

eVA Beginner's / Refresher Course

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eVA Beginner's / Refresher Course

General Information

What is eVA?

eVA is a web-based state-required procurement tool designed to automate and streamline procurement for all state agencies. The eVA requisition takes the place of our old paper requisition and the EP (formerly a Direct Order - DO) or PCO (Purchase Card Order) generated in the system replaces JMU's old DPO (Departmental Purchase Order). eVA is a central location to find vendors, reach vendor punch-out catalogs with state pricing, and a storage location for all requisitions and purchase orders.

How can I avoid the fees for non-compliance?

Put all required transactions in the eVA system, and make sure you get a EP/PCO number. If your purchase is an eVA exclusion, make sure that you note the correct eVA Exclusion Number on your voucher. Reconcile your Charge Card online with the correct EP/PCO number or eVA exclusion number. Always, respond to eVA non-compliant reports to validate charges.

What fees are associated with eVA and what are the differences between the different types?

The state's fee for eVA is a 2% fee on every order processed. eVA is self supporting, so the funding goes to pay for the system as well as support personnel and processes (billing and helpdesk).

How do I enter a Pcard in eVA?

Creating a new card:

- 1) The person whose name is on the card must enter the card into their own eVA account. If you need to let someone else use your card in the system you will “associate” them with your account through eVA. Do not allow others to enter your card into their account.
- 2) Log into eVA.
- 3) Click on the “Preferences” link on the Knowledge Center page. You must be on the Knowledge Center page. If you click on the “Preferences” link from any other page it will not take you to the correct location to make changes to your charge card.
- 4) Click on the Manage Pcard Information link.
- 5) Click on Create New Pcard.
- 6) Enter correct information into the fields shown. Make sure that the expiration date is entered in the format shown. (Tip: The alias is an identifier for your card for example “jennyspcard” – you don’t want spaces or special characters in the alias.)
- 7) Click on the Submit button.

Associate a user with your card:

- 1) Follow steps 1-4 above.
- 2) Click on the “alias” link.
- 3) Towards the bottom of the page under the field “New Pcard Users” click on the “Search” button.
- 4) In the “Last Name” field type in the last name of the person you wish to associate with your card and click on “Search.” (Tip: The person you are associating must be an eVA user)
- 5) From the list that appears, click in the check box next to the name of the person you wish to associate with your card and then click on “Select.” **(Tip: If multiple names in the list look familiar use the e-mail address field to determine the appropriate person.)**
- 6) Click on “Submit”.

Change the expiration date of your card:

- 1) Follow steps 1-4 above.
- 2) Click on the “alias” link.
- 3) Change the expiration date to the correct new date. **(Tip: Since our cards don’t list a day, but the system requires one, just use the last day of the month that your card expires.)**
- 4) Click on “Submit”

Delete a card:

- 1) Follow steps 1-4 above.
- 2) Click in the check box next to the “alias” link.
- 3) Click on the Delete button.
- 4) Follow any other system instructions to complete the deletion of the card.

Note: If your card has been cancelled due to fraudulent charges you would delete that card from the eVA system and then create a new card in the system when you receive your new Pcard. If you had other users associated with your old card you would need to re-associate them with the new card.

Pcard FAQs:

The Pcard option is no longer showing on my requisitions, what happened?

- 1) It is possible that the expiration date for the card in eVA has passed – you may need to update your expiration date.
- 2) It is possible that if you were associated with someone else's card that they have made changes to their account and purposefully or inadvertently removed you from their list. It is also possible that the expiration date for the card in eVA has passed. They probably need to look at their account to verify you are still associated with the card and that their expiration date is correct.

I am trying to update my card information and I am in the Preferences link, but I can't find where I update my card.

- 1) Return to Portal and make sure you are on the Knowledge Center Page – NOT the E-mail page. You can only get to the correct location through the Knowledge Center Page.

I entered or made changes to my Pcard today in eVA and now I want to use it but the system doesn't recognize the new information.

- 1) Changes / new information is not recognized until after a nightly process – check back the following day.

Can I be associated with more than one person's Pcard?

- 1) Yes

Can I associate more than one person with my Pcard?

- 1) Yes

How do I delegate approval authority?

If you are a regular approver in someone else's approval flow you can delegate approval to another eVA user when you have plans to be out of the office. The person you delegate approval to must be an eVA user and they must have signature authority for the orgs/dept they will be approving orders for.

To delegate approval authority:

- Log into eVA
- Click on Shop Now
- Click on the "Preferences" link in the blue bar towards the top of the page. You must be on the Shop Now page to reach the correct area.
- Click on Delegate Approval Authority
- In the Delegate Field – Select the individual you wish to delegate approval authority to. You may need to click on "Other" and then do a search for the individual.
- Enter the Delegation Start Date by using the Calendar icon to the right of the field.
- Enter the Delegation End Date by using the Calendar icon to the right of the field.
- If you wish to enter a comment do so in the field provided.
- If you wish to continue to see e-mails about the requests for approval click in the checkbox.
- Click Next
- Follow remaining steps and click on submit.

What is a PR or Purchase Requisition?

A PR is a purchase requisition. It is the official form on which a purchase request is made. A purchase requisition is not the same thing as an official order. Don't confuse them. All fully approved purchase requisitions become a EP or PCO to become an official order.

What is an EP (formerly a Direct Order - DO) and PCO (Purchase Card/PCard Order)?

eVA terminology for a "purchase order." A EP is created when an eVA requisition (that did not have the SPCC box checked) has gone through the required approvals. If a vendor accepts electronic orders then the eVA EP will be sent directly to the vendor; otherwise, the department will need to email or fax a copy of the EP to the vendor.

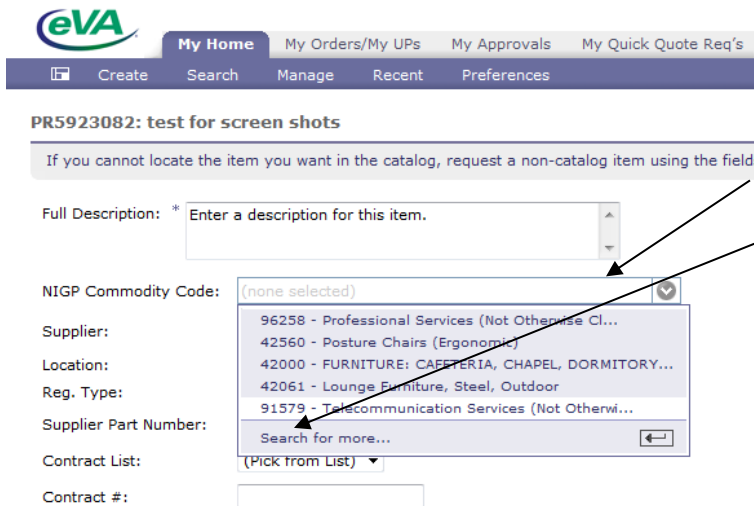
PCO is an acronym for Purchase Card Order. The system will generate a PCO number anytime the Pcard option is selected on the Title Page of the requisition. Keep in mind that if you have a Pcard associated with your account the Pcard option will always default on. Remember to remove the Pcard option anytime you need to pay by an invoice, or if the order is over \$4,999.99 you can request your Pcard limit to be raised by contacting Cash & Investments. Many users also remove the Pcard option when completing "confirming orders" so that they reduce the risk of the card receiving duplicate charges.

What is a commodity code and how do I find one?

A commodity code is a description used to group products into categories. This code helps the state see what types of items state agencies are buying. All items must have a commodity code selected.

The commodity code in a requisition is only used for various reporting purposes, so while we want you to get as close as possible, it is not critical that the code be an exact match. Don't spend more than just a few minutes attempting to find a code. If it's taking you longer please just pick a code in the general area of products/services and move on.

The commodity code in Quick Quote has a greater importance because it actually determines which vendors are notified about the opportunity. Since you want good responses it is important that the system sends the information to vendors that can actually supply the products/services, it does this through the use of the commodity code.



PR5923082: test for screen shots

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields

Full Description: * Enter a description for this item.

NIGP Commodity Code: (none selected)

Supplier:

Location:

Reg. Type:

Supplier Part Number:

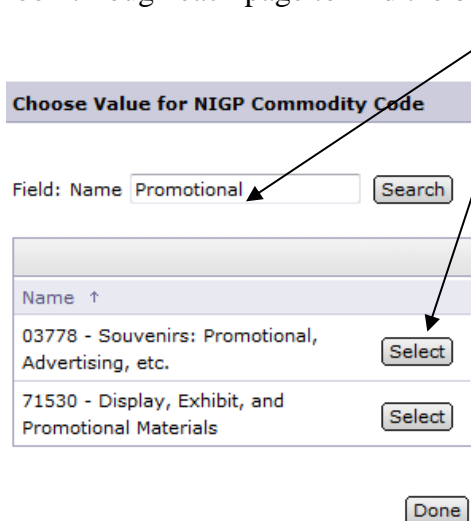
Contract List: (Pick from List)

Contract #:

96258 - Professional Services (Not Otherwise Cl...
 42560 - Posture Chairs (Ergonomic)
 42000 - FURNITURE: CAFETERIA, CHAPEL, DORMITORY...
 42061 - Lounge Furniture, Steel, Outdoor
 91579 - Telecommunication Services (Not Otherwi...
 Search for more...

If it's a code you've used recently, it may be in the list for selection. If not, you'll need to go to Search for more.

Enter a word that resembles the product or service you are purchasing and click on search. A list of items should appear that you can select from. If there are no matches change your search word and try again. While this is a short list, sometimes there can be longer lists that span several pages so you will need to make sure you look through each page to find the best match. An example for promotional is below.



Choose Value for NIGP Commodity Code

Field: Name Promotional Search

Name ↑

03778 - Souvenirs: Promotional, Advertising, etc. Select

71530 - Display, Exhibit, and Promotional Materials Select

Done

Enter a word that resembles the product or service you are purchasing and click on search. A list of items should appear that you can select from.

What is an eVA punch-out catalog order and how do I create one?

An eVA Punch-Out Catalog order is an order where you utilize an online vendor catalog, through the eVA system, to select your items. Not all vendors that are registered in eVA have a punch-out catalog. Creating a punch-out catalog that works with eVA is typically a lengthy and costly process for vendors. Common vendors that do have a punch-out catalog include Dell, Fisher Scientific, TSRC, VCE, Thomas Scientific, Daly Computers, Colonial Scientific, VWR International, Grainger, CDWG and more.

To create a punch-out catalog order follow this quick step guide or utilize the eVA Overview Manual provided through IT Training.

eVA Quick Reference for Entering a Punch-out Catalog Requisition

Logging In

1. Press the Buyer Login button
2. Go to <http://www.eva.virginia.gov>
3. Enter your Username and Password or [sign-in with your JMU e-ID and password](#)

Creating a Catalog Requisition

1. Select eMall/eForms (status bar on the left column – shows where you are in the order process)
2. Under Create, select Requisition
3. Enter a name for your purchase in the Title Field (i.e.: TSRC – Supply Order)
4. Determine if Use PCard is appropriately selected for your order
5. Select the appropriate PO Category Code (R01) and Procurement Transaction Type (Equipment, Supplies, Printing, etc.) .
6. Click on the “Next” button
7. Click on the “Punch-out Catalogs” link
8. Scroll through the page to find the vendor you wish to purchase from.
9. Click the punchout link for the vendor (i.e.: TSRC – punchout)
10. You will be transferred to the vendor’s catalog
11. As per the catalog requirements search for and select the items you need.
12. Once all items are in your cart, click submit or checkout to move the items to your eVA requisition.
13. You will be returned to the eVA catalog screen. Click “Checkout.”
14. The items selected within the punchout catalog will be populated in the eVA requisition as various line items.
15. At this point you can either complete a “Mass Edit” of the line items to add the accounting information or you can edit the items one at a time. If you want to edit the items one at a time skip to number 23.
16. **To complete a “Mass Edit”** click in the small check box located just above your first item. The Heading next to this check box is “No.” Once you click in this check box a check will be populated in all of your line items.
17. Click on the Edit button below the line items
18. You will receive a message that notes you are using item 1 to complete a “Mass Edit”
19. Enter in you Department Org Code
20. Enter your Account Number for the items being purchased
21. Select the Need By Date (optional)
22. Click Okay, (skip to number 35)
23. **To edit items one at a time**, click in the check box next to item 1
24. Click on the Edit button
25. Enter in your Department Org Code
26. Enter in the Account Number for the item being purchased
27. Select the Need By date

28. Enter any comments for the line item as necessary
29. Click on the OK button
30. If additional items are present click in the check box beside the next item
31. Click the edit button
32. Edit the information as needed
33. Click the okay button
34. If additional line items are present repeat steps 23 through 33 as many times as needed.
35. Once all items are edited with the dept and account information click on the Submit button
36. Review information for completeness on the Summary Page
37. Click on the Approval Tab
38. Review the approval flow to make certain all correct Approvers are present
39. If an additional approver is necessary follow the directions from [eVA tip #5](#).
40. Once the Approval Flow meets all needs click on the Summary Tab
41. Click on the Submit button to finalize the purchase
42. Click on the Home button
43. View the status of your order by clicking on the Status button on the E-mail page

Print Your EP /PCO

1. Click on the Status button on the E-mail page
2. Locate the Requisition # for the order
3. Make sure the status is “Ordered” – this is the only way you will have a EP/PCO to print
4. Click on the PR link
5. Scroll down the screen to the first item and click on the EP/PCO number link
6. Click on the Print button
7. When the PDF file has opened select File/Print
8. If the vendor does not receive electronic orders and you have not already placed the order through another method Fax or Mail a copy of the EP/PCO to the vendor
9. File a copy as needed based on your internal office procedures

Additional Help:

- A. There are currently about 22 Vendor Specific Punch-out Catalog Help files located within the Reports and Documents Training Tab. Under Punch-out Catalogs you will find a link to Punch-out Catalog Help Files. Clicking on that link will bring you to a page where you can gain access to specific vendor’s help documents.

What is an eVA non-catalog order and how do I create one?

A non-catalog order is simply any order where you do not utilize an eVA catalog. In this instance you are the one that does the research upfront and manually types in all the information (full item description, quoted price, commodity code, selection of vendor, etc.). A non-catalog order may be an original order you are placing with a registered vendor, it may be an original order you are placing with a non-registered (ad-hoc) vendor, or it may be a confirming order. They all have the same process, the only difference is the amount of information you are entering.

eVA Quick Reference for Entering a Non-Catalog Requisition

Logging In

1. Go to <http://www.eva.virginia.gov>
2. Enter your Username and Password
3. Press the Buyer Login button

Is Your Vendor an eVA Registered Vendor?

1. Click Quick Links drop down on the left column
2. Click Vendor Lookup
3. In the Search box type the vendor name (You may want to just enter a part of the name instead of the specific company name – this will return more search results, giving you greater opportunity to actually find the vendor you are looking for)
4. Click on the Search button.
5. Review the results (if your vendor is in the list they are an eVA registered vendor, if not you will need to “Ad-Hoc” them into the system).
6. Close the current window.
7. Click Return to Portal Home Page button.

