

# TRAINING NEEDS FOR eVA USERS

More than 11,000 professionals across the Commonwealth use eVA. Users range from procurement professionals who use the full suite of eVA functionality every day to buyers who may only use a small part of eVA once a month or less. This fact sheet will help Organization leaders and training professionals plan resources to meet user training needs over the coming months before the new eVA launches on January 1, 2022.

Role/Job Function	Organizational Setup	Supplier Registration & Management	Supplier Portal	Purchase to Pay	Quick Quotes	Sourcing	Contract Management	Catalog Management	Reporting & Analytics	Integration & Interface
General Public	●	●	●	●	●	●	●	●	●	●
Supplier- Limited eVA Business	●	●	●	●	●	●	●	●	●	●
Supplier- Moderate eVA Business	●	●	●	●	●	●	●	●	●	●
Supplier- High eVA Business	●	●	●	●	●	●	●	●	●	●
Requisitioner	●	●	●	●	●	●	●	●	●	●
Requisition/PO Approvers	●	●	●	●	●	●	●	●	●	●
Shared Services Purchase Managers	●	●	●	●	●	●	●	●	●	●
Quick Quote Issuers	●	●	●	●	●	●	●	●	●	●
Solicitation Issuers	●	●	●	●	●	●	●	●	●	●
Solicitation Evaluators	●	●	●	●	●	●	●	●	●	●
Solicitation Approvers	●	●	●	●	●	●	●	●	●	●
Contract Officers	●	●	●	●	●	●	●	●	●	●
Contract Administrators	●	●	●	●	●	●	●	●	●	●
Contract Approvers	●	●	●	●	●	●	●	●	●	●
Procurement Managers	●	●	●	●	●	●	●	●	●	●
Agency/Business Owners	●	●	●	●	●	●	●	●	●	●
Policy, Consulting, and Review Officers	●	●	●	●	●	●	●	●	●	●
eVA Team Members	●	●	●	●	●	●	●	●	●	●
eVA Customer Care Members	●	●	●	●	●	●	●	●	●	●

● Low Impact   ● Moderate Impact   ● High Impact



For more information about eVA training, please contact your Division of Purchases and Supply (DPS) Account Executive, Agency Training Lead, or eVA Customer Care.

Low Impact	}	<ul style="list-style-type: none"> <li>• Minor changes</li> <li>• Business processes remain the same</li> </ul>
Moderate Impact		<ul style="list-style-type: none"> <li>• New navigation</li> <li>• Minor business process change</li> </ul>
High Impact		<ul style="list-style-type: none"> <li>• Major look, feel, and navigation changes</li> <li>• New/significantly enhanced processes</li> </ul>

## WHO DOES WHAT JOB FUNCTION?

Functionality	Audience
Sourcing	Solicitation Issuers, Quick Quote Issuers, PCR Officers, Customer Care, Core Team
Contracts	Contract Officers, Admins, Approvers; PCR Officers, Customer Care, Core Team
Catalog (buyers)	Requisitioners, Requisition Approvers, Managers, Customer Care, Core Team
Catalog (suppliers)	Suppliers, eVA Vendor Support, Customer Care, Core Team
P2P Requisitions	Requisitioners, Requisition Approvers, Managers, PCR Officers, Customer Care, Core Team
P2P Orders	Requisitioners, Requisition Approvers, Managers, PCR Officers, Customer Care, Core Team

## ABOUT

eVA is an award-winning procurement system that provides a centralized, online purchasing hub for state and local agencies and more than 112,000 approved vendors who provide essential goods and services.