



eMall Training Guide

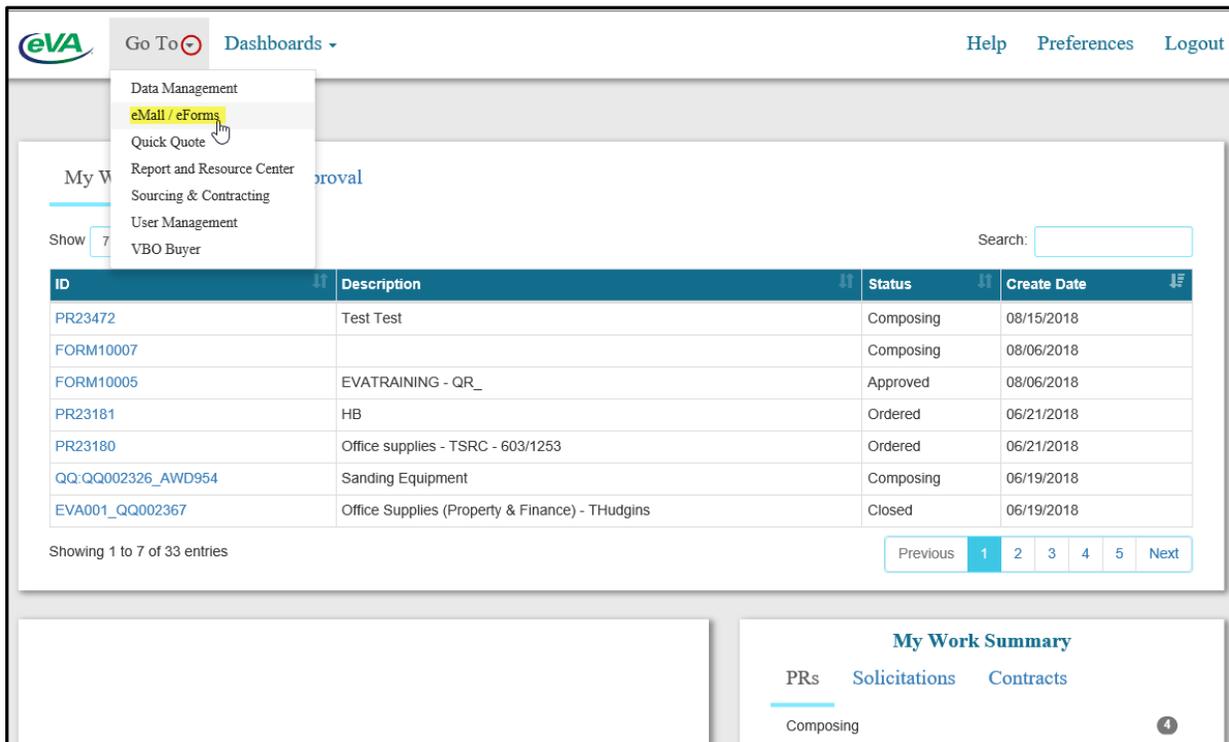


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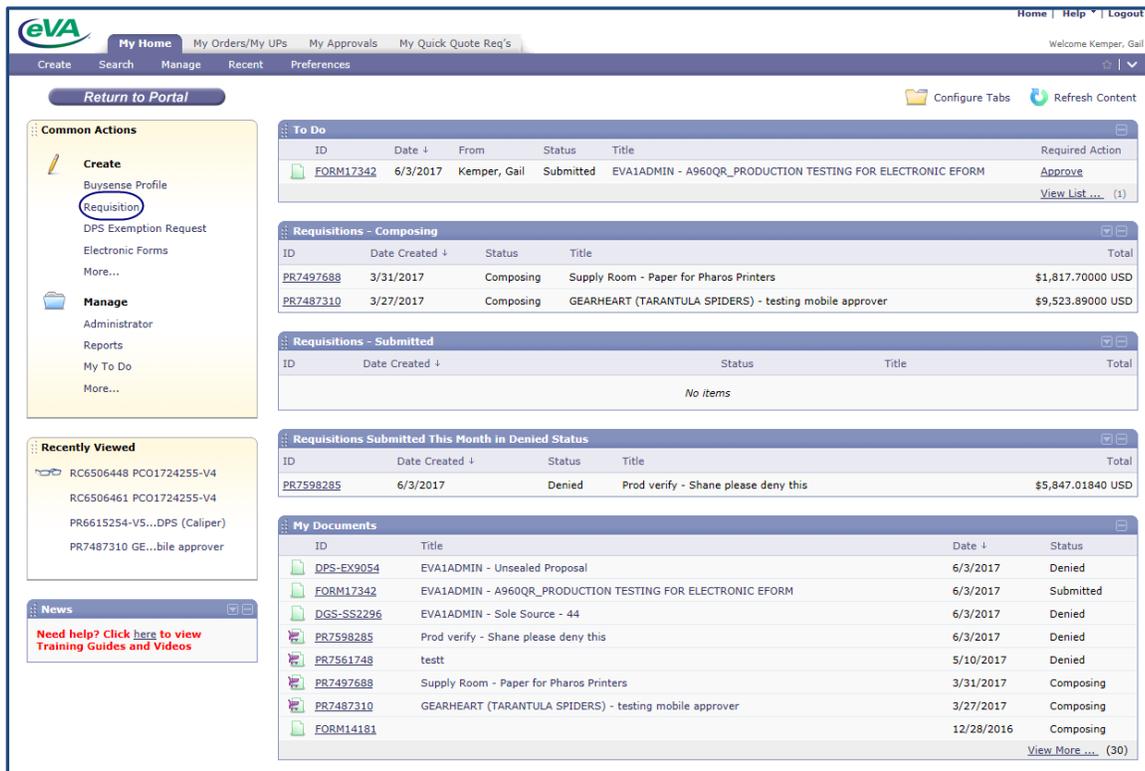
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STARTING A REQUISITION

1. After signing into eVA, click the down arrow in top section (Go To) and click eMail/ eForms.



2. Click the Requisition link in the 'Common Actions' window (aka portlet).



The system places you directly on the Requisition Summary screen, as shown:

The screenshot shows the eVA Requisition Summary screen for requisition PR627084. The page includes a navigation bar with 'My Home', 'My Orders/My UPS', 'My Approvals', and 'My Quick Quote Req's'. Below the navigation bar are buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Summary' and 'Approval Flow'. It contains a form with various fields for requisition details, including Client Name (A194DPS), Title (with an arrow pointing to it and a note: 'Complete the Title according to your business rules'), On Behalf Of (Kemper, Gail), Use PCard (checked), PCard number (ShanesVisa3997), Entity Code (A194), Fiscal Year (2018), Agency (none selected), PO Category, and Procurement Transaction Type (with a note: 'PO Category and Procurement Transaction Type must be selected/entered. (See below for more information.)'). There are also checkboxes for 'Send PR to ADV', 'Send PR to Quick Quote', and 'Confirming Order; Do Not Duplicate' (with a note: 'If order is confirming, check the box'). A link 'View Accounting Information' is present (with a note: 'Once items are added, this link allows you to see accounting data 'at a glance''). Below the form is a 'Line Items' section with a table header (No., Type, Solicit, Description, Qty, Unit, Price, Amount) and a 'No items' message. Two buttons, 'Add from Catalog...' and 'Add Non-Catalog Item...', are circled. Below the line items are sections for 'SHIPPING - ENTIRE REQUISITION' (with fields for Ship To: A1940J-DPS MAIL ROOM, Deliver To: Nobody, and Need-by Date) and 'COMMENTS - ENTIRE REQUISITION' (with a text area and checkboxes for 'Visible to Supplier' and 'Mark as Proprietary and Confidential'). At the bottom is an 'ATTACHMENTS - ENTIRE REQUISITION' section with an 'Add Attachment' button. The page ends with 'Submit' and 'Exit' buttons.

3. Complete the upper portion of the screen above 'Line Items' section, following the guidance below.

On Behalf of field: If you enter an individual's name in the "On Behalf Of" field, other than your own, that individual's approval work flow and pcard will default for this requisition. That individual is the 'requester' on the requisition. The person who submits the requisition is the 'preparer'. The preparer's information appears on the order as the ordering person.

Use PCard field: If a Purchase Card is associated with your eVA account, the box "Use Pcard" will be checked. Uncheck this box if the vendor does not accept pcards or you wish to be invoiced. NOTE: Always keep your card's expiration updated to avoid the pcard fields from dropping off the requisition.

PO Category field: This field is blank by default. "R01" is most common, which means 'routine order. Orders for technology that must be approved by VITA (Virginia Information Technology Agency) must show a PO Category beginning with a 'V'. The 'X02' PO Category is reserved for purchases shown as exclusions in Chapter 14.9 of the APSPM and also used to denote purchases exempt from agency eVA fees.

Procurement Transaction Type field: Enter the code that accurately describes the type of purchase. (See back of guide for detailed descriptions.)

Header Cross Reference field: Text entered in this field appears next to the eVA order number, when printed. If this field is not visible, your organization chose not to have it displayed. This field can serve to cross-reference internal requisition/order numbers, or any other information the organization deems important.

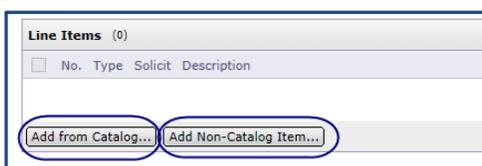
If the order is a confirming order, check the 'Confirming Order; Do Not Duplicate' Checkbox. *A message is automatically inserted in the Comments section warning the vendor not to duplicate.*

The 'View Accounting Information' link is an aid to allow one to view accounting code details - *after items are added to the requisition.*

NOTE: Some agencies may have customized fields on this screen. eVA users should be instructed by agency Procurement personnel or agency eVA Lead of the proper use of these fields.

You can select the 'Apply Label' link at the bottom of the screen if you'd like a copy of this transaction to appear in a particular label for later reference.

4. Referring to the middle portion of the screen, click the appropriate button to add items.



FINDING CATALOG ITEMS

The catalog screen allows you to search for desired items. Only vendors who offer a catalog will appear in this section. Additional search filters appear in the left side of your screen when you enter a particular KEYWORD. If you see a 'Buy from Supplier' button, refer to the section labeled: Adding Items from a Punchout Catalog.

The screenshot shows a procurement system interface with a search bar containing 'shredder'. The left sidebar lists various filters such as Keyword, Category, Supplier, Manufacturer, Price, Type Name, Contract Number, Contract Type, and Minority Owned Business. The main content area displays three search results for shredders. Each result includes a product name, price, quantity, and a 'Buy from Supplier' button. The 'Buy from Supplier' button is highlighted with a yellow box and an arrow pointing to it. A text box explains that this button indicates the vendor has a PUNCHOUT catalog site. Another text box explains that the search filters on the left allow for drilling down into categories.

You can drill down further in any above category

This button means this vendor has a PUNCHOUT catalog site. Click the button to navigate to that site.

COMPARING CATALOG ITEMS

When searching catalogs, you can choose multiple items for side-by-side comparison by selecting the boxes next to the items and clicking the Compare button. This feature is NOT available for punchout vendors (see Punchout Catalog section for more information on Punchout).