Creating a Non-Catalog Requisition

1. Select Shop Now (status bar on the left column – shows where you are in the order process)
2. Press Create button
3. Select Requisition
4. Enter a name for your purchase in the Title Field
5. Select the appropriate PO Category Code (R01) and Procurement Transaction Type (Equipment, Supplies, Printing, etc.).
6. Determine if Use PCard is appropriately selected for your order
7. Determine if “Confirming Order; Do Not Duplicate” is appropriately selected for your order
8. Click on the “Next” button
9. Click on the “Create Non-Catalog Item” button
10. Type in the full description of the first item
11. Select the commodity code for the first item
12. Select Supplier by clicking on the drop down menu arrow
13. (If you need to “Ad-Hoc” a vendor go to [eVA Tip #6](#) for instructions for selecting your Supplier and Location)
14. Enter the Quantity for the first item
15. Select the Unit of Measure for the first item
16. Enter the price per Unit of Measure for the first item
17. Click on the Update Total button to see the Total price of this item
18. Click on the OK button
19. Click in the check box next to item 1
20. Click on the Edit button
21. Enter in your Department Org Code
22. Enter in the Account Number for the item being purchased
23. Select the Need By date
24. Enter any comments for the line item as necessary

25. Click on the OK button
26. If additional items are necessary click in the check box next to the first item
27. Click the Copy button
28. Click in the check box beside item 2
29. Click the edit button
30. Edit the information as needed
31. Click the okay button
32. If additional items are necessary repeat steps 25 through 30 as many times as needed.
33. Once all items are present and edited click on the Checkout button
34. Review information for completeness on the Summary Page
35. Click on the Approval Tab
36. Review the approval flow to make certain all correct approvers are present
37. If an additional approver is necessary follow the directions from [eVA tip #5](#).
38. Once the Approval Flow meets all needs click on the Summary Tab
39. Click on the Submit button to finalize the purchase
40. Click on the Home button
41. View the status of your order by clicking on the Status button on the E-mail page

Approving an Order

1. If a vendor is ad-hoc'd or does not accept electronic ordering, the originator of the order will be the last approver in the Approval Flow.
2. If your Approve button is flashing on the E-mail page, you have something to approve
3. Click on the Approve button
4. Click in the check box next to the requisition you wish to approve
5. Click the Approve button
6. Enter any comments desired (optional)
7. Click the OK button

Print Your EP /PCO

1. Click on the Status button on the E-mail page
2. Locate the Requisition # for the order
3. Make sure the status is “Ordered” – this is the only way you will have a EP/PCO to print
4. Click on the PR link
5. Scroll down the screen to the first item and click on the EP number link
6. Click on the Print button
7. When the page has opened select File/Print
8. If the vendor does not receive electronic orders and you have not already placed the order through another method Fax or Mail a copy of the EP to the vendor
9. File a copy as needed based on your internal office procedure

When and why would I want to place a confirming order?

A confirming order is just a method to maintain compliance with the eVA system. All purchases except for those that fall into one of the approved State Exclusions must be processed through eVA. For orders that are under \$5,000.00 there will be times when it is easier to place an order initially over the phone or utilizing the vendor's site. Some individuals just prefer to place orders this way, sometimes it's just more convenient, and sometimes it's almost a necessity because of the way the vendor does business. Orders over \$4,999.99 are never processed as confirming orders as they must come through Procurement Services for approval or bid prior to an order being placed.

If an order is placed initially with a vendor that is not registered in the eVA system the process will be essentially the same as a non-catalog order. In this case the only difference is that you must manually add in the vendor information.

If an order is placed initially with a vendor that has an eVA punch-out catalog you will still want to use the non-catalog method to confirm the order.

How do I place a confirming order and will I get a EP or PCO?

The process for a confirming order is the same as the process for a non-catalog order. The main change is in the information you provide for the line items. No matter how many different items you ordered from a vendor on a confirming order you can just confirm them all on one line – this will save time and help to prevent duplicate shipments of the items. In the quantity area for the line item just enter “1.” In the price field enter the entire cost of the order you are confirming. The description area of a confirming order is very important. We recommend that you always enter “Confirming Order – Do Not Duplicate” followed by a brief and vague description of your order. Do not give item numbers, colors, sizes or other specific information that might allow the vendor to duplicate your shipment. Note comments like “office supplies ordered via phone 12/1/2015,” “lab supplies ordered online 12/3/2016 conf. #12345,” “received products invoice #12345.”

- Whether you get a EP or a PCO number at the end of the process depends on whether the vendor accepts our Pcard and on whether you leave the Pcard option checked in your requisition.
- If the vendor is an ad-hoc vendor, doesn't accept Pcards, or doesn't accept electronic orders the system won't allow you to process a Pcard order in eVA so you would receive a DO number.
- Even if the vendor accepts charge cards but you uncheck the Pcard box or do not have a Pcard set up in the eVA system the order will be an EP.
- Anytime you leave the Pcard option checked with a vendor that accepts charge cards through eVA the order will be a PCO.

A confirming order and an EP are not the same thing. You can have a confirming PCO order or a confirming EP order, it just depends on whether you left the Pcard option checked in the eVA requisition. When processing a confirming order some people prefer to take the Pcard option out, even if the originally paid for the order on their card, in an attempt to prevent the card being charged again for the same items.

How do I copy an order?

Any order in your account can be copied and used as a starting point for a new order. If you order the same items or utilize the same ad-hoc vendor repeatedly this may be a method to save some time.

Click on the PR (purchase requisition) number of the requisition you want to copy.

The screenshot shows the eVA system interface with the following sections:

- Common Actions:** Create (Requisition, eVA User Profile Request), Manage (Reports, Receive).
- Recently Viewed:** PR6099427 VB...firming Order, PR6119002 ge...ry other week, PR5872765 concerta tables.
- News:** Welcome to the New eMail, Please monitor this area for Alerts, Help and News.
- To Do:** Table with columns: ID, Date, From, Status, Title, Required Action. Contains 6 items.
- Requisitions - Composing:** Table with columns: ID, Date Created, Status, Title, Total. No items.
- Requisitions - Submitted:** Table with columns: ID, Date Created, Status, Title, Total. No items.
- Requisitions Submitted This Month in Denied Status:** Table with columns: ID, Date Created, Status, Title, Total. No items.
- My Documents:** Table with columns: ID, Title, Date, Status. Contains 5 items. The first item, PR6099427, is highlighted with a red box.

A red arrow points from the text box on the left to the highlighted PR number PR6099427 in the 'My Documents' table.

Old Composing Reqs: Click here to see how to get rid of old Composing Reqs from your screen.

The requisition will open. Click on the Copy button.

The screenshot shows the eVA system interface. At the top, there's a navigation bar with 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. Below this, the title is 'PR6099427 - VBS Fax Maint Fee FY2015 - Invoice Has Been Paid - Confirming Order'. The status is 'Ordered'. A message states: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).' Below this message, there are buttons: 'Back', 'Copy', 'Change', 'Cancel', and 'Print'. An arrow points to the 'Copy' button. The 'Line Items' section shows a table with one item: 'Fax Maint Charge - Invoice 1815566 - Paid 7/3/14-C...'. The item details include: Supplier: VIRGINIA BUSINESS SYSTEMS, Location: RICHMOND, UNSPSC Code: 44101503, NIGP Commodity Code: 60072 - Multi-Function Office Machines (Combination of Fax-Copier-S..., Contract Number: VA-130405-VBS, Bill To: James Madison University - Accounts Payable, Small Business: [checked], Minority Owned Business: [unchecked], Woman Owned Business: [unchecked], Reg. Type: Self-Registered. The total cost is \$580.58000 USD.

The system will automatically create a copy of the order and put it in composing status. After this step it's like editing any other order.

In order to make changes to line items, check the box beside the line items you want to edit, then the Edit button.

The screenshot shows the eVA system interface for a requisition copy. The title is 'PR6127603: Copy of VBS Fax Maint Fee FY2015 - Invoice Has Been...'. The status is 'Compose'. A message states: 'Review your requisition, make changes as necessary, and submit the request for approval.' Below this message, there are buttons: 'Previous', 'Submit', and 'Exit'. The 'Line Items' section shows a table with one item: 'Fax Maint Charge - Invoice 1815566 - Paid 7/3/14-C...'. The item details include: Supplier: VIRGINIA BUSINESS SYSTEMS, Location: RICHMOND, UNSPSC Code: 44101503, NIGP Commodity Code: 60072 - Multi-Function Office Machines (Combination of Fax-Copier-S..., Contract Number: VA-130405-VBS, Bill To: James Madison University - Accounts Payable, Small Business: [checked], Minority Owned Business: [unchecked], Woman Owned Business: [unchecked], Reg. Type: Self-Registered. The total cost is \$580.58000 USD. Arrows point to the 'Edit' button and the 'Copy' button in the line items section.

Make the necessary changes and click OK.

PR6127603: Copy of VBS Fax Maint Fee FY2015 - Invoice Has Bee...

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

LINE ITEM DETAILS

Market Price:
No.: 1
Description: Fax Maint Charge - Invoice 1815566 - Paid 7/3/14-Confirming eVA Order Only
Supplier Part Number:
Supplier Auxiliary Part ID:
Qty: 1
UOM: each
Price: \$580.58000 USD
NIGP Commodity Code: 60072 - Multi-Function Office Machines (Combina...
Supplier: VIRGINIA BUSINESS S...
Location: RICHMOND [select]
Reg. Type: Self-Registered
Contract List: [] [] [] Item on contract but number not in list
Contract #: VA-130405-VBS
Small Business: ☒
Minority Business: ☐
Woman Owned Business: ☐
NIGP Commodity Code: 60072
Bill To: James Madison University
Additional Data:
ERP PO Number:

ACCOUNTING - BY LINE ITEM

Department: 100222

Once all the necessary changes are made, you would click on submit so that the system will create you a new Order number.

File Edit View Favorites Tools Help

Convert Select

Cobblestone DIMBE Search eVA Virginia's Total e-Pro... James Madison University... Signature Authority Suggested Sites Virtual EMS - Room Reque... Welcome to LISTSERV 1

PR6127603: Copy of VBS Fax Maint Fee FY2015 - Invoice Has Bee...

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

Summary Approval Flow

Title: * Copy of VBS Fax Maint Fee FY2015 - Invoice Has Been Paid - Confirming Order

On Behalf Of: Mantz, Jennifer
Use PCard: ☒
PCard number: Jennys_Procurement_pcard
Entity Code: 216
Fiscal Year: 2015
PO Category: 801
Procurement Transaction Type: 25
Header Cross Reference:
ERP Requisition Number:
Confirming Order; Do Not Duplicate: ☐
Accounting Summary: View Accounting Information
My Labels: Apply Label...

Line Items (1)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Fax Maint Charge - Invoice 1815566 - Paid 7/3/14-C...	1	each	\$580.58000 USD	\$580.58000 USD

Supplier: VIRGINIA BUSINESS SYSTEMS
Location: RICHMOND
UNSPSC Code: 44101503
NIGP Commodity Code: 60072 - Multi-Function Office Machines (Combination of Fax-Copier-S...
Contract Number: VA-130405-VBS
Bill To: James Madison University - Accounts Payable
Small Business: ☒
Minority Owned Business: ☐
Woman Owned Business: ☐
Reg. Type: Self-Registered

[Edit] [Copy] [Delete] [Add from Catalog...] [Add Non-Catalog Item...]

How do I edit or change an order?

You can “Edit” an order that is not in “Ordered” status. You “Change” an order that is already in “Ordered” status. The process is the same for both. In your status area click on the PR that you wish to edit/change. When the requisition opens click on the grey edit/change button. Make the necessary changes and then submit the order.

Tips on changes:

If you do not get the button for edit/change when you open the requisition there is probably already a copy of the order in the Composing box waiting for edits. Check there first and make changes from there as necessary. Also, make sure you are entering the order from the “My Home” tab at the top of the E-mail page, otherwise you will not be given the “Change” or “Edit” options.

If you change anything about the vendor, the system will automatically cancel your original order (EP/PCO) and generate a new order number. The requisition number will be the same with a V2, V3, etc. at the end.

What does V2, V3, etc. mean?

The V2, V3, etc. is just the version number of your requisition. It shows how many times changes have been made to a previously submitted order.

How do I withdrawal an order?

An order that has been submitted, but not fully approved can be “Withdrawn.” To withdraw an order simply find the PR in your status area and click on the PR number. When the requisition opens click on the “Withdraw” button. An order cannot be “Withdrawn” once it has been fully approved and gone to “Ordered” status. At the point it has reached “Ordered” status an order can then only be “Changed” or “Cancelled.”

How do I cancel an order?

An order that has been submitted, fully approved, and reached “Ordered” status can be “Cancelled.” Before you cancel an order make sure that you no longer wish to have the items at all. If you need anything on the order or just wish to make a few changes to the order, then make those changes rather than canceling it entirely. If you are not going to get items ordered or have worked to cancel the items over the phone, you still need to cancel the order in eVA. Remember that both the vendor and JMU are charged a 2% fee on every order processed so it’s important to cancel orders as appropriate in the system.

To cancel an order, find the PR in your status area and click on the requisition number. When the requisition opens click on the “Cancel” button. The system will allow you an opportunity to type comments about why you are canceling the order. They are not required, but if you want to include them make sure you click the check box to include comments on the order. You’ll then click on “OK” and your order will be processed for cancelation.

Why is the system asking me to approve an order?

The system might ask you to approve an order for several reasons. 1) You are automatically assigned as someone's approver in the system. 2) Another approver has delegated their approval authority to you. 3) The originator of the order added you into their approval flow. 4) You are the originator of the order and the vendor is either a non-registered vendor or the vendor doesn't have electronic ordering and you are the last person in the approval flow.

How do I approve an order?

Once an order is ready for you to approve it will appear in your "To Do" box.

The screenshot shows the eVA system interface. The top navigation bar includes links for Home, Help, and Logout. The main content area is divided into several sections:

- Common Actions:** Includes links for Create (Requisition, eVA User Profile Request), Manage (Reports, Receive), and Recently Viewed (PR6127603 Co...firming Order, PR6099427 VB...firming Order, PR6119002 se...ry other week, PR5872765 concerte tables).
- News:** Welcome to the New eMail. Please monitor this area for Alerts, Help and News. Old Composing Reqs. Click here for steps on how to get rid of old Composing Reqs from your screen.
- To Do:** A table listing orders requiring approval. An arrow points from the text above to this section.
- Requisitions - Composing:** A table with columns ID, Date Created, Status, Title, and Total. It shows "No items".
- Requisitions - Submitted:** A table with columns ID, Date Created, Status, Title, and Total. It shows "No items".
- Requisitions Submitted This Month in Denied Status:** A table with columns ID, Date Created, Status, Title, and Total. It shows "No items".
- My Documents:** A table listing documents with columns ID, Title, Date, and Status.

ID	Date	From	Status	Title	Required Action
PR6127556	7/24/2014	Wine, Stephen	Submitted	Waste Management - dorms	Approve
PR6126808	7/23/2014	Cullers, Tara	Submitted	JMU-VCE TECHNOLOGIES-41788	Approve
PR6126483	7/23/2014	Miller, Linda	Submitted	Apple MacBook Pro Laptops & Accessories	Approve
PR6121453	7/22/2014	Cullers, Tara	Submitted	JMU-Carter Machinery Company Inc.-CC68890	Approve
PR6124813	7/22/2014	Cullers, Tara	Submitted	JMU-Weaver Floor Covering-CC68853	Approve
PR6124770	7/22/2014	Cullers, Tara	Submitted	Double Equipment Purchase 7/22/14	Approve

ID	Date Created	Status	Title	Total
No items				

ID	Date Created	Status	Title	Total
No items				

ID	Date Created	Status	Title	Total
No items				

ID	Title	Date	Status
PR6099427	VBS Fax Maint Fee FY2015 - Invoice Has Been Paid - Confirming Order	7/3/2014	Ordered
PR6035209	CO for Real Access Office Apparel Order	5/19/2014	Ordered
PR5983961	CO for Fed Ex 1-278-34213	4/16/2014	Ordered
PR5911328-V2	test for supply room catalog	2/28/2014	Canceled
PR5880809	RA office furniture	2/7/2014	Ordered

Click on the "Approve" link. If you wish to look at the order you can review it by clicking on the PR number link. If you wish to deny the order, click on the red "Deny" button. If you wish to approve the order, click on the green "Approve" button.



The system will give you an opportunity to make comments and then you will click on the "OK" button.

What is SWAM and what are the requirements?

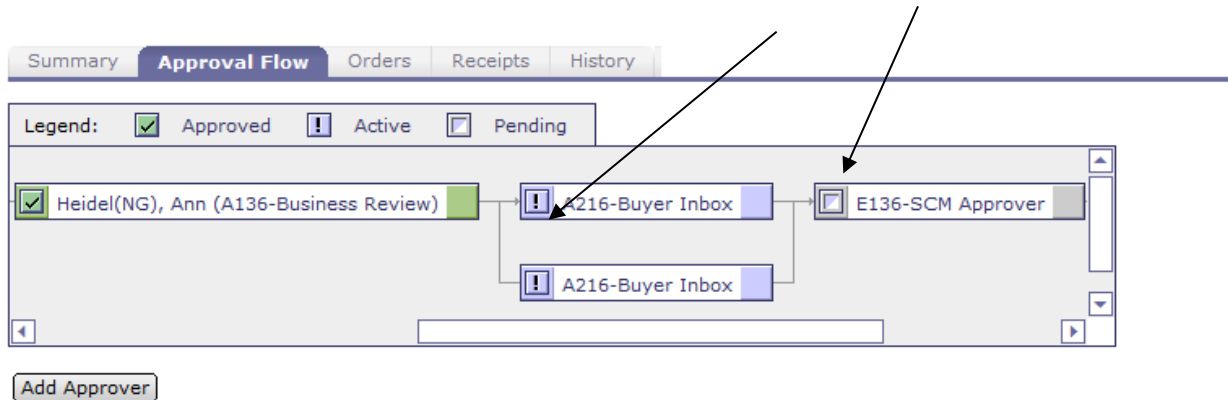
SWAM stands for Small, Woman-Owned, and Minority-Owned businesses. To be considered a SWAM vendor for reporting purposes the vendor must be certified with the Virginia Department of Small Business and Supplier Diversity (SBSD). The certification is free to the vendor, but they do need to take the time to complete the paperwork process. The certification is only valid for three years and the vendor must then recertify.

