



# e-Mall Training

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# Login to eVA

<http://www.eva.virginia.gov>

The screenshot displays the homepage of the Virginia's Total e-Procurement Solution. The header includes the eVA logo and the text "Virginia's Total e-Procurement Solution". A search bar is located in the top right corner. The main content area features a navigation menu on the left, a central "Quick Links" section, and a right-hand sidebar with statistics and news. The "Quick Links" section contains two login forms: "Buyer Login" and "Vendor Login", each with fields for "Username" and "Password" and a "Login" button. Below the login forms are links for "Password Problems? Click here" and "Need Other Assistance? Click here". The sidebar on the right includes a "Watch eVA Grow" section with statistics such as "754,055 Orders" and "7.2 Billion Spent", and a "Customer Care" section with the phone number "866-289-7367".

**Virginia's Total e-Procurement Solution**

Ask eVA

**ALERT!** If you received a notice from Ariba regarding the **Ariba Supplier Membership Program**, [click here](#)

**Quick Links**

- APSPM Manual
- Vendors Manual
- Local Govt. Sign-Up
- State Contracts
- PPEA
- Procurement Directory
- Reports List
- List of States' Preferences
- eVA Order Terms
- Vendor Registration
- Vendor Registration Guidelines
- Solicitations & Awards
- Future Business Opportunities
- eVA Dashboard
- more Buyer/Vendor Info...
- Search for Sheltered Workshops
- Small, Woman, and Minority Business Certification

**Buyer Login**

Username

Password

[Password Problems? Click here](#)

**Vendor Login**

Username

Password

[Password Problems? Click here](#)

Need Other Assistance? [Click here](#)

**Watch eVA Grow**

- 754,055 Orders
- \$7.2 Billion Spent
- Monthly Chart
- 5 Million Items
- 983 Catalogs
- 171 Agencies
- 492 Localities
- 29,114 Vendors
- 9,121 Users

**Customer Care**

866-289-7367

**eVA News & Events**

[Details](#)

**VAEmergency.com**

"Localities leading in saving big bucks"  
Is your locality a leader in using eVA to save money? [Click...](#)

"Wanna call to

**Nationally Acclaimed**

- eS&S Award
- MIT Government Innovator
- Best in Breed in Technology
- Prestigious Gold Award
- eS&S Through Government Award
- Crest Gold Award

When logging in, use lowercase letters!

# Going Shopping?

Click "Shop Now" !

The screenshot shows the eVA Knowledge Center website. The top navigation bar includes the text 'Welcome, Kemper, Gail', the date 'September 26, 2005 4:31 PM', and the 'buy sense' logo. The main header features the 'eVA Knowledge Center' logo and an 'ASK eVA' search box. The left sidebar contains a menu with 'Applications' and 'Shop Now' circled. The main content area is titled 'Latest eVA News:' and contains four news items with dates and 'Read More' links. The right sidebar lists 'Future Procurements' and 'eVA Channels' with various sub-links. The footer contains a list of links including 'News Archive', 'Suppliers FAQs', 'Buyers FAQs', 'DPS Website', 'Buyers', 'Vendors', 'Learn about eVA', 'eVA KC Admin', 'State Contracts', 'On-Line Bids', and 'Award Notices'.

Applications

- Data Management
- eProcurement
- Quick Quote
- Reports & Documents
- Shop Now**
- Portal
- Portal Home Page
- Support
- Customer Care Reports
- Accessibility
- Customer Support
- FAQ
- Submit an Issue

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
- Rolling Notices & 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

## Accessing eMail (Shop Now)

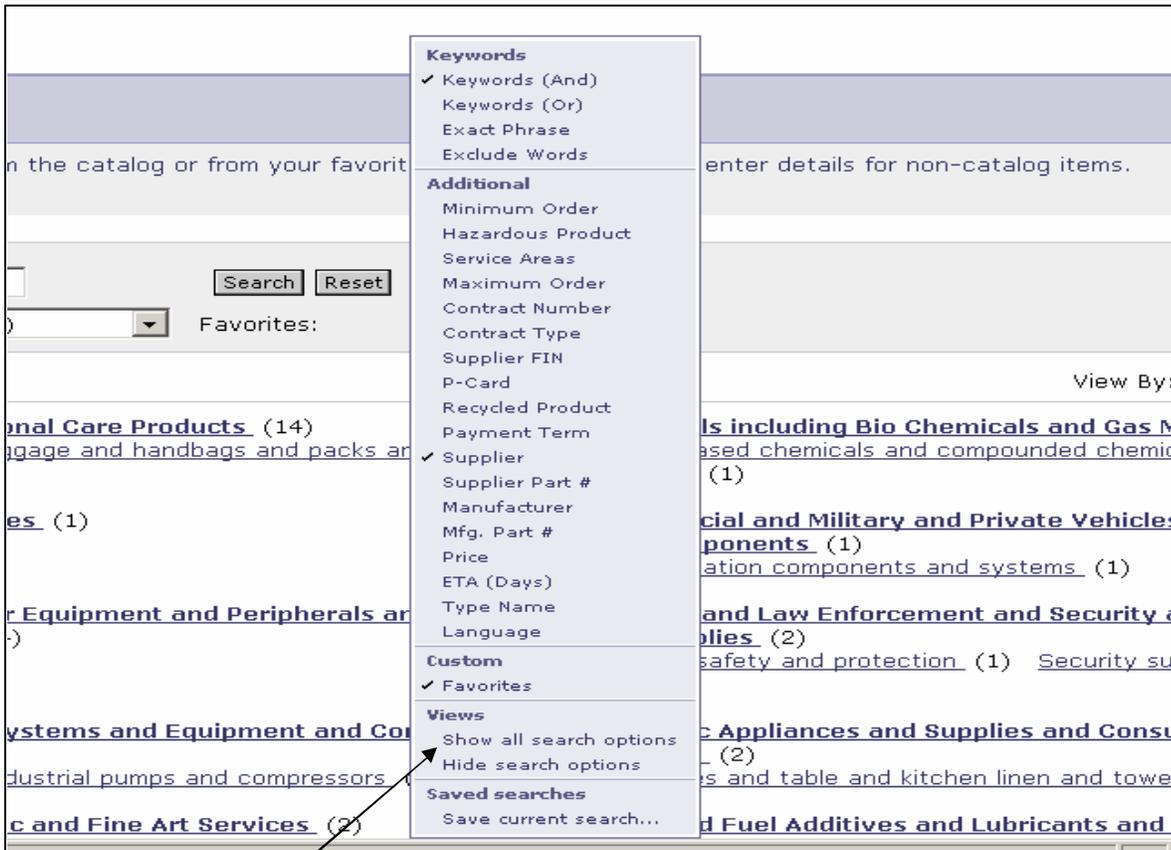
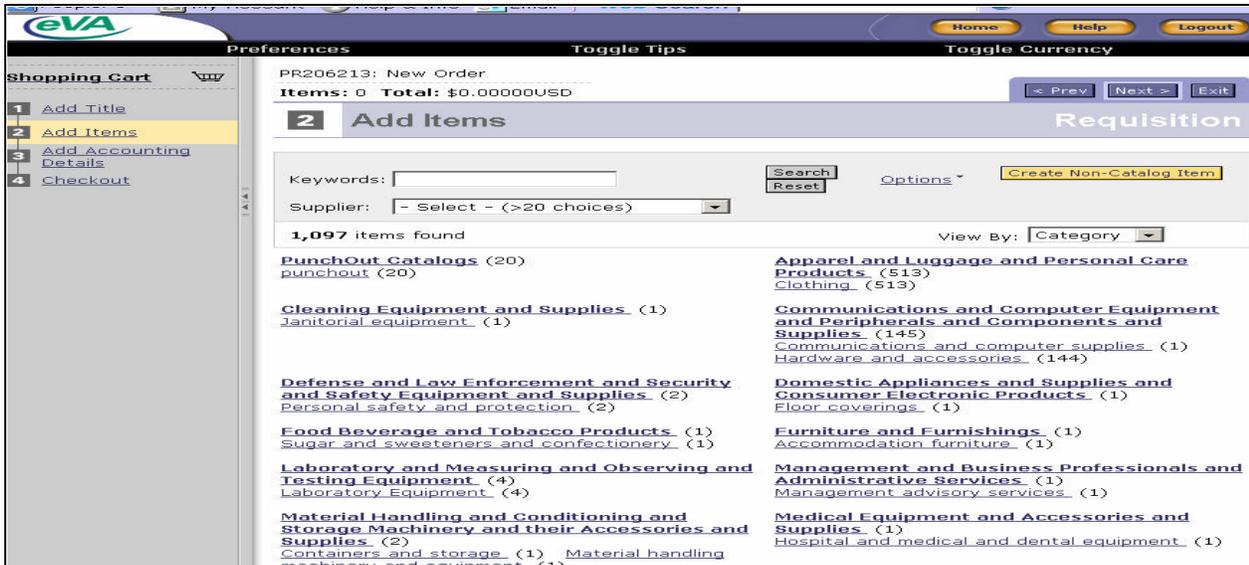
The screenshot displays the eVA (e-Procurement) system interface. At the top, there are navigation buttons for Home, Help, and Logout. Below these are tabs for Preferences, Toggle Tips, and Toggle Currency. A left-hand navigation menu lists various functions: To Do (Approve Requests: 3, Watch Requests: 10), Status (Composing: 43, Submitted: 2, Approved: 21, Denied: 0), Create (Requisition), Explore (Searches, Catalogs, Folders), Report (Reports), Receive (Purchase Orders), and Reconcile. The main content area features a circular process diagram with nodes for Status, Create, Approve, Receive, and Explore. The 'Create' node is circled in red. Below the diagram, a 'Return to Portal' button is visible. A 'System News' box contains a welcome message and a link to learn about eVA changes. The footer shows the user 'test16, uat last visit 10/29/2004 9:53 AM, Node1' and the copyright notice '© 1996 - 2003 Arise Inc.'

To create a requisition, click either the Requisition link in the left menu **OR** the Create button on center screen.



# Finding Items through Catalog Searching

Search features available when you click on the underlined Options link are shown below:



When you select “Show all search options” (as illustrated by the arrow on the previous page), a screen opens that shows all available search fields, as shown below.

The below screen shows most available search fields.

**2 Add Items**
Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

[How To](#) [Screen Details](#)

Keywords (And):

Keywords (Or):

Exact Phrase:

Exclude Words:

Supplier Part #:

Mfg. Part #:

Price:  To:

ETA (Days):  To:

Supplier FIN:

Recycled Product:

Supplier:

Type Name:

Favorites:

Minimum Order:

Hazardous Product:

Service Areas:

Maximum Order:

Contract Number:

Contract Type:

P-Card:

Payment Term:

Manufacturer:

Language:

**363 items found** View By:

**Apparel and Luggage and Personal Care Products** (14)

Clothing (8) Footwear (2) Luggage and handbags and packs and cases (1) ...

**Cleaning Equipment and Supplies** (1)

Janitorial equipment (1)

**Chemicals including Bio Chemicals and Gas Materials** (3)

Carbon based chemicals and compounded chemicals (1)

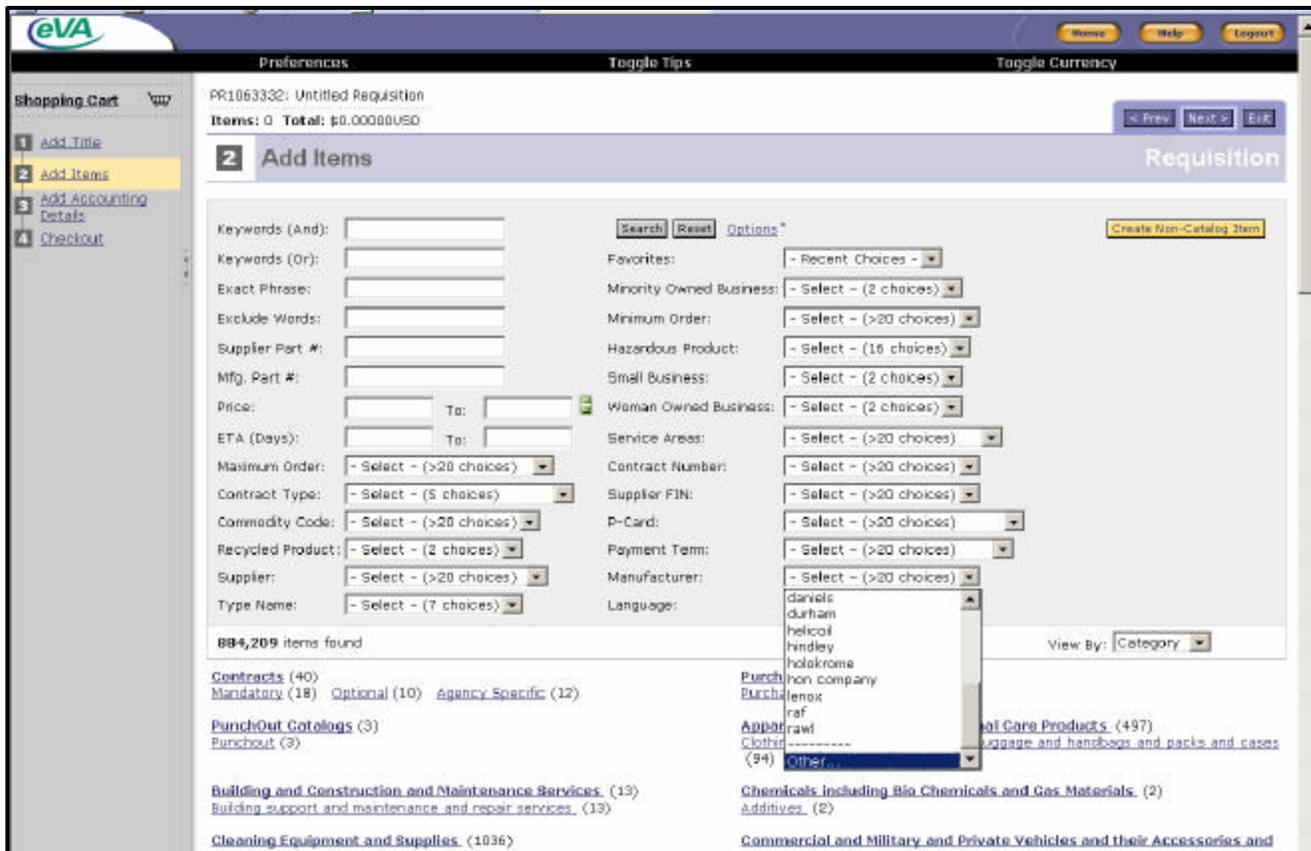
Colorants (1) Solvents (1)

**Commercial and Military and Private Vehicles and their Accessories and Components** (1)

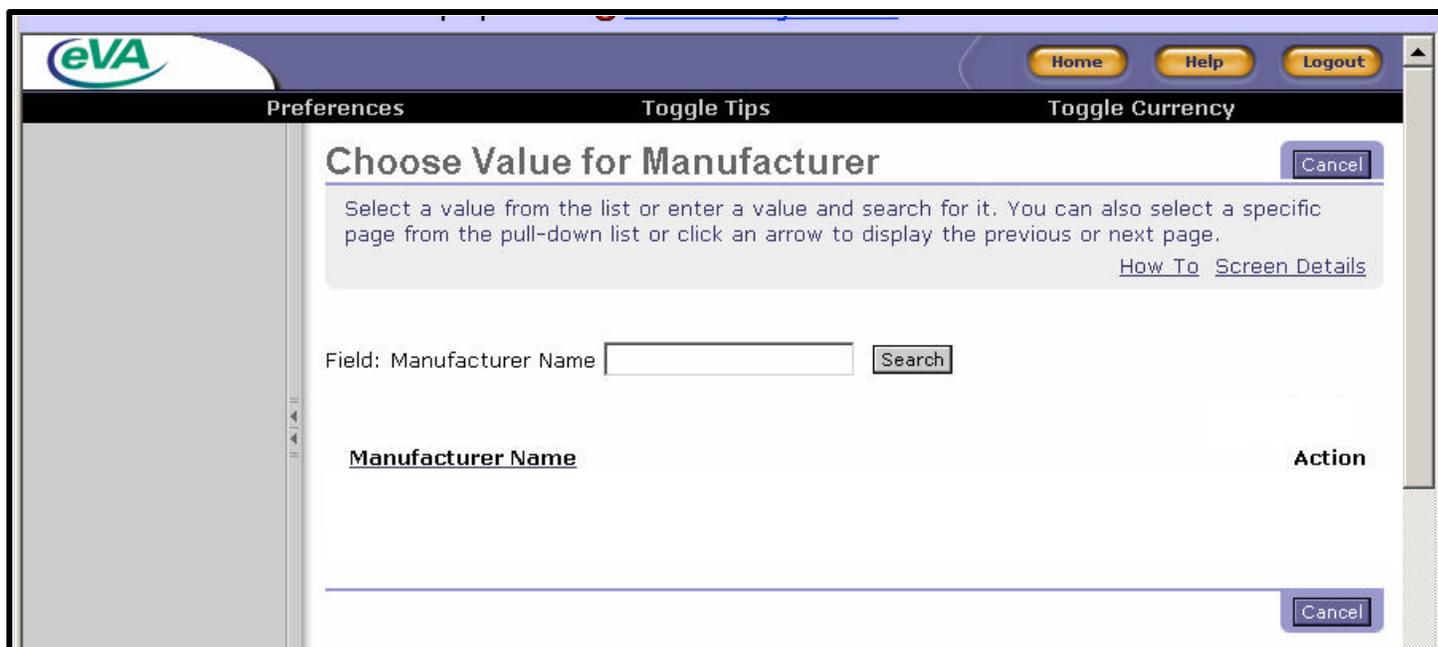
Transportation components and systems (1)

Note that the numbers displayed in these fields represent the number of choices available for the stated field.