Page 1

00038 Mandolin Cutter/Shredder, stainless steel ...
 \$166.39000 USD
 Qty:

Supplier: [KITCHEN SPECIALTIES](#)
 Supplier Part #: MM-138
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 3 Day(s)
 Manufacturer Name: Admiral Craft
 P-Cards Accepted: Visa; Mastercard; Discover
 Service Areas:
 Small Business:
 Minority Owned Business:
 Woman Owned Business:
 00038 Mandolin Cutter/Shredder, stainless steel frame & knife, pusher, safety guard, adjustable reversible slicer device, 38 blade knife in two widths (3mm-1/8in and 10mm-3/8in), 16inL x 5inW x 2inH (folded)

100X 10PG CROSS SHREDDR
 \$65.83000 USD
 Qty:

←

Supplier: [SAM INTERNATIONAL INFORMATION TECHNOLOGY](#)
 Supplier Part #: H5027016
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 10 Day(s)
 Manufacturer Name: ROYAL
 P-Cards Accepted:
 Service Areas:
 Small Business:
 Minority Owned Business:
 Woman Owned Business:
 100X 10PG CROSS SHREDDR

104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...
 \$998.00000 USD
 Qty:

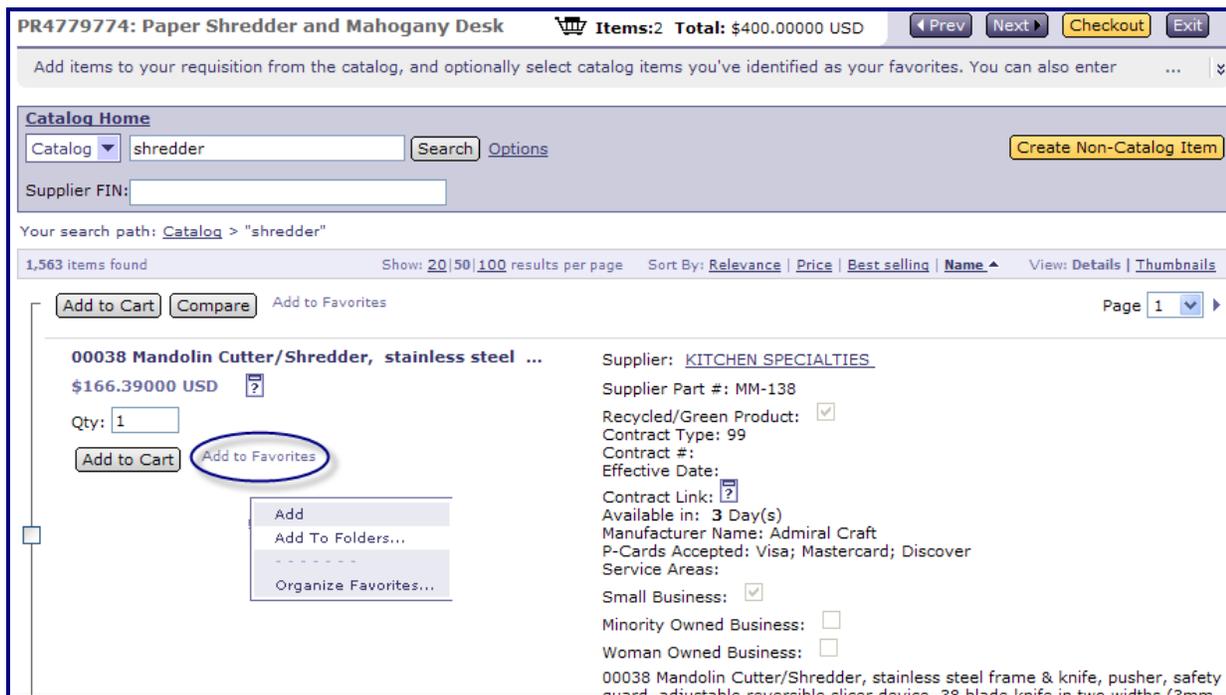
←

Supplier: [CORPORATE OFFICE SOLUTIONS, LLC](#)
 Supplier Part #: HSM1043CC
 Recycled/Green Product:
 Contract Type: 99
 Contract #:
 Effective Date:
 Contract Link:
 Available in: 2 Day(s)
 Manufacturer Name: HSM OF AMERICA
 P-Cards Accepted: Visa; Master Card; AMEX
 Service Areas: ALL
 Small Business:
 Minority Owned Business:
 Woman Owned Business:

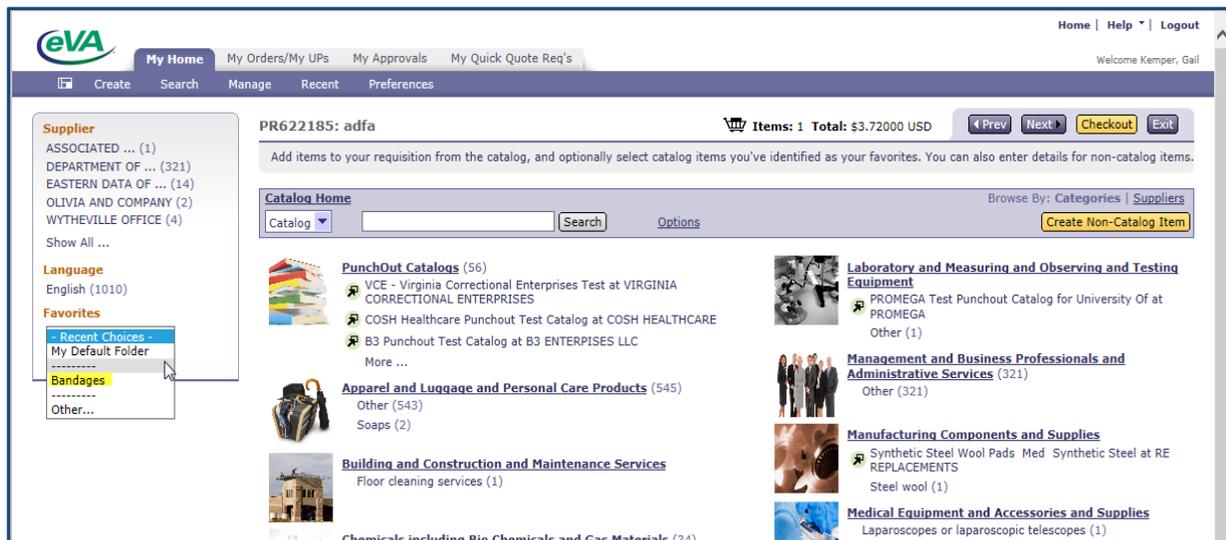
Compare Items		<input type="button" value="Done"/>
	Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart"/>	Qty: <input type="text" value="1"/> <input type="button" value="Add to Cart"/>
Item Image		
Recycled/Green Product	<input type="checkbox"/>	<input type="checkbox"/>
Price	\$65.83000 USD	\$998.00000 USD
Product Description	100X 10PG CROSS SHREDDR	104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET CAPACITY
Supplier	SAM INTERNATIONAL INFORMATION TECHNOLOGY	CORPORATE OFFICE SOLUTIONS, LLC
Supplier Part #	H5027016	HSM1043CC
Manufacturer	ROYAL	HSM OF AMERICA
Manufacturer Part #	29171Y	HSM1043CC
Available in	10 Day(s)	2 Day(s)
Contract Number		
Contract Type	99	99
Service Areas		ALL
Supplier FIN	770517739	541829993
Information from Supplier	http://www.applied-computer.com/Inventories/eRedirect.aspx?ID=H5027016&GroupID=000000	http://www.oppictures.com/singleimages/240/HSM1043CC_1_3.JPG
Information from Manufacturer	https://www.dqs.state.va.us/NonContractItem/index.asp	https://www.dqs.state.va.us/NonContractItem/index.asp
Effective Date		
Market Price	\$69.99000 USD	\$998.00000 USD
Small Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minority Owned Business	<input type="checkbox"/>	<input type="checkbox"/>
Woman Owned Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVING ITEMS AS FAVORITES

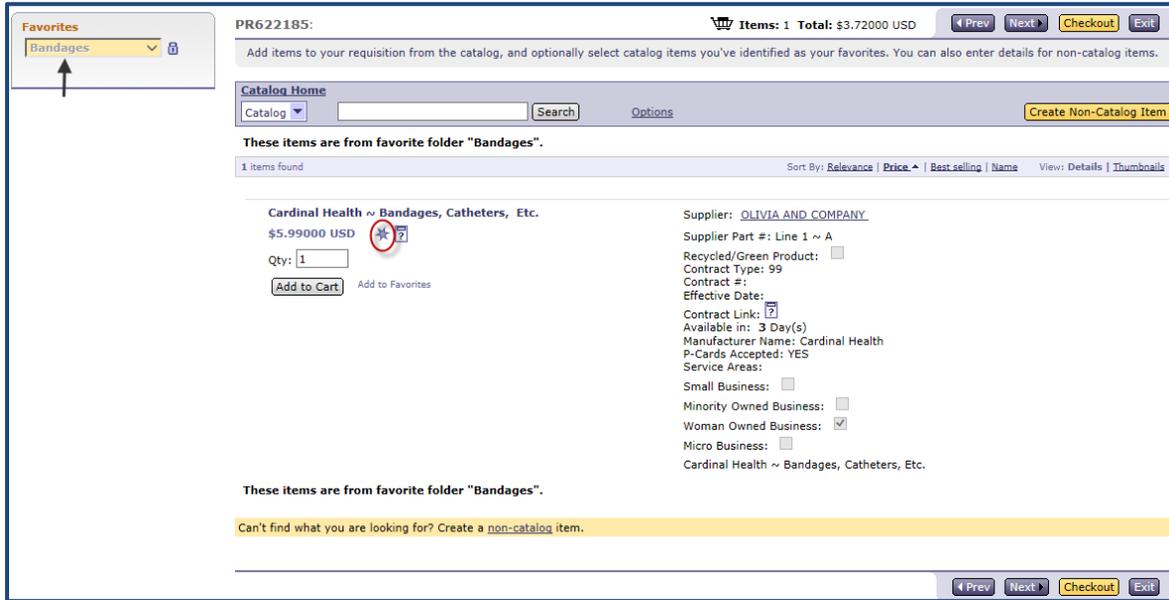
To save an item as a favorite, simply click the 'Add' option, or, to add the item to an existing folder, click the Add to Folders option. The 'Organize Favorites' option allows you to create, modify, or delete favorite folders.



For future orders, you can easily search your Favorites by clicking the down arrow in the Favorites field in the left menu.



The system immediately retrieves your item, denoted as a *favorite* ★.



SAVING SEARCHES

Saving your search for commonly purchased items can be the most efficient way to navigate the catalog screen. After narrowing your search, you can save this group by clicking the Options link, then clicking on the "Save current Search" link in your down down menu. (Saving a search ensures that when viewing the search, any newer catalog item added for that saved commodity displays. This helps to quickly identify best pricing.)



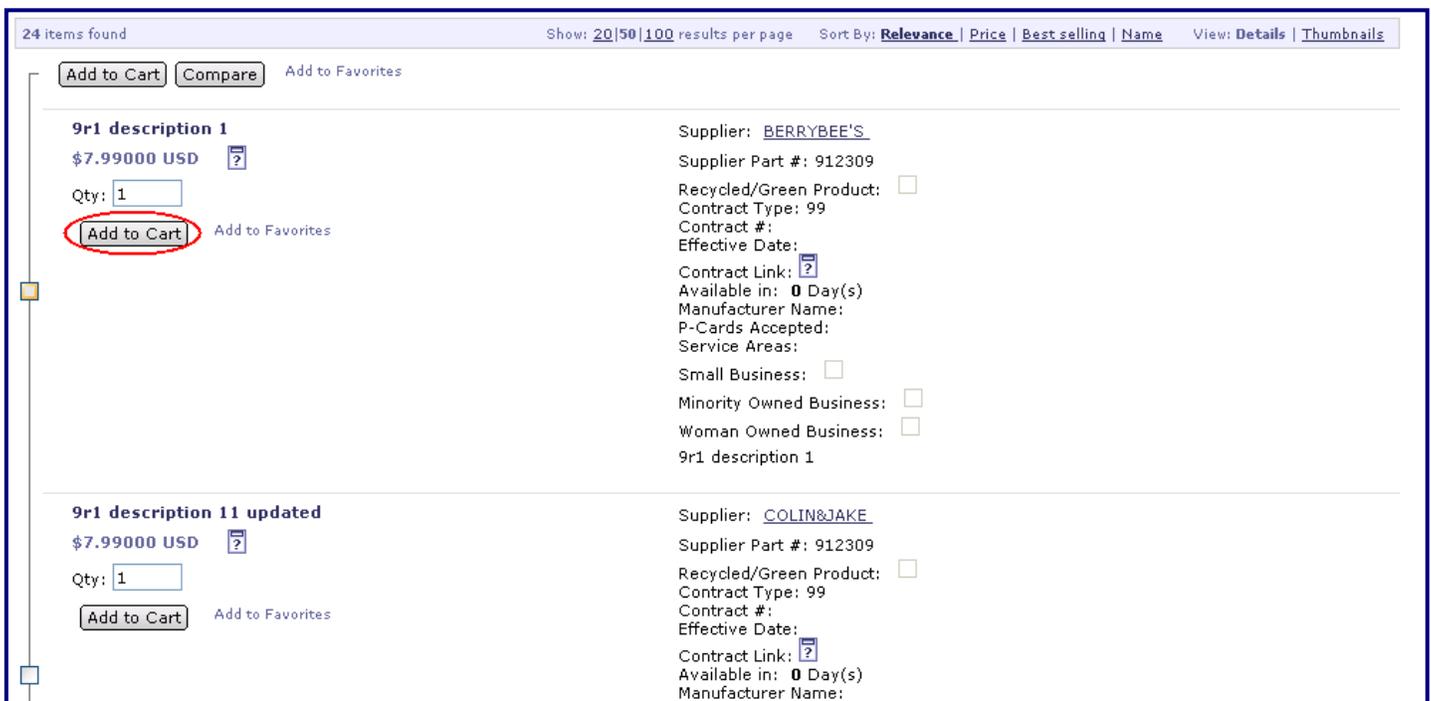
When clicking 'Save current search...' the following screen appears. The name of your search displays but can be edited. Click the SAVE button.