Buyers across campus should be working to utilize SWAM certified vendors as much as possible. If you are working with a SWAM vendor that has not yet certified you should forward them to the [Virginia Department of Small Business and Supplier Diversity](#) or to Procurement Services.

There are numerous SWAM certified vendors in the area of Promotional and Lab Supplies. Buyers *should not* be utilizing non-SWAM certified companies in these areas unless you can prove that the costs were significantly less expensive, you needed the items immediately (point of sale purchases), or the SWAM vendors did not have the items needed.

I submitted my order but it hasn't gone to Ordered status, it still says submitted, why?

First, make sure you're giving the order a few minutes to get to ordered status. This is a web based system so the data needs to go out on multiple servers and return. Typically, it will generate the number within about 5 minutes. Next, go to your status area and click on the PR number you are interested in. Once the requisition opens click on the Approval Flow tab. Don't click on "edit" or "withdrawal" as you'll take your requisition out of the ordering process. Once on the Approval Flow tab review the approvals to be sure none are active or pending.



If there are pending or active approvals they must be taken care of before the order will move to "Ordered" status and generate a EP/PCO. If the vendor is set up as a print vendor or is a vendor you manually entered into the system, **you** (as the originator of the requisition) will always be the last person in the approval flow.

My order is stuck in ordering status, why?

This is typically a vendor account set up issue. When setting up their accounts for electronic receipt of orders the vendor enters in a fax number or an e-mail address in eVA. They must also set up an account in Ariba which is the system that actually sends the electronic information. If your order is stuck in "status" it is either due to the vendor information changing (fax or e-mail address has changed) or the vendor did not appropriately set up their Ariba account.

If the order is stuck for longer than 24 hours please contact the eVA Helpdesk at 1.866.289.7367.

I want to delete an order out of my status area, but it won't let me, why?

A requisition that has at any time been submitted cannot be deleted.

On my confirming orders I keep getting duplicate shipments, how can I stop this?

Unfortunately, there's no guaranteed way to stop it completely. Some vendors are better at dealing with confirming orders than others. Some vendors have entirely electronic processes and no human hands touch the order to see comments or warnings. The best way we have found to reduce the chance of duplicate shipments on confirming orders is to be very vague on the confirming order.

A confirming order should always be done as a “non-catalog order.” No matter how many items you may have ordered online or over the phone just process one line item confirming the entire order. This will not only reduce the likeliness that the vendor will be able to duplicate the entire shipment it will also reduce the amount of time you spend on the eVA order. In the description area for the line item always enter “Confirming Order – Do Not Duplicate” followed by a generic description of the order (ie. Lab Supplies ordered over phone on 12/1/2015, Lab supplies ordered online 12/1/2015, Lab Supplies invoice number 12345, Office Supplies order via Susie 12/2/2015, etc.). In the quantity field just put “1.” In the amount field put the total amount of your order.

The screenshot displays the eVA (Electronic Vendor Administration) system interface. At the top, there's a navigation bar with tabs: "My Home", "My Orders/My UPs", "My Approvals", and "My Quick Quote Req's". Below this is a sub-navigation bar with "Create", "Search", "Manage", "Recent", and "Preferences". The main header shows "PR6127923: test" and a shopping cart icon with "Items: 0 Total: \$0.00000 USD". A message states: "If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before le".

The form fields are organized into two columns:

- Left Column:**
 - Full Description: * Confirming Order - Do Not Duplicate Various Books ordered online 12/1/15 per Jill.
 - NIGP Commodity Code: 71510 - Books, Curriculum Guides, Directories,...
 - Supplier: AMAZONCOM
 - Location: AMAZON.COM LLC [select]
 - Reg. Type: State-Entered
 - Supplier Part Number: [empty field]
 - Contract List: [empty field]
 - Contract #: [empty field]
- Right Column:**
 - Supplier Auxiliary Part ID: [empty field]
 - Quantity: 1
 - Unit of Measure: each
 - Price: * \$100.99000 USD
 - Amount: \$100.99000 USD

An arrow points to the "Price" field, which is highlighted with a red border.

It won't let me submit my order because it tells me I am missing Department or Account information, but I know I have them all filled in. What do I do?

A line item or line items are missing a department or account code somewhere within your order. Typically, this happens when you have more than one line items and the missing code is one of the items. When helping others it has often been beneficial to start with the last item and move forward in an attempt to find the missing code. There is no easy way to fix this, you will need to go through the line items one at a time. Otherwise, you would open each line item until you found one that had “no value” in the Department or Account fields. Then enter the information in and attempt to submit. It is possible that multiple lines are missing this data.

I ad-hoc’ed a vendor just last month but now I can’t locate them in eVA? Where did the information go?

If a vendor is ad-hoc’ed into the system, eVA does not save the data. Procurement Services has processes in place to find those ad-hoc vendors and make them “State-Entered” vendors, meaning Richmond receives a copy of the W-9 and enters the vendor information into eVA. The state-entered vendor process does take a few days. If your previous order was recent, you may have to enter the information again or copy the previous order.

If I ad-hoc a vendor one time will I need to ad-hoc them forever?

Not necessarily. Just because you ad hoc a vendor one day doesn’t mean they will be a vendor you need to ad hoc forever. Vendors register with the eVA system every day so there is potential that your vendor may register as well. We need departmental buyers that have close relationships with vendors to tell them about eVA and encourage them to register.

Each time before you ad-hoc a vendor into the system the user should [search the eVA Registered Vendor listing](#) to ensure the vendor is not in the system. If they are not there are two options for users. 1) Ad-Hoc the vendor each time from scratch. 2) Copy a previous order to that same vendor and edit the copied order with the current information. 3.) Get the vendor to fill out a COVA W-9 and submit it to askeva@jmu.edu so Procurement can work on getting the vendor State-Entered.

Last month I used a vendor and the order went electronically, now this month the system is making me approve the order and is saying I need to print it out and mail or fax the order, what did I do wrong?

First make sure you utilized the vendor you intended. If you did, then you did nothing wrong. Vendors have the option to change their account set up at any time. They can switch from being an electronic to a print vendor, from a vendor that accepts charge cards to one that doesn’t, as well as to choose to drop out of the system. Sometimes if the vendor has had issues with their

set up or Ariba account the system administrators will force them to a “Print Vendor” status in an attempt to keep orders from getting stuck in “ordering” status.

I need to contact the vendor, how do I find their phone number or e-mail information?

There are a number of ways to do this. You could try to use the old faithful methods of looking them up in the phone book or utilizing the internet to find them. eVA also has a vendor table that will give you basic information on the vendor.

1. Begin on the eVA Homepage – eVA.virginia.gov

The screenshot shows the homepage of the eVA Virginia's eProcurement Portal. The header features the eVA logo, the text "Virginia's eProcurement Portal", a "Need Help?" button, and the DGS Department of General Services logo with social media icons for Facebook and Twitter. Below the header is a navigation bar with buttons for "I BUY FOR VIRGINIA", "I SELL TO VIRGINIA", "TRANSPARENCY", "CUSTOMER CARE", and "BILLING". Below this are "BUYER LOGIN" and "VENDOR LOGIN" buttons, along with "Login Help" and "Register" links. A "Welcome to eVA" message is displayed below the navigation bar. The main content area features a large banner for "SWaMfest presented by VASCUUP" scheduled for October 12-13, 2016, at the Newport News Marriott at City Center, with a "REGISTER NOW" button. To the left of the banner are three orange boxes with white text: "Engaging workshops", "Business development opportunities", and "Meaningful networking". At the bottom of the banner, there is a blue bar with a green play button icon, the text "You can make eVA run more efficiently by adjusting your Browser Settings", and contact information for eVA Customer Care: 1-866-289-7367 and eVACustomerCare@dgs.virginia.gov.

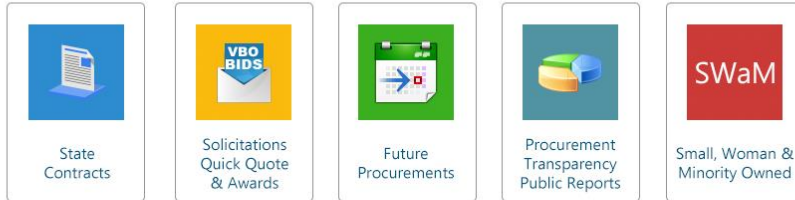
2. Scroll to the bottom of the page and click on the “eVA Vendors” link.

▼ 245 Agencies ▼ 595 Localities 13,700 Users ▼ 88,172 Vendors ▼ 983 Catalogs

Popular Features

 Open Construction Solicitations

 Awarded Construction Solicitations



Info Center

- eVA Overview
- eVA Newsletters
- eVA Awards
- eVA Outreach
- eVA Vendors
- eVA Facts

Contact Us

- DPS Contact Directory
- eVA Customer Care

Web Browser Support

- Support and Configuration

Resources

- Div. of Purchases and Supply
- Virginia Institute of Procurement
- Public Procurement Forum
- Ariba Supplier Network
- Virginia Information Technologies Agency
- Dept. of Small Business and Supplier Diversity

Resources

- NIGP Code Lookup
- eVA Browser Optimizer
- Privacy Statement
- FOIA
- UAT Training
- Mobile APP Center

3. In the search bar, type the name (of part of the name) of your vendor. Click the “Search” button.

eVA Vendor List

Return to eVA Home Page

Photo Search

☐ Check here to view Vendors with legal names starting with the Search value!

Vendor Legal Name Starting With: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

First 6 pages of results returned. Search by legal name or vendor ID to find a specific vendor.

Status	HQ	Vendor ID	eVA Supplier Name	eVA Contact	Address 1	City	ST	Zip	Small	Minority	Woman	Disabled Veteran	ESD	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active	Y	V5000010246	#1 Floor and Carpet Service LLC	Newport News	PO Box 2735	Newport News	VA	23609	S	M				Y	Y	N
Active	Self	V5000008932	825Solutions Inc	Stafford Office	44 Mine Rd Suite 2 #168	Stafford	VA	22554	S					N	N	N
Active	Self	V5000005085	1 877 Network Support Inc	Renton Office	2303 Old Trail Dr	Renton	VA	20191						Y	Y	Y
Active	Self	V50000048021	1 A LifeSaver of Virginia Inc	National Interlock	1660 Jasper St. Suite 1	Aurora	CO	80011						Y	Y	N
Active	Self	V50000121958	1 All In One Services LLC	1 All In One Services LLC	6919 MDLOTHMAN TURNPIKE	RICHMOND	VA	23225	S	M				Y	Y	Y
Active	Self	V50000062328	1 auto glass inc	farfax	2800 Juniper St.	Fairfax	VA	22031						Y	Y	N
Active	Self	V50000028115	1 EBT Corp	Fort Washington	11836 Livingston Rd.	Fort Washington	MD	20744						Y	Y	N
Active	Self	V23088	1 Hour Photo Inc	1 Hour Photos, Inc - Norton VA	6114 Crystal Lane	Wise	VA	24293						Y	Y	N
Active	State	V50000122801	1 Material Inc	Dorval Quebec Canada	2290 Chemin St-Francois	Dorval	QC	H9P 1K2						N	N	N
Active	Self	V50000062718	1 SOURCE SOLUTIONS	SUFFOLK OFFICE	3575 Bridge Rd. Ste 8 MB 142	Suffolk	VA	23435	S	M				N	N	Y
Active	Self	V67264	1 South Productions Inc	1 South Productions Inc - Chesapeake VA	1395 Copper Stone Circle	Chesapeake	VA	23320						N	N	N
Active	Self	V50000121608	1 Shop Driver Improvement Clinic LLC	1 Shop Driver Improvement Clinic LLC	26 Towne Center Way #231	Hampton	VA	23666						N	N	Y
Active	Self	V18817	1 Shop Electronics Center Inc	1 Shop Electronics Center Inc	1100 Conny Island Avenue	Brooklyn	NY	11230						Y	Y	Y
Active	Self	V50000073994	1 Shop Mechanical Inc	Dumfries Office	15038 Hollieside Drive	Dumfries	VA	22025	S					Y	Y	Y
Active	Self	V23089	1 Towing & Repair Inc	#1 Towing & Repair - Ashland/Dorwell	16268 Washington Hwy	Dorwell	VA	23047						Y	Y	Y
Active	Self	V5000003034	1 Vision Inc	1 Vision Inc - Woodbridge	13190 Cornerpointe Way	Woodbridge	VA	22193	S	M				Y	Y	N
Active	Self	V50000050723	1 Wholesale Blinds	#1 Wholesale Blinds	8841 youngblood rd	olive branch	MS	38654						Y	Y	N
Active	State	V50000161463	1&1 Internet Inc	1&1 Internet Inc	701 Lee Road Suite 300	Wayne	PA	19007						N	N	N
Active	Self	V48805	1-Stop Detail Assoc	Jefferson Hills, PA	1474 Route 51	Jefferson Hills	PA	15825						Y	Y	N

[javascript:Navigator.location.href="http://eva.virginia.gov/?...&id=..."]

4. Click on the Vendor ID link of your vendor.

[Return to eVA Home Page](#)

Photo [Search](#) [View All](#) [View Full DMBE List](#)

☐ Check here to view Vendors with legal names starting with the Search value!

Vendor Legal Name Starting With: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

First 6 pages of results returned. Search by legal name or vendor ID to find a specific vendor.

Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small	Minority	Woman	Disabled Veteran	ESD	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active Self	Y	E67558	Atlantis Photo Processing Inc	Norview	6223 Chesapeake Blvd	Norfolk	VA	23513						Y	Y	N
Active Self	Y	VS0000035587	Ayla Photography and Design	Newport News	704 River Rock Way Ste 105	Newport News	VA	23608						Y	Y	N
Active Self	Y	C1792	B&H Photo-Video-Pro Audio	B & H Foto & Electronics Corp.	420 9th AVE.	NYC	NY	10001						Y	Y	Y
Active State	Y	VC0000152473	Baber Photography NRV	Baber Photography NRV	1615 Grove Ave	Radford	VA	24141						N	N	N
Active Self	Y	E83859	Backus Aerial Photography Inc	Hampton Roads Airport	5192 W Military Hwy	Chesapeake	VA	23321						Y	Y	N
Active Self	Y	VS0000025613	Barbara & James Photography	Barbara & James Photography	P.O Box 4083	Chester	VA	23831						Y	Y	Y
Active Self	Y	VS0000027145	Barbara Southworth Photo	Alexandria	1813 Paul Spring Road	Alexandria	VA	22307						N	N	N
Active Self	Y	VS0000107851	Bear Images Photographic Inc	Bear Images Photographic	417 Lambert Avenue	Palo Alto	CA	94306						Y	Y	N
Active Self	Y	VS0000069205	Beyond the Lens Photography Studio	Norfolk, Va	6256 Alexander St. #A	Norfolk	VA	23513						Y	Y	N
Active Self	Y	E68710	Bill Harris Photography	Bill Harris Photography	PO Box 772	Big Stone Gap	VA	24219						N	N	N
Active Self	Y	VS0000058149	Blevins Photos	Buena Vista	23 Western Vista Lane	Buena Vista	VA	24416						N	N	N
Active Self	Y	VS0000124920	Boardwalk Photo Booth Company	Virginia Beach, VA Office	4216 Virginia Beach Blvd Ste 125	Virginia Beach	VA	23452-1297						N	N	Y
Active State	Y	VC0000149558	Bob Adamek Photography	Bob Adamek Photography	8659 Main St.	Port Republic	VA	24471						N	N	N
Active State	Y	VC0000148833	Bob Keroack Photography	Bob Keroack Photography	3008 Camden Circle	Williamsburg	VA	23185						N	N	N
Active State	Y	VC0000158137	Brendan Bush Photography	Brendan Bush Photography	2341 Carlton Rd, SW	Roanoke	VA	24015						N	N	N
Active State	Y	VC0000175264	Brett Winter Lemon Photography	Brett Winter Lemon Photography	22 Campbell Rd. # 201	Roanoke	VA	24001						N	N	N
Active Self	Y	VS0000035723	Bruce Burton Photography	Bruce Burton Photography	141 Hawk Nest Ct	Richmond	VA	23227						N	N	N
Active State	Y	VS00000115976	Bruce Nelson Photography	Port Haywood VA	290 circle Drive	Port Haywood	VA	23138						N	N	N
Active Self	Y	VS0000064925	Bryan Parsons Photography	Crozet	5915 Weston Lane	Crozet	VA	22932						Y	Y	Y
Active State	Y	VC0000160346	Burwell and Burwell Photography	Burwell and Burwell Photography	6208 30th Street NW	Washington	DC	20015						N	N	N

Page 2 of 15

- The next screen provides more detailed contact information for the vendor (Address, phone number, contact name, fax number). Please do note, however, that this information is only as good as the information entered and kept up-to-date by the vendor.