You may search using any of the advanced search parameters. The below screen shows how to search by manufacturer name. In the drop down menu, manufacturer names appear in alpha order. If your manufacturer name is not listed, select the 'other' category:



Type in the name of the manufacturer:



When your selection appears, click the SEARCH button:

Preferences Toggle Tips Toggle Currency

### Choose Value for Manufacturer

Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page.

[How To](#) [Screen Details](#)

Field: Manufacturer Name

Manufacturer Name	Action
zoom	<input type="button" value="Select"/>

Cancel

When you click the Select button, you will be returned to the ADD ITEMS page and your manufacturer item(s) will appear, as shown:

2 Add Items Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

[How To](#) [Screen Details](#)

Keywords (And):

Keywords (Or):

Exact Phrase:

Exclude Words:

Supplier Part #:

Mfg. Part #:

Price:  To:

ETA (Days):  To:

Supplier FIN:

Recycled Product:

Supplier:

Type Name:

Favorites:

Minimum Order:

Hazardous Product:

Service Areas:

Maximum Order:

Contract Number:

Contract Type:

P-Card:

Payment Term:

Manufacturer:

Language:

1 items found Show Results: 20 per page View By: Category Details

1 items found in: Communications and Computer Equipment and Peripherals and Components and Supplies > Hardware and accessories > Modems and related hardware > **Modems**

[Modem, Zoom, 56K, v.90, Fax, Data, Voice, PCMCIA](#) \$129.00000USD / each

Supplier: [Dominion Management Resources, LLC](#) Modem, Zoom, 56K, v.90, Fax, Data, Voice, PCMCIA

Supplier Part #: 726947095298

Contract Type: 99

Contract #:

Effective Date:

Contract Link:

ETA (Days): 3

Manufacturer Name: Zoom

P-Cards Accepted:

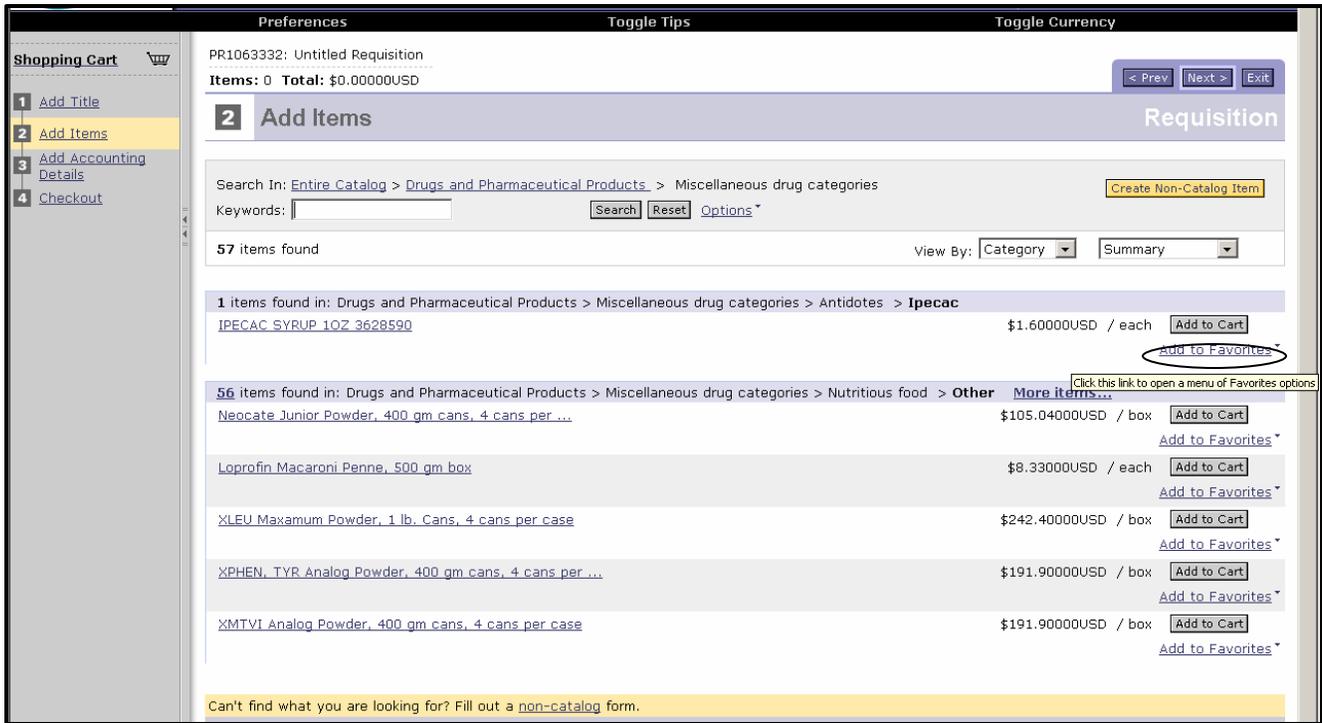
Service Areas:

Can't find what you are looking for? Fill out a non-catalog form.

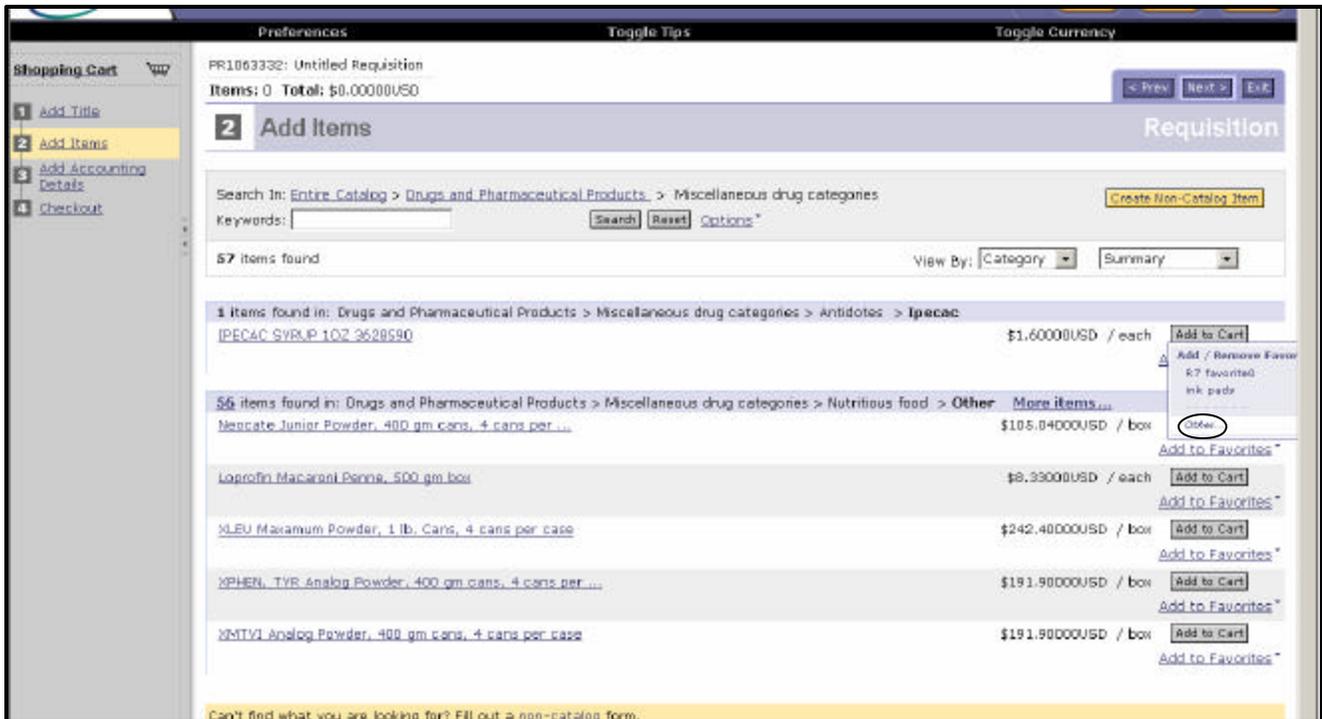
Steinham, Gloria last visit 11/5/2004 1:59 PM. Node1 © 1996 - 2003 Anba Inc.

Notice the LOCK icon next to the Manufacturer field. Anytime a search is done on a particular description for any field, this icon appears. Although there are many search fields, when one field is locked, the other fields are limited by what is available for the item in the locked field. For example, if you have a particular supplier locked in, only Purchase cards accepted by that supplier will display in the P-Card search field. You will notice the change in the number of choices available when a particular field is "locked down". When this icon is clicked again, all search fields reopen.

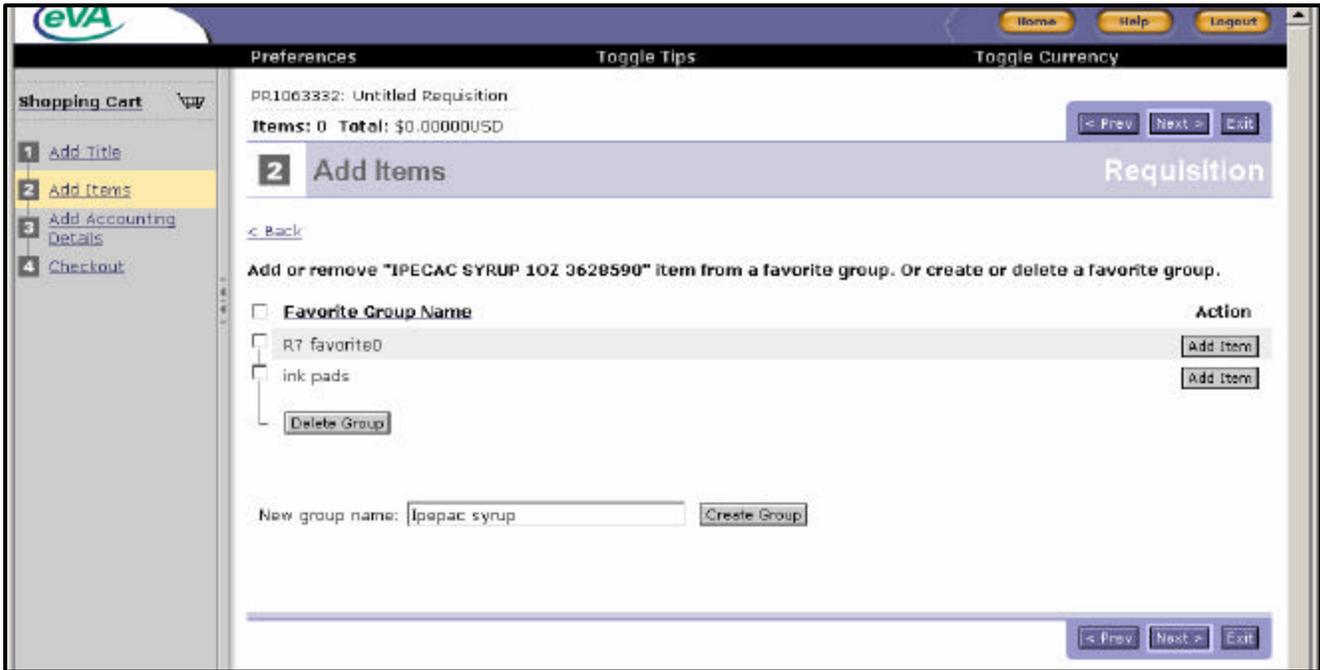
# Saving Items as “FAVORITES”



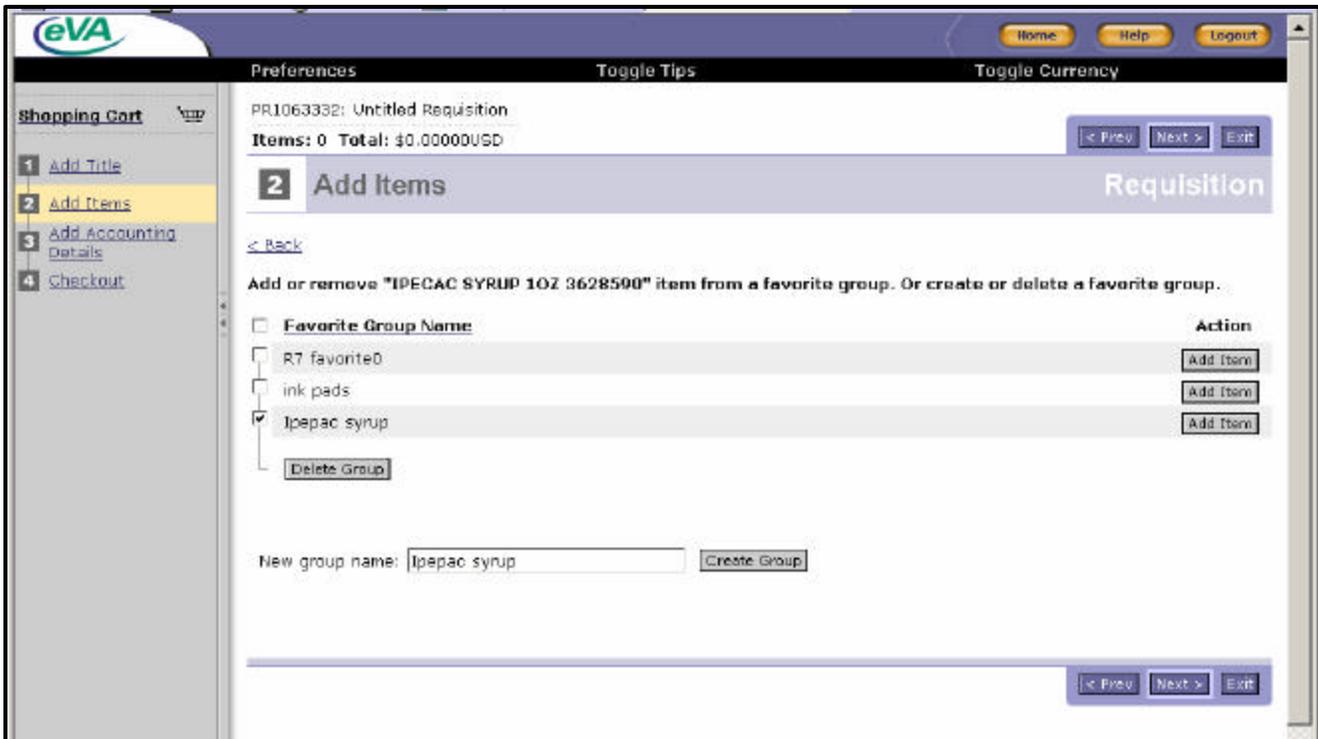
When clicking the “Add to Favorites” link, you must select an existing folder where the item is to be stored OR you will need to create a new Favorites folder if an appropriate folder does not exist. Select the “Other” option to create a new Favorites folder.



The below screen will appear asking you to name a new folder for storing your SAVED favorite.



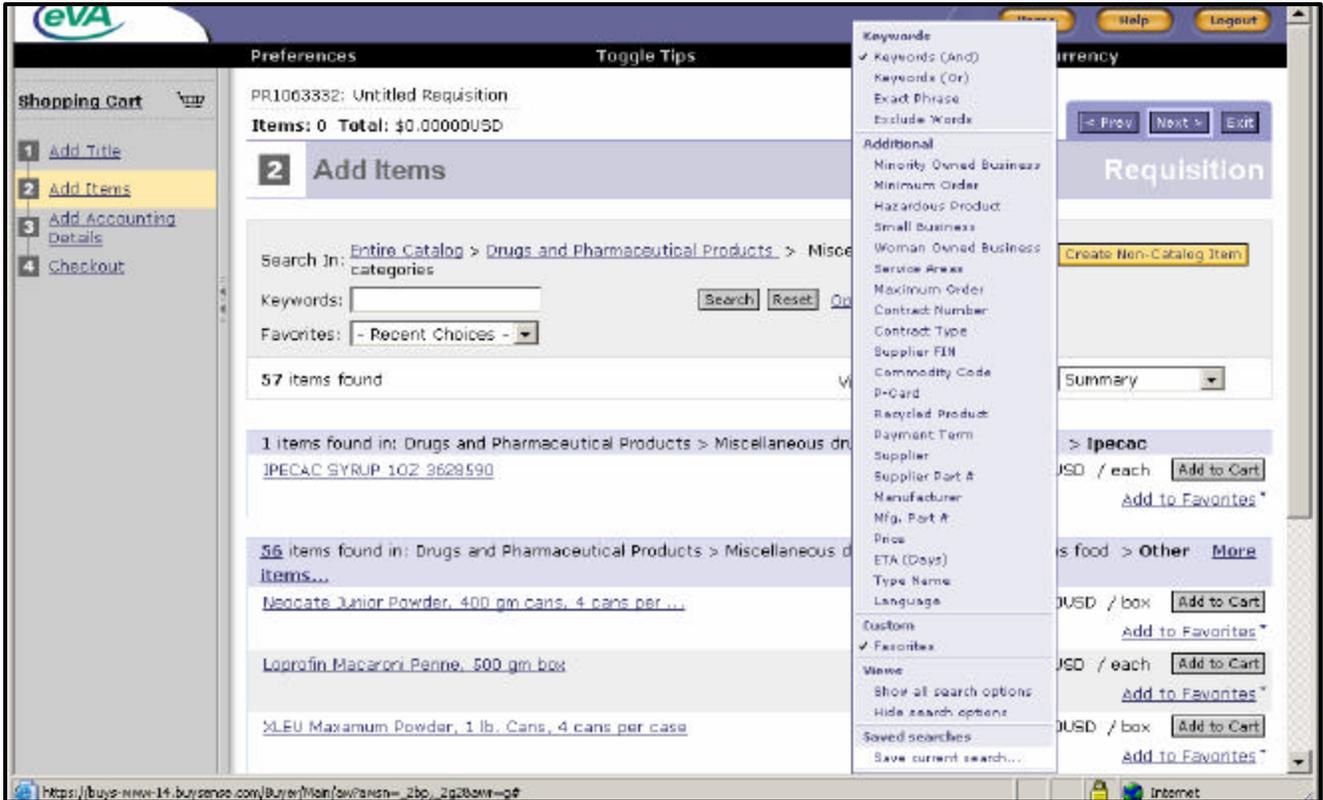
After entering the name of the group, you must add that particular item to the group, as shown below. Click the box, then click Add Item.