The next time you return to the catalog screen, click the Options link. On resulting popup, choose the “Run” link that matches the name of your saved search.



When viewing a catalog in the eMail, an ‘Add to Cart’ button displays next to the available line item. Clicking this button adds the item to your shopping cart. If you see a ‘Buy From Supplier’ button instead of an ‘Add to Cart’ button, this signifies you can punch out to the vendor’s website to select the item. (Covered later in this guide.)



To select multiple quantities of the same item at one time, key the quantity you desire and click the ‘Add to Cart’ button.

NOTE: Additions/changes to quantities for line items ordered from a vendor’s punchout site must be done at the established vendor’s website established for eVA.

The catalog screen can be sorted or viewed in a number of different ways. Experiment with the various choices shown in the 'Sort by' and/or 'View' section [shown below the 'Create Non-Catalog Item' button].

In the below screen, for example, items are illustrated in a 'Thumbnail' view. To view product details of a particular item without switching your view, simply click the underlined product description.

The screenshot shows a catalog page for 'Paper shredder'. At the top, there is a search bar with 'Paper shredder' entered and a 'Search' button. To the right is a 'Create Non-Catalog Item' button. Below the search bar, the search path is 'Catalog > "Paper shredder"'. The page shows 768 items found, with options to show 20, 50, or 100 results per page. The items are sorted by 'Relevance' and viewed in 'Details' mode. The grid contains 24 items, each with a checkbox, a title, a price in USD, a quantity selector (set to 1), an 'Add to Cart' button, and an 'Add to Favorites' button with a help icon. An arrow points to the 'Details' link in the view options at the top right of the grid.

Item ID	Item Name	Price (USD)	Quantity	Action
100X 10PG CROSS SHREDDR	100X 10PG CROSS SHREDDR	\$65.83000 USD	1	Add to Cart
104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	104.3CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	\$998.00000 USD	1	Add to Cart
104.3 CONTINUOUS-DUTY STRIP-CUT SHREDDER, 24 ...	104.3 CONTINUOUS-DUTY STRIP-CUT SHREDDER, 24 ...	\$757.00000 USD	1	Add to Cart
108.2CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	108.2CC HEAVY-DUTY CROSS-CUT SHREDDER, 14 SHEET ...	\$1,262.00000 USD	1	Add to Cart
108.2 HEAVY-DUTY STRIP-CUT SHREDDER, 24 SHEET ...	108.2 HEAVY-DUTY STRIP-CUT SHREDDER, 24 SHEET ...	\$1,009.00000 USD	1	Add to Cart
10 Sheet Cross Cut Shredder (29157K)	10 Sheet Cross Cut Shredder (29157K)	\$80.89000 USD	1	Add to Cart
10-Sheet Cross Cut Shredder (SESD1026M)	10-Sheet Cross Cut Shredder (SESD1026M)	\$67.87000 USD	1	Add to Cart
10-Sheet Micro Cut Shredder (SESM1050)	10-Sheet Micro Cut Shredder (SESM1050)	\$129.76000 USD	1	Add to Cart
125.2CC MEDIUM-DUTY CROSS-CUT SHREDDER, 18 SHEET ...	125.2CC MEDIUM-DUTY CROSS-CUT SHREDDER, 18 SHEET ...	\$2,241.00000 USD	1	Add to Cart
125.2HSL6 CONTINUOUS-DUTY HIGH-SECURITY CROSS-CUT ...	125.2HSL6 CONTINUOUS-DUTY HIGH-SECURITY CROSS-CUT ...	\$5,425.00000 USD	1	Add to Cart
125.2 MEDIUM-DUTY STRIP-CUT SHREDDER, 30 SHEET ...	125.2 MEDIUM-DUTY STRIP-CUT SHREDDER, 30 SHEET ...	\$1,917.00000 USD	1	Add to Cart
12-Sheet Cross Cut Shredder (SESEC1290)	12-Sheet Cross Cut Shredder (SESEC1290)	\$78.79000 USD	1	Add to Cart
12-SHEET MEDIUM-DUTY CROSS-CUT SHREDDER, 12 SHEET ...	12-SHEET MEDIUM-DUTY CROSS-CUT SHREDDER, 12 SHEET ...	\$249.99000 USD	1	Add to Cart
140MX X-CUT SHREDDER	140MX X-CUT SHREDDER	\$124.65000 USD	1	Add to Cart
14-SH MICROCUT SHREDDER	14-SH MICROCUT SHREDDER	\$178.79000 USD	1	Add to Cart
15-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 15 SHEET ...	15-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 15 SHEET ...	\$449.99000 USD	1	Add to Cart
20-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 20 SHEET ...	20-SHEET HEAVY-DUTY CROSS-CUT SHREDDER, 20 SHEET ...	\$499.99000 USD	1	Add to Cart
2127C Shredder Cross Cut (FEL3440101)	2127C Shredder Cross Cut (FEL3440101)	\$1,093.21000 USD	1	Add to Cart
2127S Shredder Strip Cut (FEL3440501)	2127S Shredder Strip Cut (FEL3440501)	\$956.28000 USD	1	Add to Cart
225.2CC OFFICE HEAVY-DUTY CROSS-CUT SHREDDER, 27 ...	225.2CC OFFICE HEAVY-DUTY CROSS-CUT SHREDDER, 27 ...	\$3,121.00000 USD	1	Add to Cart
225.2 HEAVY-DUTY STRIP-CUT SHREDDER, 42 SHEET ...	225.2 HEAVY-DUTY STRIP-CUT SHREDDER, 42 SHEET ...	\$2,768.00000 USD	1	Add to Cart

CREATING NON-CATALOG ITEMS

If there are no catalog choices for your item(s), click the 'Create Non-Catalog Item' button, as shown on the main Catalog screen or the Checkout screen. **NEVER ADD SENSITIVE INFORMATION SUCH AS A TAX ID OR AN SSN IN THE ITEM DESCRIPTION OR OTHER FIELDS.**

5. When the following screen appears, enter the appropriate fields:

When conducting a search on a drop-down field, you will be presented with a search screen. Key a description of the data you are seeking. If at first you do not get expected results, consider entering a portion of your description or alternate description to locate the proper code. When your item appears, click the Select button.

When searching for a vendor, you will see the below screen. The search field defaults to "All". Regardless of what's entered in the Search field, the system searches for any variation of values (Name, TIN/TaxID, eVA Vendor Customer#, etc.) shown in the dropdown.

The screenshot shows the eVA system interface. At the top, there is a navigation bar with 'Home | Help | Logout' and a user greeting 'Welcome Kemper, Gail'. Below this is a menu bar with 'My Home', 'My Approvals', 'My Quick Quote Req's', 'Receipts', and 'More ...'. The main content area is titled 'PR612407: Office Supplies for Joe Dixon-Labs' and shows 'Items: 0 Total: \$0.00000 USD'. A search field is populated with 'Olivia' and a dropdown menu is open, showing options like 'All', 'Supplier Name', 'Location Name', and 'TIN'. Below the search field is a table of search results for suppliers.

Supplier	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#
(No Preference)											
OLIVIA AND COMPANY	969879899	OLIVE TWO	P Street	Richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000483
OLIVIA AND COMPANY	000213123	OLIVIA ADD LOC	smith street	richmond	VA	Print	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000567
OLIVIA AND COMPANY	000213123	OLIVIA PHOENIX	Phoenix go street	richmond	VA	URL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Registered	VS0000000480

- Click the Select button when you see the desired supplier and location. You will be returned to the Non-Catalog Item screen to finish adding data in the remaining fields. If the Contact field is blank after selecting your supplier, this means multiple ordering locations are available for selection. You must click the [select] link next to this field to select the appropriate ordering location. If your vendor search returns no results and you are confident the vendor is NOT registered, contact the vendor to request that they register. Although the system allows entry of a new vendor (known as 'ad hoc vendor'), this action is discouraged (and often prevented by an approver). If the vendor refuses to register, consult your agency eVA Lead at your agency as to whether this vendor can be entered into the system as a 'State Entered' vendor. Your entity eVA lead or DGS Account Executive can provide more information regarding this.

NOTE: Vendors added as ad hoc vendors are not retained in the system for future selection.

It's important vendors understand the importance of registering so they don't lose out on bidding and/or order opportunities. Registered vendors are not billed a fee until they receive an eVA order.

If the selected vendor has a contract, it's **important** to choose the contract number from the contract list. If you know the item is on contract but the contract number does not appear in the list, select 'Item on Contract but number not in List' and enter the appropriate number in the Contract# field. If the item is not on contract, select 'Not on Contract', as shown below.

The screenshot shows the eVA system interface for adding a non-catalog item. The form is titled "PR491236: Office Supplies for Joe Dixon - Labs". It includes a search bar and a "Create" button. The main form fields are:

- Full Description: *Paper Shredder, Heavy Duty
- NIGP Commodity Code: 60082 - Shredders, Paper and Media
- Supplier: THOMAS OFFICE PRODI
- Location: THOMAS OFFICE SUPPLIES [select]
- Reg. Type: State-Entered
- Supplier Part Number: [empty]
- Contract List: [Not On Contract]
- Contract #: [empty]
- Supplier Auxiliary Part ID: [empty]
- Quantity: 1
- Unit of Measure: each
- Price: \$450.00000 USD
- Amount: \$0.00000 USD
- Receiving Method: Quantity (selected), Quantity, Amount

The "Receiving Method" dropdown is open, showing options for Quantity, Quantity, and Amount. The "Update Total" button is visible at the bottom right of the form.

When adding the Unit of Measure, be sure to think through how this product/service will be received and invoiced. An improper choice could adversely impact Receiving and Accounts Payable. For example, you wouldn't want to add a Quantity of 1 and Unit of Measure of 'Lot' for a full 6 months of manpower service. It's likely the vendor will bill your agency at least monthly for the number of hours worked.

If your agency has enabled the option to receive by Amount, you will see this choice in the drop down of the Receiving Method field.

