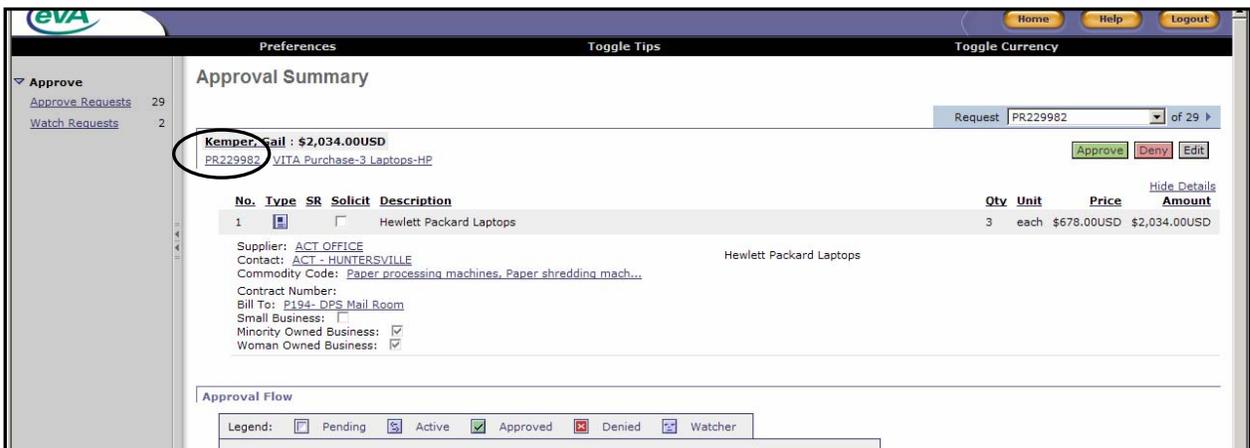


Approving/Denying the requisition (opening the PR)

- Click the underlined PR number to open the first screen of the requisition.



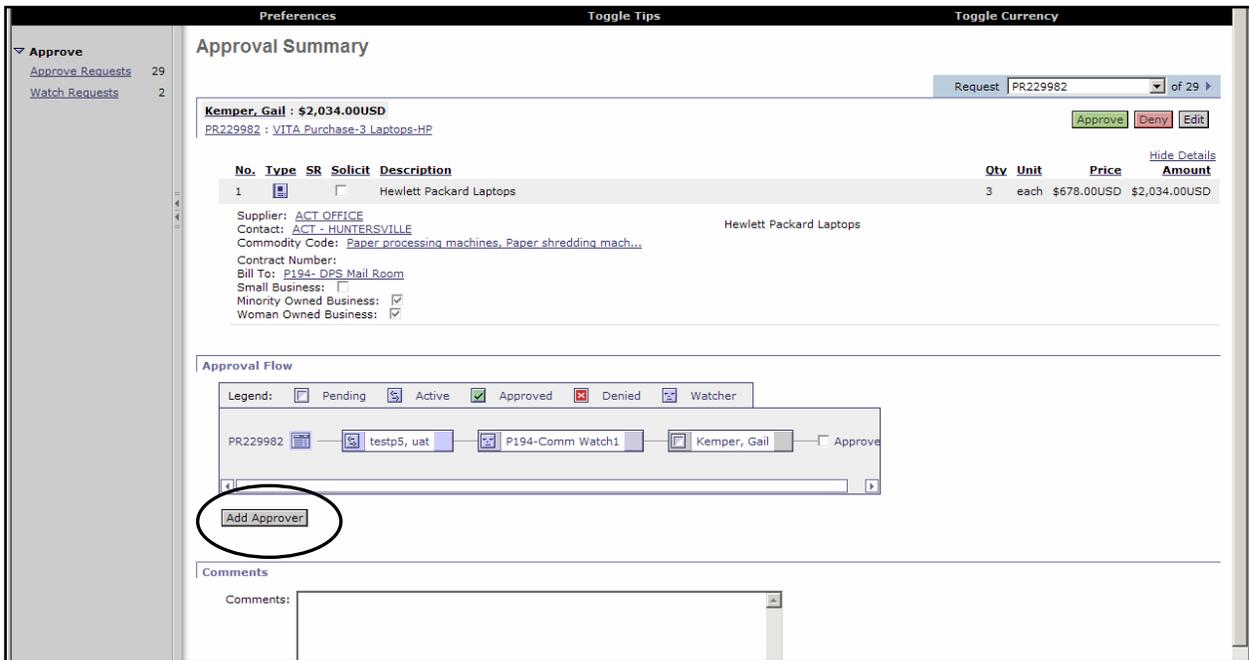
- To view requisition details, click on the underlined PR, as circled below.



