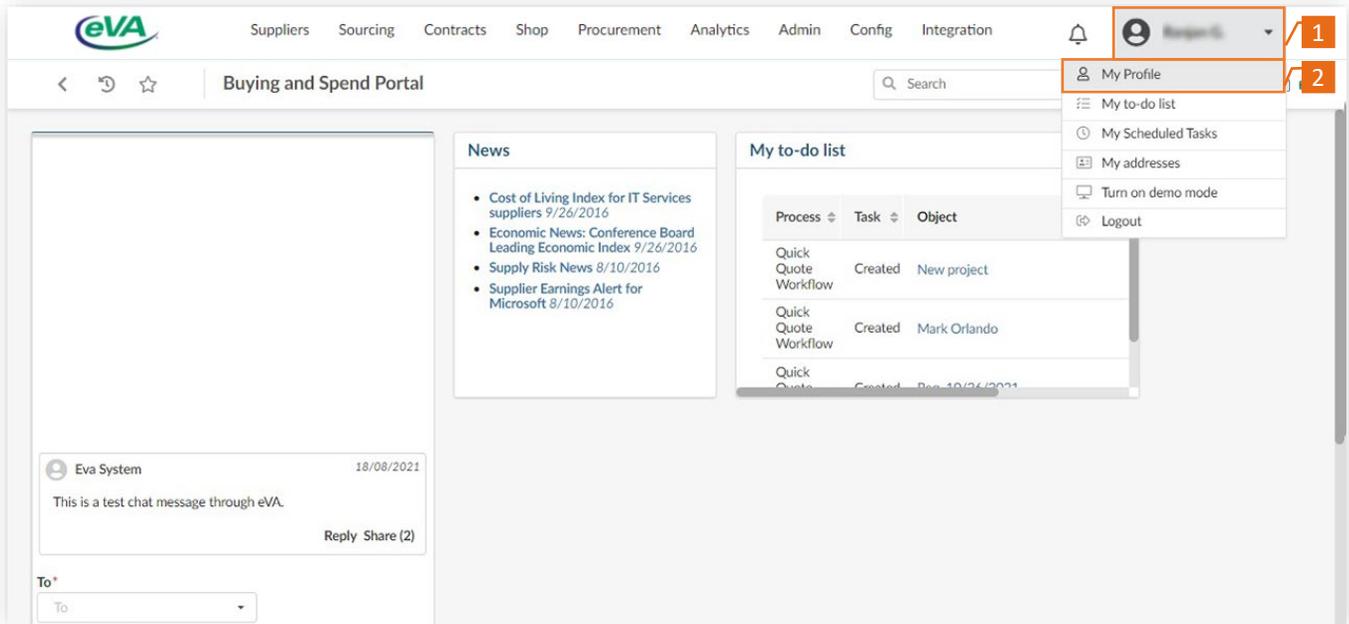


Small Purchase Charge Card (SPCC) Management

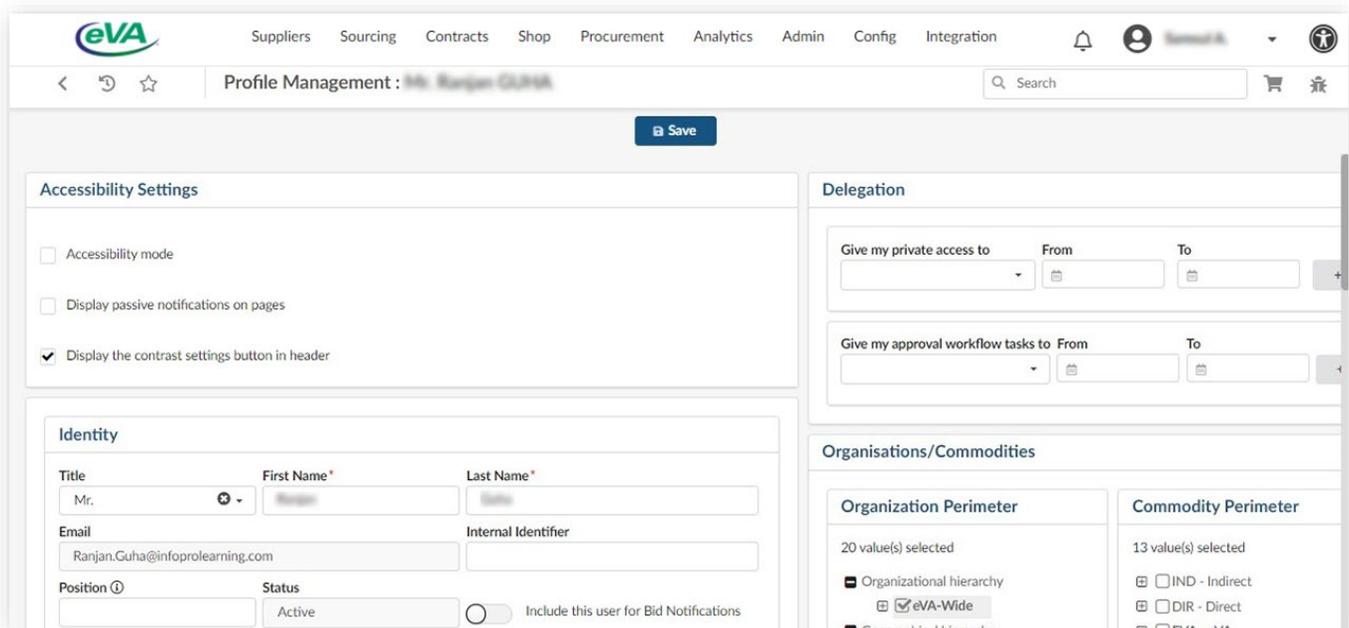


Let's look at the steps to add, view, and use SPCC.