COPYING ITEMS

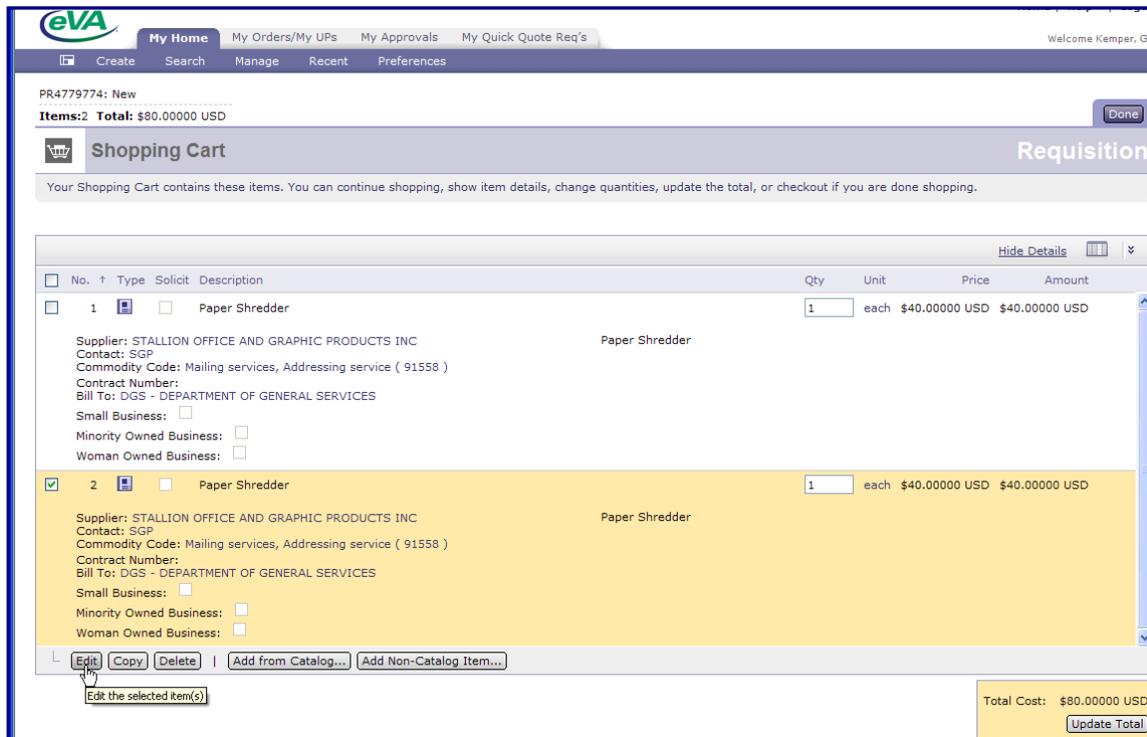
When ordering multiple non-catalog items from the same supplier, you may find it easier to simply copy the existing line item rather than add all the information again. First, click the shopping cart ICON at the top of your screen.



When the shopping cart opens, check the box to the left of the item and click the 'Copy' button.



If you need to make changes for something *other than quantity*, check the box next to the new Item # and click the 'Edit' Button.



When below screen appears, you may edit any *open* field.

PR491236: Office Supplies for Joe Dixon - Labs OK Cancel

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

Market Price:
No.: 1

Description: Paper Shredder, Heavy Duty

Supplier Part Number:

Supplier Auxiliary Part ID:

Qty: 1

UOM: each

Price: \$450.0000 USD

Receiving Method: Quantity

NIGP Commodity Code: 60082 - Shredders, Paper and Media

Supplier: THOMAS OFFICE PRODI

Location: THOMAS OFFICE SUPPLIES [select]

Reg. Type: State-Entered

Contract List: [] [] [] Not On Contract

Contract #:

Minority Business:

Woman Owned Business:

Micro Business:

Bill To: A13608-VITA - Fairfax Office

Additional Data:
ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund: AA11-

Program: 10-

Sub-Object: T9-

Cost Center: (none selected)

Billing Element: A99-

SHIPPING - BY LINE ITEM

Ship To: * A13604-VITA - Eastern Office

Deliver To: * doug1

Need-by Date:

COMMENTS - BY LINE ITEM

ATTACHMENTS - BY LINE ITEM

OK Cancel

If a contract number displays, confirm accuracy. When changes are completed, click the OK button.

ADDING ITEMS FROM A PUNCHOUT CATALOG

When a catalog item shows a 'Buy from Supplier' button, it means the vendor has connected their website to the eVA website, so you are 'punching out' to that site; thus the term 'Punchout' catalog. If you know your vendor has a punchout catalog, do NOT conduct a search for your item inside eVA. Go directly to the PUNCHOUT category and click on the link.

The screenshot shows a shopping cart interface for 'PR4762409: Paper Shredder' with 2 items and a total of \$116,000.00 USD. Below the cart, there are navigation buttons for 'Prev', 'Next', and 'Checkout'. A message prompts the user to 'Add items to your requisition from the catalog, and optionally select catalog items you've identified as your'. The 'Catalog Home' section includes a search bar with a dropdown menu set to 'Catalog', a search button, and an 'Options' link. A 'Supplier FIN:' field is also present. The main content area is divided into several categories with item counts:

- Contracts (386)**
 - Mandatory (139)
 - Optional Source (106)
 - Agency Specific (141)
- Purchasing Agreement (19)**
 - Purchasing Agreement (19)
- PunchOut Catalogs (161)**
 - A1 Premiere Office Products Punchout Catalog at PREMIERE COLORS
 - Ball Office Products - For VCU USE ONLY- Punchout at BALL OFFICE PRODUCTS
 - Bio Rad Laboratories Inc Contract Punchout for at BIO-RAD LABORATORIES, INC - LIFE SCIENCES
 - More ...
- VITA Contracts (5)**
 - CHI International Corp Punchout: **EOP
- Information Technology Broadcasting and Telecommunications (737697)**
 - Communications Devices and Accessories (3253)
 - Components for information technology or broadcasting telecommunications (14365)
 - Computer Equipment and Accessories (646225)
 - More ...
- Laboratory and Measuring and Observing and Test Equipment (70610)**
 - Laboratory and scientific equipment (16461)
 - Measuring and observing and testing instruments (3439)
 - Laboratory supplies and fixtures (19756)
- Live Plant and Animal Material and Accessories and Supplies (269)**
 - Other (3)
 - Pet toys (1)
 - Animal feed (62)

When only the PUNCHOUT category displays, enter the vendor's name in the Search field and click the SEARCH button. When you see your vendors catalog, be sure to click on the name below the main Supplier heading. Once in the vendor's website, begin shopping for your items. State contract pricing, if applicable, is configured into this setup to give you best pricing.

The screenshot shows a dropdown menu titled 'Supplier Punchout Catalog Resources'. Underneath, there is a sub-menu for 'THE SUPPLY ROOM CO (2)'. Two items are listed in this sub-menu, both highlighted in yellow:

- The Supply Room Company Punchout Catalog - VAPP I
- The Supply Room Company Punchout Catalog - VAPP I

Although punchout websites have similar functions, there are no specific standards or rules which govern how the supplier must design his/her site for eVA usage other than it must be in compliance for sending items back to the eVA Requisition and offer contract pricing, if applicable. Below is an example of a punchout site, which appears after clicking the 'Buy from Supplier' button.

Welcome back, gkemper7 . Welcome Kemper, Gail
Close Punchout Catalog Shopping Session

Home About Us Contact Us Help

Acc#: 4444444-STATE OF VIRGINIA EVA

QuickSearch

QuickOrder

MyShoppingCart
0 Items in Cart
Subtotal: \$0.00

Home My Account My Orders Shopping Featured Items Live Chat Online

Thank you for choosing TSRC for all your office supply needs!

Products
Browse for what you need by selecting a category below. When your mouse moves over a category, we'll display any subcategories it contains, to make your browsing fast and convenient.

All Categories

Office Supplies	Technology
» Binders & Accessories	» Audio & Video Players
» Boards & Easels	» Cameras & Scanners
» Business/Travel Bags & Accessories	» Computer Accessories
» Calendars & Planners	» Computers
» Cash Handling	» Displays & Digital Projectors
More...	More...
Furniture	Facility & Breakroom
» Armoires & Bookcases	» Breakroom Supplies
» Carts & Stands	» Cleaning Equipment
» Chairs, Chair Mats & Accessories	» Cleaning Supplies
» <u>Filing, Storage & Accessories</u>	» Climate Control
» Furniture Accessories	» Facility Supplies
More...	More...

TSRC, Inc. ...We Deliver the *Difference!*

Welcome to the **SUPPLY ROOM Companies** on-line ordering platform to provide you with the best shopping cart experience. We are your full service, Virginia based, small and women owned office products dealership.

UPDATE:
We have removed the 1.75% discount from orders. We have included this in the pricing of the items now.

Contact Us | About Us | Help | Privacy Policy

Welcome back, gkemper7 . Home About Us Contact Us Help

Acc#: 4444444-STATE OF VIRGINIA EVA

QuickSearch

QuickOrder

MyShoppingCart
1 Items in Cart
Subtotal: \$3.72

Home My Account My Orders Shopping Featured Items Live Chat Online

My Shopping Cart

These are the items you have added to your shopping cart. You can **continue shopping** or **check out**.

Subtotal: \$3.72

Item #	Your Price	Packaging	Quantity	Ext. Price	Delete
ROL67691	\$3.72/ Pack	40/Pack	<input style="width: 30px;" type="text" value="1"/>	\$3.72	<input type="checkbox"/> Delete

Comments

Subtotal: \$3.72

Items selected at a Punchout site carry over to the eVA requisition. Regardless of the button selections on a vendor's website, **you are not creating an order on their site**. The vendor is not authorized to fulfill an eVA order until released from the eMail.

IMPORTANT! The quantity field for items on a punchout catalog inside eMail are non-editable. Change to these items must be done at the vendor's punchout site. Additionally, punchout items cannot be copied within your eVA requisition. To easily return to the punchout site to make changes, click the underlined description of your line item.



If you mistakenly punch out to a vendor's website or decide you do not want to order items, click the 'Close Punchout Catalog Shopping Session' link shown at the top of the punchout site. You will be returned to the catalog screen for your eVA Requisition.



EDITING LINE ITEMS (Add Accounting Details)

For Mass Edit (accounting code example)

Click the checkbox next to each item that must carry the same accounting codes, then click the EDIT button. (Selecting the TOP checkbox, as circled, automatically selects all items.)



The next screen illustrates which line item was chosen as the 'sample' item. If a punchout item exists on your requisition, this will always be chosen as the 'sample item' for mass editing. If this happens, you will not be able to edit the supplier, contact information, commodity code or contract number. (If available, simply choose specific non-catalog items)

on the requisition if you wish to modify fields that are non-editable on catalog lines.) Be aware that if you combine non-catalog items with punchout items to the same vendor, this will result in two separate orders to that vendor.

Any change made to *the* displayed line applies to all other chosen lines. Any open field can be modified (e.g. Bill to, Accounting, Need-by Date, etc.)

Since the Mass Edit feature is used most often to populate accounting fields, this is the focus of the below example.

PR7497688: Supply Room - Paper for Pharos Printers Next Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Items](#) : [Review](#)

Requisition Item 1 is used as the sample item for mass edit.

LINE ITEM DETAILS

Supplier: L2 SUPPLIES AND SERVICES LLC
Location: [L2 SUPPLIES AND SERVICES LLC \[select \]](#)
UNSPSC Code: 44120000
Contract Number:
Bill To: [A21575-University of Mary Washington](#)
Micro Business:
Small Business:
Minority Owned Business:
Woman Owned Business:
Reg. Type: Self-Registered

ACCOUNTING - BY LINE ITEM

Fund:
Organization:
Account:
Program:
Activity:
Location:
[Split Accounting](#)

SHIPPING - BY LINE ITEM

Ship To: * [A21539-University of Mary Washington -Simpson Library](#)
Deliver To: *
Need-by Date:

Select the drop-down arrow in the applicable accounting field and searching for the code or description. (If code is known, it can be entered directly.) To view/find available choices in editable fields, either click the [select] link to conduct a search or choose a previous choice from the drop-down arrow, whichever is applicable. *In the case of filtered accounting fields, change the accounting code by using the [select] link and searching for the value – even it appears in the dropdown list.*

NOTE:

Certain fields, such as comments and attachments, are NOT mass editable.

Click the NEXT button after all changes have been entered.

The following screen displays illustrating the change(s) to be applied to all chosen lines.

PR7497688: Supply Room - Paper for Pharos Printers

These are the fields you have modified. Confirm or cancel the changes.

Edit Items : [Review](#)

Requisition item 1 is used as the sample item for mass edit.