In the future, when you return to the email, you can search your FAVORITES folders to quickly find your saved items to add them to your requisition.

# Saving Searches

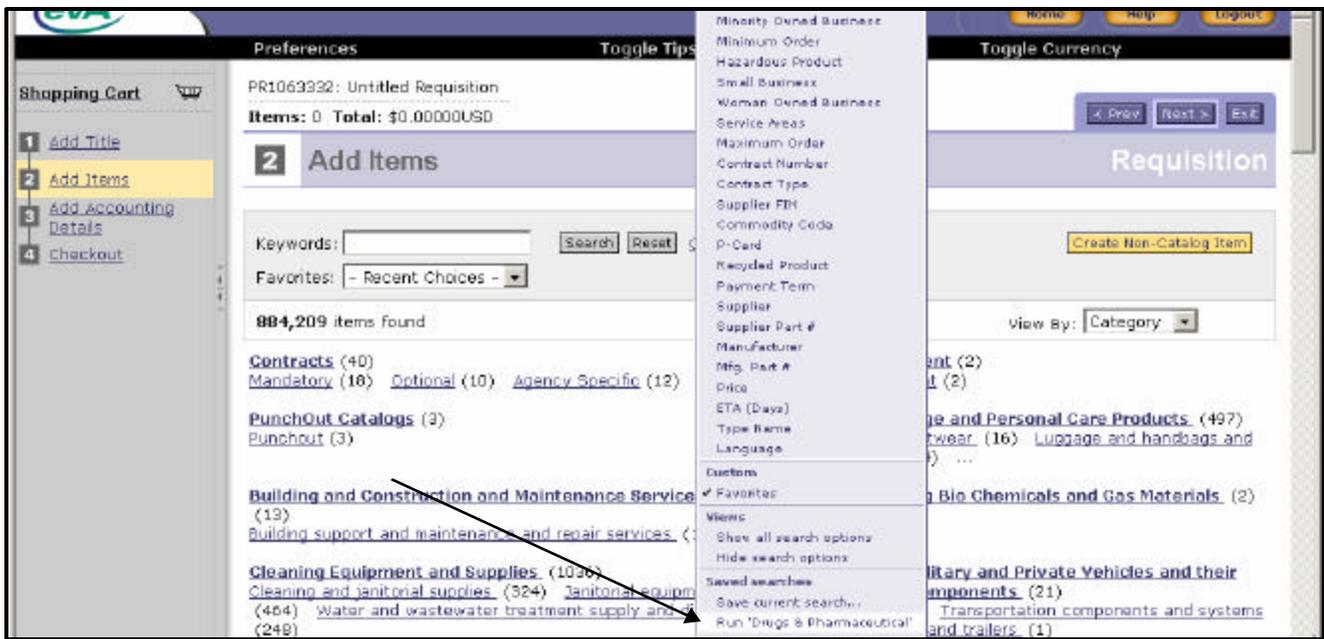
After narrowing your search for a particular group of items, you can save this group by clicking on the “Save current Search” link in your down down menu after clicking on the OPTIONS link (shown below)



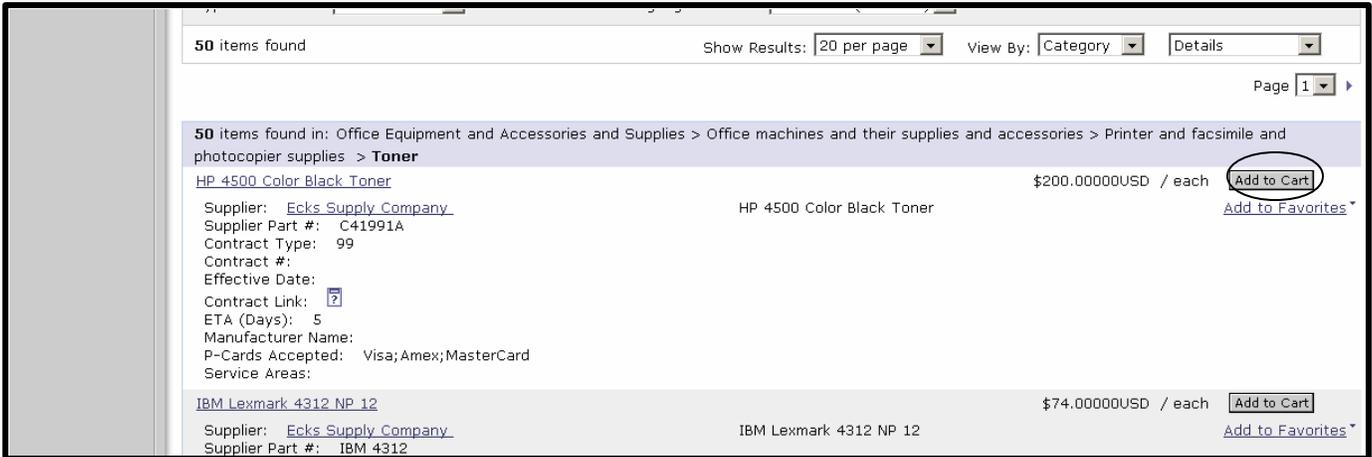

When you click on the “Save current search”, the following screen appears:  
(Enter the name of your search and click the SAVE button.)



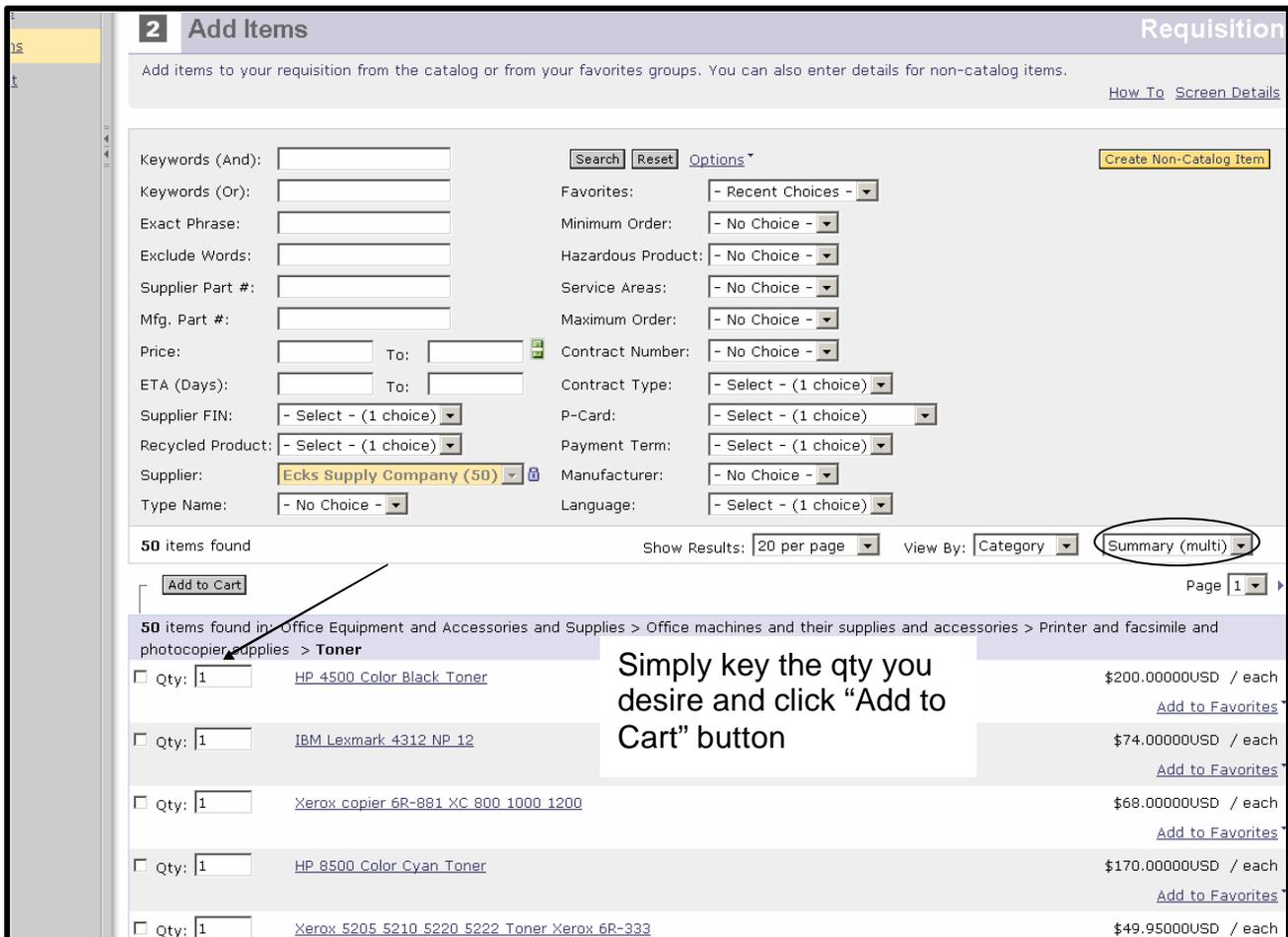
The next time you return to eVA, click on the appropriate “Run” link that matches the name of your saved search:




When viewing a catalog inside eVA, an “Add to Cart” button will display next to the available line items. Clicking this button adds the item to the shopping cart in your requisition. If you see a “Buy From Supplier” button instead of an “Add to Cart” button, this signifies you will need to ‘punchout’ to the vendor’s website to select the item. More will be covered on this later in this guide.



There are several ways to view searched items. To select multiple quantities of the same item at one time, ensure that your “view” is set to either Details (multi) or Summary (multi), as circled below. (You cannot select multiple quantities on a ‘punchout’ unless you are at the vendor’s website set up for eVA.)



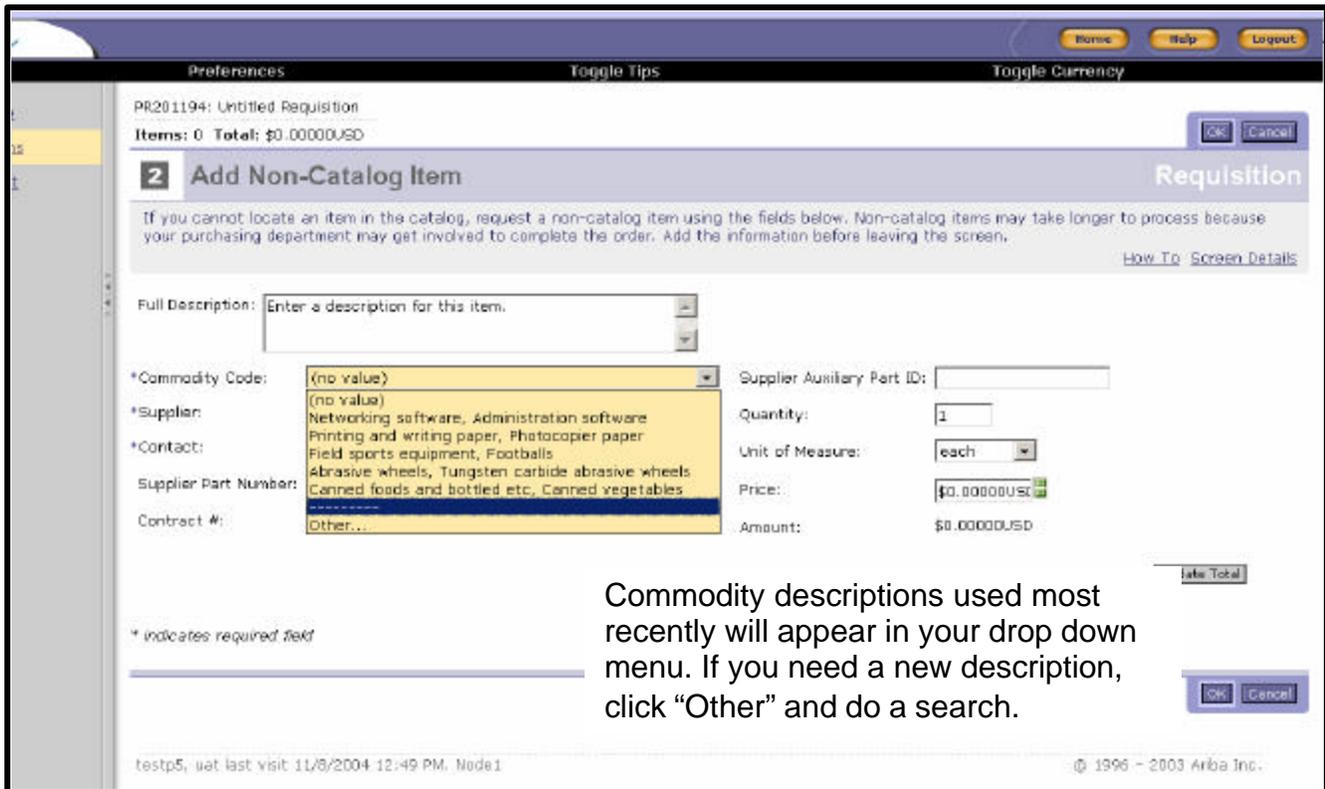
The above screen shows a collapsed view of your search. To display product details, simply change the view back to “details”. You can also see product details of a particular item without switching your view simply by clicking on the underlined description of the product.

## Creating Non-catalog items

When you need to add an item to your requisition for which there is no catalog to select from, click the Create Non-Catalog Item button, as shown on the Add Items screen:



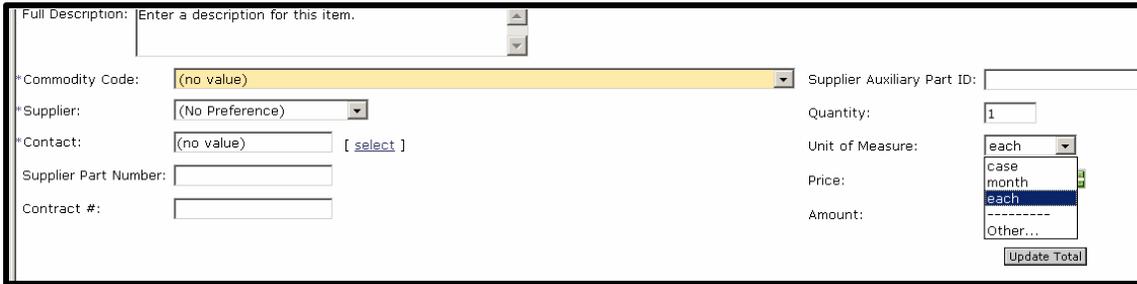
When the following screen appears, enter the appropriate fields:



Commodity descriptions used most recently will appear in your drop down menu. If you need a new description, click “Other” and do a search.

The same type of drop down menu appears for suppliers. If you do not see your supplier choice in the drop down menu, click “Other” to conduct a search.