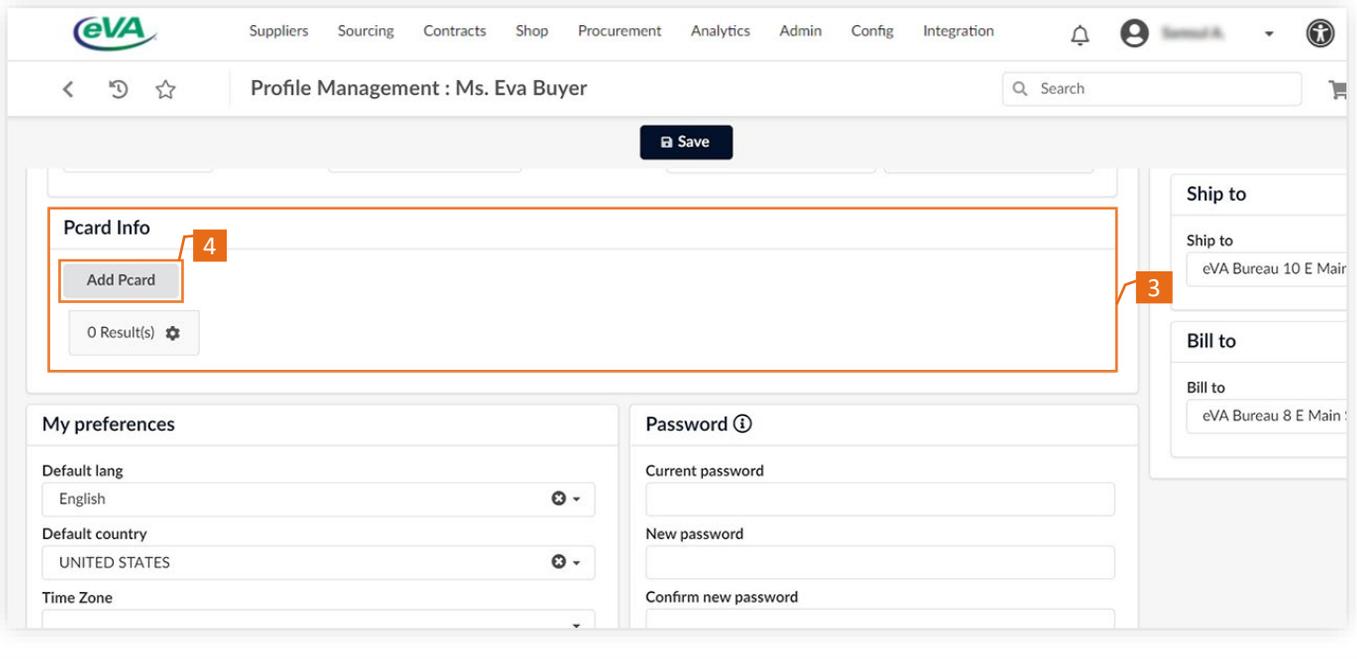
1. On the eVA home page, click the drop-down besides your user name.
2. Select the **My Profile** option from the drop-down.



