

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

The screenshot shows the 'Create Requisition' form in the eVA system. The 'Header' section includes fields for Name, Organization (A270-Internal Purchases), Type (Purchase), Requester (Smith Kasey), and Status (Draft). A red box highlights the 'Comment' field on the right. Another red box highlights the 'Create Blanket Purchase Order' checkbox. A third red box highlights the 'Attachments' and 'Internal Comments' options in the bottom left.

Do this instead:

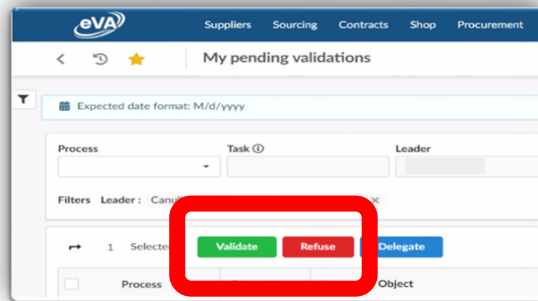
- After Requisition Header fields are complete, click **Save**.
- Use **Alerts/Messages** box at right of requisition for ALL comments and attachments (internal and external).

The screenshot shows the 'Purchase Requisition' form in the eVA system. The 'Header' section is filled with data, including Name (Req. 10/18/2022), Organization (A270-Internal Purchases), Type (Purchase), Requester (Smith Kasey), and Status (Draft). A green box highlights the 'Alerts / Messages' box on the right side of the form.

Approvals

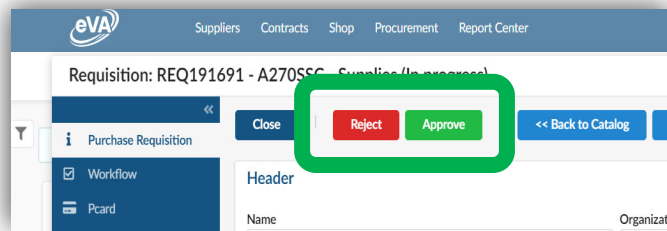
Do not use:

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



Use Instead:

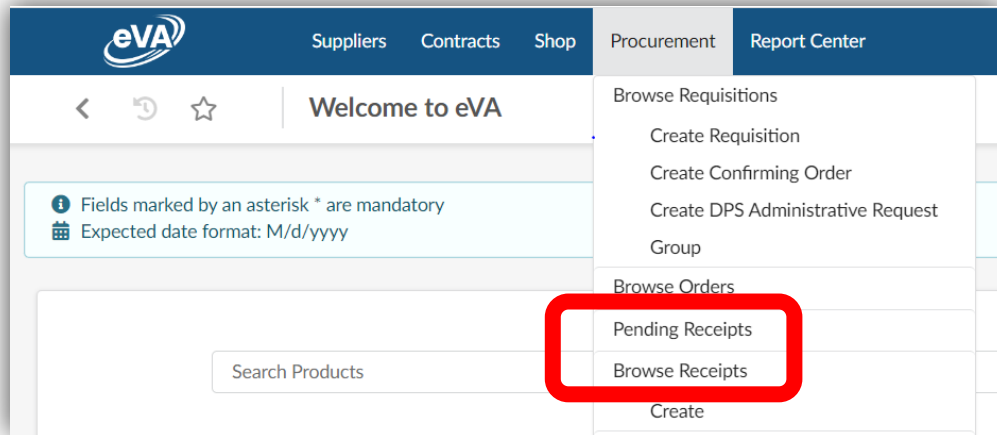
- The **Approve** or **Reject** buttons within the requisition when assigned to you for approval.



Receiving

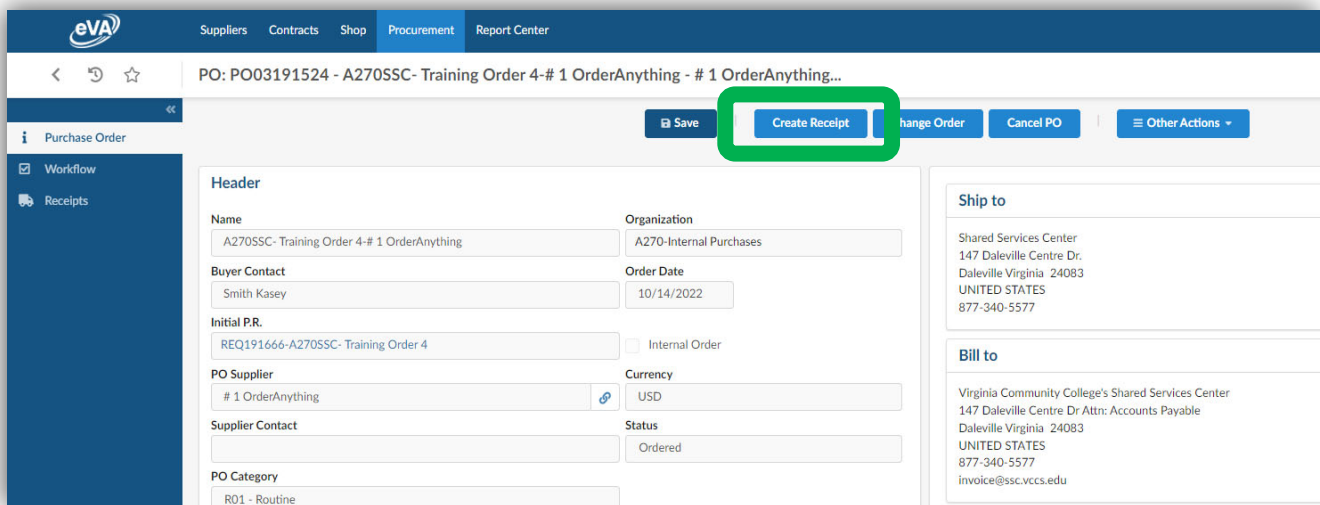
Do not use:

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



Use Instead:

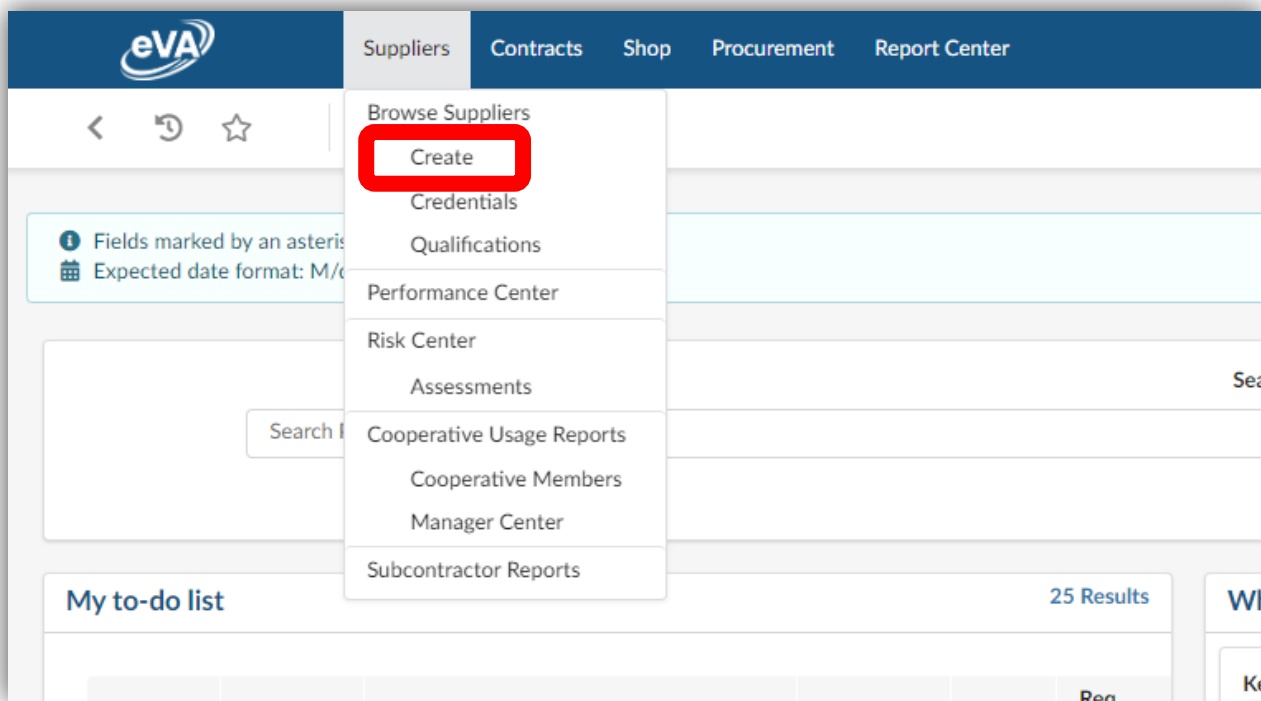
- **Create Receipt** button from the main page of your **Purchase Order**.



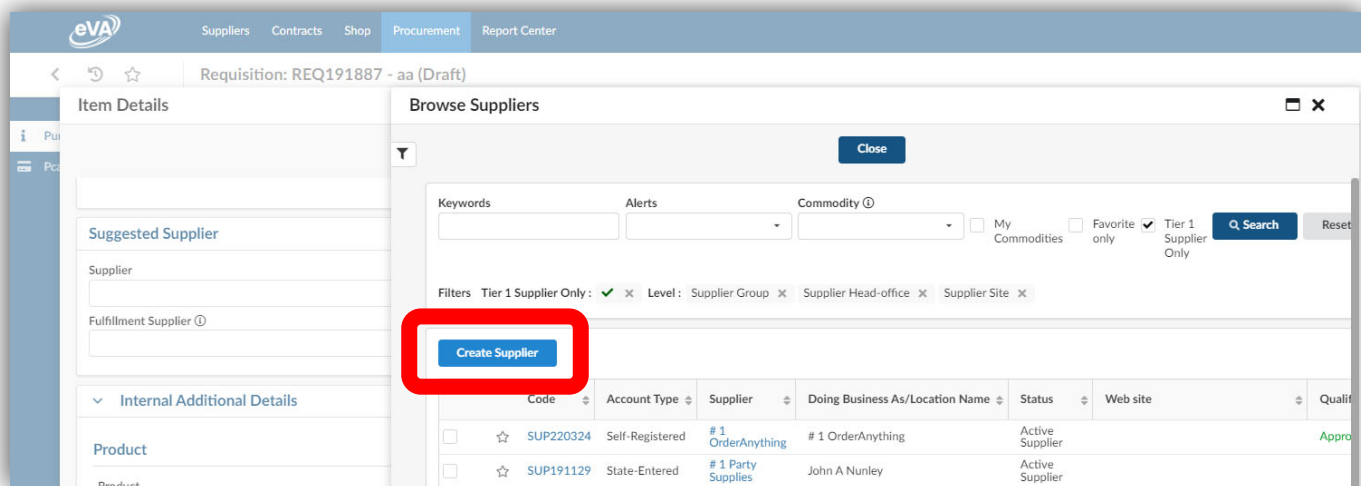
State Entered Vendors

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.