Old Value	New Value
Accounting	
Fund: (no value)	Fund: (no value)
Organization: (no value)	Organization: 102511-Special Events
Account: (no value)	Account: (no value)
Program: (no value)	Program: (no value)
Activity: (no value)	Activity: (no value)
Location: (no value)	Location: (no value)

For a Single Line edit (accounting code example):

Click the Edit button after choosing which line item to edit. Either conduct a search and select the code you need or type the value in directly. Click the OK button when done.

PR7497688: Supply Room - Paper for Pharos Printers

This is a summary of the item you selected. Change any editable field, and save your changes.

LINE ITEM DETAILS

Market Price: \$363.54000 USD
 No.: 1
 Description: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery
 Supplier Part Number: HONIT105CU82
 Supplier Auxiliary Part ID: L2SuppliesandServices_eVAcatalog
 Qty: 1
 UOM: each
 Price: \$363.54000 USD
 Commodity Code: Mailing supplies, Office supplies (61500 61600)
 Supplier: L2 SUPPLIES AND SERVICES LLC
 Location: L2 SUPPLIES AND SERVICES LLC [select]
 Reg. Type: Self-Registered
 Contract #:
 Small Business:
 Minority Business:
 Woman Owned Business:
 Micro Business:
 Warehouse Use Only:
 NIGP Commodity Code:
 Bill To: A21575-University of Mary Washington
 Additional Data:
 ERP PO Number:

ACCOUNTING - BY LINE ITEM

Fund: (none selected)
 Organization: (none selected)
 Account: (none selected)
 Program: (none selected)
 Activity: (none selected)
 Location: (none selected)

[Split Accounting](#)

SHIPPING - BY LINE ITEM

Ship To: A21539-University of Mary Washington -Simpson Library
 Deliver To: Pauline Jenkins
 Need-by Date:

COMMENTS - BY LINE ITEM

[Add Comment](#)

ATTACHMENTS - BY LINE ITEM

[Add Attachment](#)

NOTE: Each agency may have a different label for accounting fields (e.g. Cardinal Fund)

... Split Accounting

When choosing the 'Split Accounting' button, a new screen opens to allow you to split coding into multiple value sets. When the correct percentage is reflected, a split amount appears below the percentage.

Line Item: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery
 Split By: **Percentage**

Add Split **Update**

No.	Accounting Information	Split Amount	Action
1	Fund: (none selected) Organization: 101030-University Historian Account: (none selected) Program: (none selected) Activity: (none selected) Location: (none selected)	Split Percentage: 10% Split Amount: \$145.41600 USD	Delete
2	Fund: (none selected) Organization: 102510-Museum Shop Account: (none selected) Program: (none selected) Activity: (none selected) Location: (none selected)	Split Percentage: 90% Split Amount: \$1,308.74400 USD	Delete

Unallocated: 0%
Total: 100%

Add Split **Update** **OK** **Cancel**

After splitting a line, any additional splits can be added to the original split, if needed, by clicking the Add Split button again.

Once the split is accepted (Update and OK buttons clicked), the screen illustrates the split for the ONE line item. (2 accounting lines now exist for Line Item 2; shown below).

LINE ITEM DETAILS

Market Price: \$363.54000 USD
No.: 2
 Description: Ignition Series Low-Back Task Chair, Olivine Fabric Upholstery
 Supplier Part Number: HONIT105CU82
 Supplier Auxiliary Part ID: L2SuppliesandServices_eVAcatalog
 Qty: 4
 UOM: each
 Price: \$363.54000 USD
 Commodity Code: Mailing supplies, Office supplies (61500 61600)
 Supplier: L2 SUPPLIES AND SERVICES LLC
 Location: L2 SUPPLIES AND SERVICES LLC [select]
 Reg. Type: Self-Registered
 Contract #:
 Small Business:
 Minority Business:
 Woman Owned Business:
 Micro Business:
 Warehouse Use Only:
 NIGP Commodity Code:
 Bill To: A21575-University of Mary Washington
 Additional Data:

ACCOUNTING - BY LINE ITEM

No.	Accounting Information	Split Amount	Action
①	Fund: (no value) Organization: 101030-University Historian Account: (no value) Program: (no value) Activity: (no value) Location: (no value)	Split Percentage: 10% Split Amount: \$145.41600 USD	
②	Fund: (no value) Organization: 102510-Museum Shop Account: (no value) Program: (no value) Activity: (no value) Location: (no value)	Split Percentage: 90% Split Amount: \$1,308.74400 USD	

CHANGING SHIPPING INFORMATION

If multiple shipping addresses have been added to eVA for your organization, you can select an address other than your standard default shipping address by clicking the 'Search for more....' and conducting a search.

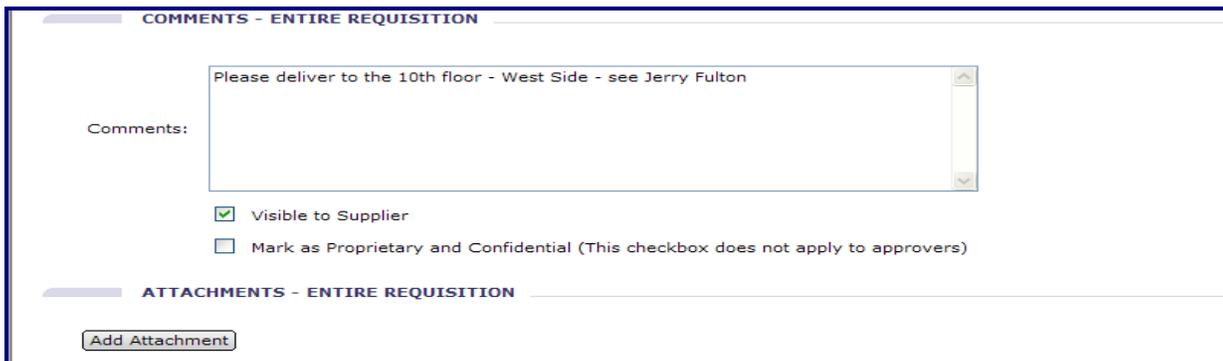


The screenshot shows the 'SHIPPING - ENTIRE REQUISITION' section of a web application. It includes fields for 'See Line Item Shipping Details', 'Ship To:', 'Deliver To:', and 'Need-by Date:'. A dropdown menu is open for the 'Ship To:' field, displaying a list of shipping addresses: 'Main Receiving', 'Ariba 8.1 Test', 'Fairfax Receiving', 'VITA - Eastern Office', and 'Script 1329'. Below the dropdown is a 'Search for more...' button with a magnifying glass icon. Below the shipping section is a 'COMMENTS - ENTIRE REQUISITION' section.

ADDING COMMENTS/ATTACHMENTS

Comments and Attachments are independent of each other. Two hundred fifty five (255) character spaces are available for comments. Comments can be added either at the Summary screen level, or the line level (Edit Line Item screen). If you need to add multiple summary screen comments to a requisition, it must be done in a two-step process. You will need to add the first comment and submit the requisition. Immediately go back into the submitted requisition by clicking on the underlined PR# in the 'My Documents' section or retrieving it from the 'Recently Viewed window of the eMall Home screen, click on the PR, and add the additional comment.

CAUTION: Never add sensitive information such as a TaxID/TIN or Social Security Number in the Comments [or line item description].



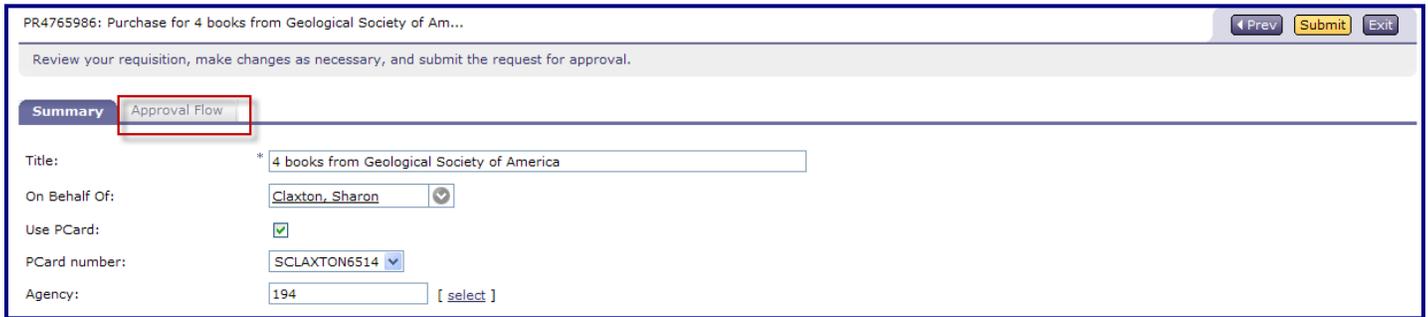
The screenshot shows the 'COMMENTS - ENTIRE REQUISITION' section. It features a large text input field containing the comment: 'Please deliver to the 10th floor - West Side - see Jerry Fulton'. Below the input field are two checkboxes: 'Visible to Supplier' (checked) and 'Mark as Proprietary and Confidential (This checkbox does not apply to approvers)' (unchecked). Below the comments section is an 'ATTACHMENTS - ENTIRE REQUISITION' section with an 'Add Attachment' button.

To include attachments (files) on order(s), click the **ADD ATTACHMENT** button and select your file(s). If the supplier needs to see your comments/attachments, be sure to check the applicable "Visible to Supplier" box in each area or these will NOT be sent to the supplier. (Comments and Attachments can also be included on individual line items.)

You can add multiple attachments to your requisition but the overall size of *all* attachments cannot exceed 9.5MB. If you find you need more than the max, consider sending a zip file to the vendor or find other means of getting the necessary file to them.

VIEWING APPROVAL FLOW

To view approvals required for your requisition, click the Approval Flow tab.



PR4765986: Purchase for 4 books from Geological Society of Am... Prev Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary **Approval Flow**

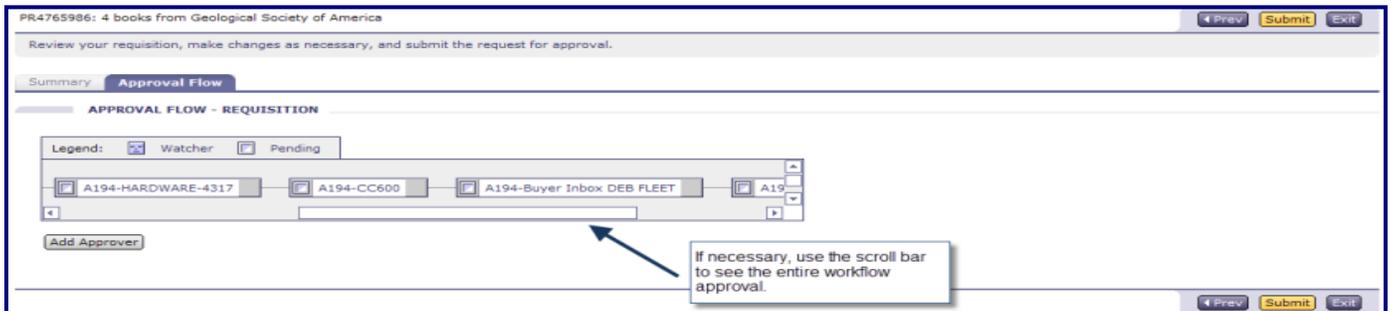
Title: * 4 books from Geological Society of America

On Behalf Of: Claxton, Sharon

Use PCard:

PCard number: SCLAXTON6514

Agency: 194 [select]



PR4765986: 4 books from Geological Society of America Prev Submit Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Approval Flow

APPROVAL FLOW - REQUISITION

Legend: Watcher Pending

A194-HARDWARE-4317 A194-CC600 A194-Buyer Inbox DEB FLEET A194-CC600

If necessary, use the scroll bar to see the entire workflow approval.

Prev Submit Exit

IMPORTANT! If you removed your name from the 'On Behalf of' field of the requisition and replaced it with another, *their* workflow (authorized approvers) displays. If their pcard is being used, they will be in the workflow to approve use of their pcard.

To add an approver or a watcher to your requisition, click the Add Approver button and search and select the individual to be inserted. You may only remove those approvers which you added.

