Small Purchase Charge Card (SPCC) Management



Let's look at the steps to add, view, and use SPCC.

- 1. On the eVA home page, click the drop-down besides your user name.
- 2. Select the **My Profile** option from the drop-down.

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This is a test chat message through eVA.			
Reply Share (2)			

As a result, the **Profile Management** screen is displayed.

Scroll down to view the **Pcard Info** section.

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- 3. Go to the Pcard Info section under **My Profile**.
- 4. Click Add Pcard.

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The **PCard Manage** page displays.

Please note that your name appears by default in the **User Login** field.

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- 5. Fill in the required fields (denoted by a red asterisk).
- 6. Click Save & Close.

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To view this Pcard:

- 7. Go back to the **Pcard Info** section.
- 8. Click the **Edit** (pencil) or **Delete** (trash can) icons, if required.

Once saved to your user profile, the SPCC will be instantly available for a transaction.

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To use the new SPCC for a transaction:

- 9. Select the **Pcard** tab, on the requisition page.
- 10. Select the required SPCC from the Select **Applicable Pcard** drop-down list.

Please note, the list excludes cards in 'Delete' status.

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