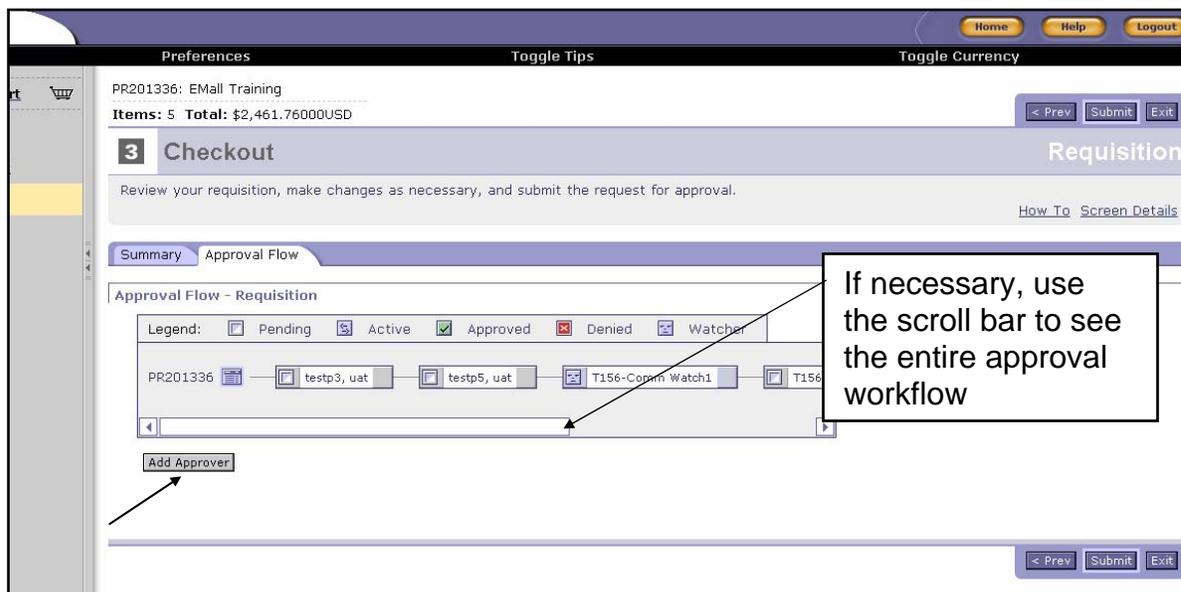
- You can approve or deny the purchase by clicking the appropriate button located at the top/bottom of the screen.

### Adding an approver to the requisition

- When you click the PR ID from the initial Approve screen, you are presented with a screen that appears as such:



- Click the Add Approver button:



A new window appears that allows you to select an approver:

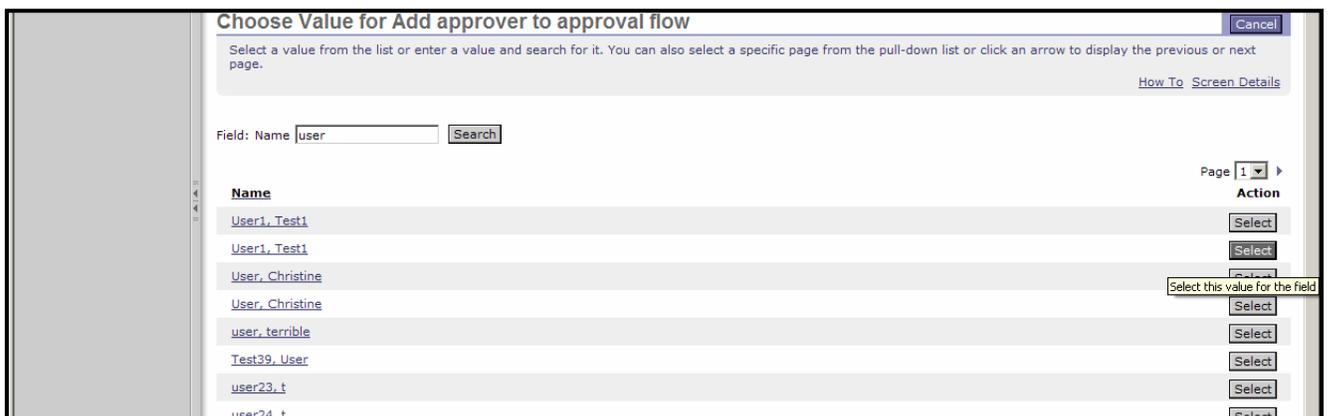


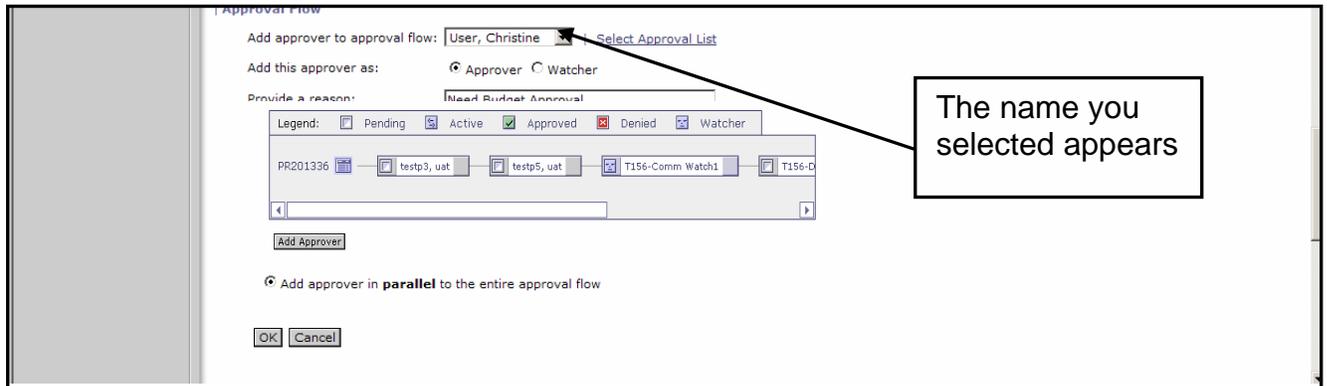
3. In the drop down list, choose an eVA user or click 'Other' to conduct a search for another individual:



When 'other' is selected in the screen above, a new screen appears.

4. Enter the LAST name of the individual and click the Search button.
5. When user's name appears in the list, click the appropriate Select button.





6. In the next area, you must select a radio button to designate the individual as either an approver or a watcher.
7. The next field allows you to add text to explain the reason you are adding an approver/watcher.
8. Click the OK button.

NOTE: You may only delete approvers/watchers you added. A radio button displays in the boxes of approvers/watchers you added.



An 'Ariba' email is sent to the requisition preparer to alert them when their requisition has been fully approved.

## EDITING A REQUISITION

If you are assigned an eVA role known as “eVA Edit Approvable”, after you click the PR ID link from the initial Approval screen you will see an EDIT button on your screen, as shown below. If you click this button, the requisition opens up and permits you to edit any fields on the requisition, just as a preparer might do.