In the Unit of Measure field, you also have a drop down menu available that displays your most recent selections. It also provides an “other” option in the event you need to search for a new Unit of Measure:

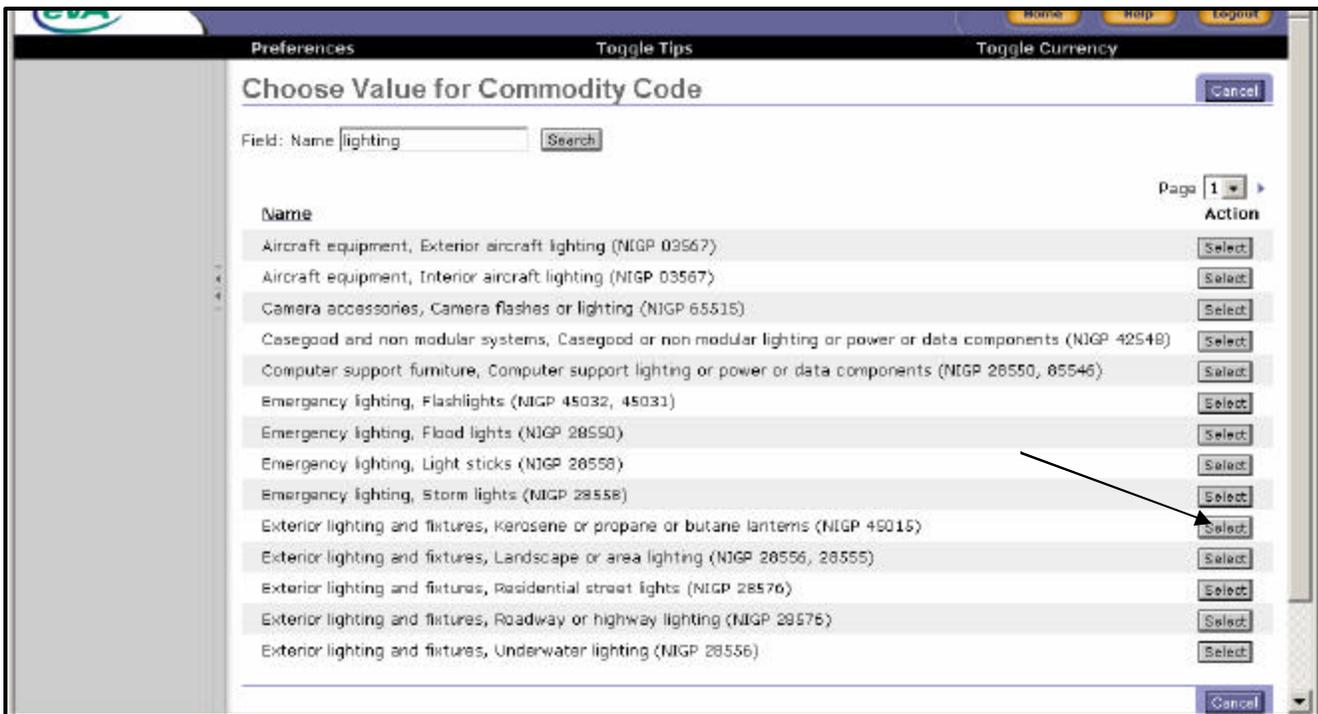


The screenshot shows a form with the following fields and options:

- Full Description: Enter a description for this item. (text input)
- \*Commodity Code: (no value) (dropdown)
- Supplier Auxiliary Part ID: (text input)
- \*Supplier: (No Preference) (dropdown)
- Quantity: 1 (text input)
- \*Contact: (no value) [select] (dropdown)
- Unit of Measure: each (dropdown menu open showing options: each, case, month, each, -----, Other...)
- Supplier Part Number: (text input)
- Price: (text input)
- Contract #: (text input)
- Amount: (text input)
- Update Total (button)

When conducting a search for commodity description, supplier, contact name (supplier's ordering location) or Unit of Measure, you will be presented with a search screen where you will need to key in the type of data for which you are searching. For example, if searching for a particular description/commodity code, the below screen will appear. Suppose you're looking for some type of lighting fixture. Enter a generic description for the item, as shown below, and click search. If known, you can also enter the NIGP code for that item.

When your particular item appears, click the Select button.



The screenshot shows a search results page titled "Choose Value for Commodity Code". The search bar contains "lighting" and the "Search" button is clicked. The results are displayed in a table with columns for "Name" and "Action".

Name	Action
Aircraft equipment, Exterior aircraft lighting (NIGP 03567)	Select
Aircraft equipment, Interior aircraft lighting (NIGP 03567)	Select
Camera accessories, Camera flashes or lighting (NIGP 65515)	Select
Casegood and non modular systems, Casegood or non modular lighting or power or data components (NIGP 42548)	Select
Computer support furniture, Computer support lighting or power or data components (NIGP 28550, 85546)	Select
Emergency lighting, Flashlights (NIGP 45032, 45031)	Select
Emergency lighting, Flood lights (NIGP 28550)	Select
Emergency lighting, Light sticks (NIGP 28558)	Select
Emergency lighting, Storm lights (NIGP 28558)	Select
Exterior lighting and fixtures, Kerosene or propane or butane lanterns (NIGP 49015)	Select
Exterior lighting and fixtures, Landscape or area lighting (NIGP 28556, 28555)	Select
Exterior lighting and fixtures, Residential street lights (NIGP 28576)	Select
Exterior lighting and fixtures, Roadway or highway lighting (NIGP 28576)	Select
Exterior lighting and fixtures, Underwater lighting (NIGP 28556)	Select

If you are searching for a vendor, you will see a similar screen to the one shown above. You will need to enter the vendor's LEGAL name and then click the Select button when it appears.

Supplier Name	Small Business	Minority Owned Business	Woman Owned Business	Action
Levere Business Products, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select

Once you click the Select button, you will be returned to the Non-Catalog Item screen to finish adding data in the remaining fields.

## Adding a non-registered vendor to a requisition

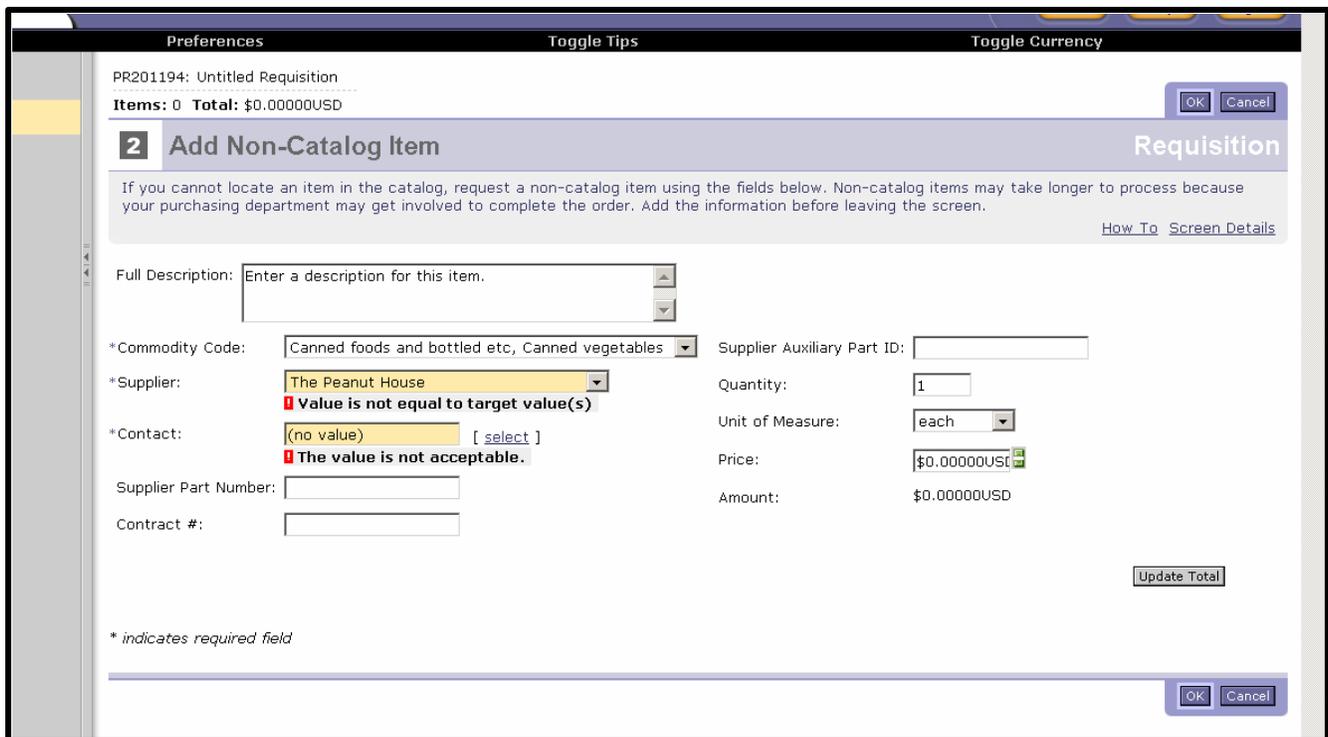
If you did a search for your vendor and are convinced they are NOT an eVA registered vendor and therefore *must* be added, you can do so by clicking on the NEW button (shown in the SUPPLIER screen --previous page). (See Caution box below) Enter the vendor data and click the SAVE button:

**CAUTION!**  
Entering a non-registered vendor places your organization/agency at risk to potentially incur the 1% order fee! It's ALWAYS best to convince your vendor to become an eVA registered supplier so you can select them from the list rather than add them as an ad-hoc vendor!

Once you enter your vendor data and click the Save button, it becomes available for selection as shown in the following screen:



When you click the Select button, the vendor name displays on the non-catalog screen:



Since there is no Contact (ordering location information) for your newly added vendor, you must now enter this information by clicking on the [select] link next to the Contact field. The following screen then appears. Click the New button:



When the following screen appears, enter ALL highlighted fields and click the SAVE button:

**Create Custom Contact**

Enter the requested information for the new value and then save it. The new value is added to the list of values in the Chooser. [How To](#) [Screen Details](#)

Name: The Peanut House  
Street: 1 Peanut Way  
City: Emporia  
State: VA  
ID: A030  
Postal Code: 26900  
Country: United States  
Contact: George Bremmer  
E-mail: gbremmer@aol.com  
Phone: 540-999-0000  
Fax:  
Tax Id Number: 541909999  
Preferred Ordering Method: Print

Select the newly added information by clicking the Select button on the next screen:

**Choose Value for Contact**

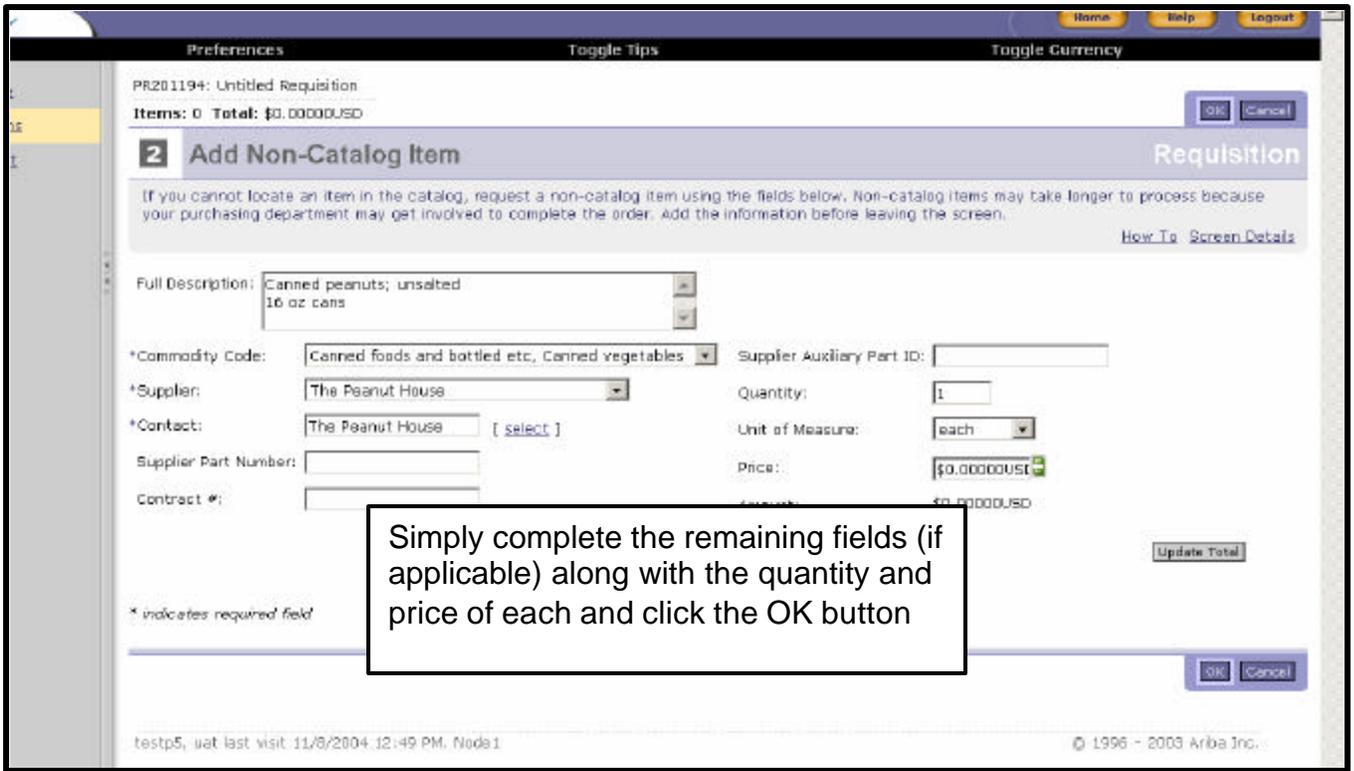
Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#) [Screen Details](#)

Field: Preferred Ordering Method

Preferred Ordering Method	Name	Street	City	State	Contact	Action
Print	The Peanut House	1 Peanut Way	Emporia	VA	George Bremmer	<input type="button" value="Select"/>

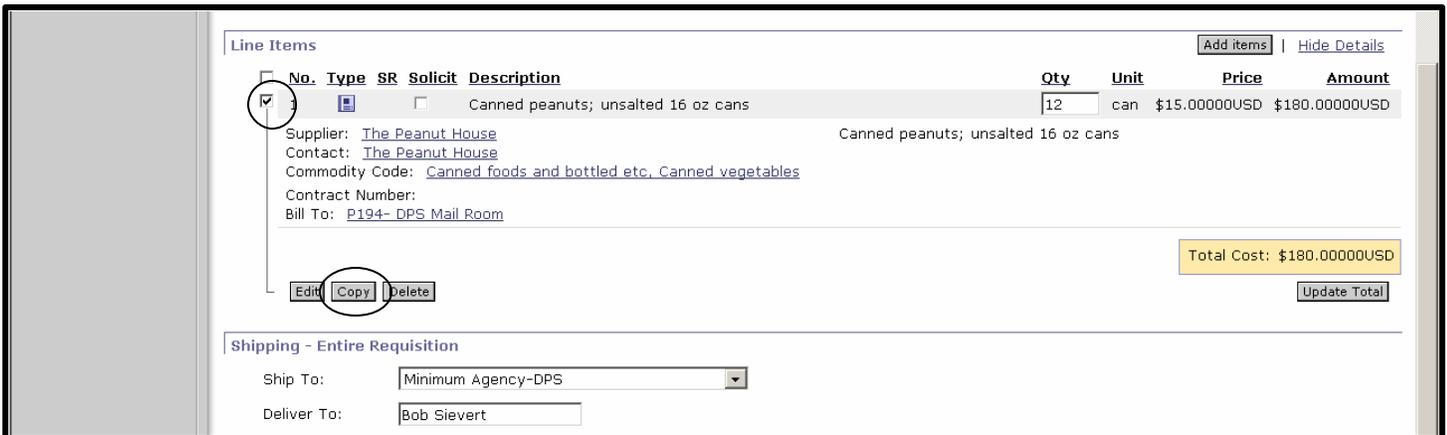
**NOTE!** When a new vendor is added to the system, the Preferred Ordering Method defaults to "Print". You will need to print the resulting order and fax/mail it to the vendor. The system does NOT add new vendors to the system for future use. It is suggested that you encourage your vendor to register in eVA. If need be, you may copy a previous order that was sent and change the item information, as required.

The following screen shows the proper commodity description, supplier, and supplier location for the newly added vendor:



**COPYING ITEMS**

When ordering multiple non-catalog items from the same NEWLY added supplier, it's important to follow the below step to keep all items on the same ORDER. Once you have added your non-catalog item to your requisition, check the box to the left of the item and click the COPY button:



After copying the item, click the Edit button and change all necessary fields: description, commodity, price, unit of measure, etc. If you do not use this COPY feature for items going to the vendor YOU just added, a separate order is sent to that vendor for each item.