SUBMITTING A REQUISITION

- When satisfied all information on your requisition is correct, click the SUBMIT button either at the top or bottom of the requisition.

PR7497688: Supply Room - Paper for Pharos Printers

Review your requisition, make changes as necessary, and submit the request for approval.

Summary | Approval Flow

Client Name: A215MWC - University of Mary Washington
Title: * Supply Room - Paper for Pharos Printers
On Behalf Of: Parrotte, Catherine
Use PCard:
PCard number: 5944cparrot2_local
Agency Code: 215-University of Mary Washington
Fiscal Year: 2017-2017 Fiscal Year
PO Category: R01-Routine
Procurement Transaction Type: 20-Supplies - Non-Technology
Confirming Order; Do Not Duplicate:
Accounting Summary: [View Accounting Information](#)
My Labels: [Apply Label...](#)

Line Items (2) | Hide Details

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			Ignition Series Low-Back Task Chair, Olivine Fabri...	1	each	\$363.54000 USD	\$363.54000 USD
Supplier: L2 SUPPLIES AND SERVICES LLC Location: L2 SUPPLIES AND SERVICES LLC UNSPSC Code: 44120000 Contract Number: Bill To: A21575-University of Mary Washington Micro Business: <input checked="" type="checkbox"/> Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input checked="" type="checkbox"/> Woman Owned Business: <input type="checkbox"/> Reg. Type: Self-Registered							
2			Ignition Series Low-Back Task Chair, Olivine Fabri...	4	each	\$363.54000 USD	\$1,454.16000 USD
Supplier: L2 SUPPLIES AND SERVICES LLC Location: L2 SUPPLIES AND SERVICES LLC UNSPSC Code: 44120000 Contract Number: Bill To: A21575-University of Mary Washington Micro Business: <input checked="" type="checkbox"/> Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input checked="" type="checkbox"/> Woman Owned Business: <input type="checkbox"/> Reg. Type: Self-Registered							

[Edit](#) [Copy](#) [Delete](#) | [Add from Catalog...](#) [Add Non-Catalog Item...](#)

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: A21539-University of Mary Washington -Simpson Library
Deliver To: Pauline Jenkins
Need-by Date: 8/30/2017

COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier
 Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

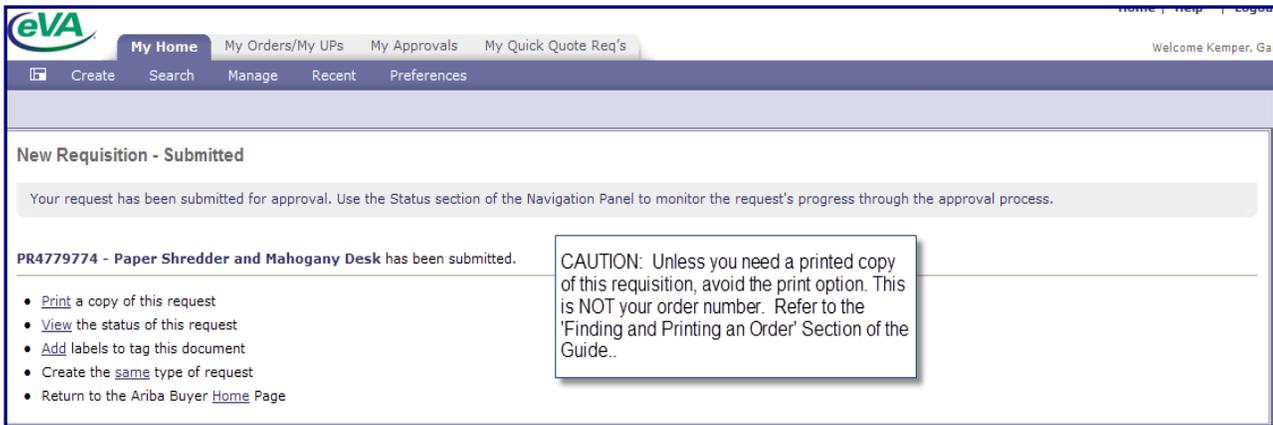
ATTACHMENTS - ENTIRE REQUISITION

[Add Attachment](#)

Total Cost: \$1,817.70000 USD [Update Total](#)

Submit **Exit**

Upon submit, the following screen displays.

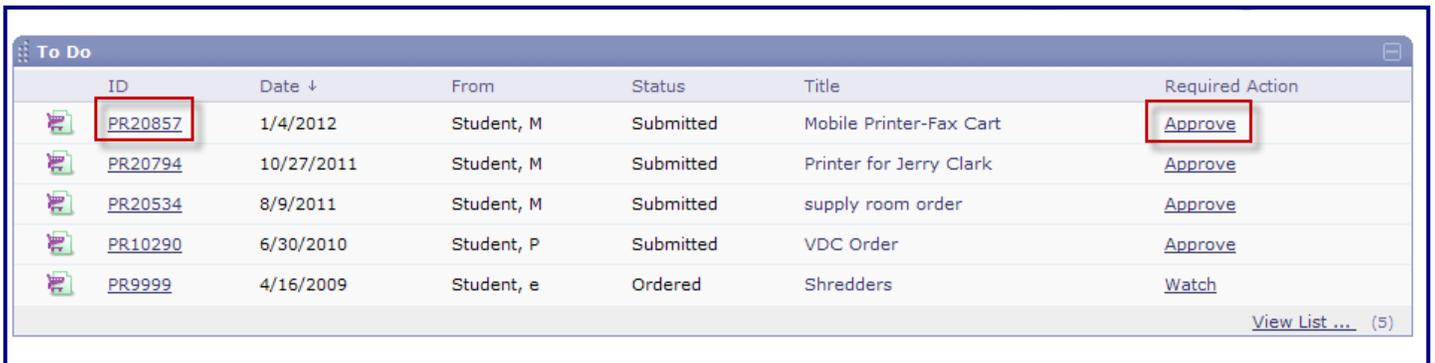


To return to your eMail HOME page, click the Home link in the last bullet, or click the dashboard icon in upper left corner.

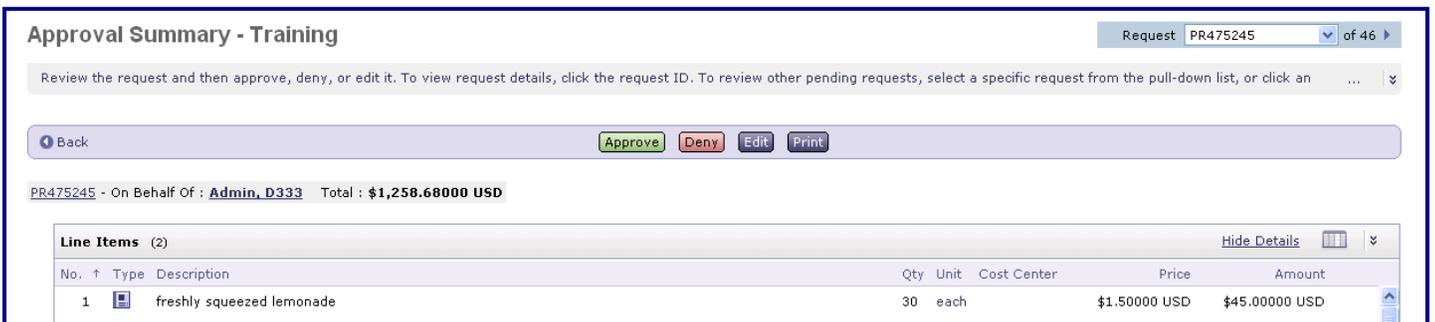
APPROVING AN ORDER

Upon submission of a request, an e-mail is sent to the first approver indicating that a requisition has been submitted and is ready for approval. A link is provided in the e-mail. Once logged in, the link takes the approver directly to the request. The approver may also access the "To Do" section to begin approvals.

In the 'To Do' window, click either the Approve or ID link. Clicking the Approve link allows the approver to see Accounting code details at the top level; no need to drill-down into the line item!



Only approvers with certain eVA roles are able to edit a submitted requisition.



NOTE: An email is sent to the requisition preparer to alert them when it has been fully approved.

FINDING AND PRINTING AN ORDER

Once a requisition has been fully approved*, return to the 'My Documents' window on the main eMail screen, find your PR ID, and click it to open it up.

* If you receive an email notification stating your requisition is awaiting your approval, this is your official notice that your vendor cannot receive electronic orders. You must approve the PR (found in the 'To Do' window) as the final approver so the PR will move to ordered status and generate the necessary order.

The screenshot displays the eVA system interface with several key sections:

- Common Actions:** Includes 'Create' (Requisition) and 'Manage' (Reports, Receive).
- Recently Viewed:** Lists recent requisitions such as PR20794, PR10290, and PR20992.
- News:** Contains a welcome message and a link for 'Old Composing Steps'.
- To Do:** A table of pending actions:

ID	Date	From	Status	Title	Request Action
PR10997	1/4/2012	Student, M	Submitted	Mobile Printer-Fax Cart	Approve
PR20794	10/27/2011	Student, M	Submitted	Printer for Jerry Clark	Approve
PR20934	8/9/2011	Student, M	Submitted	supply room order	Approve
PR10290	6/30/2010	Student, P	Submitted	VDC Order	Approve
PR2509	4/16/2009	Student, e	Ordered	Shredders	Watch
- Requisitions - Composing:** A table of requisitions currently in progress:

ID	Date Created	Status	Title	Total
PR10991	12/2/2011	Composing	Copy of Office Equipment for Athletic Office	\$6,53000 USD
PR20691	11/10/2011	Composing	Office Equipment for Athletic Office	\$6,53000 USD
00-00001820_AWC747	10/17/2011	Composing	SET-ASIDE FOR SMALL BUSINESSES-Abratives	\$1,287,00000 USD
PR20605	10/11/2011	Composing	Lab supplies	\$4,01000 USD
PR10402	6/16/2011	Composing	Turnkey Operations	\$50,00000 USD
PR10404	6/16/2011	Composing	Office Supplies for Jene Monterey	\$50,00000 USD
- Requisitions - Submitted:** A table of completed requisitions:

ID	Date Created	Status	Title	Total
PR20907	11/16/2011	Submitted	Mobile Printer-Fax Cart	\$159,10000 USD
PR20794	10/27/2011	Submitted	Printer for Jerry Clark	\$3,55000 USD
00-00001820_AWC717	8/11/2011	Submitted	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	\$125,00000 USD
PR20534	8/9/2011	Submitted	supply room order	\$145,94000 USD
- Requisitions - Denied - This Month:** Shows 'No items'.
- My Documents:** A table of requisitions that have been fully processed:

ID	Title	Date	Status
PR20623	Order with adhoc vendor	10/7/2011	Ordered
PR20571	new one	8/26/2011	Ordered
00-00001820_AWC717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	8/11/2011	Submitted
PR20545	Lab supplies for Joe Olson - Boise	8/11/2011	Ordered
PR20534	supply room order	8/9/2011	Submitted

Once the PR is opened, you can see your order number either at the line level or under the Orders Tab, as shown below. To Print – click on the Order#.

The screenshot shows the eVA interface for a requisition. At the top, the title is "PR20545 - Lab supplies for Joe Dixon - Boise" and the status is "Ordered". Below the title, there are navigation buttons: "Back", "Copy", "Change", "Cancel", "Receive", and "Print". The "Orders" tab is selected and highlighted with a red box. The main content area shows details for the requisition, including the title, PCard information, and a table of line items. The first line item is highlighted in yellow and has its order number "PCO10195" highlighted with a red box. Below the line item, there is a "Detail" button and supplier information.

The order number appears in the upper left corner of the screen, as shown, click the PRINT button. A new window opens. Choose “File” and “Print” to send this order to your local printer. (To return to PR, click back link.)



This screenshot shows the "Orders" tab selected for the requisition. The order number "PCO10195" is highlighted in a red box in the upper left corner. The "Print" button is visible in the top navigation bar. The main content area shows details for the order, including the Order ID, Version, Title, Supplier, and Contact information.

NOTES:

In above example, a Purchase Card was used so the order number is prefaced with a “PCO”, indicating **P**urchase **C**ard **O**der. Otherwise, order numbers typically begin with prefix “EP”.

