eVA Transition: List of Non-VCCS Actions

- Because eVA Next must meet the needs of all users in the entire state, there are actions and options available that Virginia’s Community College System (VCCS) will not use.
- The workflow WILL NOT prevent selection of these options.
- Below is a list of options to avoid and what to do instead.

**Header**

**Do not use:**
- Create Blanket Purchase Order checkbox
- Comment field
- Attachments
- Internal Comments

**Do this instead:**
- After Requisition Header fields are complete, click **Save**.
- Use Alerts/Messages box at right of requisition for **ALL comments and attachments** (internal and external).
Approvals

Do not use:
- Validate and Refuse buttons from the My To Do List under My Pending Validations.

Use Instead:
- The Approve or Reject buttons within the requisition when assigned to you for approval.

Receiving

Do not use:
- Pending or Browse Receipts from the Procurement Drop down.

Use Instead:
- Create Receipt button from the main page of your Purchase Order.
State Entered Vendors
Do not use:
• Create button on the Supplier dropdown.

- Or the Create Supplier button in the Browse Suppliers box accessed through the Suggested Supplier field within your requisition Item Details.

Use Instead:
• Continue to follow the current procedure and submit a COVA W9 form to the SSC Customer Engagement Team via help@ssc.vccs.edu to have the Supplier properly set up in eVA.