# Add Items from a Punchout Catalog

**1** Add Title

**2** Add Items

**3** Add Accounting Details

**4** Checkout

**2** Add Items Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items. [How To](#) [Screen Details](#)

Keywords:

Supplier:

**1,081** items found View By:

**PunchOut Catalogs (40) punchout (40)**

[Apparel and Luggage and Personal Care Products \(513\)](#)  
[Clothing \(513\)](#)

[Communications and Computer Equipment and Peripherals and Components and Supplies \(128\)](#)  
[Communications and computer supplies \(1\)](#) [Hardware and accessories \(127\)](#)

[Domestic Appliances and Supplies and Consumer Electronic Products \(1\)](#)  
[Floor coverings \(1\)](#)

[Furniture and Furnishings \(1\)](#)  
[Accommodation furniture \(1\)](#)

[Management and Business Professionals and Administrative Services \(1\)](#)  
[Management advisory services \(1\)](#)

[Medical Equipment and Accessories and Supplies \(1\)](#)  
[Hospital and medical and dental equipment \(1\)](#)

[Musical Instruments and Recreational Equipment and Supplies and Accessories \(11\)](#)  
[Field and court sports equipment \(5\)](#) [Fishing and](#)

[Cleaning Equipment and Supplies \(1\)](#)  
[Janitorial equipment \(1\)](#)

[Defense and Law Enforcement and Security and Safety Equipment and Supplies \(2\)](#)  
[Personal safety and protection \(2\)](#)

[Food Beverage and Tobacco Products \(1\)](#)  
[Sugar and sweeteners and confectionery \(1\)](#)

[Laboratory and Measuring and Observing and Testing Equipment \(4\)](#)  
[Laboratory Equipment \(4\)](#)

[Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies \(2\)](#)  
[Containers and storage \(1\)](#) [Material handling machinery and equipment \(1\)](#)

[Mineral and Textile and Inedible Plant and Animal Materials \(1\)](#)  
[Non edible plant and forestry products \(1\)](#)

When a search is conducted on a supplier who has connected their website to the eVA website, it's referred to as a "Punchout" catalog. You are "punching out" to that supplier's web site. Punchout catalog items are denoted with a "Buy from Supplier" button. If you know your supplier has a punchout catalog, do NOT bother to conduct a search for your item inside eVA. Simply go to the PUNCHOUT category, find your vendor, and click on the 'Buy from Supplier' button to launch their web site. Then you would begin shopping for your items. State contract pricing is configured into this setup to give you best pricing.

PR201336: EMail Training

Items: 5 Total: \$2,757,20000USD

**2** Add Items Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items. [How To](#) [Screen Details](#)

Keywords:

**1** items found Show Results:  View By:

**1** items found in: **Uncategorized Items**

[Supply Room TEST punchout catalog\\*](#)

Supplier: [The Supply Room Companies Inc](#) Supply Room TEST punchout catalog

Supplier Part #: 1

Contract Type: 5-Optional

Contract #: 61504-00

Effective Date: Mon, 1 Jan, 2001

Contract Link: [?](#)

ETA (Days): 1

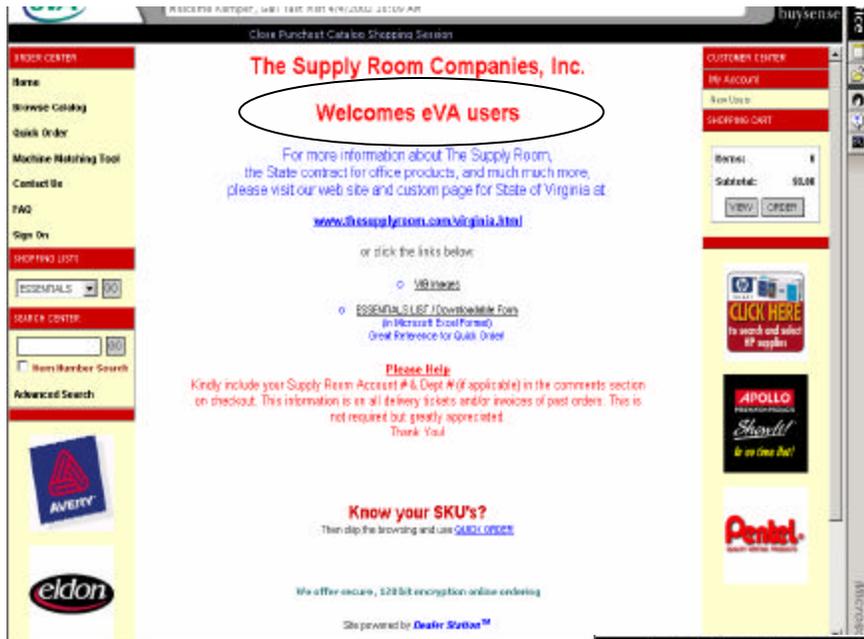
Manufacturer Name:

P-Cards Accepted: VISA; AMEX; MASTERCARD

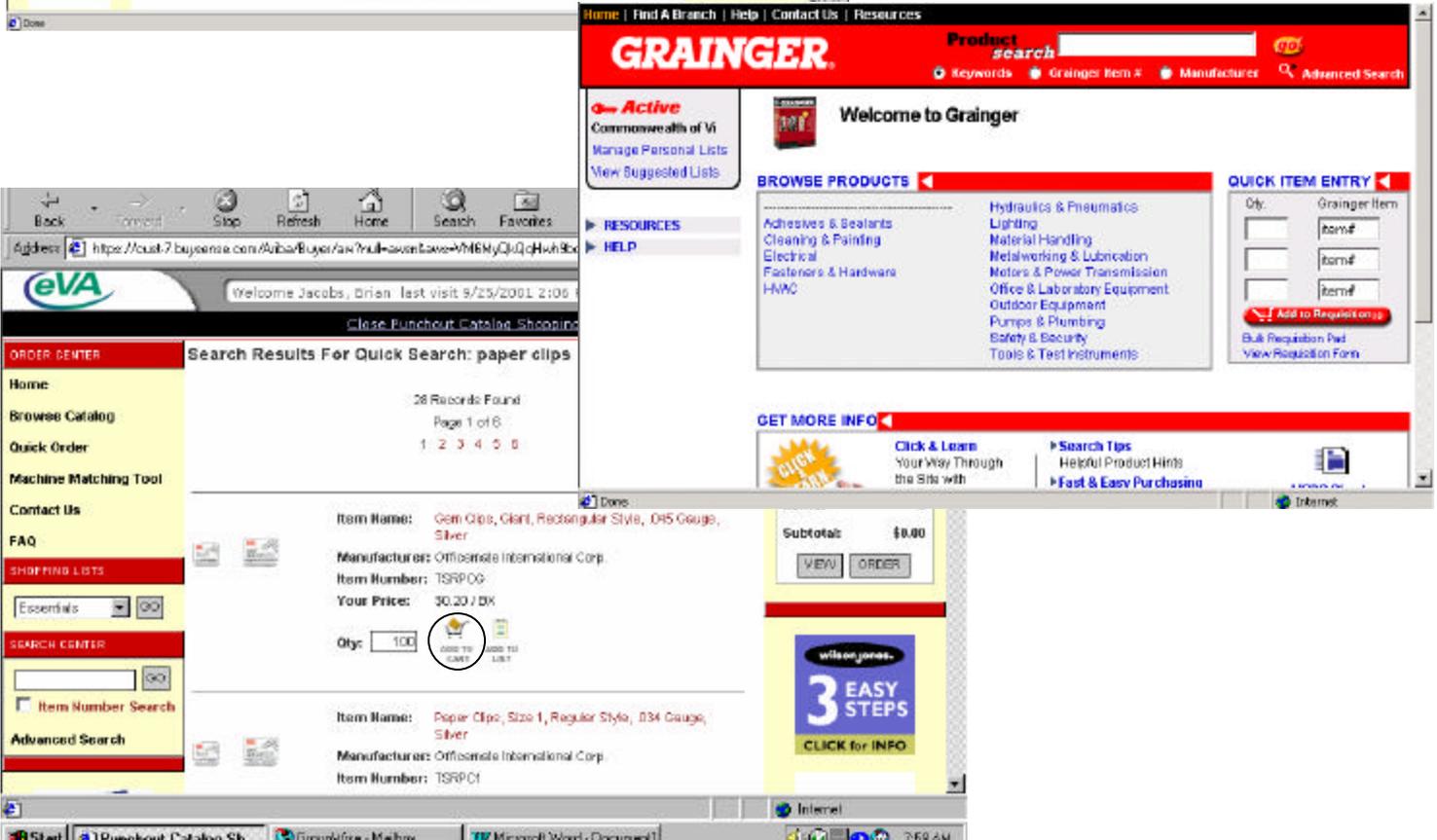
Service Areas:

\*indicates Punchout Catalog items or suppliers with Punchout Catalogs.

Each Punchout Catalog is unique and designed in accordance with the Supplier's business needs. Although business web sites have similar functions, there are no specific standards or rules that govern how the supplier must design his site for eVA usage.



**CAN ONLY BE SEEN  
IN PRODUCTION**



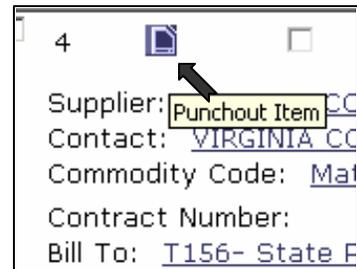
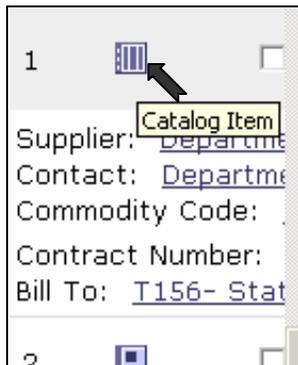


Items selected at a Punchout site will carry over to the eVA requisition. The below screen shows the bottom item was selected from the VCE web site.

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1		<input type="checkbox"/>		Post Warranty next day onsite 1 year	10	each	\$39.220000USD	\$392.200000USD
Supplier: <a href="#">Department of General Services</a> Post Warranty next day onsite 1 year Contact: <a href="#">Department of General Services</a> Commodity Code: <a href="#">System administrators, Computer hardware maintenance or support</a> Contract Number: 2002-06 Bill To: <a href="#">T156- State Police Comptroller</a>								
2		<input type="checkbox"/>		32 guage hollow point bullets	1	box	\$30.000000USD	\$30.000000USD
Supplier: <a href="#">ACT Office</a> 32 guage hollow point bullets Contact: <a href="#">Davie</a> Commodity Code: <a href="#">Light weapons and ammunition, Ammunition</a> Contract Number: Bill To: <a href="#">T156- State Police Comptroller</a>								
3		<input type="checkbox"/>		HP Notebook/Laptop PC's	1	each	\$1,300.000000USD	\$1,300.000000USD
Supplier: <a href="#">Xpedx</a> HP Notebook/Laptop PC's Contact: <a href="#">Xpedx</a> Commodity Code: <a href="#">Computers, Notebook computers</a> Contract Number: Bill To: <a href="#">T156- State Police Comptroller</a>								
4		<input type="checkbox"/>		Dolly for Dakota Chairs	1	each	\$105.000000USD	\$105.000000USD
Supplier: <a href="#">VIRGINIA CORRECTIONAL ENTERPRISES</a> Dolly for Dakota Chairs Contact: <a href="#">VIRGINIA CORRECTIONAL ENTERPRISES</a> Commodity Code: <a href="#">Material handling machinery and equipment, Drum handling equipment</a> Contract Number: Bill To: <a href="#">T156- State Police Comptroller</a>								
							Total Cost: \$1,827.200000USD	
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>								<input type="button" value="Update Total"/>

The quantity field for items on a punchout catalog is non-editable. **Any change to these types of items must be done at the punchout web site. You also cannot copy a punchout item.**

The icon next to the Item number on the screen signifies the type of catalog used when selecting/creating the item. If you place your cursor over the icon, it will provide this information, as shown:



## Adding/Editing Accounting Details (optional step)

If you need to add or change accounting data on your item(s), click the link in the left menu, as shown below.

Shopping Cart

PR206246: New Order - Facilities Mgmt.

Items: 3 Total: \$9,248.60000USD [< Prev](#) [Next >](#) [Exit](#)

### 3 Add Accounting Details Requisition

These are the accounting details for each line item. You can edit line item accounting details and split accounting for a line item (to create different accounting splits). [How To](#) [Screen Details](#)

#### Accounting - by Line Item

Items in this request: 3

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1		<input type="checkbox"/>		Sound card, Encore, S3, ISA, Internal	1	each	\$17.00000USD	\$17.00000USD
Fund:								<a href="#">100</a>
Cost Center/Organization/Speed Code:								<a href="#">200</a>
Cost Center:								
<a href="#">Edit</a> <a href="#">Split Accounting</a>								
2		<input type="checkbox"/>		Canon Fax L3500 L4000 L4500 L6000	1	each	\$54.95000USD	\$54.95000USD
Fund:								<a href="#">100</a>
Cost Center/Organization/Speed Code:								<a href="#">200</a>
Cost Center:								
<a href="#">Edit</a> <a href="#">Split Accounting</a>								
3		<input type="checkbox"/>		Canon Fax L3500 L4000 L4500 L6000	167	each	\$54.95000USD	\$9,176.65000USD
Fund:								<a href="#">100</a>
Cost Center/Organization/Speed Code:								<a href="#">200</a>

The above screen is not representative of the Accounting code structure setup for YOUR agency/entity. You will most likely see different labels and codes applicable to your specific agency/entity. The fields may default to the accounting details for each item on your requisition. You may edit the accounting information for each line, or split the accounting for an item.

To EDIT the data, click the Edit button.

To SPLIT the accounting data, click the Split Accounting button.

## Editing Accounting Details

When you click the **Edit** button as shown on the previous screen, the Edit Line Item Accounting screen opens for the selected line.

PR206246: New Order - Facilities Mgmt.  
Items: 3 Total: \$9,248.60000USD

### 4 Edit Line Item Accounting

Edit accounting details for this line item.

Line Item: Sound card, Encore, SS, ISA, Internal

Fund: 100 [select]

Cost Center/Organization/Speed Code: 200 [select]

Cost Center:

[Split Accounting]

To modify any accounting details for a line, type the value directly into the field or click the [select] link. If the [select] link is chosen, you will be provided a set of values established for your agency/entity.

## Split Accounting

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

PR206246: New Order - Facilities Mgmt.  
Items: 3 Total: \$9,248.60000USD

### 4 Split Accounting - by Line Item

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

Line Item: Sound card, Encore, SS, ISA, Internal

Split By: Percentage

[Add Split] [Update]

No.	Accounting Information	Split Amount	Action
1	Fund: 100 [select] Cost Center/Organization/Speed Code: 200 [select] Cost Center:	100%	Delete
2	Fund: 100 [select] Cost Center/Organization/Speed Code: 200 [select] Cost Center:	0% Value must not be zero.	Delete

Type the desired accounting distribution for each split

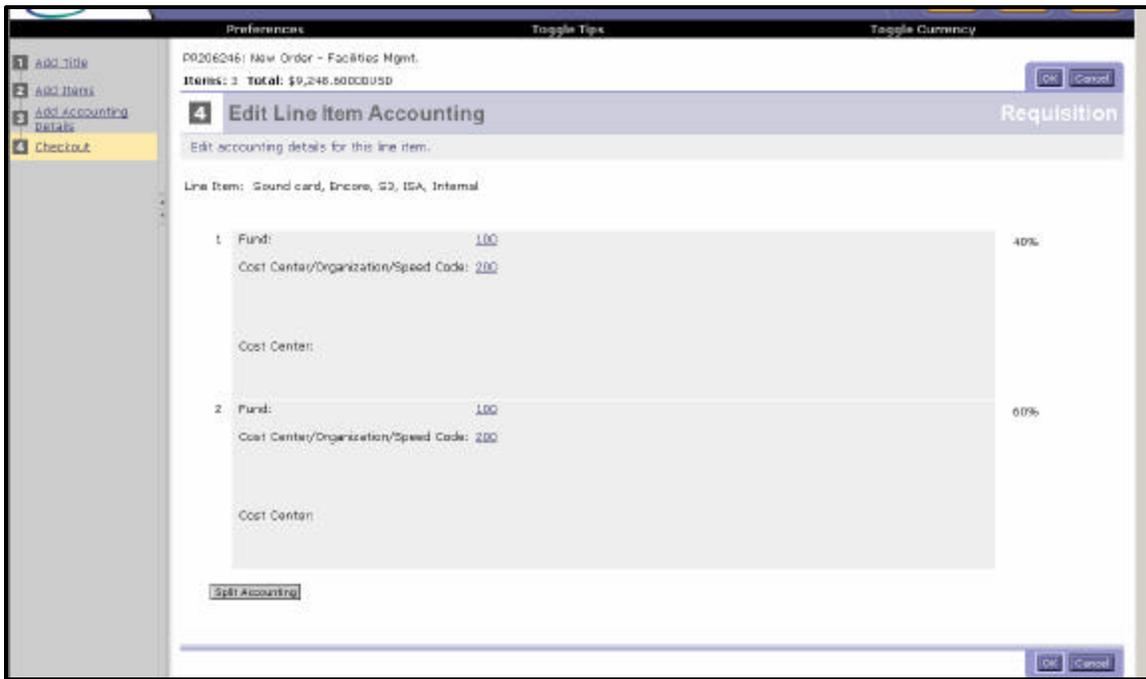
Unallocated: 0%  
Total: 100%

[Add Split] [Update] [OK] [Cancel]

eVA will track splits and the allocations to ensure funds are fully allocated, whether by quantity, price, or percentage.

When finished allocating funds between the splits, click **OK** to return to the Add Accounting Details screen. Once finished editing/splitting all necessary items, click **NEXT** to proceed to the Checkout screen.

**Note:** *If equal accounting data must be changed for many line items, your best option is to do a MASS EDIT from the checkout screen. This is practical in the situation where the same data needs to be changed for many items.*



# Checkout

## 3 Checkout

## Requisition

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

[How To](#) [Screen Details](#)

### Summary Approval Flow

Title:

On Behalf Of:

Delay Purchase Until: ?