The screenshot displays the 'Approval Summary' for requisition PR229982. The total amount is \$2,034.00USD. The requisition is for 'VITA Purchase-3 Laptops-HP'. The 'Edit' button is circled in red. The table below shows the item details:

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Hewlett Packard Laptops	3	each	\$678.00USD	\$2,034.00USD

Supplier: ACT OFFICE  
Contact: ACT - HUNTERSVILLE  
Commodity Code: Paper processing machines, Paper shredding mach...  
Contract Number:  
Bill To: P194- DPS Mail Room  
Small Business:   
Minority Owned Business:   
Woman Owned Business:

Approval Flow:  
Legend:  Pending  Active  Approved  Denied  Watcher  
PR229982  testp5, uat  P194-Comm Watch1  Kemper, Gail  Approve

Comments:

## CAUTION

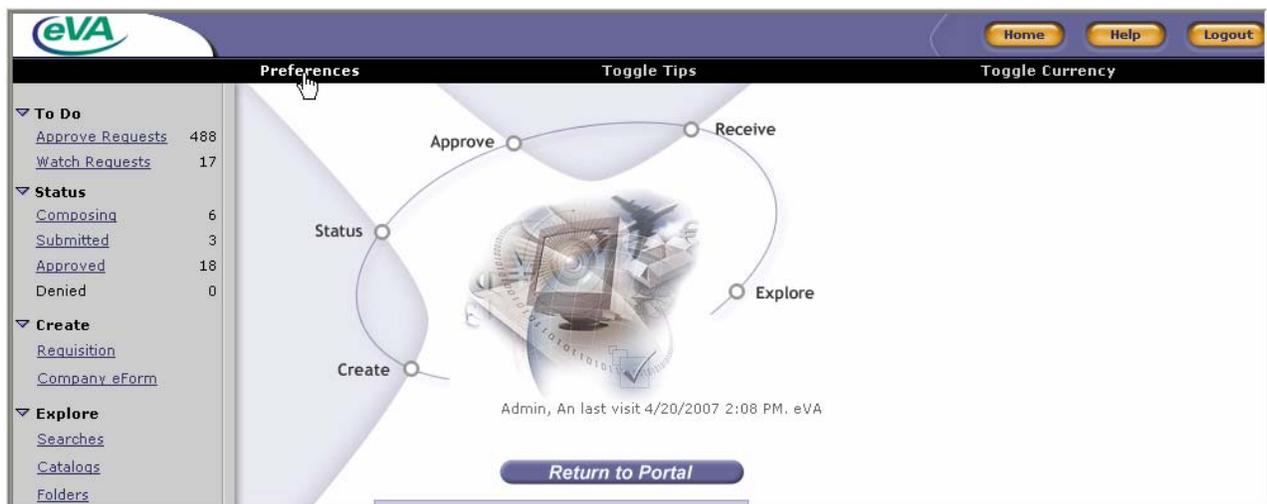
If you edit a requisition, the approval workflow will re-fire, beginning with the first approver.

## Delegating Approval Authority

You can temporarily delegate your approval authority to another user for a specified period of time.

To delegate approval authority, go to the Shop Now Home page.

1. Click the **Preferences** link to open the Personal Information screen. (Be sure you are on the Shop Now Home page – not on the Portal page.)



2. Click **Delegate Approval Authority**.



3. To set the Delegate field to an individual in your drop down list, highlight the name.
4. If the person's name does not appear, select *Other...* and Search for the user to select as the Delegate. (Refer to the [Adding an Approver](#) section to learn how to use the *Other...* option.)

UP201144: Admin, An

**1 Delegate Approval Authority** User Profile

Select a user to approve requests on your behalf; for example, while you are on vacation. [How To](#) [Screen Details](#)

\*Delegate: (no value) [v]  
 (no value)  
 Admin, An  
 Admin, C555  
 Admin1, A136  
 Other...

\*Delegation Start Date: [calendar icon]  
 \*Delegation End Date: [calendar icon]

Delegation Reason: [text area]

Notification:  continue to notify me by email of approval requests

\* indicates required field

Next > Exit

5. The Delegation Start Date is the first date your delegate can act as your approver. Use the calendar icon to select the date. Set the Delegation End Date as the date your delegation of authority is no longer active.
6. Enter a Delegation Reason, if needed. The delegation begins and ends at midnight eastern time on the specified dates.
7. The delegate will receive email notification of all approvals that would ordinarily have gone to you. If you want to continue receiving those same notifications at the same time, select the Notification check box. If you do not want the email notifications, deselect the check box.
8. Click **Next** to proceed to Step Two – Approval Flow.