File Edit View Favorites Tools Help

X Convert Select

Cobblestone DMBE Search eVA Virginia's Total e-Pro... James Madison University... Signature Authority Suggested Sites Virtual EMS - Room Reque... Welcome to LISTSERV 1

eVA Vendor Information

Vendor Location and HQ information

Vendor Information	HQ Information						
Vendor Location Standard Name - eMail Supplier: B&H Photo-Video-Pro Audio Location Name - eMail Contact: B & H Foto & Electronics Corp. eVA Status: Active(Self-Registered) eVA ID: C1792 VLIN ID: VA10022757 Headquarter: Yes Order Address Street1: 420 9th AVE. Street2: City: NYC State: NY Zip: 10001 Country: US Contact Information Contact: Eric Berkowitz Phone No: 212-239-7503 Fax No: 212-239-7509	Headquarter Information HQ Legal Name: B&H Photo-Video-Pro Audio eVA ID: C1792 Headquarter Physical Address Street1: 420 9th AVE. Street2: City: NYC State: NY, 10001 Country: US Vendor SWAM Certification <table> <tr> <th>Business Type</th><th>Approve Date</th><th>Expire Date</th></tr> <tr> <td>Non-SWAM</td><td></td><td></td></tr> </table> PCard & Orders Accepts P-Cards: Yes Accepts Visa: Yes Accepts Electronic Orders: Yes	Business Type	Approve Date	Expire Date	Non-SWAM		
Business Type	Approve Date	Expire Date					
Non-SWAM							

NIGP Commodity Code(s)

NIGP Code	Description
03528	CAMERAS AND ACCESSORIES, AERIAL PHOTOGRAPH
04500	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
04512	APPLIANCES, SMALL, NON-ELECTRIC (NOT OTHERWISE CLASSIFIED)
05000	ART EQUIPMENT AND SUPPLIES
05060	PICTURE FRAMES AND FRAMING SUPPLIES: MAT CUTTERS, MATS, MOLDING, STRETCHER STRIPS, ETC.
06060	TAGS, LUGGAGE, SECURITY, IDENTIFICATION
20400	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS
20416	CHIPS: ACCELERATOR, GRAPHICS, MATH CO-PROCESSOR, MEMORY (RAM AND ROM), NETWORK, SIMMS, ETC.
20433	DRIVES, COMPACT DISK (CD ROM, DVR, ETC.)
20442	EXPANSION/ACCELERATOR BOARDS: HARD DRIVE CONTROLLER CARDS, MEMORY, PROCESSOR, SCSI, VIDEO CARDS, ETC.

I still don't understand the PO Category Codes, explain them one more time.

R01 = The vendor used is in the eVA system (registered vendor). The vendor will be charged a 1% transaction fee.

OR

R01 = The vendor used is not in the eVA system (non-registered vendor) – you manually ad-hoc'ed them in OR the vendor is in the system as a “state-entered” vendor.

X02 = Used when the purchase falls into one of the eVA Exclusions OR the purchase is a government to government purchase (this includes public higher education institutions). The vendor will not be charged the 1% transaction fee.

I have a technical issue with eVA (more than I just can't figure out how to do it, but strange errors on the page – pages not working, etc.), what do I do?

We encourage you to take a screen shot of your page by hitting the “Print Screen” button on your keyboard. Then open a blank Word document and click Paste. The screen shot will be pasted in your Word document. Save the document and send it in an e-mail to askeva@jmu.edu. In the e-mail report the issue, what you were doing when you got the error, and any other pertinent information (i.e. you've tried several times with the same result, the person sitting next to you is getting the same error, you've already cleared your cookies/cache and continue to get the error, etc.).

Any issue can be routed through the SSC Help Center at 877-340-5577 or directly to the eVA Helpdesk. If the issue is of a more technical or vendor specific nature, the Help Center will typically escalate the issue to the eVA Helpdesk.

What is a blanket order?

A blanket order is an order that covers specific purchases for a period of time. Blanket orders are typically entered as non-catalog orders and are always \$4999.99 or under. A blanket order must not cross fiscal years. Vendors must agree to a blanket order being processed through eVA as they will be charged the 1% transaction fee up front. You must keep an internal record of payments that are made against the blanket order. If audited, you must be able to show that you have tracked the decreasing balance of the order. If you are not going to use the entire amount entered on the order you must reduce the amount of the order within eVA. An example of a blanket order would be a situation where you are charged a recurring monthly fee. If the fee were \$20 per month the blanket order would be entered for July 1, 2015 – June 30, 2016, with a total amount of 240.00. Each month as you reconciled your credit card or processed an accounting voucher the same eVA Purchase order number would be utilized on the forms.

[See eVA Tip #008](#)

What is order splitting?

Order splitting is when you process multiple orders to one or more vendors for a similar purpose within the same day or just a few days apart that end up totaling over \$5,000.00. Orders over \$4,999.99 must come through Procurement Services for approval or to be bid. It is not appropriate to split orders to keep them from coming through Procurement Services. For example, you wish to purchase five items from Vendor ABC for an event to be held on July 1. The total order will cost 6,500.00. The entire order for 6,500.00 should be placed on one requisition and processed through Procurement Services. If you process EP1234567 with three items totaling \$4,300.00 and EP2345678 a few days later for the remaining two items totaling \$2,500.00 you will have participated in order splitting. If you believe what you are about to do may give the impression of order splitting, please contact Procurement Services to discuss the situation first. It is also unethical to request a vendor to split an invoice for you so that you can follow-up with separate purchase orders.

eVA Tips

eVA Tip #0001 – Applying a Label To Organize Your Work

In eVA you can apply labels to organize your orders just like you can create folders to organize paperwork in your desk drawer. A label can be applied to a requisition (PR) and/or to an order (EP or PCO). Multiple labels can be applied to the same document. Labels can be applied to a document from a variety of locations; there is no right or wrong method – just personal preference.

Applying a Label from the Title Page

Arriba Spend Management - Windows Internet Explorer

https://arriba.com:gggic.com/Arriba/PrReqNewForm.do?reqid=04748643

Arriba Spend Management

My Home | My Orders/My LPOs | My Approvals | My Quick Quote Req's

Create | Search | Manage | Recent | Preferences

PR04748643: [Next] [Edit]

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery information apply.

Title: *

On Behalf Of: [dropdown: Catherine] [icon]

Use PCard: [checked]

PCard number: [dropdown: ccsaver4378] [select]

Entity Code: [input: 016] [select]

Fiscal Year: [input: 2012] [select]

PO Category: [input: (no value)] [select]

Header Cross Reference: [input]

ERP Requisition Number: [input]

My Labels: [icon] **Apply Label**

[Next] [Edit]

From the Title page of a requisition a folder can be created by clicking on Apply Label.

Arriba Spend Management - Windows Internet Explorer

https://arriba.com:gggic.com/Arriba/PrReqNewForm.do?reqid=04748643

Arriba Spend Management

My Home | My Orders/My LPOs | My Approvals | My Quick Quote Req's

Create | Search | Manage | Recent | Preferences

PR04748643: [Next] [Edit]

Enter the requisition title and change one or more of the other requisition fields if necessary. If you are creating the requisition on behalf of another user, that user's accounting, shipping, and delivery information apply.

Title: *

On Behalf Of: [dropdown: Catherine] [icon]

Use PCard: [checked]

PCard number: [dropdown: ccsaver4378] [select]

Entity Code: [input: 016] [select]

Fiscal Year: [input: 2012] [select]

PO Category: [input: (no value)] [select]

Header Cross Reference: [input]

ERP Requisition Number: [input]

My Labels: [icon] **Apply**

- Add Label
- Archive Items
- Approval
- Compliance Entries
- Office Admin Orders
- Office Inquiries
- New Label
- Remove Label

[Next] [Edit]

A box will appear that allows you to select an existing label or to create a "New Label"

Applying a Label from the Checkout Page

Arriba Spend Management - Windows Internet Explorer

Home | Help | Logout

Volume Manager: Catherine

PNV48642: test

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

Summary **Approval Flow**

Title: test

On Behalf Of: [Catherine Weaver](#)

Use PCard: ☒

PCard Number: [Catherine Weaver](#)

Entity Code: 225 [select]

Fiscal Year: 2012 [select]

PO Category: R01 [select]

Header/Cross Reference:

BPO Request Number:

My Labels:

Line Items (1)

No.	Type	Qty	Unit	Price	Amount
1	Office Supplies	1	each	\$1.00000 USD	\$1.00000 USD

Total Cost: \$1.00000 USD [Update Total](#)

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: ☐

Ship To: [James Madison University](#)

Deliver To: [Catherine Weaver](#)

Need-By Date:

Click on Apply Label and a box will appear that allows you to select an existing label or to create a "New"

Apply a Label to a Completed Requisition

Arriba Spend Management - Windows Internet Explorer

Home | Help | Logout

Volume Manager: Catherine

Manage **Reports** **Receive**

Recently Viewed

DO1438977 Pa...as DOA to JMW

DO1438981 Gr...wire for A3B

Reqs

ID	Date Created	Status	Title	Total
PS472004	12/1/2011	Submitted	Yamaha Productions - Adh. Fac. & Events - 12-1-11	\$0.00000 USD
PS472008	12/1/2011	Submitted	Cube Services - Adh. Fac. & Events - 12-1-11	\$0.00000 USD
PS472012	12/1/2011	Ordered	B & R Communications - Adh. Fac. & Events - 12-1-11	\$0.00000 USD
PS472013	12/1/2011	Submitted	Coop Property - Pre-Demo Inspection	\$0.00000 USD
DO1776691	1/11/2011	Submitted	National High-Speed Rail - Environmental Review 1011	\$0.00000 USD

Requisitions - Composing

ID	Date Created	Status	Title	Total
PS4671344	10/25/2011	Composing	Untitled Requisition	\$0.00000 USD
PS4671341	10/3/2011	Composing	Computers	\$0.00000 USD
PS4681109	9/8/2011	Composing	Untitled Requisition	\$0.00000 USD
PS4349931	5/11/2011	Composing	Label Makers - Supply Room	\$0.00000 USD
PS3114933	12/6/2007	Composing	office supplies - 12/06/07	\$11.06000 USD
PS1844612	3/9/2007	Composing	Untitled Requisition	\$0.00000 USD

Requisitions - Submitted

ID	Date Created	Status	Title	Total
PS4671344	10/25/2011	Submitted	Computers for Katie & Kelly	\$0.00000 USD
PS4671341	10/3/2011	Submitted	Computers for Jamie, Ada, and Leah	\$0.00000 USD
PS4681109	9/8/2011	Submitted	Untitled Requisition	\$0.00000 USD
PS4349931	5/11/2011	Submitted	Supply Room - Charlie 2nd White Board	\$0.00000 USD
PS3114933	12/6/2007	Submitted	Computers - Katie R, Amanda, Tara	\$11.06000 USD
PS1844612	3/9/2007	Submitted	Untitled Requisition	\$0.00000 USD

Requisitions - Denied

ID	Date Created	Status	Title	Total
PS4681109	9/8/2011	Denied	Test PO - DENY IF YOU GET THIS	\$0.00000 USD
PS4671341	10/3/2011	Denied	Copy of Real Access Procurement Promotional Items	\$2,340.00000 USD

My Documents

ID	Title	Date	Status
PS4671341	Computers for Katie & Kelly	11/30/2011	Ordered
PS4681109	Computers for Jamie, Ada, and Leah	11/4/2011	Ordered
PS4671344	Untitled Requisition	10/25/2011	Composing
PS4349931	Supply Room - Charlie 2nd White Board	10/14/2011	Ordered
PS3114933	Computers - Katie R, Amanda, Tara	10/3/2011	Ordered
PS1844612	Untitled Requisition	10/3/2011	Composing

To apply a label to a completed or existing requisition, find the requisition and click on the PR # link.

Arbia Spend Management - Windows Internet Explorer

PR4732401 - Computers for Katie & Kelly Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Back Copy Change Cancel Print

Summary Approval Flow Orders Receipts History

Title: Computers for Katie & Kelly
 Use PCard: ☐
 PCard number: coveau4378
 Entry Code: 216
 Fiscal Year: 2012
 PO Category: R01
 Header Cross Reference:
 ERP Requisition Number:

My Labels: ☐ Archive Items **Apply**

Line Items (1)

No.	Type	Subst	Order	Description	Qty	Unit	Price	Amount
1	PCO			Latitude 65320 Latitude 65320	2	each	\$1,461.9000 USD	\$2,923.8000 USD

Total Cost: \$2,923.8000 USD

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: ☐
 Ship To: James Madison University - Procurement Services
 Deliver To: Catherine Weaver
 Need-by Date: Tue, 22 Nov, 2011

COMMENTS - ENTIRE REQUISITION

Add Comment

Click on Apply Label and a box will appear that allows you to select an existing label or to create a "New Label"

Apply a Label to a DO or PCO instead of the PR (requisition).

Arbia Spend Management - Windows Internet Explorer

Manage Reports Receive

Recently Viewed

Requisitions - Composing

ID	Date Created	Status	Title	Total
PS4671344	10/26/2011	Composing	Unlimited Requisition	\$9,000.00 USD
PS4631611	10/3/2011	Composing	Computers	\$9,000.00 USD
PS4681469	9/6/2011	Composing	Unlimited Requisition	\$9,000.00 USD
PS4689241	5/11/2011	Composing	Label Makers - Supply Room	\$7,000.00 USD
PS4245123	12/9/2007	Composing	office supplies - 12/09/07	\$11,000.00 USD
PS4865612	2/9/2007	Composing	Unlimited Requisition	\$9,000.00 USD

Requisitions - Submitted

No Items

Requisitions - Denied

ID	Date Created	Status	Title	Total
PS4459123	4/28/2011	Denied	Tagging - DENY IF YOU GET THIS	\$9,000.00 USD
PS4443321	2/22/2008	Denied	Copy of Real Access Procurement Promotional Items	\$2,360.0000 USD

My Documents

ID	Title	Date	Status
PS4732401	Computers for Katie & Kelly	12/20/2011	Ordered
PS4692712	Computers for Jamie-Ada and Leah	11/4/2011	Ordered
PS4671344	Unlimited Requisition	10/26/2011	Composing
PS4682124	Supply Room - Charlie and White Board	10/14/2011	Ordered
PS4614330	Computers - Katie R, Amanda, Tara	10/3/2011	Ordered

To apply a label to a EP or PCO, find the requisition and click on the PR # link.

Arbis Spend Management - Windows Internet Explorer

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Back Copy Change Cancel Print

Summary Approval Flow Orders Receipts History

Title: Computers for Katie & Kelly
 Use PCard: ☒
 PCard number: cweaver4378
 Entry Code: 216
 Fiscal Year: 2012
 ID Category: 801
 Header Cross Reference:
 ERP Requisition Number:
 My Labels: ☐ Archive Items Apply Label...