Use PCard:

PCard number:

Entity Code:  [ [select](#) ]

Fiscal Year:  [ [select](#) ]

PO Category:  [ [select](#) ]

ERP Requisition Number:

Cross Header Ref:

Do not send any items to eProcurement:

Send ALL items to eProcurement:

### Line Items

[Add items](#) | [Hide Details](#)

<input type="checkbox"/>	No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1				Post Warranty next day onsite 1 year	10	each	\$39.22000USD	\$392.20000USD
Supplier: <a href="#">Department of General Services</a> Contact: <a href="#">Department of General Services</a> Commodity Code: <a href="#">System administrators, Computer hardware maintenance or support</a> Contract Number: 2002-06 Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	2				Latitude D600;IntelREG PentiumREG M Processor...	1	each	\$1,670.56000USD	\$1,670.56000USD
Supplier: <a href="#">Dell</a> Contact: <a href="#">Dell - UAT Testing Do NOT modify</a> Commodity Code: <a href="#">Computers, Notebook computers</a> Contract Number: 4567 Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	3				Non Cat test	1	each	\$30.00000USD	\$30.00000USD
Supplier: <a href="#">ACT Office</a> Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	4				Enter a description for this item.	1	each	\$3.00000USD	\$3.00000USD
Supplier: <a href="#">Xpedx</a> Contact: <a href="#">Xpedx</a> Commodity Code: <a href="#">Computers, Notebook computers</a> Contract Number: Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	5				General Purpose 48 in. Round Table	1	each	\$366.00000USD	\$366.00000USD
Supplier: <a href="#">VIRGINIA CORRECTIONAL ENTERPRISES</a> Contact: <a href="#">VIRGINIA CORRECTIONAL ENTERPRISES</a> Commodity Code: <a href="#">Commercial and industrial furniture, Freestanding furniture</a> Contract Number: Bill To: <a href="#">T156- State Police Comptroller</a>									
								Total Cost: \$2,461.76000USD	
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>								<input type="button" value="Update Total"/>	

### Shipping - Entire Requisition

Ship To:

Deliver To:

Need-by Date: ?

### Comments - Entire Requisition

Comments:

include comment/attachment(s) on purchase orders

## Performing a Mass Edit

From the Checkout screen, you can change the “default” accounting codes, and billing/shipping addresses, if applicable. Hiding details is helpful when you need to do a mass edit on a number of items. To do this, click the Hide Details link.

Send ALL items to eProcurement:

**Line Items** [Add items](#) | [Hide Details](#)

<input type="checkbox"/>	No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1			<input type="checkbox"/>	Post Warranty next day onsite 1 year	10	each	\$39.22000USD	\$392.20000USD
Supplier: <a href="#">Department of General Services</a> Post Warranty next day onsite 1 year Contact: <a href="#">Department of General Services</a> Commodity Code: <a href="#">System administrators, Computer hardware maintenance or support</a> Contract Number: 2002-06 Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	2			<input type="checkbox"/>	Latitude D600;IntelREG PentiumREG M Processor...	1	each	\$1,670.56000USD	\$1,670.56000USD
Supplier: <a href="#">Dell</a> Latitude D600;IntelREG PentiumREG M Processor 715 (1.50Ghz) w/ 14.1in XGA Display Contact: <a href="#">Dell - UAT Testing Do NOT modify</a> Commodity Code: <a href="#">Computers, Notebook computers</a> Contract Number: 4567 Bill To: <a href="#">T156- State Police Comptroller</a>									
<input type="checkbox"/>	3			<input type="checkbox"/>	Non Cat test	1	each	\$30.00000USD	\$30.00000USD

The items on the screen will ‘collapse’ for easy view and selection:

Do not send any items to eProcurement:

Send ALL items to eProcurement:

**Line Items** [Add items](#) | [Show Details](#)

<input type="checkbox"/>	No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1			<input type="checkbox"/>	Post Warranty next day onsite 1 year	10	each	\$39.22000USD	\$392.20000USD
<input type="checkbox"/>	2			<input type="checkbox"/>	Latitude D600;IntelREG PentiumREG M Processor...	1	each	\$1,670.56000USD	\$1,670.56000USD
<input type="checkbox"/>	3			<input type="checkbox"/>	Non Cat test	1	each	\$30.00000USD	\$30.00000USD
<input type="checkbox"/>	4			<input type="checkbox"/>	Enter a description for this item.	1	each	\$3.00000USD	\$3.00000USD
<input type="checkbox"/>	5			<input type="checkbox"/>	General Purpose 48 in. Round Table	1	each	\$366.00000USD	\$366.00000USD

**Total Cost: \$2,461.76000USD**

[Edit](#) [Copy](#) [Delete](#) [Update Total](#)

**Shipping - Entire Requisition**

Ship To:

Simply click the box next to the applicable item(s) and click the EDIT button below all items.


When the below screen appears, change the fields that apply to all chosen items. You can change accounting codes, billing/shipping addresses, and “need by” date.

PR201336: EMall Training  
Items: 5 Total: \$2,461.76000USD

**3 Edit Items** Requisition

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. [How To](#) [Screen Details](#)

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

Requisition item 2 is used as the sample item for mass edit.

**Line Item Details**

Supplier: [Dell](#)  
Contact: [Dell - UAT Testing Do NOT modify](#) [ select ]  
Commodity Code: [Computers, Notebook computers](#)  
Contract Number: 4567  
Bill To: T156- State Police Comptroller

**Accounting - by Line Item**

Fund: 100 [ select ]  
Cost Center/Organization/Speed Code: 200 [ select ]  
Cost Center:

[Split Accounting](#)

**Shipping - by Line Item**

Ship To: T156- State Police Receiving Dock  
Deliver To: Shane Caudill  
Need-by Date: ?

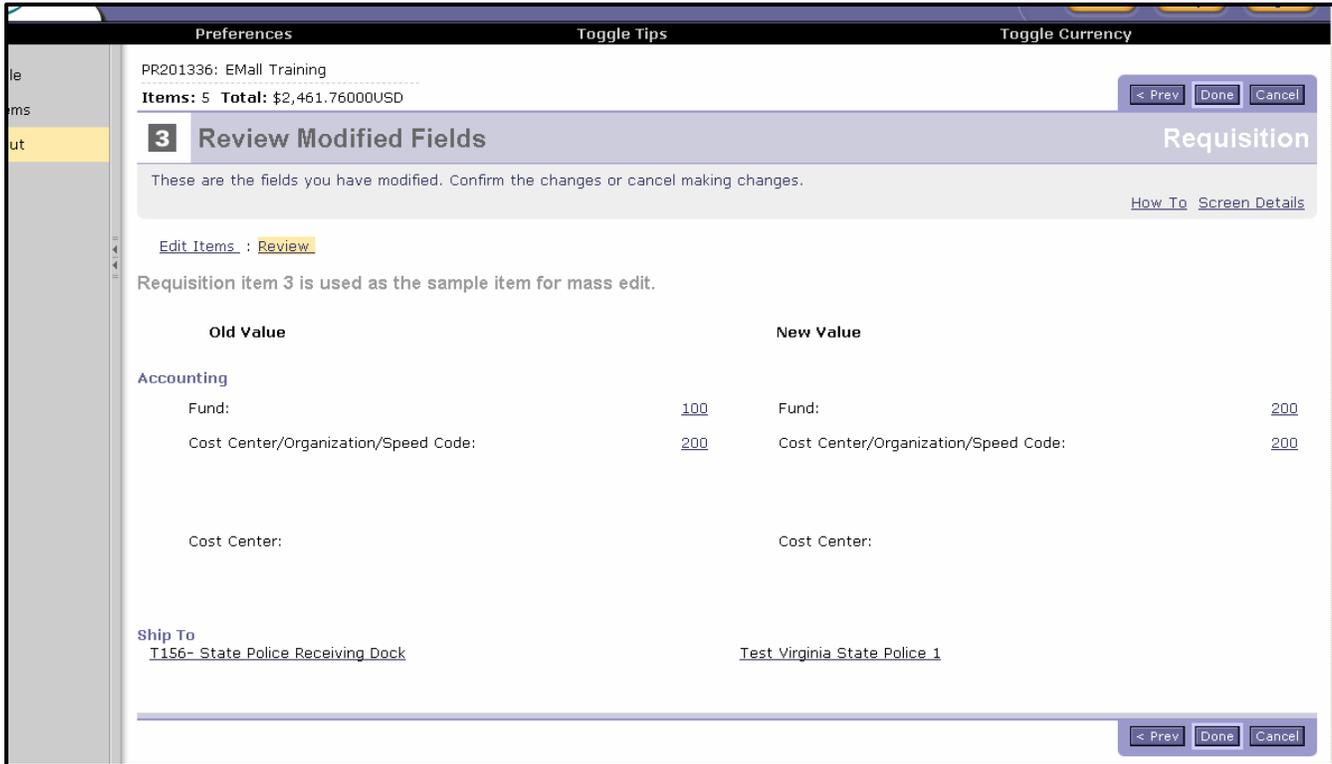
Next > Cancel

To view/find available choices in editable fields, either click the [select] link to conduct a search or the choose a previous choice from the drop-down arrow, whichever is applicable.

If you need item(s) by a particular date, specify this in the “Need-by Date” field in MM/DD/YYYY format.

When all changes have been made, click the NEXT button.

Your changes will display on the “Review Modified Fields” screen:



Click the Done button to return to the Checkout screen.

### IMPORTANT NOTE

Certain fields are editable when selecting only ONE item. The following fields, however, are NOT open/editable when selecting multiple items for mass-editing:

- Contract number field
- Comments and attachments
- NIGP code (description)

## Add Comments/Attachments to a Requisition

You have 255 character spaces available to enter comments at this section which is located at the bottom of your Checkout screen. To include attachments (files) on the order(s), click the **ADD ATTACHMENT** button and select your file(s). Be sure to check the box below the “Comments” box or your comments and/or your attachments will not be sent to the supplier. (See below screen shot.) Comments and Attachments can also be included for individual line items, as discussed previously.

## Changing Shipping Address – Adding a “Need by” date

If you desire a shipping address other than what displays on the requisition, you may select another choice (as long as the address had been provided to the Dept. of General Services). Click on the down arrow in this field to either 1) select an address shown in the menu or, 2) select “other” and conduct a search to find your address.

Enter a date in DD/MM/YYYY format in the ‘need by’ date field or select a date using the calendar feature to the right of this field.

The screenshot displays a requisition checkout interface. At the top, a header bar shows item details: '5' units of 'General Purpose 48 in. Round Table' at a price of '\$366.00000USD' each, with a total of '\$366.00000USD'. A yellow box on the right indicates a 'Total Cost: \$2,461.76000USD'. Below the header are 'Edit', 'Copy', and 'Delete' buttons, and an 'Update Total' button.

The main content area is divided into two sections:

- Shipping - Entire Requisition:** This section contains three fields: 'Ship To:' with a dropdown menu currently showing 'T156- State Police Receiving Dock', 'Deliver To:' with a text input field containing 'Shane Caudill', and 'Need-by Date:' with a text input field and a calendar icon to its right.
- Comments - Entire Requisition:** This section features a large text area for entering comments. Below the text area is a checkbox labeled 'include comment/attachment(s) on purchase orders'. At the bottom of this section are 'Add Attachment' and 'Delete' buttons.

At the bottom right of the interface are three buttons: '< Prev', 'Submit', and 'Exit'. The footer contains the text 'Steinham, Gloria last visit 11/9/2004 11:14 AM. Node1' on the left and '© 1996 - 2003 Ariba Inc.' on the right.

To view approvals required for your order, click the Approval Flow tab:

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Post Warranty next day onsite 1 year	10	each	\$39.22000USD	\$392.20000USD
2				Latitude D600;IntelREG PentiumREG M Processor...	1	each	\$1,670.56000USD	\$1,670.56000USD
3				Non Cat test	1	each	\$30.00000USD	\$30.00000USD
4				Enter a description for this item.	1	each	\$3.00000USD	\$3.00000USD
5				General Purpose 48 in. Round Table	1	each	\$366.00000USD	\$366.00000USD

Total Cost: \$2,461.76000USD

**IMPORTANT!** As the requisition preparer, if your name appears in the approval workflow, this means that you must approve and PRINT the order because the vendor is not electronically enabled. The order must be faxed or mailed to the vendor.

PR201336: EMail Training  
Items: 5 Total: \$2,461.76000USD

### 3 Checkout

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

Approval Flow - Requisition

Legend: Pending Active Approved Denied Watched

PR201336 testp3, ust testp5, ust T156-Compt Watchd T156

Add Approver

To add an approver – click the Add Approver button and conduct a search for the appropriate individual.

## Submitting your requisition

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

PR201336: EMail Training  
Items: 5 Total: \$2,461,760.00USD

**3 Checkout** Requisition

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#) [Screen Details](#)

Summary Approval Flow

Title: EMail Training  
On Behalf Of: Steinham, Glona  
Delay Purchase Until: ?  
Use PCard:   
PCard number: utest17  
Entity Code: T156 [select]  
Fiscal Year: 2004 [select]  
PO Category: R01 [select]  
ERP Requisition Number:  
Cross Header Ref:  
Do not send any items to eProcurement:   
Send ALL items to eProcurement:

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

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1			<input type="checkbox"/>	Post Warranty next day onsite 1 year	10	each	\$39,220.00USD	\$392,200.00USD
2			<input type="checkbox"/>	Latitude D600 Intel® Core™ Duo Processor...	1	each	\$1,670,560.00USD	\$1,670,560.00USD
3			<input type="checkbox"/>	Non Cat test	1	each	\$30,000.00USD	\$30,000.00USD
4			<input type="checkbox"/>	Enter a description for this item.	1	each	\$3,000.00USD	\$3,000.00USD
5			<input type="checkbox"/>	General Purpose 48 in. Round Table	1	each	\$366,000.00USD	\$366,000.00USD

Preferences Toggle Tips Toggle Currency

### 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. [How To](#) [Screen Details](#)

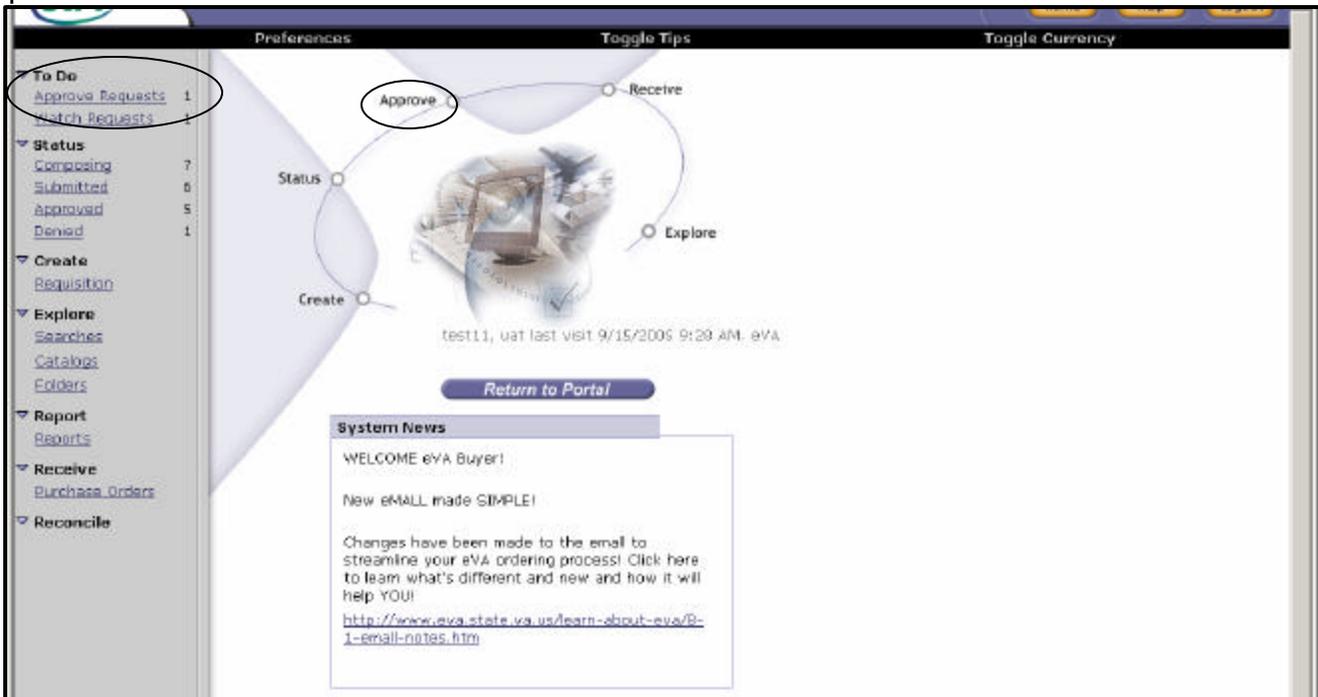
PR201336 - EMail Training has been submitted.

- Print a copy of this request
- View the status of your request
- Create the same type of request
- Create a different type of request
- Return to the Ariba Buyer Home Page

Do NOT print this request as a record of your order. Refer to the "Printing Orders" section. If necessary, view the status to determine who needs to approve the requisition.