UP201144: Admin, An

**1 Delegate Approval Authority** User Profile

Select a user to approve requests on your behalf; for example, while you are on vacation. [How To](#) [Screen Details](#)

\*Delegate: Admin, C555 [v]

\*Delegation Start Date: Mon, 23 Apr, 2007 [calendar icon]

\*Delegation End Date: Mon, 30 Apr, 2007 [calendar icon]

Delegation Reason: [text area]

Notification:  continue to notify me by email of approval requests

\* indicates required field

Next > Exit

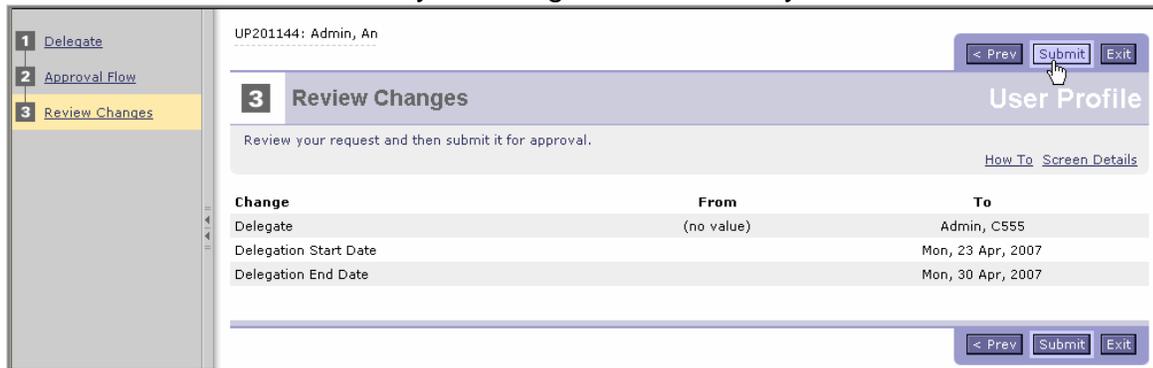
You can add an additional approver for this delegation, if necessary.

9. Click **Next** to proceed to Review Changes.



The Review Changes screen displays all changes you have requested.

10. Click **Submit** to activate your delegation of authority.



When the delegation period starts, the delegated approver will be prompted after clicking **Shop Now** to select which user to use for the session. The delegate can choose to act under his own name for regular eMail functions, or to act as an approver on behalf of someone else.





*If you are acting as an approver, you cannot create requisitions under that user.*

## Active Delegation of Authority

If you log in during the time that you delegated your approval authority to another, you will be notified that you have an Active Delegation of Authority.

Click the **Continue** using the delegation of authority or **Stop** using the delegation of authority links as appropriate. This action is effective immediately.



**Active Delegation of Authority**

You have logged in while your delegation of authority is still in effect. You can continue or cancel the delegation. [How To](#) [Screen Details](#)

You have delegated authority to **Admin, A136** from 3/30/2005 12:00 AM to 4/1/2005 11:59 PM.

What would you like to do?

- [Continue](#) using the delegation of authority
- [Stop](#) using the delegation of authority

Don't show this page again until a new delegation is created.



*If you decide to continue to use the delegation of authority, you can still approve your requests. You can log in, click **Continue**, and approve requests that require your approval.*

## General eVA Information

[www.eva.virginia.gov](http://www.eva.virginia.gov)

### eVA Resources

Refer to the eVA web site for a wealth of information. Procurement manuals are available with a click of the mouse. Refer to the Buyer tab and/or Training links from the eVA Home page to access a variety of topics.

For general overall eVA information, refer to the [eVA Overview Guide](#). You can obtain this guide, as well as other eVA guides by clicking on the Reports and Documents link in your left menu (after you login) and then clicking on the TRAINING tab. (You will see a section for eVA Training Materials).

For technical assistance, contact [evacustomer@care@dgs.virginia.gov](mailto:evacustomer@care@dgs.virginia.gov) or call 866-289-7367.

Refer your vendors to the Sign Up area on the eVA Home page to learn how they can register to use eVA.