No.	Type	Subst	Order	Description	Qty	Unit	Price	Amount
1			PCO1043525	Latitude E6520 Latitude E6520	2	each	\$1,481.19000 USD	\$2,962.38000 USD

Total Cost: \$2,962.38000 USD

SHIPPING - ENTIRE REQUESTION
 See Line Item Shipping Details: ☐
 Ship To: James Madison University - Procurement Services
 Deliver To: Catherine Weaver
 Need-by Date: Tue, 22 Nov, 2011

COMMENTS - ENTIRE REQUESTION
 Add Comment

ATTACHMENTS - ENTIRE REQUESTION
 Add Attachment

Then click on the EP or PCO #.

eVA - Windows Internet Explorer

PCO1043525 - Computers for Katie & Kelly Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Back Print

Summary Approval Flow Receipts Changes History

Order ID: PCO1043525
 Version: 1
 Title: Computers for Katie & Kelly
 Supplier: DELL MARKETING LP
 Contact: DELL MARKETING LP-DELL
 Close Order: Open
 My Labels: ☐ **Apply** Add Label

Type	No.	Subst	Qty	Unit	Description	Price
1	PSA		2	each	Latitude E6520 Latitude E6520	\$1,481.19000 USD

Total ordered: \$2,962.38000 USD

PAYMENT TERMS

COMMENTS - ENTIRE PURCHASE CARD ORDER
 Add Comment

ATTACHMENTS - ENTIRE PURCHASE CARD ORDER
 Add Attachment

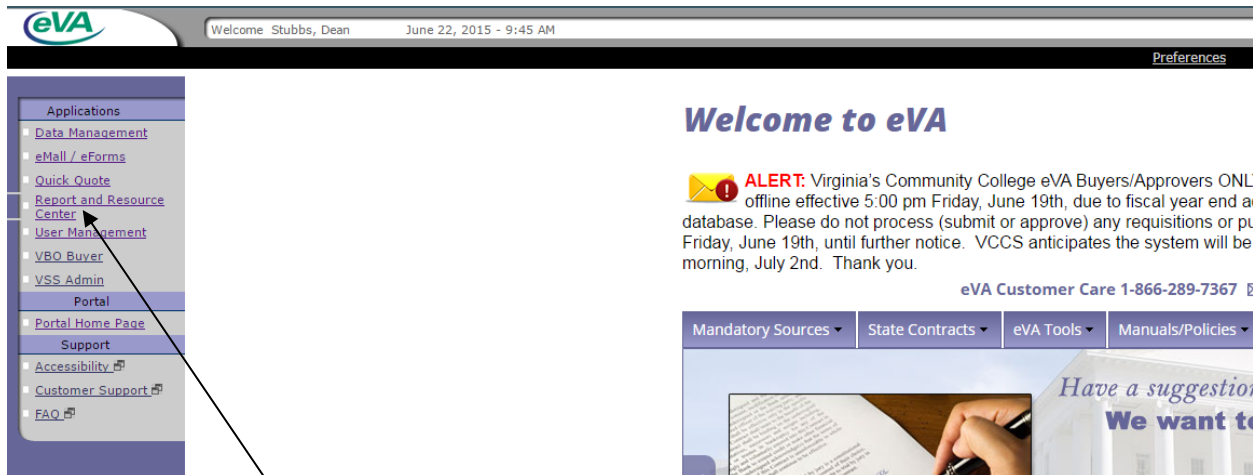
Click on Apply Label and a box will appear that allows you to select an existing label or to create a "New Label"

NOTE: See [eVA Tip #0010](#) for finding items that you have labeled.

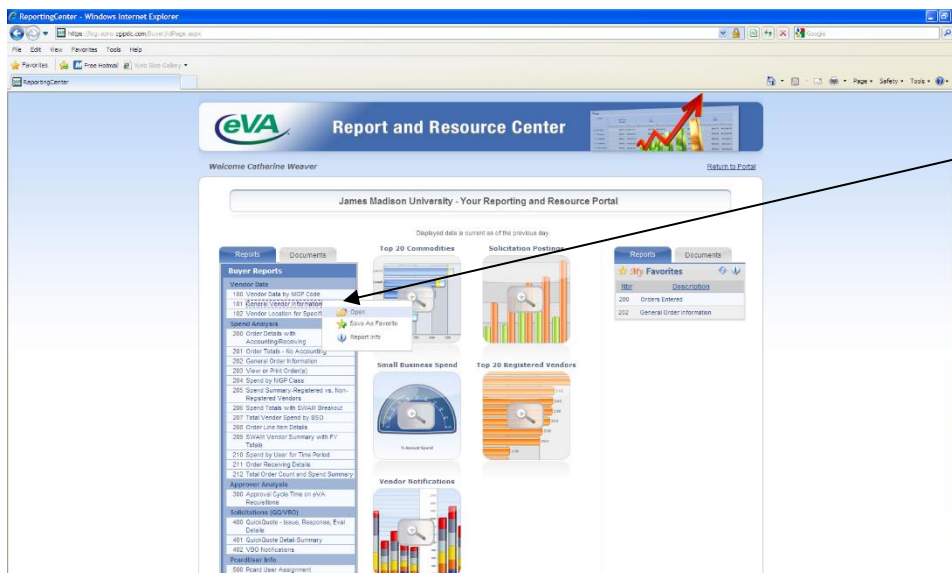
eVA Tip #0002 – Is Your Vendor An eVA Registered Vendor

In eVA you can search to see if a vendor you typically use is an eVA registered vendor. There are multiple ways to do this, below are the two most common methods.

From inside of eVA – after you have logged in.



Click on the “**Report & Resource Center**” link from the Portal Home Page.



Click on 101 General Vendor Information and then click on “**Open**”.

Find a Vendor Outside of eVA – Before Log In

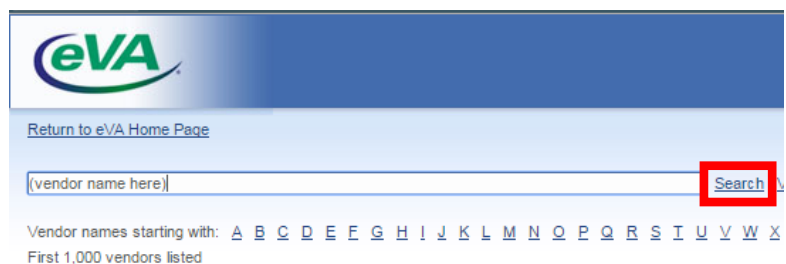
- 1.) Navigate to eva.virginia.gov
- 2.) Once the eVA homepage loads scroll down to the very bottom and click on “eVA Vendors” under Info Center



- 3.) The eVA Vendor List page will load



- 4.) In the search field you will enter the vendor's name and then click search
 - a. You can use the % before and / or after the vendor name as a wildcard
 - i. example% - finds vendors with names that start with example
 - ii. %example% - finds vendors that have example somewhere in the their name
 - iii. %example - finds vendors with names that end in example



- 5.) If the vendor is in eVA you will see the following page

- a. On this page look under the “Status” column

Vendor is state-entered

Vendor is self-registered

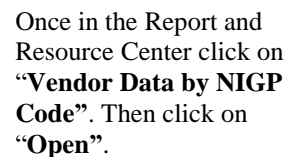
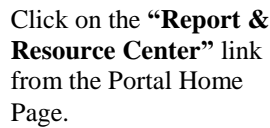
Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact Name
Active State	Y	VS0000124717	Varidesk	
Active Self	Y	VS0000138593	Varidesk LLC	

Report9001.1.1

- 6.) If the vendor is not in eVA you will see message

Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact Name (Location Name)	Address 1	City	St	Zip	Micro Bus.	Small	Minority	Woman	Disabled Veteran	ESO	Accept Charge Card	Accepts Visa	Accepts Elect Order
<p>No data found. Please search for a different value and rerun the report.</p> <p>Report9001.1.1</p>																	

In eVA you can search for an eVA Registered vendor by the type of item you're looking for.



ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

Query Selection: ☐ I want data for one vendor
☒ I want data for multiple vendors (default)

NIGP Codes: 81500
For example: 82001, 82002
☐ Return no more than one selection contact per vendor

Service Zones: All Service Zones
 Zone - 10
 Zone - 97
 Zone - 98
 Zone - 99

SWAM Type: All Business Types
 Minority-Owned Business
 Small Business
 Woman-Owned Business

Run Report Reset

In the first box that appears click the button for “data for multiple vendors.”

In the next box that appears enter the NIGP code in the NIGP code field. You can search for the code if needed. You can also refine your search by selecting one or more of the various SWAM Types.

Then click on “Run Report.”

ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

This report was run at 12:05:20/11 10:04:26

Query Selections: NIGP Code: 81500 Service Zone: All Service Zones SWAM Type: All Business Types

Click [here](#) to learn about features for the below Analysis Grid buttons

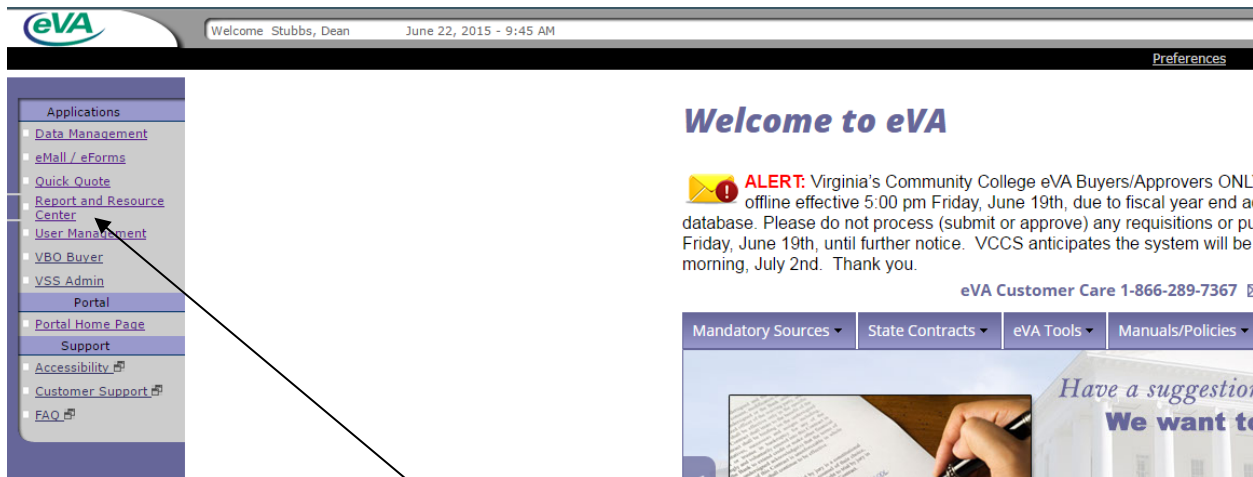
Vendor Headquarter's Name	Vendor Location ID (VCLID)	eVA Vendor ID (VCLID)	NIGP Codes/Descriptions	Vendor Location Standard Name	Location Name	Taxpayer Identification Number (TIN)	Location Name (DUNS)	SWAM	Service Zones	Order Street Address	City	ST	ZIP	Country
1st Stop Computing Solutions	VA10043727	V50000012428	Details	1st Stop Computing Solutions	1st Stop Computing Solutions - Hampton, VA	223849444	789548703	10	10	5524 Magnolia Run Circle, Apt. 101,	Virginia Beach	VA	23464	US
3er Distribution Inc	VA10043727	V50000012428	Details	3er Distribution Inc	3er Distribution	261164223	807992007	SW	10	665 Edwin Drive,	Virginia Beach	VA	23462	US
S Star Enterprises, LLC	VA10022451	V50000015439	Details	S Star Enterprises, LLC	Chesterfield	743203096	793216075	SW	10	P.O. Box 753,	Chesterfield	VA	23032	US
S Star Enterprises, LLC	VA10022451	V50000015439	Details	S Star Enterprises, LLC	Chesterfield	743203096	793216075	SW	10	P.O. Box 753,	Chesterfield	VA	23032	US
A. J. Stationers	VA10050988	E38040	Details	A. J. Stationers	A.J. Stationers - Maryland	521614963	021486479	10	10	6675 Business Pkwy suite D 6675 Business Pkwy suite D	Elkridge	MD	21075	US
A2z Mobile Office Solutions, Inc.	VA10028191	V50000048491	Details	A2z Mobile Office Solutions, Inc.	Morgantown, Wv	521993063	111894951	10	10	2028 Pinecrest Drive,	Morgantown	WV	26505	US
Aardvark Supplies	VA10028954	V50000023198	Details	Aardvark Supplies	Aardvark Supply-Bristol, Va	227966457	807699507	10	10	204 George St.,	Bristol	VA	24201	US
Alt Fasteners & Supplies, LLC	VA00019381	V50000002090	Details	Alt Fasteners & Supplies, LLC	Yorktown Office	274815447	068741804	10	10	202 Capital Road,	Yorktown	VA	23690	US
Alc Management Solutions	VA10043659	V50000003512	Details	Alc Management Solutions	Centerville, Va Office	261151543	807787143	10	10	P.O. Box 941,	CHAHTLTY	VA	29122	US
Alc Management Solutions	VA10043659	V50000003512	Details	Alc Management Solutions	Centerville, Va Office	261151543	807787143	10	10	P.O. Box 941,	CHAHTLTY	VA	29122	US

Vendors that selected the NIGP code as one of their offerings during the registration process will appear. You can contact these vendors to determine if they offer the items/services you're looking for.

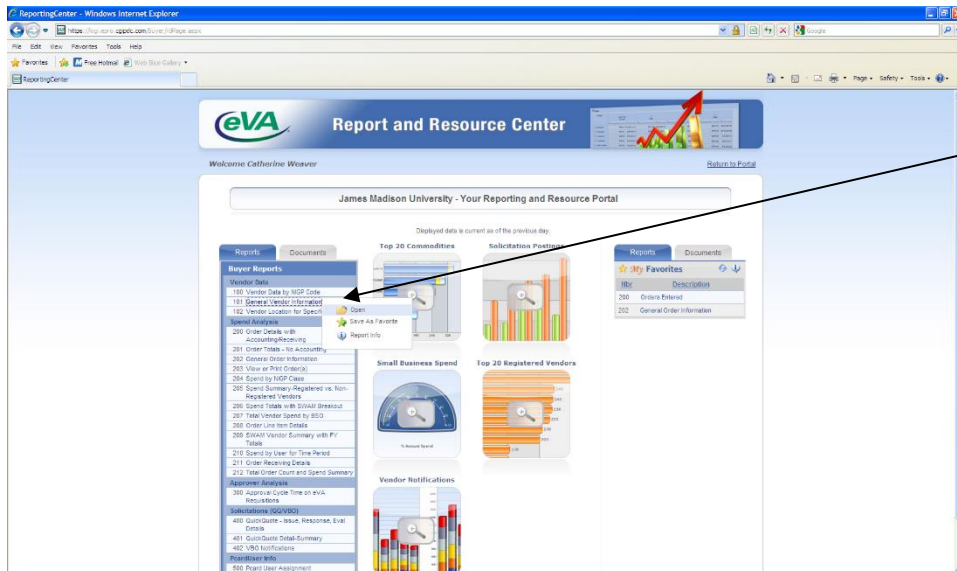
Note: You can always call the Procurement Buyer that deals with the commodity. They might have additional information on vendors that you could try.

eVA Tip #0004 – Locating A Registered Vendor’s Contact Information

In eVA you can find a vendor’s phone number and other contact information.



Click on the “**Report & Resource Center**” link from the Portal Home Page.



Click on “**101 General Vendor Information**” and then click on “**Open**”.

101 - General Vendor Information

Query Selection:

☒ I want data for one vendor
☐ I want data for multiple vendors

Specific Vendor:
 (choose one)

Vendor Name (Partial value can be entered)
☐ Vendor Tax ID
☐ Vendor Location ID (VULR)
☐ eVA Vendor ID (VCUST)

Run Report Reset

When the page first appears it will only have one box. Select the button for **"I want data for one vendor."**

A new box will appear and you can select how you wish to search for that vendor. Select the option you want to search by and then type in the information you have (most common will be to search by vendor name.)