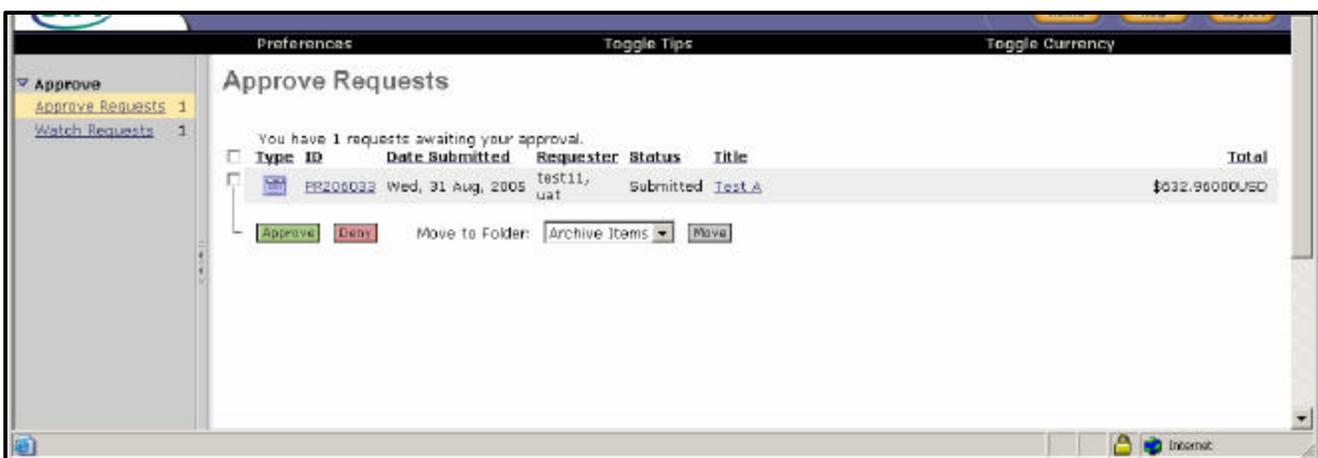
## Approving an Order

Upon submission of a request for approval an e-mail is sent to the approver indicating that a request has been submitted and is ready for approval. A link is provided in the e-mail. The link takes the approver directly to the request. The approval may also be accomplished starting at the “Swoosh” screen. An email is also sent to you to alert you that it has been approved.



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

Either check the box next to the PR number and click the Approve button *OR* click the underlined PR number to open up the requisition to view it before approving.



## 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), click on the Approved link from the Home page and click on your underlined PR number. The requisition should be in "Ordered" status. If the requisition is in Ordering status, as shown in the example below, it's possible to find finalized orders associated with the requisition, if there were orders to multiple vendors on the same requisition. 'Ordering' is a temporary status. The transaction will change to "ordered" when all items have been confirmed.

The screenshot shows the eVA system interface. On the left, there is a 'Status' sidebar with counts: Composing (39), Submitted (2), Approved (30), Denied (2), and Show All (72). The main area is titled 'Approved' and contains a table of requisitions. The PR number PR201336 is circled in red. Below the table, there are buttons for 'Receive' and 'Print'.

Type	ID	Date Created	Status	Title	Total
	<u>PR201336</u>	Thu, 4 Nov, 2004	Ordering	EMail Training	\$2,461.76000USD
	<u>PR200431-v2</u>	Wed, 13 Oct, 2004	Ordered	Test Script 1391	\$1,134.38000USD
	<u>PR200249-v2</u>	Wed, 13 Oct, 2004	Cancelled	Test Script 1083 #3 (HC)	\$0.00000USD
	<u>PR200450-v2</u>	Wed, 13 Oct, 2004	Cancelled	Test Script 1410 (HC)	\$0.00000USD
	<u>PR200437</u>	Tue, 12 Oct, 2004	Receiving	Test Script 1110 (HC)	\$2,731.70000USD
	<u>PR200432-v4</u>	Tue, 12 Oct, 2004	Ordered	1432 2nd Req Gtl	\$165.99000USD
	<u>PR200428-v2</u>	Tue, 12 Oct, 2004	Ordered	TEST 1432 GI guard flag creates change orders	\$97.99000USD
	<u>PR200425</u>	Tue, 12 Oct, 2004	Ordering	Test Script 1391 (HC)	\$324.00000USD
	<u>PR200350</u>	Fri, 8 Oct, 2004	Canceling	Script 1120 - 2nd attempt (gk)	\$55.12000USD
	<u>PR200343</u>	Fri, 8 Oct, 2004	Ordered	Script 1120 (gk)	\$49.05000USD
	<u>PR200318</u>	Fri, 8 Oct, 2004	Ordered	1112:sjh_rev4	\$766.99000USD
	<u>PR200306</u>	Fri, 8 Oct, 2004	Canceling	1112:sjh_rev3	\$171.99000USD
	<u>PR200245</u>	Thu, 7 Oct, 2004	Ordered	Copy 2 of Test Script 1083 (HC)	\$601.46000USD

Click on the underlined PR number.

When your requisition appears, you will see multiple tabs available at the top of the screen:

The screenshot shows the eVA system interface for a specific requisition. The title is 'PR201336 - EMail Training' and the status is 'Ordering'. Below the title, there are buttons for 'Receive' and 'Print'. A navigation bar contains tabs for 'Summary', 'Approval Flow', 'Orders', 'Receipts', and 'History'. The 'Orders' tab is circled in red. Below the navigation bar, there is a table with details for the requisition.

Title:	EMail Training
Use PCard:	X
PCard number:	utest17
Entity Code:	T156
Fiscal Year:	2004
PO Category:	801
ERP Requisition Number:	
Cross Header Ref:	

Click the Orders tab.

In the below example, multiple orders appear for this ONE requisition. Since a Purchase Card was used, the order numbers are prefaced with a "PCO"; indicating **P**urchase **C**ard **O**der. Otherwise, the order numbers would begin with either a DO or an EP (EP is reserved for agencies where complex e-Procurement is enabled.)

The screenshot shows the eVA interface for requisition PR201336 - EMail Training. The status is 'Ordering'. A table lists the following orders:

Order ID	Version	Date Created	Status	Title	Total
<a href="#">PCO200270</a>	1	Today, 3:29 PM	Ordered	EMail Training	\$392.20000USD
<a href="#">PCO200271</a>	1	Today, 3:29 PM	Ordered	EMail Training	\$1,670.56000USD
<a href="#">PCO200272</a>	1	Today, 3:29 PM	Ordered	EMail Training	\$30.00000USD
<a href="#">PCO200273</a>	1	Today, 3:29 PM	Ordered	EMail Training	\$3.00000USD
<a href="#">PCO200274</a>	1	Today, 3:29 PM	Ordering	EMail Training	\$366.00000USD

Although one order is in "Ordering" status, if it does not convert to "Ordered" status, it will be handled by a DGS representative and the vendor will receive the order; no action is needed by the buyer.

The below screen appeared after underlined OrderID PCO200271 was clicked.

To obtain a printed version of the order, click the PRINT button.

The screenshot shows the detailed view for order PCO200271 - EMail Training. The status is 'Ordered'. The order details are as follows:

- Order ID: [PCO200271](#)
- Version: 1
- Charge Total (less tax): \$0.00000USD
- Title: EMail Training
- Supplier: [Dell](#)
- Contact: [Dell - UAT Testing Do NOT modify](#)

The 'Line Items' section shows the following details:

Type	No.	ReqID	Qty	Unit	Description	Price	Action
	1	PR201336	1	each	Latitude D600;IntelREG PentiumREG M Processor 715 (1.50Ghz) w/ 14.1in XGA Display	\$1,670.56000USD	<a href="#">Detail</a>

The following page illustrates a printed version of a sample [test] order:

**Order No. PCO201705-**

Issued on Mon Aug 22 13:57:39 EDT 2005  
 Created on Mon Aug 22 13:57:39 EDT 2005 by test11, uat

eVA Req# PR205881

**Supplier:**

1BobsTest  
 HFP-21 Street  
 Richmond VA 23111  
 United States  
 Phone: 888-888-8888  
 Fax: 804-371-7877  
 Contact: Robert Sievert  
 Vendor TIN: 899889989

**Ordering Person:**

Dept. of General Services DPSAEs- Bob agency  
 test11, uat  
 Phone: 804-123-4567  
 E-mail: gail.dunlow@dgs.virginia.gov

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Extended Amount	Contract Number	
1		black gown 5'5" w/ caps small	Thu Sep 01 00:00:00 EDT 2005	10	each	\$ 14.7 USD	\$ 147 USD		
<b>Ship To:</b>		<b>Bill To:</b>							
T194- BFM Main Office test Richmond, VA 23119 United States Phone: Fax: Deliver To: Shane Caudill		T194- BFM Finance Office test Richmond, VA 23119 United States Phone: Fax:							
2		burgandy gown 5'5" w/ caps medium	Thu Sep 01 00:00:00 EDT 2005	5	each	\$ 14.7 USD	\$ 73.5 USD		
<b>Ship To:</b>		<b>Bill To:</b>							
test Richmond, VA 23119 United States Phone: Fax: Deliver To: Shane Caudill		test Richmond, VA 23119 United States Phone: Fax:							
3		Pattern. Gowns recommended for use in the colleges and universities of this country have the following characteristics. The gown for the bachelor's degree has pointed sleeves. It is designed to be worn closed. The gown for the master's degree has an oblong sleeve, open at the wrist, like the others. The sleeve base hangs down in the traditional manner. The rear part of its oblong shape is square cut, and the front part has an arc cut away. The gown is so designed and supplied with fasteners that it may be worn open or closed. The gown for the doctor's degree has bell-shaped sleeves. It is so designed and supplied with fasteners that it may be worn open or closed.	Thu Sep 01 00:00:00 EDT 2005	10	each	\$ 14.7 USD	\$ 147 USD		
<b>Ship To:</b>		<b>Bill To:</b>							
T194- BFM Main Office test Richmond, VA 23119 United States Phone: Fax: Deliver To: Shane Caudill		T194- BFM Finance Office test Richmond, VA 23119 United States Phone: Fax:							
4		TasselnFringe.Com, takes great pleasure to introduce to you our extraordinary line of trimmings.	Thu Sep 01 00:00:00 EDT 2005	10	each	\$ 14.7 USD	\$ 147 USD		
<b>Ship To:</b>		<b>Bill To:</b>							
T194- BFM Main Office test Richmond, VA 23119 United States Phone: Fax: Deliver To: Shane Caudill		T194- BFM Finance Office test Richmond, VA 23119 United States Phone: Fax:							
<b>Line</b>	<b>Comments:</b>								
							<b>Total :</b>	\$ 514.5 USD	

**Status: Ordered**

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at [www.eVA.state.va.us](http://www.eVA.state.va.us). The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee of 1%, capped at \$500, which will be invoiced to your company by CGI-AMS, Inc. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

From your browser screen, choose "File" and "Print" to obtain a hard copy of this order at your local printer.

## 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, click on the status button of your Swoosh screen. Click the underlined PR number.

In the below example, a change will be made to PR200466



Preferences Toggle Tips Toggle Currency

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder. [How To](#) [Screen Details](#)

Requests in progress: 72

Type	ID	Date Created	Status	Title	Total
<input type="checkbox"/>	<a href="#">00:00001321-6WD116</a>	Today, 9:40 AM	Submitted	<a href="#">Copy of Script 1431</a>	\$40.00000USD
<input type="checkbox"/>	<a href="#">00:00001322-6WD110-V4</a>	Fri, 15 Oct, 2004	Ordered	<a href="#">Copy of Script 1432</a>	\$172.60000USD
<input type="checkbox"/>	<a href="#">00:00001323-6WD109-V3</a>	Fri, 15 Oct, 2004	Received	<a href="#">Copy of Script 1436</a>	\$5,097.99000USD
<input type="checkbox"/>	<a href="#">00:00001321-6WD102-V6</a>	Fri, 15 Oct, 2004	Composing	<a href="#">December Order</a>	\$30.00000USD
<input type="checkbox"/>	<a href="#">00:00001321-6WD102-V5</a>	Fri, 15 Oct, 2004	Receiving	<a href="#">December Order</a>	\$55.00000USD
<input type="checkbox"/>	<a href="#">PR200466</a>	Wed, 13 Oct, 2004	Ordered	<a href="#">Script 1033 - SAC</a>	\$225.98000USD
<input type="checkbox"/>	<a href="#">PR200405-V2</a>	Tue, 12 Oct, 2004	Composing	<a href="#">Script 1457 - SAC</a>	\$195.98000USD
<input type="checkbox"/>	<a href="#">PR200405</a>	Tue, 12 Oct, 2004	Receiving	<a href="#">Script 1457 - SAC</a>	\$195.98000USD
<input type="checkbox"/>	<a href="#">PR200389-V4</a>	Mon, 11 Oct, 2004	Ordered	<a href="#">November supplies</a>	\$142.99000USD
<input type="checkbox"/>	<a href="#">UP200045</a>	Thu, 7 Oct, 2004	Processed	<a href="#">User Profile Changes for test10...uat</a>	

After the underlined PR number is clicked, a CHANGE button appears at the top of the screen:



PR200466 - Script 1033 - SAC Status: Ordered

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request. [How To](#) [Screen Details](#)

[Back to Status](#)

Summary Approval Flow Orders Receipts History

Title: Script 1033 - SAC

Use PCard:

PCard number: utest21111

Entity Code: [T215](#)

Fiscal Year: [2004](#)

PO Category: [R01](#)

ERP Requisition Number:

Do not send any items to eProcurement:

Send All items to eProcurement:

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#) [Screen Details](#)

**Summary** **Approval Flow**

Title: Script 1033 - SAC

On Behalf Of: test10, uat

Delay Purchase Until: ?

Use PCard:

PCard number: utest21111

Entity Code: T215 [ select ]

Fiscal Year: 2004 [ select ]

PO Category: R01 [ select ]

ERP Requisition Number:

Do not send any items to eProcurement:

Send ALL items to eProcurement:

**Line Items** [Add items](#) | [Hide Details](#)

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				HP 4500 Color Black Toner	2	each	\$97.990000USD	\$195.980000USD

Supplier: [Ecks Legal Name Change](#) HP 4500 Color Black Toner  
 Contact: [Ecks Legal Name Change](#)  
 Commodity Code: [Printer and facsimile and photocopier supplies, Toner](#)  
 Contract Number:  
 Bill To: [T215- Main Accounting Office](#)

Total Cost: \$195.980000USD [Update Total](#)

[Edit](#) [Copy](#) [Delete](#)

**Deleted Line Items**

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
2				Enter a description for this item.	2	each	\$15.000000USD	\$30.000000USD

[Undo Deletion](#)

**Shipping - Entire Requisition**

*Note: A callout box points to the 'Delete' button in the Line Items section with the text: "In this example, one of the items was deleted"*

The PR number now shows a "V2", designating a change (version 2):

Preferences [Toggle Tips](#) [Toggle Currency](#)

**Approved**

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder. [How To](#) [Screen Details](#)

Requests in progress: 25

Type	ID	Date Created	Status	Title	Total
	PR200466-V2	Today, 10:12 AM	Ordered	Script 1033 - SAC	\$195.980000USD
	QQ:QQ001322 AWD110-V4	Fri, 15 Oct, 2004	Ordered	Copy of Script 1432	\$172.690000USD
	QQ:QQ001323 AWD109-V3	Fri, 15 Oct, 2004	Received	Copy of Script 1436	\$5,097.990000USD
	QQ:QQ001321 AWD102-V5	Fri, 15 Oct, 2004	Receiving	December Order	\$55.000000USD
	PR200405	Tue, 12 Oct, 2004	Receiving	Script 1457 - SAC	\$195.980000USD
	PR200389-V4	Mon, 11 Oct, 2004	Ordered	November supplies	\$142.990000USD

Page 1



## Viewing Order Details

To see how the order might look on the vendor side when it was sent electronically, click on the word “Ordered” under the Status column for the appropriate PR number.

The screenshot shows the 'Status' page in the eVA system. On the left, there is a sidebar with a 'Status' dropdown menu containing: Composing (23), Submitted (4), Approved (275), Denied (1), and Show All (303). The main content area has a header with 'Preferences', 'Toggle Tips', and 'Toggle Currency'. Below the header, there is a message: 'Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.' Below this is a table of requests in progress. The table has columns for Type, ID, Date Created, Status, Title, and Total. The status 'Ordered' is highlighted in blue for several rows, and an arrow points to the 'Ordered' status of PR201375.