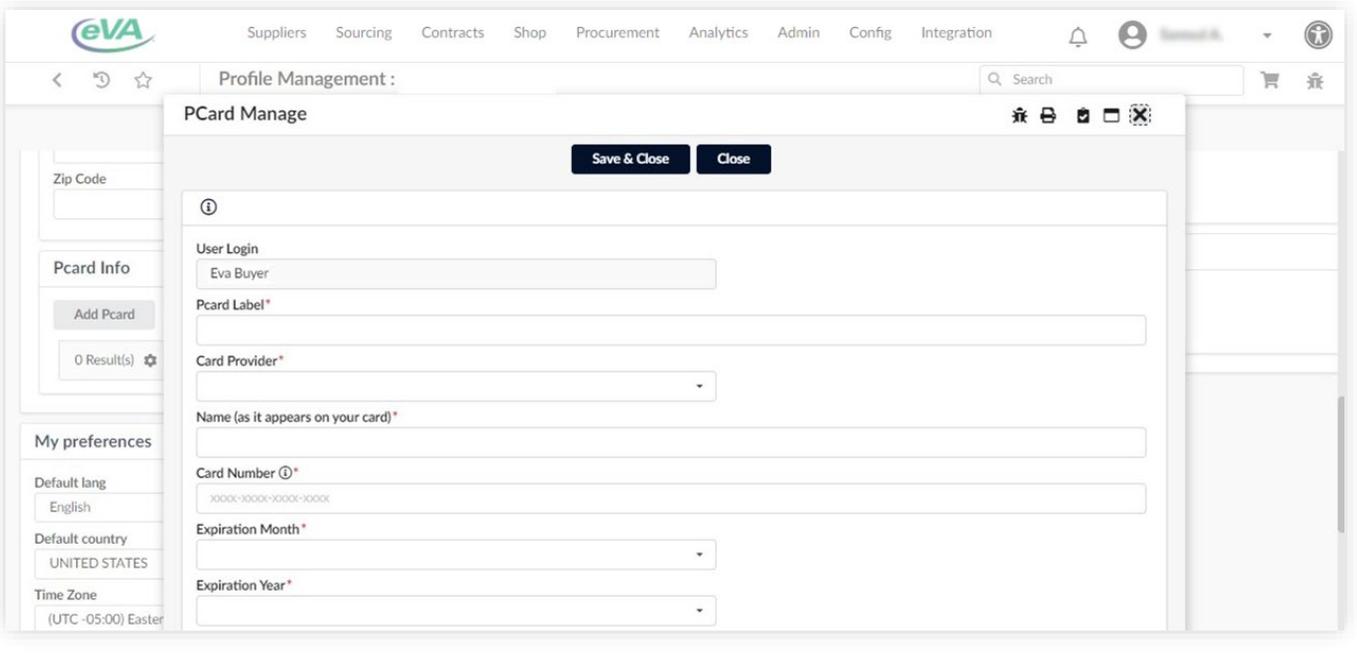
As a result, the **Profile Management** screen is displayed.
Scroll down to view the **Pcard Info** section.



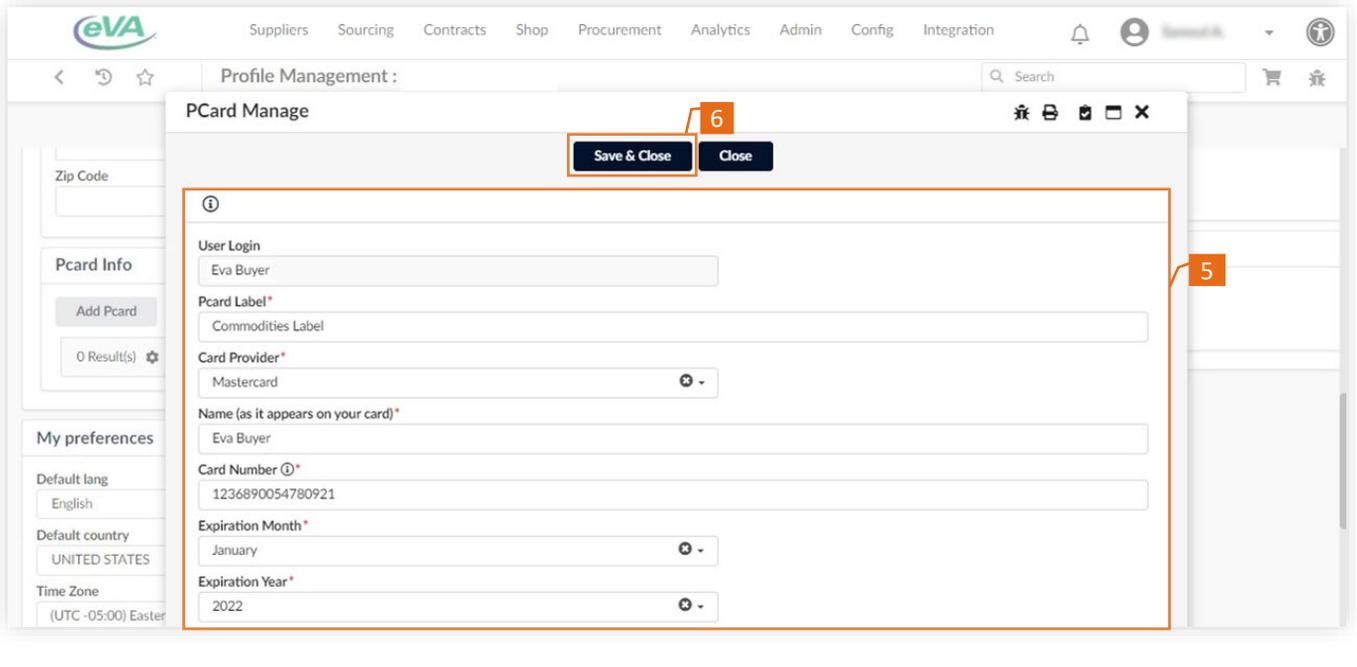
3. Go to the Pcard Info section under **My Profile**.
4. Click **Add Pcard**.