Click **"Run Report"**

101 - General Vendor Information

This report was run at 12:05:2011 15:07:21

Query Selection:
 Vendor Name Supply Room

Vendor Name	Vendor Location	Vendor ID	Trade Name	Taxpayer Identification Number (TIN)	SIC Code	Certification #	Certification Expiration	eVA Status	Headquarters	Location	Order Method	Web Address	Create Date	Run Date	Last Modified Date	Last Modified User
Mega Office Furniture	Mega Office Furniture	VA1002247	22054	The Supply Room Companies, Mega Office Furniture	58101737			Discontinue	19553778	62042433	Electronic	HTTP://www.networkfurniture.com	2/4/2001	7/1/2006	4/20/2011	System Update
The Supply Room Co.	The Supply Room Co.	VA1002195	VS000001879	The Supply Room Companies, Inc.	54174203	SW	6360	Discontinue	19553778	62042433	Electronic		5/31/2007	10/20/12	4/20/2011	System Update
The Supply Room Co.	The Supply Room Co.	VA1002005	VS000001825	The Supply Room Companies, Inc.	54174203	SW	6360	Discontinue	19553778	62778922	US Mail		6/28/2007	10/20/12	4/20/2011	System Update
The Supply Room Co.	The Supply Room Co.	VA0000017	VS000001479	The Supply Room Companies, Inc.	54174203	SW	6360	Active	19553778	80360387	Electronic		6/28/2010	10/20/12	4/20/2011	Shane Cault
The Supply Room Co.	The Supply Room Co.	VA0001000	VS000002365	The Supply Room Companies, Inc.	54174203	SW	6360	Active	19553778	94245970	Electronic		7/2/2011	10/20/12	7/22/2011	Shane Cault
The Supply Room Co.	The Supply Room Co.	VA1002000	VS000002060	The Supply Room Companies, Inc.	54174203	SW	6360	Discontinue	19553778	92763942	Electronic	http://www.the-supplyroom.com	2/4/2003	10/20/12	11/4/2011	Adrian Jones
The Supply Room Co.	The Supply Room Co.	VA1005123	VS000002060	The Supply Room Companies, Inc.	54174203	SW	6360	Active	19553778	19553778	Electronic	HTTP://www.the-supplyroom.com	2/4/2001	10/20/12	11/4/2011	Adrian Jones
The Supply Room Co.	The Supply Room Co.	VA1003005	VS000002060	The Supply Room Companies, Inc.	54174203	SW	6360	Active	19553778	129430277	Electronic	http://www.the-supplyroom.com	2/4/2003	10/20/12	4/20/2011	Shane Cault
The Supply Room Co.	The Supply Room Co.	VA1003009	VS000002711	The Supply Room Companies, Inc.	54174203	SW	6360	Active	19553778	88355912	Electronic		1/14/2010	10/20/12	4/20/2011	Shane Cault

Click on the eVA Vendor ID number link.

Vendor Addresses

This report was run at 12:05:2011 15:07:45

User Selected/Entered Choices:
 eVA Vendor ID (VCUST): VS000001479
 Vendor Location Standard Name: The Supply Room Co.

Address Type	Street Address	City	ST	ZIP	Country	Phone	Fax	Contact Name	Contact Phone	Contact Email	Effective Date
Isolation	P.O. Box 1810	ASHLAND	VA	23060	US	1-804-412-1200	1-804-752-6072	ADONIS/JONES	1-804-412-1200	pat@the-supplyroom.com	6/28/2010
Ordering	P.O. Box 1810	ASHLAND	VA	23060	US	1-804-412-1200	1-804-752-6072	Patricia Butler	1-804-412-1200	pat@the-supplyroom.com	6/28/2010
Shipping	P.O. Box 1810	ASHLAND	VA	23060	US	1-804-412-1200	1-804-752-6072	ADONIS/JONES	1-804-412-1200	pat@the-supplyroom.com	6/28/2010
Payment	PO Box 1810	Ashtland	VA	23060	US	1-804-412-2853	1-804-412-6554	Jeffrey Schneider	1-804-412-2853	jtschneider@the-supplyroom.com	4/20/2010

You will now be able to review contact names, phone numbers, and other information about the vendor.

eVA Tip #0005 – How To Ad Hoc An Approver

In eVA you can “Ad Hoc” or add approvers to your approval flow.

This screenshot shows the 'Approval Flow' tab in the eVA system. The 'Summary' section contains fields for Title, On Behalf Of (James Catherine), User PCard#, PCard number, Entry Code, Fiscal Year, PO category, Header/ Cross Reference, and BOP Acquisition Number. Below this is a 'Line Items' table with columns for No., Type, Script, Description, Qty, Unit, Price, and Amount. A single line item is visible with a quantity of 1 and a price of \$1,200.00 USD. At the bottom, there are shipping details and a total cost of \$1,200.00 USD.

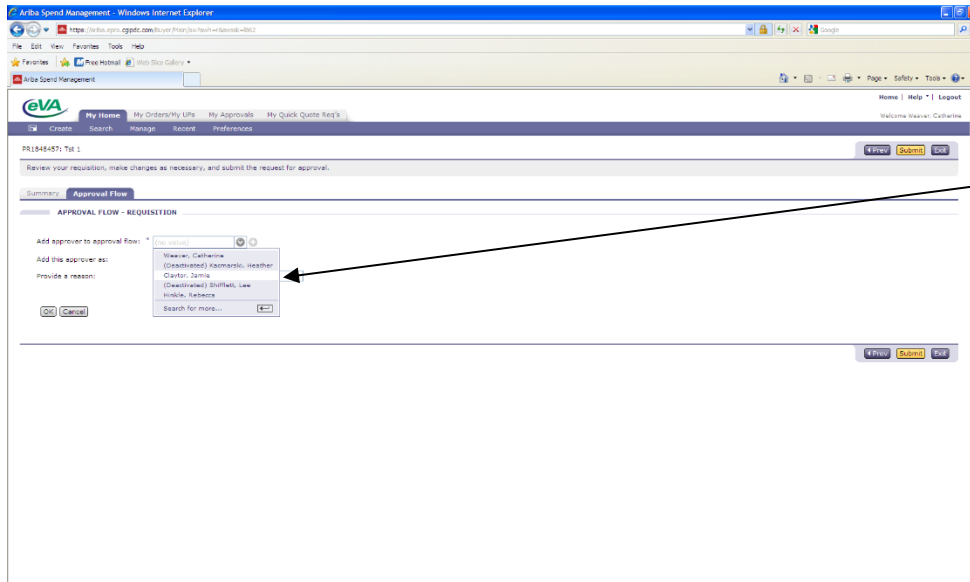
To add an approver click on the “**Approval Flow**” tab on the Checkout/Summary Page.

This screenshot shows the 'Approval Flow - REQUESTION' page. It states 'There are no approvals required.' and features an 'Add Approver' button. The page also includes 'Approve', 'Submit', and 'End' buttons at the bottom right.

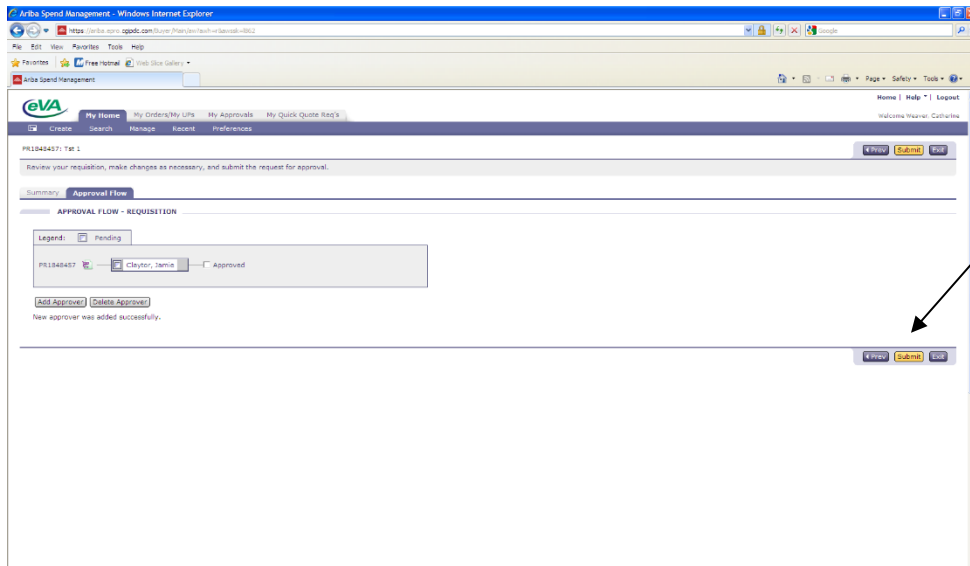
Click on “**Add Approver.**”

This screenshot shows the 'Add Approver' dialog box. It has a dropdown menu for 'Add approver to approval flow:' with '(no value)' selected. Below it are radio buttons for 'Add this approver as:' with 'Approver' selected, and a text field for 'Provide a reason:'. At the bottom are 'OK' and 'Cancel' buttons.

Click on the drop down arrow to see the available list of approvers. You can select one from the list or if you don't see the user you are looking for click on “**Search for More.**”



Once you have found the approver you want click on their name.



The approver will be added to the approval flow. You can continue to add additional approvers or click on "Submit" to submit the order.

Note: Please pay attention to Legend on the Approval Flow tab. When you come back to this page when checking the status of your order you can see the status of your approvals by keeping a watch on which ones are turn Green (Approved) or Red (Denied).

Tip: If your name appears at the end of the approval flow this is an indication that you need to approve the order and Fax or Mail it to the vendor. When it comes back to the person placing the order it typically means the vendor does not accept electronic orders. This is your reminder to send it to them hard copy. If you approve the order it will change from Submitted status to Ordered status.

The approver you added will now show up in the Approval Flow.

eVA Tip #0006 – How To Ad Hoc A Vendor

In eVA you can “Ad Hoc” a vendor that is not a registered eVA vendor. It is encouraged that you do everything possible to get the vendor registered.

Before attempting to Ad Hoc a vendor you need to have all the vendor information (Name, Complete Address, Telephone Number, Contact Name, E-mail Address, and Federal ID Number).

The screenshot shows the 'PR6126762: Ad Hoc Vendor Order - Change PO Category to R02' form. A callout box on the right contains the text: **IMPORTANT: WHEN YOU AD HOC A VENDOR, PLEASE NOTE THAT YOU CAN NOT LEAVE YOUR PCARD OPTION CHECKED. YOU MUST UNCHECK THE PCARD OPTION**. An arrow points from this box to the 'Use PCard' checkbox, which is currently checked. Other fields include 'Title' (Ad Hoc Vendor Order), 'On Behalf Of' (Mantz, Jennifer), 'PCard number' (Jennys_Procurement_pcard), 'Entity Code' (216), 'Fiscal Year' (2015), 'PO Category' (R01), and 'Procurement Transaction Type' (none selected).

This screenshot shows the 'PR6126762: Ad Hoc Vendor Order - Change PO Category to R02' form with item details. The 'Full Description' is 'Test to Ad-Hoc - Buying Pens'. The 'NIGP Commodity Code' is '62080 - Pens (General Writing Types): Ball Poin...'. The 'Supplier' is '(No Preference)'. The 'Location' is '(no value)'. The 'Reg. Type' is empty. The 'Supplier Part Number' is empty. The 'Contract List' is '(Pick from List)'. The 'Contract #' is empty. The 'Supplier Auxiliary Part ID' is empty. The 'Quantity' is '1'. The 'Unit of Measure' is 'each'. The 'Price' is '\$0.00000 USD'. The 'Amount' is '\$0.00000 USD'. The 'Items: 0 Total: \$0.00000 USD' summary is shown at the top right. The 'Update Total' button is at the bottom right.

Choose Value for Supplier

Alert: There are too many matches to display the entire list. Refine your search criteria and try again.

Field: All Search New

Supplier Name	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#
(No Preference)											

On the Choose Value for Supplier page click on the New button.

eVA

My Home
My Orders/My UPs
My Approvals
My Quick Quote Req's

Home
Help
Logout

Create
Search
Manage
Recent
Preferences

Create Suggested Supplier

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.

Supplier Name:
Customer ID:
Corp. web site:
Notes:
Preferred Currency: (none selected)
Dispatch:
Carrier:
Carrier Method:
Terms of Payment:
Locations: (select a value) [select]
Small Business: ☐
Minority Owned Business: ☐
Woman Owned Business: ☐

Save
Cancel

Choose Value for Supplier

Field: All Search New

Supplier Name	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#
(No Preference)											
Pen Superstore											

Select
Select
Done

eva

My Home
My Orders/My UPS
My Approvals
My Quick Quote Req's

Create
Search
Manage
Recent
Preferences

Home | Help | Logout
Welcome Mantz, Jennifer

PR6126762: Ad Hoc Vendor Order
Items: 0 Total: \$0.00000 USD
OK Cancel

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: * Test to Ad-Hoc - Buying Pens

NIGP Commodity Code: 62080 - Pens (General Writing Types): Ball Poin...

Supplier: Pen Superstore

Location: (no value) [select]

Reg. Type:

Supplier Part Number:

Contract List: |||| Not On Contract

Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: sach

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Update Total

OK Cancel

Choose Value for Location

Field: Name Search New

Preferred Ordering Method	Name	Street	City	State	Contact	Reg. Type
No items						

Done

Home | Help * | Logout
Welcome Mantz, Jennifer

eVA My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

Create Custom Location

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.

Name: *

Street: *

City: *

State: *

Postal Code: *

Country: (none selected)

ID: AD608080

Contact (Joe Smith): *

Email Address: *

Phone: *

Fax:

Tax Id Number (TIN): *

Tax Id Number Type: * (no value)

DUNS Number:

Organization Type: * (no value)

LL Company (LLC): (no value)

Reg. Type: Un-Registered

Vendor Location Id Number:

Preferred Ordering Method: Print

Enter in all the information that has an asterisk (*) beside of the field. After entering the information click on Save at the bottom of the screen.

Note: You must have the entire address, contact information, and the Federal ID

Choose Value for Location

Field: Name

Preferred Ordering Method	Name	Street	City	State	Contact	Reg. Type
Print	Pen Superstore	123 Ink Blot Ave	Test	VA	Mr Bic	Un-Registered

Click on the Select button.

Home | Help * | Logout
Welcome Mantz, Jennifer

eVA My Home My Orders/My UPs My Approvals My Quick Quote Req's

Create Search Manage Recent Preferences

PR6126762: Ad Hoc Vendor Order - Change PO Category to R02

Items: 0 Total: \$0.00000 USD

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: * Test to Ad-Hoc - Buying Pens

NIGP Commodity Code: 62080 - Pens (General Writing Types): Ball Point

Supplier: Pen Superstore

Location: Pen Superstore

Reg. Type: Un-Registered

Supplier Part Number:

Contract List: ||| Not On Contract

Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Your vendor information is now populated on the order. You can now continue to complete the non-catalog order.

Note: A vendor that is set up in this manner does not stay in the system. If they do not become a registered vendor, and you choose to continue to use them, you will need to Ad Hoc them in this manner each time an order is placed. Also, when you Ad Hoc a vendor the last Approval in the system will be yours. You will need to approve the order before it will change to an Ordered status. This approval acts as your reminder to fax or mail a hard copy of the DO to the vendor. An Ad-Hoc vendor does not receive electronic orders through the eVA system.

eVA Tip #0007 – Locating Vendor’s Commodity Code Information

In eVA you can find a vendor’s commodity code listing.

Welcome Stubbs, Dean June 22, 2015 - 9:45 AM

Applications

- Data Management
- eMail / eForms
- Quick Quote
- Report and Resource Center**
- User Management
- VBO Buyer
- VSS Admin
- Portal
- Portal Home Page
- Support
- Accessibility
- Customer Support
- FAQ

Welcome to eVA

ALERT: Virginia's Community College eVA Buyers/Approvers ONLY offline effective 5:00 pm Friday, June 19th, due to fiscal year end at database. Please do not process (submit or approve) any requisitions or purchase orders on Friday, June 19th, until further notice. VCCS anticipates the system will be online on morning, July 2nd. Thank you.

eVA Customer Care 1-866-289-7367

Mandatory Sources State Contracts eVA Tools Manuals/Policies

Have a suggestion We want to

Click on the “Report & Resource Center” link from the Portal Home Page.