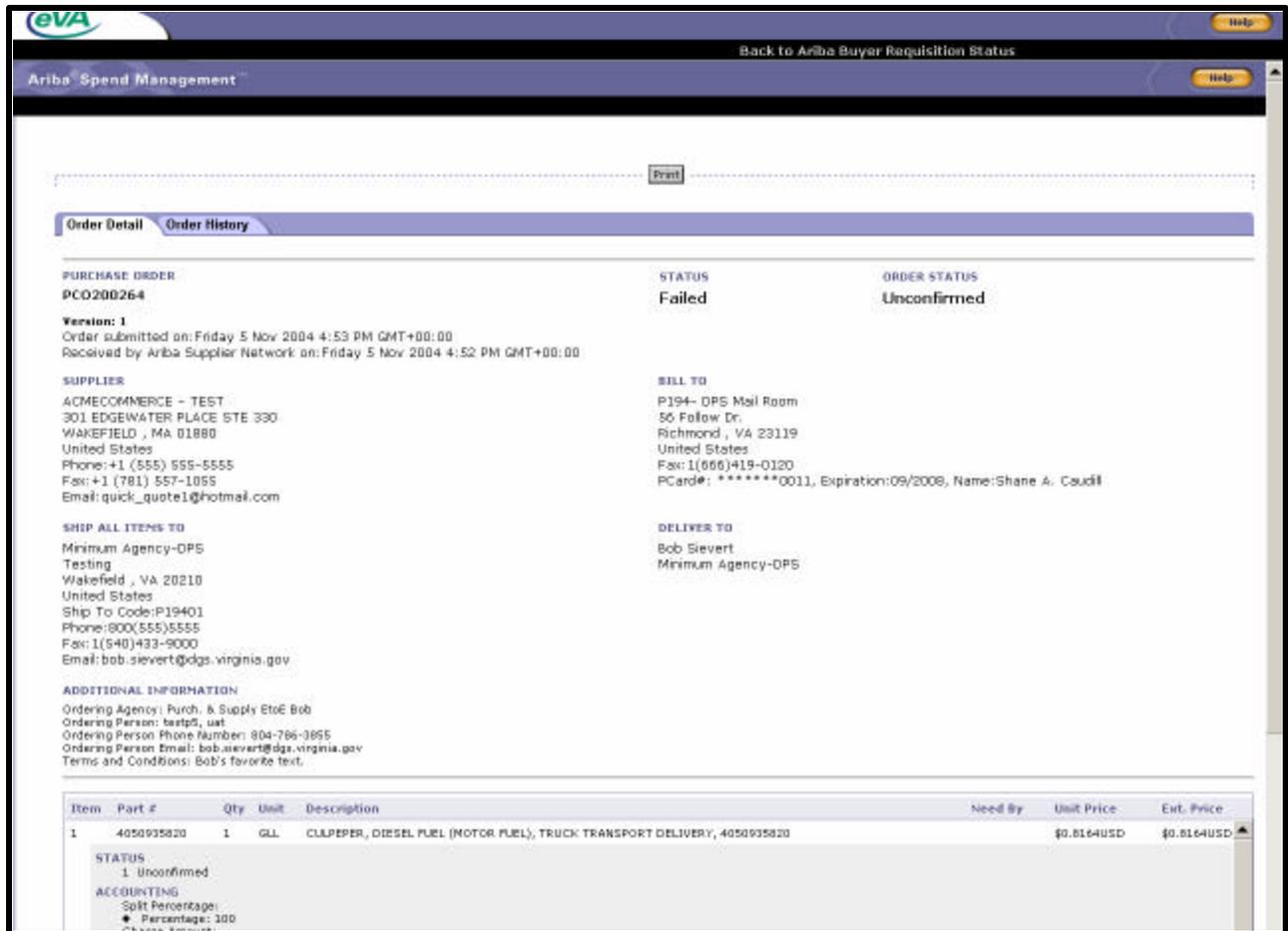
Type	ID	Date Created	Status	Title	Total
	PR201414-y2	Today, 10:52 AM	Ordered	Change Order Testing - EP Order - 11-10-2004 - #2	\$34,08200USD
	PR201413	Today, 10:37 AM	Ordered	Change Order Testing - EP Order - 11-10-2004	\$5,81640USD
	PR201408	Tue, 9 Nov, 2004	Ordered	Test0	\$200,00000USD
	PR201377	Mon, 8 Nov, 2004	Ordering	none	\$16,32800USD
	PR201376	Mon, 8 Nov, 2004	Ordering	TEST	\$40,00000USD
	PR201375	Mon, 8 Nov, 2004	Ordered	ASN test	\$20,00000USD
	PR201374	Mon, 8 Nov, 2004	Ordered	Test	\$200,00000USD
	PR201368	Mon, 8 Nov, 2004	Ordering	Change Order Testing - EP Order - 11-8-2004	\$5,81640USD
	PR201358	Mon, 8 Nov, 2004	Ordering	Copy of Change Order Testing - EP Order	\$5,81640USD
	PR201357	Fri, 5 Nov, 2004	Ordered	Copy of Change Order Testing - EP Order	\$5,81640USD
	PR201355	Fri, 5 Nov, 2004	Ordering	Change Order Testing - EP Order	\$5,81640USD
	PR201338	Thu, 4 Nov, 2004	Submitted	test	\$200,00000USD
	BUY5200112	Mon, 1 Nov, 2004	Approved	e2e transition testing	
	PR201237	Sat, 30 Oct, 2004	Submitted	Copier Paper-Supply Room-Nov 1 04	\$62,50000USD

(To access the above screen—you must select the Status button from your Swoosh screen.)

### **Informational Note:**

ARIBA is the back-end process of the eVA system that allows the orders to go to vendors electronically. When vendors register to use eVA, they must also register in the ARIBA system if they wish to receive orders electronically. The screens on the following pages appear ONLY if the order was sent to the vendors ARIBA inbox.

The "Order Detail" shows the status of the order. "Order Status" 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 via email, fax, or CXML. If the status says "Failed", as shown below, it will be handled internally; the buyer does not need to take any action.



Typically, the status will be "SENT". Rarely do orders fail unless the vendor has not provided proper information in his ARIBA account.

# Order History in ARIBA

Click on "Order History" to see the complete history of the ordering process.

The screenshot displays the ARIBA Spend Management interface. At the top, there is a navigation bar with "Back to Ariba Buyer Requisition Status" and "Ariba Spend Management". Below this, there are tabs for "Order Detail" and "Order History".

Key information displayed includes:

- Purchase Order:** PCC0200264
- Status:** Failed
- Submitted On:** 5 Nov 2004 4:53:08 PM GMT+00:00
- From Customer:** CGI AMS - TEST
- Order Status:** Unconfirmed

The "History" section shows a list of events with columns for Status, Comments, Changed By, and Date and Time. The events include:

- The order was queued.
- The fax order was sent to 17032252091.
- The PO state was changed back to Queued for retransmission. Reason: FE-5: No answer from fax line.
- The fac order was sent to 17032252091.
- The PO state was changed back to Queued for retransmission. Reason: FE-5: No answer from fax line.
- The fac order was sent to 17032252091.
- The PO state was changed back to Queued for retransmission. Reason: FE-21: Cannot process document.
- The fac order was sent to 17032252091.

Below the history, there is a table with columns: Item, Part #, Qty, Unit, Description, Need By, Unit Price, and Ext. Price.

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Ext. Price
1	4050935820	1	GLL	CULPEPER, DIESEL FUEL (MOTOR FUEL), TRUCK TRANSPORT DELIVERY, 4050935820		\$0.8164USD	\$0.8164USD
STATUS 1 Unconfirmed							
2	4051585290	1	GLL	CULPEPER, GASOLINE, UNLEADED REGULAR, TRUCK TRANSPORT DELIVERY, 4051585290		\$5.00USD	\$5.00USD
STATUS 1 Unconfirmed							


## General eVA Information

### SEARCHING CATALOGS

The **fastest** ways to find catalog item(s) include:

- **Use Advanced Search Options:** When searching for products you can click the OPTIONS link to conduct an advanced search to achieve better results. Use a combination of search fields, for example, part number & supplier, or contract number. If the supplier part number is available, enter it in the Supplier Part Number field. This is excellent for price comparison-shopping.
- **Punchout Catalogs:** If you know a supplier has their own web site that eVA 'punches out to' – click on this category and all punchout suppliers will display. Examples of punchout suppliers include 'The Supply Room', 'W.W. Grainger', 'Boise', etc. (See additional information below on punchout catalogs.)
- **Save Search:** Saving searches for an item 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.

### NON-CATALOG ORDERS

**The fastest way to create non-catalog orders:**

If you are ordering a number of similar items to the same supplier:

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 ON ORDERS

It is imperative that you click on the checkbox below the COMMENTS box in order for the supplier to receive your comments and/or attachment. Be sure to include a description of your attachment(s) in the Comments section so the supplier is aware that there are attachments AND the purpose of each. Vendors who receive electronic fax orders do NOT get faxed attachments. Your comments are the only way a supplier knows attachments are included with the order. **NOTE:** Vendor training includes information on electronic faxes and how to retrieve attachments from their ARIBA account.

### SHIPPING CHARGES ON EVA ORDERS

As a rule, shipping charges are included in the prices denoted in the email. In those cases where you have an exception, insert the shipping charges in one of two ways: (1) as a COMMENT in the COMMENTS box, or (2) as a separate line item under Non-Catalogs in Step 2, ADD ITEMS.

The choice you make should be based on the preference of your Accounts Payable office.

## **APPROVING ORDERS**

If your Approve light is flashing or if item(s) appear next to the words Needs Approval in the left menu on your screen, you are assigned either a role to approve certain transactions and/or you are the preparer of a requisition that must be printed. (As the requisition preparer of an order that must be printed, you will see your actual name on the approval screen). If you are approving a requisition for printing purposes, insert a comment in the COMMENTS box *during the approval process* to denote the date and the fact that the PO is being printed and mailed/faxed.

## **COPY REQUESTS TO SAVE TIME**

If you find want to move requisitions to your ARCHIVE folder because your current folder is getting too full, first COPY any requisitions that you want duplicated so you will be able to quickly order these regularly ordered items/services in the future. Then move the original requisition to your ARCHIVE folder. The copied requisition will stay in COMPOSING status so you will be able to edit it at any point in the future. If you do not wish to keep these copies in your active folder, you can also create a NEW folder to house templates of requisitions when ordering items/services for specific accounting codes, etc.

## **GENERAL “HINTS”**

### **Check the Units of Measure!**

Read the detailed description. Each may mean more than one (“box of 60”, “package of 10 rolls,” etc.)

### **Requisition Editing**

If an approver has “edit approvable” capabilities and edits the requisition, the approval process starts over.

### **Home**

If you find there is no exit button on the eVA screen in which you’re working, clicking the **HOME** button returns you to the Swoosh screen.

### **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. Simply log back in to eVA ([www.dgs.virigina.gov](http://www.dgs.virigina.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.

### **Internet Browser Problems / Not Able to Log In**

eVA is a secure site that requires your browser have all first and third party cookies enabled, as well as cookie sessions. If unsure how to enable these features, please consult your IT shop.

eVA works best using Internet Explorer. Netscape is not recommended and can prove to be unsuccessful. For this reason, IE is the recommended browser. Contact 1-866-289-7367 with questions concerning browser compatibility.

If you receive a “**Page cannot be displayed**” error, click on the browser REFRESH or BACK button (\*see CAUTION statement below). If you frequently receive this error, contact 1-866-289-7367 for assistance.

\*CAUTION: Do NOT use the 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 to navigate back and forth.

## Mail/Fax Orders

**For orders that must be mailed or faxed**, be sure that the order is printed and NOT the requisition. A requisition # begins with “PR”, a P.O. with “DO” or “EP” and a p-card order with “PCO”. The DO/EP or PCO is what is mailed or faxed.

**NOTE:** If placing a non-catalog order and an eVA registered supplier is chosen AND the preferred order method is URL (not Paper), the supplier will receive the order electronically. Do NOT print the order.

**If a purchase card order (PCO) must be mailed, phoned in, or faxed**, the p-card number cannot be included on the order (DOA policy). The number should be phoned into the supplier *after* submitting the order, as currently is being done.

If the purchase card order was electronically submitted, the card number will be included on the order. As a precaution, it’s always good practice to insert a COMMENT on your requisition to alert the vendor that this is a Purchase Card Order.

## Buyer Resources

Refer to the eVA web site for a wealth of information. Procurement manuals are available with a click of the mouse. Under the “Learn About eVA” link in the left menu of the eVA Home Page, a variety of topics are highlighted:

- Interface Technical Documents
- Vendors with Catalogs
- eVA Implementation Guide
- List of eVA Registered Suppliers (see below)
- Shipping and Billing Addresses for Buyers.....etc.....

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). The EXTENSIVE eMail Buyer Guides, Vol. 1 and 2 are also available at this link.

Refer your vendors to the eVA Home page to register to use eVA.

Below is an example of the eVA Registered Vendor List that displays when you click on the spreadsheet that appears to the right of the vendor count in the right side of the Home Page.

**Watch eVA Grow**  
**426,379 Orders**  
**\$4.177 Billion Spend**  
**5 Million Items**  
**977 Catalogs**  
**171 Agencies**  
**448 Localities**  
**23,068 Vendors**  
**9,121 Users**

**Customer Care**  
**866-289-7367**

Check this list frequently, as it changes daily. When you click the above link, as shown, you will see this eVA Vendor List. This list can be downloaded into Excel for your benefit.

**eVA**  
Registered and Pending eVA Vendors

[Download Complete Vendor List to Excel](#)  
[Download Non-Registered DMBE Vendors](#)

Search:  All Search View All

eMail Supplier Name (Headquarter)	eMail Contact Name (Location)	Street	City/State	Newly Registered/ Pending Review	Accepts Charge Cards	Accepts Amex	Electronic Ordering	State Contract No.	DMBE S M W
#1 TOMMINS & REPAIR, INC.	ASHLAND/DOBUELL	16269 WASHINGTON HWY.	DOBUELL, VA		Y	Y	Y		
1 HOUR PHOTO +, INC.	656 HWY 58 EAST, NORTON, VA 24273	656 HWY 58 EAST	NORTON, VA		Y	Y	N		
1 NATION TECHNOLOGY CORPORATION	1 NATION TECHNOLOGY- HQ	4027 TAMPA ROAD	OLDSMAR, FL		Y	Y	Y		
1 SOURCE CONSULTING	15C	PO BOX 6268	LARGO, MD		N	N	Y		
1 STEP DETECT ASSOCIATES	1 STEP DETECT ASSOCIATES	1474 ROUTE 51	JEFFERSON HILLS, PA		Y	Y	N		
1 STOP CAMERA & ELECTRONICS	CONSUMER ELECTRONICS	1100 CONEY ISLAND AVENUE	BROOKLYN, NY		Y	Y	Y		
17 MACHINERY, LLC	GLOUCESTER	3595 GEORGE WASHINGTON MEM HWY	HAYES, VA		Y	Y	Y		S W
17TH ST. PHOTO SUPPLY, INC.	17TH ST. PHOTO SUPPLY, INC.	34 WEST 17TH STREET	NEW YORK, NY		Y	Y	Y		
18T CHOICE TECHNOLOGIES, INC.	18T CHOICE TECHNOLOGIES, INC.	3783 PETERS CREEK RD. EXT.	ROANOKE, VA		Y	Y	Y		
18T CREDIT OF AMERICA LLC	SUITE 2B 300 N. ELIZABETH, CHICAGO, ILLINOIS 60607	300 N. ELIZABETH	CHICAGO, IL		Y	N	Y		
1T01 CONTACT CENTERS, INC.	LANCASTER, PA	48-50 W. CHESTNUT ST.	LANCASTER, PA		N	N	N		
2 CONNECT, INC.	2 CONNECT, INC.	P. O. BOX 145	DAVENPORT, VA		N	N	Y		
3000 NET COMPUTERS INC.	2000 NET COMPUTERS INC.	10080 MIDLOTHIAN TURNPIKE	RICHMOND, VA		Y	Y	Y		
2020 GENE SYSTEMS, INC	2020 GENE SYSTEMS	9700 GREAT SENECA HWY	ROCKVILLE, MD		Y	N	N		
21ST CENTURY DESIGN INC.	THE HEADQUARTER- MADISON AVE. ALBANY NY	1008 MADISON AVE	ALBANY, NY		N	N	N		
21ST CENTURY INNOVATIONS INC.	AUSO MIEJO - 21ST CENTURY INNOVATIONS INC	92 ARCONAUT - SUITE 270	AUSO MIEJO, CA		Y	Y	Y		
2L PRODUCTIONS	2L PROD	2806 SEACLIFF CIRCLE	RICHMOND, VA		N	N	Y		
2M ASSOCIATES, INC.	2M ASSOCIATES, INC.	30295 BRUCE IND. PKWY.	CLEVELAND, OH		Y	N	Y		
2M TECHNOLOGIES	VIRGINIA BEACH	4968 EUCLID RD	VIRGINIA BEACH, VA		Y	N	Y		
2ND CHANCE PRODUCTIONS	2ND CHANCE PRODUCTIONS	911 AHOOSKIE COFIELD RD	AHOOSKIE, NC		N	N	Y		
2RW CONSULTANTS, INC.	CHARLOTTEVILLE, VA	100 10TH ST., NE	CHARLOTTEVILLE, VA		N	N	Y		
2RW-DI, LLC	100 10TH STREET NE, STE 202 CHARLOTTEVILLE, VA 22802	100 10TH STREET NE, SUITE 202	CHARLOTTEVILLE, VA		N	N	Y		
3 STATE CONSTRUCTION CORP	3 STATE CONSTRUCTION	712 SCHINDLER DR	SILVER SPRING, MD		N	N	Y		
303 MEDIA	501 E. FRANKLIN STREET	501 E. FRANKLIN STREET	RICHMOND, VA		Y	N	N		
308 SYSTEMS INC	HEADQUARTERS	2637 WAPITI ROAD	FORT COLLINS, CO		Y	N	N		

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For technical assistance with eVA, contact 1-866-289-7367.