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
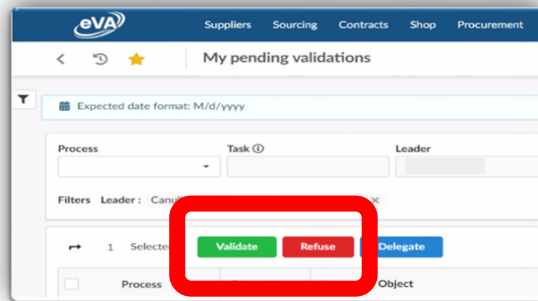- Internal Comments

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).
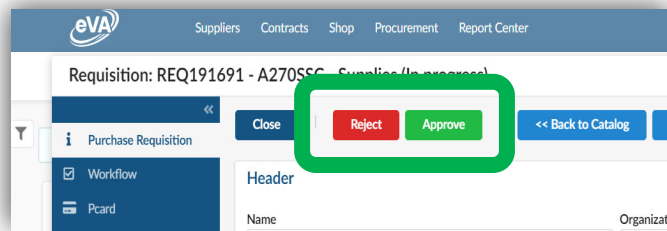
Approvals

Do not use:

- **Validate** and **Refuse** buttons from the **My To Do** List under **My Pending Validations**.
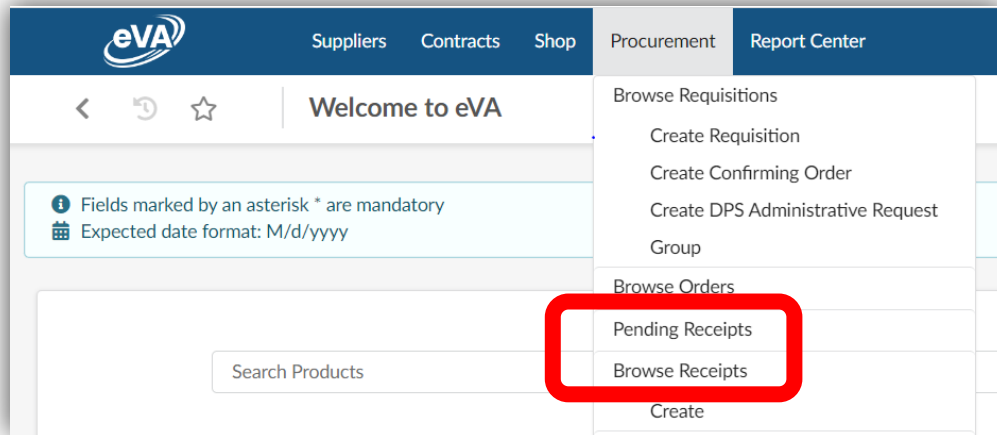

Use Instead:

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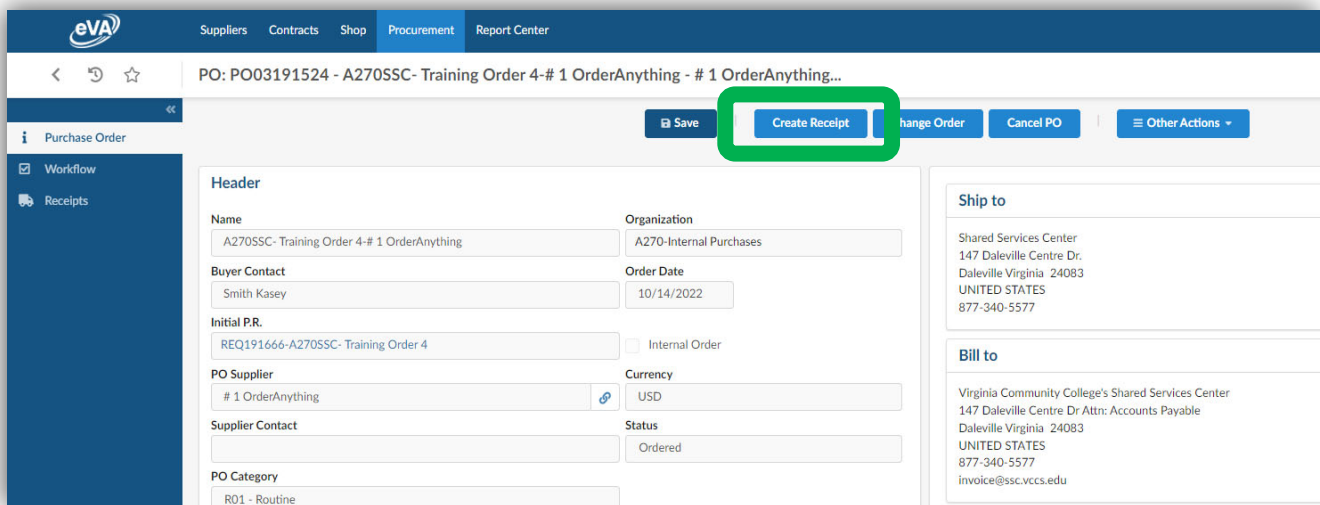

Receiving

Do not use:

- **Pending** or **Browse Receipts** from the **Procurement** Drop down.
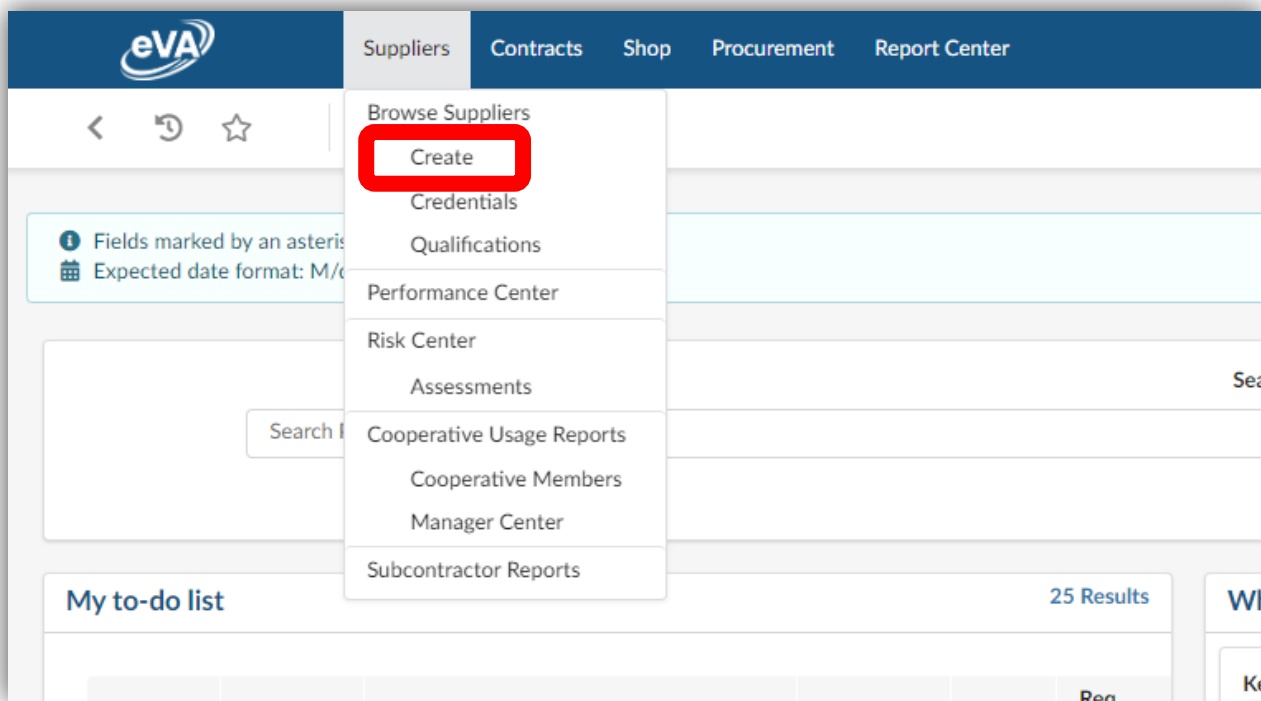

Use Instead:

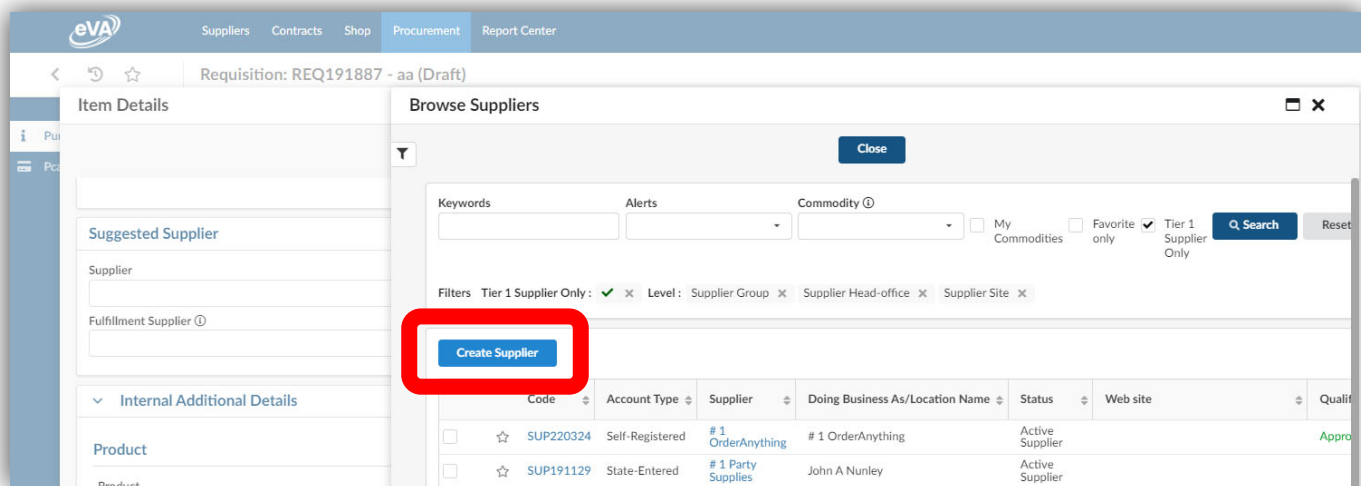- **Create Receipt** button from the main page of your **Purchase Order**.

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.