Report and Resource Center

Welcome Catherine Weaver

James Madison University - Your Reporting and Resource Portal

Displayed data is current as of the previous day:

Reports Documents

Buyer Reports

- Vendor Data
- 100 Vendor Data by 100 Code
- 101 General Vendor Information
- 102 Vendor Location for Specific Order
- 200 Order Details with Accounting/Reconciling
- 201 Order Totals - No Accounting
- 202 General Order Information
- 203 View or Print Order
- 204 Spend by 100 Code
- 205 Spend Summary-Registered vs. Non-Registered Vendors
- 206 Spend Totals with 100 Breakdown
- 207 Total Vendor Spend by 100
- 208 Order Line Item Totals
- 209 Small Vendor Summary with FY Totals
- 210 Spend by User for Time Period
- 211 Order Receiving Details
- 212 Total Order Count and Spend Summary
- 300 Approver Analysis
- 301 Approver Cycle Time on order Requisition
- 400 QuickQuote - Basic Response Email Details
- 401 QuickQuote Detail Summary
- 402 VBO Notifications

Top 20 Commodities

Small Business Spend

Top 20 Registered Vendors

Vendor Notifications

My Favorites

File	Description
100	Orders Entered
202	General Order Information

Click on “101 General Vendor Information” and then click on “Open”.

ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

Suggestions/Comments?

Query Selection: ☐ I want data for one vendor
☐ I want data for multiple vendors (list)

Specific Vendor: (choose one)
☐ Vendor Name (Partial value can be entered)
☐ Vendor Tax ID
☐ Vendor Location ID (VULR)
☐ eVA Vendor ID (VCUST)

Real Access

Run Report Reset

In the first box that appears on the screen click the button for “**I want data for one vendor.**”

When the second box appears click on the button that is appropriate for the information you have. Then type in the information.

In this example we selected Vendor Name and we entered “Real Access” into the Vendor Name Field.

Finally, click on “**Run Report.**”

ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

This report was run at 12/8/2011 10:10:15

Query Selections:
Vendor Name: Real Access

Click here to learn about features for the below Analysis Grid buttons

Layout

Print

Filter

Group

Chart

SSS

Page

Vendor Headquarters Name	Vendor Location ID (VULR)	eVA Vendor ID (VCUST)	NIGP Codes/Descriptions	Vendor Location Standard Name	Location Name	Transporter Identification Number	Location/Ordering ID/US	SWAM Service Zone	Order Street Address	City	ST	ZIP	Country	Solicitation Contact	Solicitation Contact Email	Preferred Order Method	Accounts VISA?	Web Address	Order Vendor Contact	Order Contact Email
Real Access LLC	VA10000326	VC000107140	6210007	Real Access LLC	Fairfax, VA	952462887	150420207	SM 10	12956 Old Plains Road	Fairfax	VA	22033	US	Arthur Bonar, Phone 703 425-0360 Fax 703-617-0979	arthurbonar@ga.net	Electronic	Yes	Arthur Bonar	arthurbonar@ga.net	arthurbonar@ga.net

Information about the vendor will appear. Click on the details link to see what commodities the vendor signed up for in eVA.

ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

This report was run at 12/8/2011 10:10:15

Query Selections:
Vendor Name: Real Access

Click here to learn about features for the below Analysis Grid buttons

NIGP Codes	NIGP Descriptions	Date Added/Revised
0743	Gifts (incl. Gift Certificates)	6/21/2007
0752	Novelties and Advertising Specialty Products, including Bookendable	6/21/2007
0815	Badges, Emblems, and Patches, Metal Cap, Game Vendors', Officers', Service	6/21/2007
0816	Namesakes, Specialty (Including Clocks, Logos, Pen/Pencil Sets, etc.)	6/21/2007
0805	Service Awards, Specialty Type	6/21/2007
20000	CLOTHING ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED	6/21/2007
20070	Shirts, Dress and Casual	6/21/2007
20074	Silk Screened Shirts, Jackets, Hats, etc.	6/21/2007
20085	Uniforms, Blended Fabric	6/21/2007
20086	Uniforms, Cotton	6/21/2007
20087	Uniforms, Synthetic Fabric	6/21/2007
20088	Uniforms, Wool and Blended Blends	6/21/2007
99112	Emblems, Badges, and Patches (For Caps and uniforms) - (Including Charms)	6/21/2007

Information will appear for the vendor entered.

Find the Commodity Code that seems to fit the description of what you are looking for. Note the commodity code number.

eVA Tip #0008 - Procedures for Submitting Blanket Direct Orders in eVA

Definition of eVA EP Blanket Orders: Requisitions and subsequent direct orders created in the eVA Procurement System that represent a lump sum dollar amount that is a total of present and future purchases to one vendor during a fixed period of time.

Rules/Guidelines for Processing Blanket Orders:

- Blanket Orders must **not** be processed for more than \$4999.99 in total.
- Blanket Orders must be created with a specific time frame specified in the description for purchase period (Example: 1/1/16 – 5/31/16) and shouldn't cross fiscal years.
- Item description must clearly state that purchase order is a blanket order and the dates by which purchases must be made by (see example below).

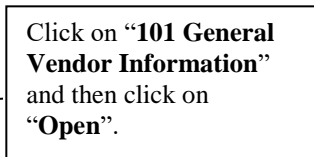
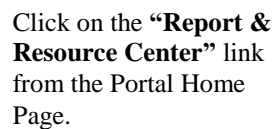
Processing Blanket Orders:

- Contact vendor prior to placing blanket orders to be sure this will be acceptable to the vendor. **Note:** Registered eVA vendors will be charged 1% of the total of the blanket order.
- For reconciliation purposes, blanket orders must not cross over fiscal years. Dates specified should take into account fiscal year cut off deadlines (suggestion, cut off blanket orders on 5/31/16 for the 6/30/16 fiscal year end)
- Do not over estimate the amount on a blanket order; make every attempt to create blanket orders in amounts that will be used.
- An amount of \$500.00 or more not used on a blanket order will require a change order be created to decrease the dollar amount available on the blanket order. This will ensure the vendor gets credited for the 1% transaction fee previously paid on the overage amount.

Processing Payments/Invoices Against Blanket Orders:

- Department will submit a statement noting the date, current payment, and balance left on the Blanket Order to Accounts Payable for **each** invoice submitted. This statement must be clear and legible.

In eVA you can find a SWaM vendor by NIGP Code by using the Bidders List report.



ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

Suggestions/Comments?

Query Selection: ☐ I want data for one vendor ☒ I want data for multiple vendors (bidlist)

NIGP Codes: 61500
For example: 62001, 62002
☐ Return no more than one evaluation contract per vendor

Service Zones: All Service Zones
Zone - 10
Zone - 97
Zone - 98
Zone - 99

SWAM Type: All Business Types
Authority-Owned Business
Small Business
Woman-Owned Business

Run Report Reset

In the first box that appears, click on “**I want data for multiple vendors.**”

Then type in the NIGP code you are interested in finding vendors for or search for one using the NIGP Code Search feature.

Other selections can be made if you wish to narrow results by service zones or SWaM type.

Click “**Run Report**”

ReportingCenter - Windows Internet Explorer

100 - Vendor Data by NIGP Code

This report was run at 12/12/2011 09:55:32

Query Selection:
NIGP Code: 61500
Service Zone: All Service Zones
SWAM Type: All Business Types

Click [here](#) to learn about features for the below Analysis Grid buttons

Layout Print Filter Add Chat Add Paging

Vendor Headquarter Name	Vendor Location ID (CLB)	NIGP Codes/Descriptions	Vendor Location Standard Name	Location Name	Taxpayer Identification Number (TIN)	Location/Ordering Office	SWAM	Service Zone(s)	Ordering Office Address	City	ST	ZIP	Country
1st Stop Computing Solutions	VA10443727	V5000010428	1st Stop Computing Solutions	1st Stop Computing Solutions - Hampton, VA	22394944	789546703	10	10	5524 Wagholle Run Circle, Apt. 101,	Virginia Beach	VA	23464	US
3er Distribution Inc	VA1040366	V5000010430	3er Distribution Inc	3er Distribution	261164323	807990267	SW	10	693 Edwin Drive,	Virginia Beach	VA	23462	US
S Star Enterprises, LLC	VA10020451	V5000010439	S Star Enterprises, LLC	Chesterfield	743203006	783216675	SW	10	P.O. Box 753,	Chesterfield	VA	23032	US
S Star Enterprises, LLC	VA10020451	V5000010439	S Star Enterprises, LLC	Chesterfield	743203006	783216675	SW	10	P.O. Box 753,	Chesterfield	VA	23032	US
A J Stations	VA1000088	E30040	A J Stations	A J Stations - Maryland	521614963	821468479	10	10	8875 Business Pkwy suite 0,8875 Business Pkwy suite 0	Bridge	MD	21075	US
A22 Mobile Office Solutions, Inc.	VA10020191	V5000010441	A22 Mobile Office Solutions, Inc.	Margarettsville, Wv	521092963	111694691	10	10	2028 Pleasant Drive,	Margarettsville	WV	26026	US
Aardvark Supplies	VA10020864	V5000010438	Aardvark Supplies	Aardvark Supply-Bristol, VA	227986457	807990987	10	10	254 Georgia St.,	Bristol	VA	24201	US
AB Fasteners & Supplies, LLC	VA00010361	V5000010366	AB Fasteners & Supplies, LLC	Yorktown Office	274015447	808741504	10	10	202 Bayard Road,	Yorktown	VA	23690	US
ABC Management Solutions	VA10403656	V5000010312	ABC Management Solutions	Centerville, VA Office	261151543	807787143	10	10	P.O. Box 941,	CHARLETTLY	VA	20122	US
ABC Management Solutions	VA10403656	V5000010312	ABC Management Solutions	Centerville, VA Office	261151543	807787143	10	10	P.O. Box 941,	CHARLETTLY	VA	20122	US

The report can be reviewed on the existing screen or it can be downloaded to Excel for sorting and manipulation.

eVA Tip #0010 – How to Find a Labeled Item

In eVA you can apply labels to organize your orders just like you can create folders to organize paperwork in your desk drawer. A label can be applied to a requisition (PR) and/or to an order (EP or PCO). Multiple labels can be applied to the same document. Labels can be applied to a document from a variety of locations; there is no right or wrong method – just personal preference.

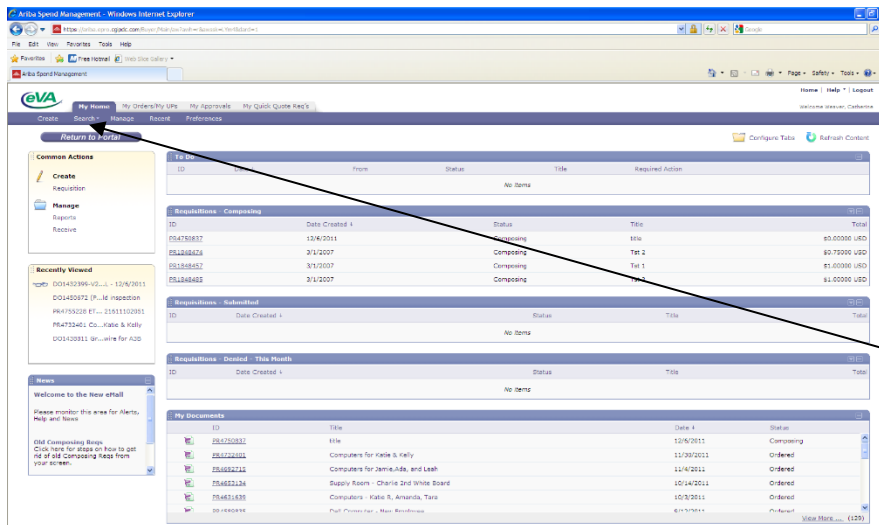
Once you have applied a label you need to know where to find your labels so that you can locate specific requisitions or orders.

Finding a Label

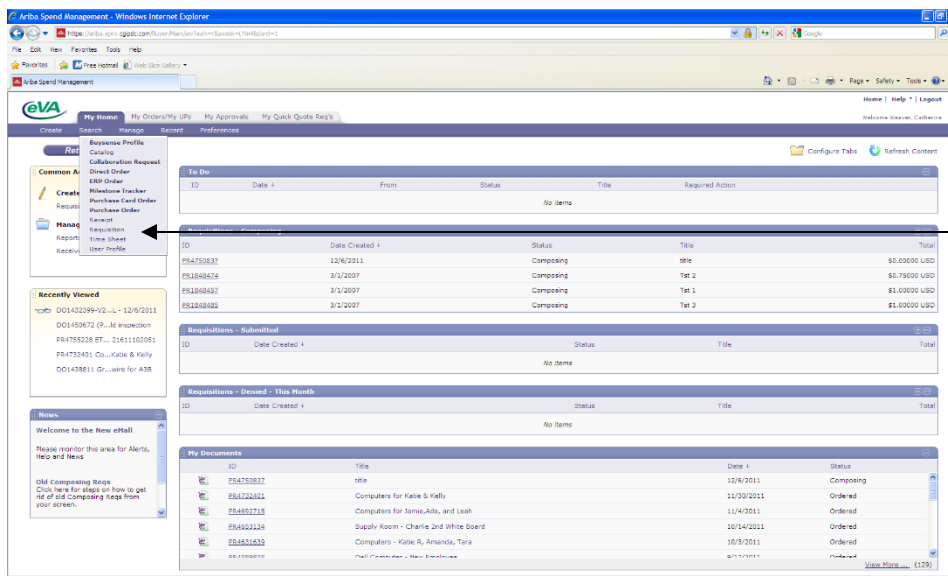


The screenshot shows the eVA web application interface. At the top, there is a header bar with the eVA logo on the left, a welcome message "Welcome Stubbs, Dean" and the date/time "June 22, 2015 - 9:45 AM" in the center, and a "Preferences" link on the right. Below the header is a left sidebar menu with categories: Applications, Data Management, eMail / eForms (highlighted with a blue bar), Quick Quote, Report and Resource Center, User Management, VBO Buyer, VSS Admin, Portal, Portal Home Page, Support, Accessibility, Customer Support, and FAQ. An arrow points from a callout box to the "eMail / eForms" link. The main content area on the right has a "Welcome to eVA" heading, followed by an "ALERT" message about system downtime. Below the alert are navigation tabs: Mandatory Sources, State Contracts, eVA Tools, and Manuals/Policies. At the bottom of the main area is a banner with the text "Have a suggestion? We want to hear from you!" and an image of a hand writing on a document.

Click on “eMail / eForms.”

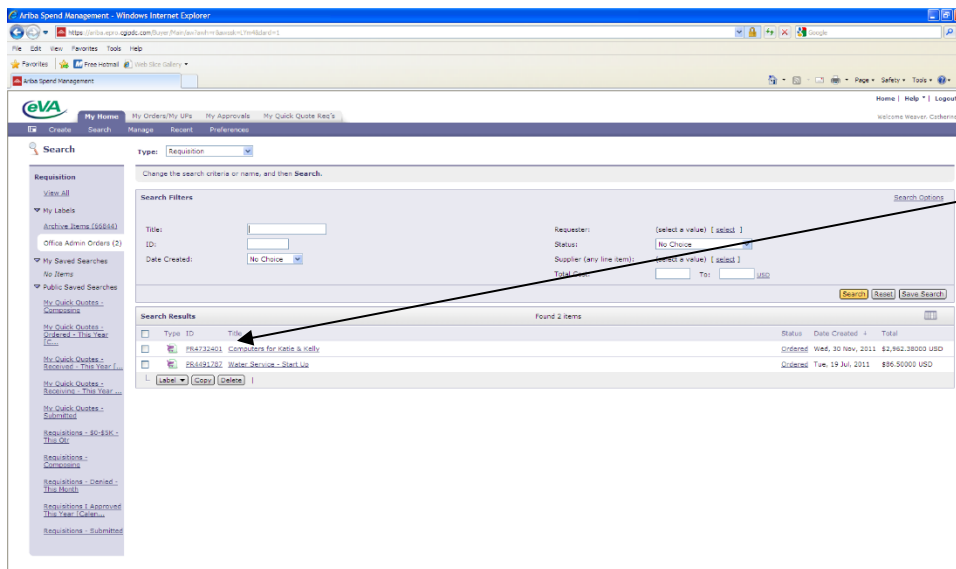
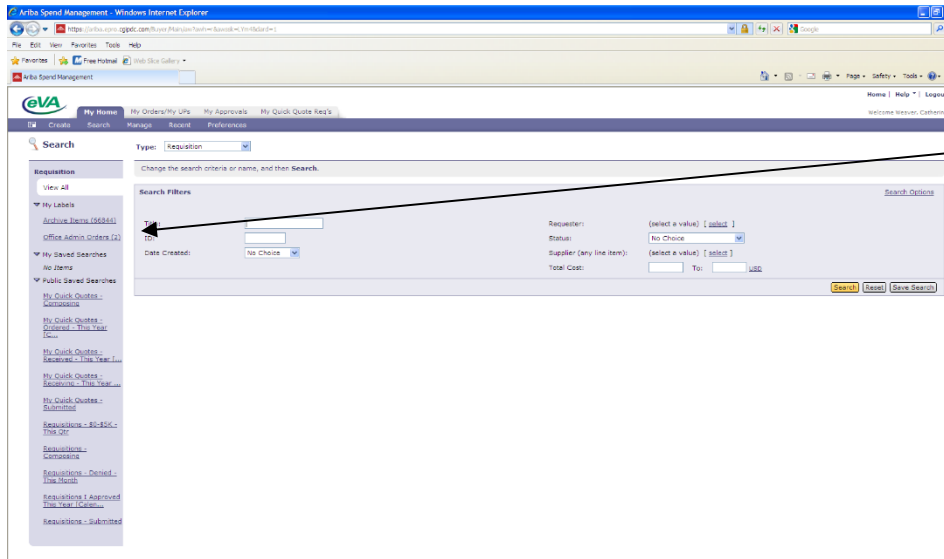


Click on “Search”



When the drop down box appears, click on the type of item you are looking for. A label can be applied to a requisition, EP, PCO, etc. and you have to click on the type that corresponds with the item you actually labeled.