If the status of your requisition is ‘ordering’, this is a temporary status and should revert to ‘Ordered’ within 15 minutes. If the ordering status remains longer than 15-30 minutes, contact eVA Customer Care for assistance.

CREATING A CHANGE ORDER

If a change needs to be made to a requisition that has been submitted for approval, it may be withdrawn and edited before approvals are completed. If the order has already been sent to the vendor, however, a change order must be submitted.

To create a change to a requisition in ordered status, find your PR either in the 'My Documents' window or by conducting a simple requisition search, as shown below. To use the Search feature, click the Search link in the horizontal bar that appears on your screen. In the drop-down menu under 'Type', select Requisition.

When your search screen appears, enter data in the fields you believe would be helpful to quickly locate your requisition. (e.g. Title) When your PR appears, click the underlined PR ID.

The screenshot shows a web application interface for searching requisitions. At the top, there are navigation tabs: 'My Home', 'My Orders/My UPs', 'My Approvals', and 'My Quick Quote Req's'. A 'Search' button is highlighted in the top navigation bar. Below this, a 'Type' dropdown menu is set to 'Requisition'. A text box explains that users can search by 'Title', create date, status, ID#, etc., and that clicking 'Search Options' will show additional search fields. The 'Search Options' button is also highlighted. The search filters section includes fields for Title, Order ID, Status, Supplier, Total Cost, and Description. The 'ID' field is highlighted and contains the value 'PR20545'. The 'Date Created' dropdown is set to 'No Choice'. The 'Search' button is highlighted in yellow. Below the search filters, the search results section shows 'Found 1 item'. The results table has columns for Type, ID, Title, Status, Date Created, and Total. The first result is 'PR20545 Lab supplies for Joe Dixon - Boise' with a status of 'Ordered' and a total of '\$449.99000 USD'. The 'PR20545' ID is underlined. Below the table, there are buttons for 'Label', 'Copy', and 'Delete'.

After clicking the underlined PR, a CHANGE button appears at the top of the screen.

The screenshot shows the details page for a requisition. The title is 'PR20545 - Lab supplies for Joe Dixon - Boise' and the status is 'Ordered'. Below the title, there is a message: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...'. A navigation bar contains buttons for 'Back', 'Copy', 'Change', 'Cancel', 'Receive', and 'Print'. The 'Change' button is highlighted with a red box. Below the navigation bar, there are tabs for 'Summary', 'Approval Flow', 'Orders', 'Receipts', and 'History'. The 'Summary' tab is selected. The details section includes fields for Title, Use PCard, PCard number, Agency Code, Fiscal Year, PO Category, and Header Cross Reference.

IMPORTANT NOTES ABOUT CHANGES

If you do not see a Change button, it could be due to one of the following:

- The requisition was accessed by going to the **My Orders/My UPs** tab (eMall Home screen), clicking on the OrderID, then clicking on the PR ID on a line item. *To remedy, close the transaction and access the Requisition SEARCH screen to locate the PR.*
- The requisition is in RECEIVED status. *To remedy, the receiver must go into Receiving and reopen the order.*

If an order has been received, the applicable requisition cannot be cancelled unless all previously received items are backed out. If quantity needs to be reduced* or a price needs change on an item already received, receiving must be first backed out for applicable item.

* A reduction in quantity can only be done without backing out receiving *if* the quantity change is equal to or greater than what has already been received. A price change requires all items previously received must be backed out.

(Refer to the eMall Receiving Guide for additional information regarding requirements for changes/cancellations on requisitions in Receiving/Received status.)

Make the necessary changes to your requisition and click the Submit button.

The screenshot shows a web interface for reviewing a requisition. At the top, the title is "PR20545-V2: Lab supplies for Joe Dixon - Boise". A red arrow points to the title. Below the title, there are navigation buttons: "Prev", "Submit", and "Exit". A message box states: "Your requisition is versioned when a change is made". The form includes fields for Title, On Behalf Of (Student, M), Use PCard (checked), PCard number (mstudentNewcard), Agency Code (999), Fiscal Year (2011), PO Category (R01), and Header Cross Reference. A callout box with an arrow points to a small upward-pointing arrow icon in the "Line Items" section, stating: "Clicking this arrow expands your ITEM window". The "Line Items" section contains two items:

No.	Type	Solicit	Description	Qty	Unit	Price	Amount
1			CAMERA,DGT,POWERSHOT SX301S	1	each	\$449.99000 USD	\$449.99000 USD
Supplier: SUPPLY ROOM Contact: SUPPLY ROOM-PUNCHOUT Commodity Code: Cameras, Digital cameras (65535) Contract Number: Bill To: Your Office-Accounts Payable Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/>							
2			Test Tubes-3 microsampling; thk density	13	each	\$30.00000 USD	\$390.00000 USD
Supplier: MIXSON CORPORATION Contact: MIXSON - DANVILLE Commodity Code: Test Tubes, Anti coagulant test tubes (17542) Contract Number: Bill To: Your Office-Accounts Payable Small Business: <input checked="" type="checkbox"/> Minority Owned Business: <input type="checkbox"/>							

VIEWING PURCHASE REQUISITION HISTORY

Clicking on the HISTORY tab of the PR provides invaluable historical information relative to your requisition. Some Action links are live and, when clicked, provide important details.

PR20545-V2 - Lab supplies for Joe Dixon - Boise Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Copy Change Cancel Receive Print

Summary Approval Flow Orders Receipts **History**

Date ↓	User	Real User	Action	Summary
Wed, 4 Jan, 2012, 1:01 PM	aribasystem		Ordered	Order PCO10239 was successfully printed and mailed to MIXSON CORPORATION : MIXSON - DANVILLE.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	Approved	PR20545-V2 approved.
Wed, 4 Jan, 2012, 1:01 PM	Student, M	Student, M	Changed	Requisition properties were changed. Line items were added. Previous version: PR20545 .
Thu, 11 Aug, 2011	aribasystem		Ordered	Order PCO10195 was successfully printed and mailed to SUPPLY ROOM : SUPPLY ROOM-PUNCHOUT.
Thu, 11 Aug, 2011	Student, M	Student, M	Approved	PR20545 approved.
Thu, 11 Aug, 2011	Student, M	Student, M	Submitted	PR20545 submitted for approval.

WORKING WITHIN THE 'MY DOCUMENTS' WINDOW

Items in your 'My Documents' window can be viewed in a format that allows you to take different action.

My Documents

ID	Title	Date ↓	Status
PR20647	Office Equipment - 3rd Floor-MW Building	10/12/2011	Denied
PR20625	Lab supplies	10/11/2011	Composing
PR20623	Order with adhoc vendor	10/7/2011	Ordered
PR20571	new one	8/26/2011	Ordered
QQ:QQ001820 AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	8/11/2011	Submitted
PR20545	Lab supplies for Joe Dixon - Boise	8/11/2011	Ordered

[View More ... \(52\)](#)

When you click the 'View More' link, and choose 'Requisition', you are immediately put into a SEARCH screen. The system allows you to quickly search for your requisition rather than force you to scroll through the 'My Documents' window to find your requisition.

The Search screen, shown below, is exceptionally helpful when searching eMail transactions (requisitions/orders/eForms, etc.).

NAVIGATING THE SEARCH SCREEN

The 'Type' field [top of screen] can be changed to view transaction types other than requisition.

The screenshot shows the Search interface with the following components:

- Search Type:** Requisition
- Search Filters:**
 - Title: []
 - ID: []
 - Date Created: No Choice
 - Description (any line item): []
 - Order ID (any line item): []
 - Preparer: Student, M [select]
 - Status: No Choice
 - Supplier (any line item): (select a value) [select]
 - Total Cost: [] To: [] USD
- Search Results:** Found 50 items. Table with columns: Type, ID, Title, Status, Date Created, Total.

Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>	PR20545-V2	Lab supplies for Joe Dixon - Boise	Ordered	Wed, 4 Jan, 2012, 12:55 PM	\$839.99000 USD
<input type="checkbox"/>	PR20992	dfdsfd	Denied	Fri, 2 Dec, 2011	\$1.39000 USD
<input type="checkbox"/>	PR20991	Copy of Office Equipment for Athletic Office	Composing	Fri, 2 Dec, 2011	\$8.53000 USD
<input type="checkbox"/>	PR20857	Mobile Printer-Fax Cart	Submitted	Wed, 16 Nov, 2011	\$159.10000 USD
<input type="checkbox"/>	PR20851	Office Equipment for Athletic Office	Composing	Wed, 16 Nov, 2011	\$8.53000 USD
<input type="checkbox"/>	PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD
<input type="checkbox"/>	QQ:QQ001892_AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD
<input type="checkbox"/>	PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD
<input type="checkbox"/>	PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD
<input type="checkbox"/>	PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD
<input type="checkbox"/>	PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD
<input type="checkbox"/>	QQ:QQ001820_AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD

When viewing requisitions in this open format, you have the ability to take a variety of actions.

Clicking the box beside the PR ID(s) allows you to:

- assign the requisition to a Label by clicking the Label button,
- copy the selected requisition(s),
- delete requisitions (composing status only)

Other screen options

- Clicking any column header re-sorts the column.
- Saving searches or assigning labels allows you to easily access your 'grouped' transactions from left menu for future use
- Clicking icon table in upper right corner of window, as shown below, allows grouping and download features!

The screenshot highlights the Search Results table with the following callouts:

- Click this icon to open up a menu of action choices!** (points to the table icon in the top right)
- Click the double arrows to expand/collapse your window!** (points to the window control arrows)

The table shows a list of requisitions with columns for Type, ID, Title, Status, Date Created, and Total. A context menu is open over the table, showing options like 'Show / Hide Columns', 'Group by Column', and 'Export to Excel'.

ARIBA is the back-end process of the eVA system that allows orders to go to vendors electronically. In addition to registering in eVA, vendors who wish to receive orders electronically or wish to post a catalog must be registered in the ARIBA system. If the order was sent electronically, you can see the vendor view of the order inside the eMall by clicking the word 'Ordered' in the Status column.

Search Results		Found 50 items				
Type	ID	Title	Status	Date Created ↓	Total	
	PR20794	Printer for Jerry Clark	Submitted	Thu, 27 Oct, 2011	\$3.55000 USD	
	QQ:QQ001892_AWD747	SET-ASIDE FOR SMALL BUSINESSES-Abrasives	Composing	Mon, 17 Oct, 2011	\$1,287.00000 USD	
	PR20647	Office Equipment - 3rd Floor-MW Building	Denied	Wed, 12 Oct, 2011	\$2,929.74000 USD	
	PR20625	Lab supplies	Composing	Tue, 11 Oct, 2011	\$4.01000 USD	
	PR20623	Order with adhoc vendor	Ordered	Fri, 7 Oct, 2011	\$630.73000 USD	
	PR20571	new one	Ordered	Fri, 26 Aug, 2011	\$50.74000 USD	
	QQ:QQ001820_AWD717	SET-ASIDE FOR SMALL BUSINESSES-OPC Supplies	Submitted	Thu, 11 Aug, 2011	\$125.00000 USD	
	PR20534	supply room order	Submitted	Tue, 9 Aug, 2011	\$149.99000 USD	
	PR20533	Lab Supplies for Joe Dixon	Ordered	Tue, 9 Aug, 2011	\$356.07000 USD	
	PR20532	VDC order	Ordered	Tue, 9 Aug, 2011	\$57.70200 USD	

ARIBA® SPEND MANAGEMENT

[Back to Ariba Buyer Requisition Status](#)

Help ▾
 Michael Dennis, Administrator,
 ANID: AN01002917961-T

Order Detail
Order History

Click the Order History tab to see details as to how vendor received your order

Print

PURCHASE ORDER
EP10488
 Version: 1

Order submitted on: Tuesday 9 Aug 2011 7:34 PM GMT+00:00
 Received by Ariba Network on: Tuesday 9 Aug 2011 7:35 PM GMT+00:00

SUPPLIER
 Virginia Distribution Center - TEST
 2400 Riley Ridge Road
 Sandston, VA 23150
 United States
 Phone: +1 (804) 328-3232
 Fax:
 Email: Maria.Hatcher@dqs.Virginia.gov

SHIP ALL ITEMS TO
 Your Desk
 13 Home Sweet Home
 Emporia, VA 23900
 United States
 Ship To Code: EVAT04
 Phone: +1 (999) 0001111
 Email: gail.kemper@dqs.virginia.gov

OTHER INFORMATION

ROUTING STATUS
Acknowledged

BILL TO
 Your Office-Accounts Payable
 999 Billing Way
 Wayward, VA 23299
 United States
 Phone: +1 (999) 9991111

DELIVER TO
 M Student
 Your Desk

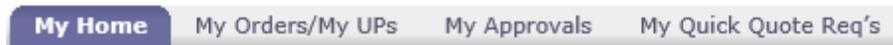
ORDER STATUS
New

The above screen appears ONLY if the order was sent to the vendors ARIBA inbox.

