



(Free) eVA Tools

eMall - Access to more than 88,000 vendors featuring nearly 1,000 online catalogs, including 100s of state and local contracts. The eMall supports workflow and approval functions that mirror your locality's business rules.

Quick Quote- Used to quickly process small dollar purchases, this popular tool allows you to "bid" out & receive electronic responses. You'll receive electronic quotes from registered eVA vendors, as well as have the ability to invite non-eVA registered vendors to submit a bid. Set your own purchasing limits or follow the \$100k limit used by state agencies—it's completely up to you!

VBO Electronic Posting- Used to electronically & publicly post your IFBs & RFPs, as well as bid openings, solicitation documents, bid meeting notes, addenda, award decisions, and all other information pertinent to your formal procurement. This tool will also automatically notify eVA registered vendors about your opportunity. You also have the ability to share the opportunity with non-eVA registered vendors.

Contract Management- Maintain complete, electronic versions of your contracts and also store all of your contract documents. Other features include notification capabilities, document subcontractors, create contract summary templates, easily track contract spend, supplier performance and more.

Analytical Reporting- Allows end users & managers to evaluate spending, manage workloads, monitor end users' buying. eVA's robust reporting tools help with the budget planning cycle, allowing creation, channeled distribution, and drill down capabilities for data in the Purchasing Data Warehouse.

Receiving- Supports desktop receiving, central receiving, or a combination of the two.

Data Sharing- Provides for sharing vendor, order and other reference data between an existing financial or enterprise resource system (ERP) and eVA.

www.eVA.virginia.gov

eVA is Virginia's online, electronic procurement system. In addition to more than 245 state agencies, colleges and universities, eVA is currently used by more than 590 local governments and public bodies to announce bidding opportunities, get quotes and place orders for goods and services.

Take advantage of the scale and efficiency of a major technology solution, without the cost. As your needs change, eVA changes with you!

eVA...

Saves Time through electronic processing

Saves Money- \$30 Million savings per year through leveraged buying power and reduced cost of goods and services

Increases Competition- 30 times more suppliers than traditional purchasing methods

Provides Transparency- \$24 Billion in purchases visible to the general public, assurance that taxpayer dollars are spent wisely

Additional Resources

Free On-Site Training & Support from your dedicated Local Government Account Executive.

Free Web-based Training, located under the *I Buy for Virginia* page of the eVA website, you'll gain access to virtual demonstrations of eVA's buyer tools and also instant help with common user issues.

Free Classroom-based Training, from the *eVA Buyer Training* link off the *I Buy for Virginia* page, look under *Richmond Classes*. Half day, hands-on courses are available for Quick Quote and eMall.

Sign Up!

Click on the *Register* link from the eVA website home page (www.eVA.virginia.gov) then follow the prompts for *Local Government*.

Need Help? Call eVA Customer Care toll free at 866-289-7367 or via email eVACustomerCare@dgs.virginia.gov