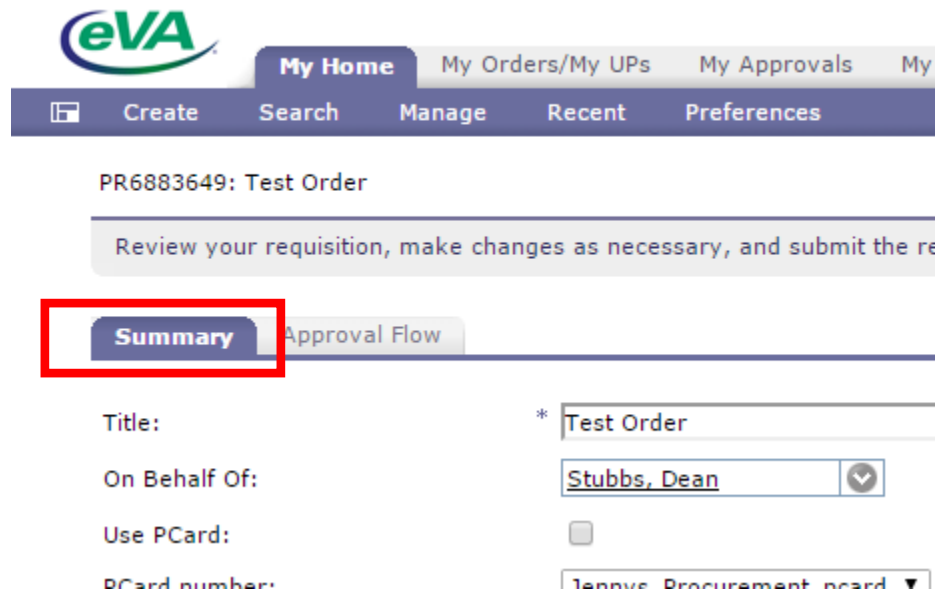
In this example we will search for a label for requisitions.



NOTE: The date created defaults back to one year from the current day so if you are looking for an order placed over a year ago make sure to select “No Choice” in the “Date Created” dropdown menu.

eVA Tip #0011 – Adding and Deleting Attachments to an Order in eVA

- 1.) To add an attachment to your whole order, navigate to the Summary menu



The screenshot shows the eVA system interface. At the top, there is a navigation bar with the eVA logo and several tabs: "My Home", "My Orders/My UPs", "My Approvals", and "My". Below this is a secondary navigation bar with buttons: "Create", "Search", "Manage", "Recent", and "Preferences". The main content area displays "PR6883649: Test Order" and a message: "Review your requisition, make changes as necessary, and submit the requisition." Below this, there are two tabs: "Summary" and "Approval Flow". The "Summary" tab is highlighted with a red rectangle. To the right of the tabs, there are several input fields: "Title:" with a value of "Test Order", "On Behalf Of:" with a dropdown menu showing "Stubbs, Dean", "Use PCard:" with an unchecked checkbox, and "PCard number:" with a dropdown menu showing "Jennye Procurement board".

- 2.) Once on the Summary menu you will scroll down to the very bottom
- 3.) Click “Add Attachment”



The screenshot shows the "ATTACHMENTS - ENTIRE REQUISITION" section of the eVA system. It features a button labeled "Add Attachment" which is highlighted with a red rectangle. Below the button, there are several horizontal lines, likely representing a list of attachments or a form for adding new ones.

- 4.) On the Add Attachment menu you will click Choose File to pick a file from your computer that you want to attach to the order

The screenshot shows the eVA 'Add Attachment' form. At the top, there is a navigation bar with the eVA logo and links for 'My Home' and 'My Orders/'. Below this is a secondary navigation bar with 'Create', 'Search', 'Manage', and 'Rec'. The main heading is 'Add Attachment'. The 'File:' field contains a 'Choose File' button, which is highlighted with a red box. To the right of the button, it says 'No file chosen'. Below the file field, there are two checkboxes: 'Visible to Supplier' and 'Mark as Proprietary and Co'. At the bottom, there are 'OK' and 'Cancel' buttons.

- 5.) If the vendor needs to see the attachment, make sure to check “Visible to Supplier.”
 - a. If the attachment needs to stay internal don’t check “Visible to Supplier.”
- 6.) Click on “OK” to finish adding your attachment

This screenshot shows the same eVA 'Add Attachment' form, but with different elements highlighted. The 'Visible to Supplier' checkbox is now checked and highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box. The 'Choose File' button and 'No file chosen' text remain the same.

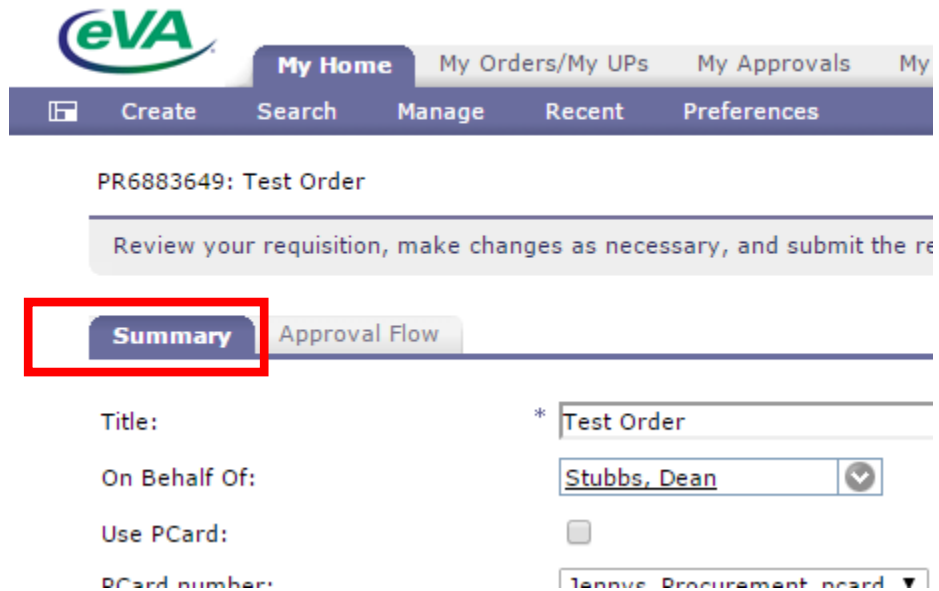
- 7.) You will be taken back to the Summary menu and your attachment will be listed at the very bottom under “Attachments”

Attachments - ENTIRE REQUISITION			
Attachments			
File Name ↑	Size	Creator	Visible to Supplier
eVA_Purchase_Exclusions.doc Download	46.5 KB	Stubbs, Dean	<input checked="" type="checkbox"/>
Add Attachment			

- 8.) If you need to add another attachment click on “Add Attachment” and complete the same process as above

Deleting an Attachment

- 1.) To delete an attachment from your whole order you will navigate to the Summary menu



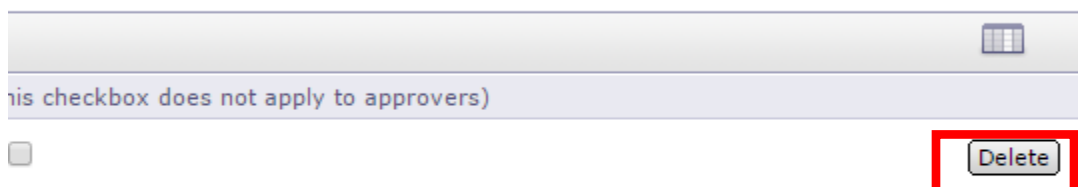
The screenshot shows the eVA system interface. At the top is the eVA logo. Below it is a navigation bar with tabs: "My Home", "My Orders/My UPs", "My Approvals", and "My". Under "My Home" are sub-tabs: "Create", "Search", "Manage", "Recent", and "Preferences". Below the navigation bar, the text "PR6883649: Test Order" is displayed. A message box says "Review your requisition, make changes as necessary, and submit the requisition". Below this, the "Summary" tab is highlighted with a red box, and the "Approval Flow" tab is also visible. Below the tabs, there are form fields: "Title:" with the value "Test Order", "On Behalf Of:" with the value "Stubbs, Dean", "Use PCard:" with a checkbox, and "PCard number:" with a dropdown menu showing "Iapvus Procurement board".

- 2.) Once on the Summary menu you will scroll down to the very bottom

ATTACHMENTS - ENTIRE REQUISITION

Attachments			
File Name ↑	Size	Creator	Visible to Supplier
eVA_Purchase_Exclusions.doc Download	46.5 KB	Stubbs, Dean	<input checked="" type="checkbox"/>
Add Attachment			

- 3.) To the right of the attachment you want to delete Click on “Delete”

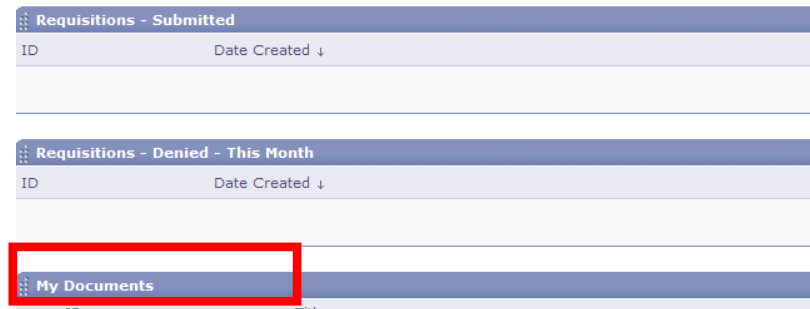


The screenshot shows the bottom of the attachment details section. It includes a checkbox and a "Delete" button, which is highlighted with a red box. Above the checkbox, there is a text label: "this checkbox does not apply to approvers)".

4.) If you need to delete another attachment follow the same process as above

eVA Tip #0012 – How to do Change Orders in eVA

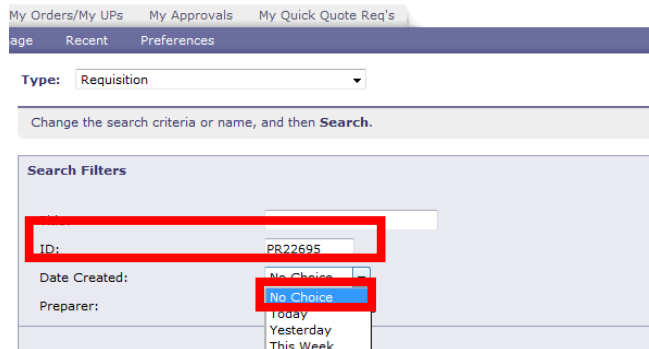
1. Login to eVA
2. While in the Knowledge Center click on “eMail / eForms”
3. From the My Home page scroll down until you see “My Documents”



4. At the bottom of the My Documents click “View More” and then click “Requisition”



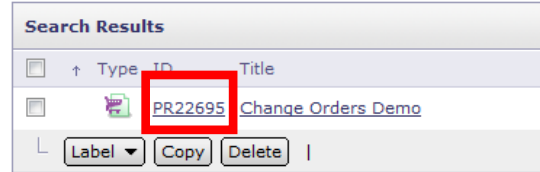
5. On the Search page all of the documents for the current date to that date last year will display.
 - a. Enter the PR number that corresponds to the PCO or EP in the ID field
 - b. Change the “Date Created” click the dropdown and change “Custom” to No Choice



6. Click “Search”



7. Click on the PR number
 - a. If you have started making changes to the order already you will see the PR listed twice. The second version will display the same PR number but with a “-V2” at the end of it. Make sure to select the version with the highest number.



8. The PR will load
9. At the center of the screen you will see a combination of the following options depending on what status your order is in.
 - a. If you need to make a change, click “Change”
 - b. If you need to cancel the order, click “Cancel”



eVA Tip #0013 – How to Break Out Shipping Fees in eVA

1. Login to eVA
2. While in the Knowledge Center click on “eMall / eForms”
3. From the My Home page click on “Requisition”
4. On the next screen fill in the information as it applies to the requisition you are making
5. Once the next screen loads click on “Create Non-Catalog Item”

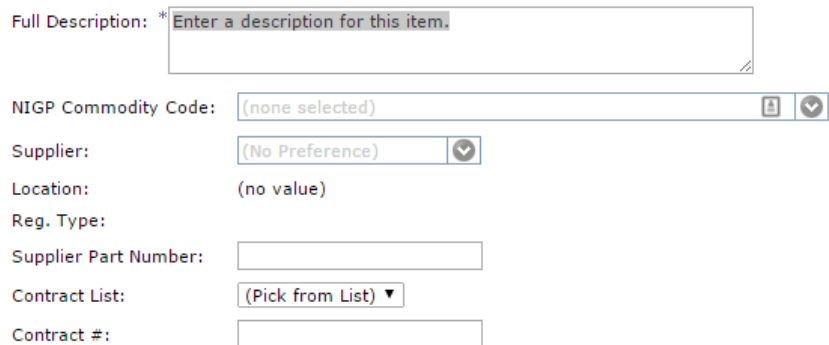


The screenshot shows a web interface for creating a requisition. At the top, there is a status bar with a shopping cart icon, 'Items: 0', 'Total: \$0.00000 USD', and buttons for 'Prev', 'Next', 'Checkout', and 'Exit'. Below this is a navigation bar with 'Browse By: Categories | Suppliers'. A red rectangular box highlights the 'Create Non-Catalog Item' button. Below the navigation bar, there is a search bar with the text '(372899)' and a list of 'unications (12114)'.

6. You will be taken to this screen

PR7207916: How to Break Out Shipping Fees in eVA

If you cannot locate the item you want in the catalog, request a non-catalog item using the field





The screenshot shows a form for creating a non-catalog item. The form has several fields: 'Full Description: *' with a text area containing 'Enter a description for this item.', 'NIGP Commodity Code:' with a dropdown menu showing '(none selected)', 'Supplier:' with a dropdown menu showing '(No Preference)', 'Location:' with a dropdown menu showing '(no value)', 'Reg. Type:', 'Supplier Part Number:', 'Contract List:' with a dropdown menu showing '(Pick from List)', and 'Contract #:' with a text field. The 'Full Description' field is highlighted with a red rectangular box.


7. In the Full Description box you will type something like “Shipping fee.”



The screenshot shows the 'Full Description: *' field with the text 'Shipping fee' entered. The field is a text area with a small icon in the bottom right corner.

8. In the NIGP Commodity Code box you will enter: 96286

NIGP Commodity Code:  


Supplier: 

9. From there you can finish filling out your requisition

PR7207916: How to Break Out Shipping Fees in eVA

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the

Full Description:


NIGP Commodity Code: 

Supplier: 

Location: [\[select \]](#)

Reg. Type:


Supplier Part Number:

Contract List: 

Contract #:

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure: 

Price: *\$25.00000 [USD](#)

Amount: \$25.00000 USD

Receiving Method: 