The "Order Detail" tab shows the status and details of the order while the Order History tab shows HOW the order was transmitted (email/CXML/FAX). "Order Status" on the first tab may show "Unconfirmed" or "Acknowledged." Do not be alarmed if "Order Status" is "Unconfirmed." Many vendors fail to confirm orders in Ariba but this does NOT mean they did not receive the order. If the status says "Sent", the vendor received the order. If the status says "Failed" it will be handled internally; the buyer does not need to take any action. Rarely do orders fail unless the vendor has not kept the ARIBA account up-to-date. In any case, if the vendor can get to their Ariba 'Inbox', they will see the order that failed to transmit according to their setup.

GENERAL EMALL/eVA INFORMATION

The eMall Home screen provides 4 main tabs: My Home, My Orders/My Up's, My Approvals, and Transactions Sourced.



My Home

The Home screen offers views of requisitions in various stages: Composing, Submitted, Denied. The 'To Do' window display items waiting for approval while the 'My Documents' window displays all items created by the preparer.

To open the 'To Do' window, click the View List link in the bottom right corner of window. To open the 'My Documents' window, click the View More link in the bottom right corner of window. Once a selection is made, additional choices (i.e. Requisitions) must be chosen. When the 'To Do' or the 'My Documents' window is opened, additional actions can be taken.

My Orders/My UPs

The transactions that appear on this tab are related to Orders and User Profile changes. The first 3 windows display orders created 'This Calendar Quarter, Last Calendar Quarter, and This Calendar Year, respectively. The final window shows all User Profiles created (UPs) from the start of the users account. It's important to note that if you open an order from this tab, and drill down into the PR number and open it, you cannot change or cancel the requisition from this TAB! Conduct a search for the PR and open it once the requisition appears.

My Approvals

This tab displays the "To Do' window, which functions the same way as shown on the eMall Home screen. If you only do approvals, you may wish to exit the eMall from this Tab, as it will always return you to this screen.

The second window on this tab shows the requisitions that you have approved that are not in submitted status.

My Quick Quote Req's

If you process a Quick Quote and select a vendor and submit, the transaction (QQ requisition) will eventually appear in a window under this Tab. If you do not immediately see the item, refer to the 'My Documents' window on the eMall Home tab.

If your agency is setup to allow requisitions to flow into either the Quick Quote or Sourcing and Contracting applications [to be handled by a Procurement Professional to obtain quotes], these items will also display here.

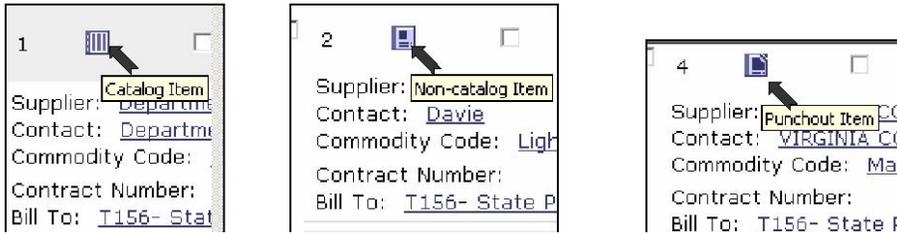
SEARCHING CATALOGS

Save Search: Saving searches provided by multiple suppliers is a good way to quickly access your information at a later time

Favorites: Use the Add to Favorites link to earmark frequently purchased catalog items. Favorites always provide current catalog pricing.

ITEM IDENTIFICATION

You will notice an icon next to the Item number(s) on the Checkout screen. This signifies the type of item added to your requisition. Hovering over this icon provides the information, as shown:



CREATING NON-CATALOG ITEMS

The fastest way to create non-catalog items to the same vendor:

Create the first item and use the COPY feature to duplicate the item. Change the necessary fields. This also ensures separate orders do not go to the same vendor.

COMMENTS AND/OR ATTACHMENTS

Comments are independent of attachments. Do **NOT** include sensitive information such as a Tax ID or SSN in the comments area.

Only preparers of requisitions can delete their comments and/or their attachments.

SHIPPING CHARGES

As a rule, shipping charges are included in the prices denoted in the eMail. In exception cases, create a separate non-catalog line for shipping charges with commodity code for freight. Notations of this practice in the Comments area can be helpful to Accounts Payable.

APPROVING REQUISITIONS

If you click on the Approve link in the 'To Do' window, you can view all accounting code details without having to click each line item.

If you wish to do a mass-approval of many transactions (PRs), click the View List link at the bottom of the window. This opens a new screen with the option to select boxes for mass approval.

COPYING REQUESTS TO SAVE TIME

To copy a requisition, simply search for the PR or find the PR in the My Documents window and click on the PR ID. Once opened, you will see a Copy button. Items from a punchout catalog do NOT copy forward to a new requisition.

PROCUREMENT TRANSACTION TYPES (FULL DESCRIPTION)

- 10 - Equipment - Non-Technology- Procurements not meeting the technology equipment description that are not used up except through depreciation or wear and tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.

50% rule: The deciding factor is where the majority of the cost is expended – on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.

- 15 - Equipment – Technology- Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc. (Consult your IT department if you need more information).
- 20 - Supplies – Non-Technology- Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.
- 25 - Supplies – Technology- Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc. (Consult your IT department if you need more information).
- 30 - Non-Professional Services – Non-Technology- Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).
- 35 - Non-Professional Services – Technology- Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.
- 40 - Professional Services – As defined by the *VPPA* means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.

- 45 - Printing – Procurements of printing services and products.
- 50 - Construction – Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.
- 55 - Highway Construction – Procurements of highway construction, services, maintenance and repair
- 60 - Real Property – Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.
- 65 - Surplus – Procurements of surplus property
- 70 - PPEA/PPTA – Procurements using the Public-Private Educational Facilities Infrastructure Act or Public-Private Transportation Act
- 75 - ARRA – Procurements utilizing the American Recovery and Reinvestment Act.
- 80 – Cooperative Procurement – procurements associated with a cooperative.
- 85 - Non-Procurement or Other – an expense or other non-procurement type transaction
- 90 - Grant Opportunity – a Procurement associated with a grant

Check Units of Measure

Read the detailed description. ‘Each’ may mean more than one (“box of 60”, “package of 10 rolls,” etc.) The correct UOM is especially important for those who do receiving and/or process invoices.

Requisition Editing

If an approver has “edit approvable” capabilities and edits the requisition, the approval process starts over unless the approver has a specific role to prevent re-approvals.

Session Time Out

If you do not move on the screen or make a change within 60 minutes, the session will timeout, (log you out). The back browser button will not allow you to continue working if you receive a session time out. If you are working on a requisition, it will be saved in “Composing”. Close your browser to clear out all temporary files and log back into eVA.

Automatic Log Out

If you’re getting logged out of the system often, check to ensure you are not opening a browser and then logging into eVA on multiple tabs within that same browser. Also clear your Internet ‘cache’ (temporary files) on a regular basis.

Internet Browser or Technical Problems

eVA is a secure site. If experiencing problems, look for the Resource header on eVA Home page and on drop-down choices, click the Browser Optimizer and follow the instructions. Ensure your browser is compatible with eVA. If necessary, consult your IT personnel.

CAUTION: Do not use browser buttons to toggle from screen-to-screen inside eVA.

Mail/Fax Orders

For orders that must be mailed or faxed, be sure the order is printed; NOT the requisition. A requisition # begins with PR. Orders begin with an EP and for pcards, PCO. The order is what is mailed or faxed to the vendor; not the PR.

NOTE: If placing a non-catalog order to an eVA registered supplier who has a preferred order method of URL (not Paper), the supplier will receive the order electronically. Do send the order to the vendor or you risk order duplication.

If a purchase card order (PCO) must be mailed, phoned in, or faxed, contact the vendor to provide them the pcard number. A p-card number cannot be included on the order (DOA policy). If the order was submitted electronically, the card number will be encrypted electronically on the order and the vendor will see it when they open your order within their ARIBA account. It's always good practice to insert a COMMENT on your requisition to alert the vendor this is a Purchase Card Order but do **not** reference your pcard number. Also keep your pcard information current in the eVA system. Otherwise, pcard fields will disappear from the requisition screen and be unavailable for use.

BUYER RESOURCES

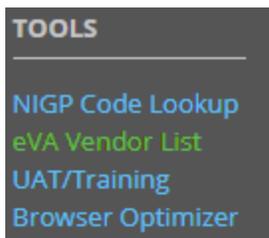
Procurement and training manuals are available with a click of the mouse. For eMall guides, including Receiving instructions, click the live link in the NEWS box inside the eMall screen.



For additional training resources, check the multitude of resources behind the button **I BUY FOR VIRGINIA** on the main eVA website (www.eva.virginia.gov).

Direct vendors to the **I SELL TO VIRGINIA** button on the eVA Home screen for invaluable vendor guidance.

To see a list of eVA vendors, click the *eVA Vendors List* link on the eVA Home Page, as shown at bottom of page.



The below report provides search capability. Clicking the Vendor ID allows you to see which commodity codes the vendor selected. It also provides further details on SWAM and contact information.



eVA Vendor List



[Return to eVA Home Page](#)

Search -> Vendor Name, vendor Customer Code or VLIN SWAM Type

[View Full SBSD List](#)

Vendor names starting with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Others](#)

[View Inactive Vendor List](#)

Search [View All](#)

First 1,000 vendors listed

To navigate buttons or enter page# and click your TAB key.

Page of 10

Status	HQ	VendorID (Click for Details)	eMail Supplier Name (Vendor Loc. Std Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Micro Bus.	Small	Minority	Woman	Disabled Veteran	ESO	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active State	Y	VS0000212267	# 1 Party Supplies	John A Nunley	29995 Technology Dr Ste 205	Murrieta	CA	92563-2833							N	N	N
Active Self	Y	VS0000080832	02Solutions Inc	Stafford Office	44 Mine Rd Suite 2 #188	Stafford	VA	22554							N	N	N
Active Self	Y	VS0000171742	1 800 PESTOUT INC	1 800 PESTOUT INC	764 McGuire Pl	Newport News	VA	23801-1830							Y	Y	N
Active Self	Y	VS0000068085	1 877 Network Support Inc	Reston Office	2303 Old Trail Dr	Reston	VA	20191							Y	Y	Y
Active Self	Y	VS0000048501	1 A LifeSafer of Virginia Inc	National Interlock	1660 Jasper St. Suite I	Aurora	CO	80011							Y	Y	N
Active Self	Y	VS0000223838	1 Acquisitions	1 Acquisitions	1912 Hunt Club Ln	Chesapeake	VA	23323-6548							Y	Y	Y
Active Self	Y	VS0000121988	1 All In One Services LLC	1 All In One Services LLC	6910 MIDLOTHIAN TURNPIKE	RICHMOND	VA	23225							Y	Y	Y
Active State	Y	VS0000182248	1 Better LLC	1 Better LLC	124 Osseo Ave N	Saint Cloud	MN	56303-4449							Y	Y	N
Active Self	Y	VS0000198218	1 Call Home Health Care LLC	1 Call Home Health Care LLC	6611 Elkhardt Rd	North Chesterfield	VA	23225-7401							N	N	Y

For all other questions or concerns, contact eVA Customer Care at 866-289-7367 or 804-371-2525