The **PCard Manage** page displays.
Please note that your name appears by default in the **User Login** field.



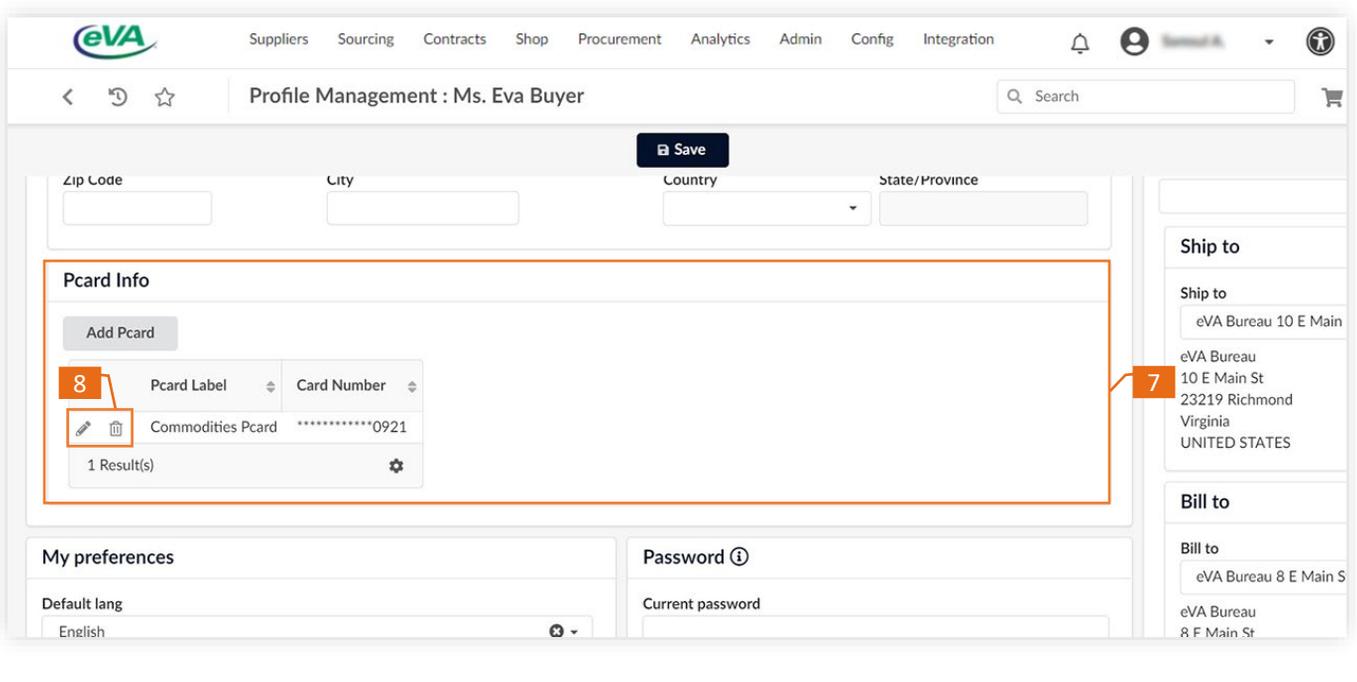
5. Fill in the required fields (denoted by a red asterisk).
6. Click **Save & Close**.



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.



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.

The screenshot displays the eVA requisition page for 'Requisition: REQ000076 - Req. 8/28/2021 (Draft)'. The top navigation bar includes the eVA logo and menu items: Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, and Integration. A search bar and user profile are also visible. Below the navigation, a row of action buttons includes 'Save', 'Submit for Approval', '<< Back to Catalog', 'Reset Allocations', 'Create Solicitation', and 'Other Actions'. A notification banner at the top left states '9 Fields marked by an asterisk * are mandatory'. The main content area shows the 'Pcard' tab selected, with a dropdown menu for 'Select Applicable Pcard' currently displaying 'Commodities Pcard'. An orange box highlights the dropdown menu, and a callout '10' points to it. Another callout '9' points to the notification banner.