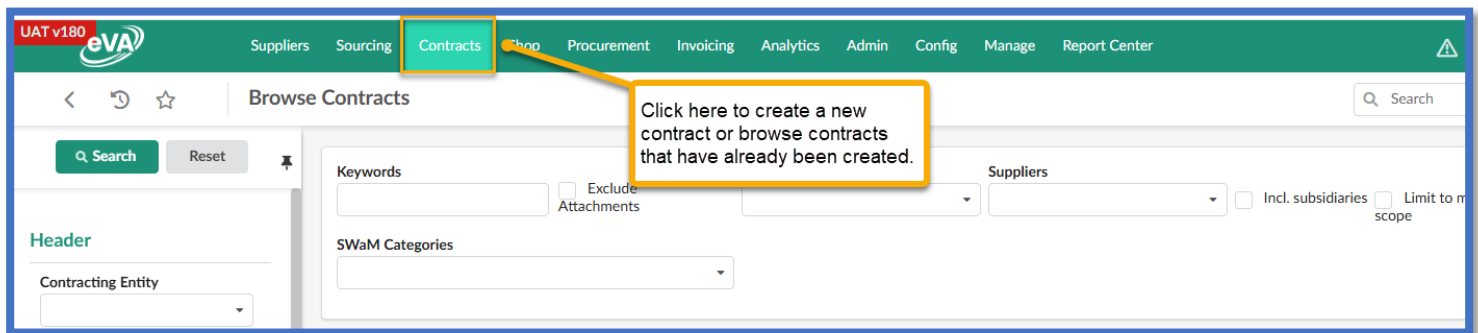


HOW TO CREATE A RESELLER CONTRACT

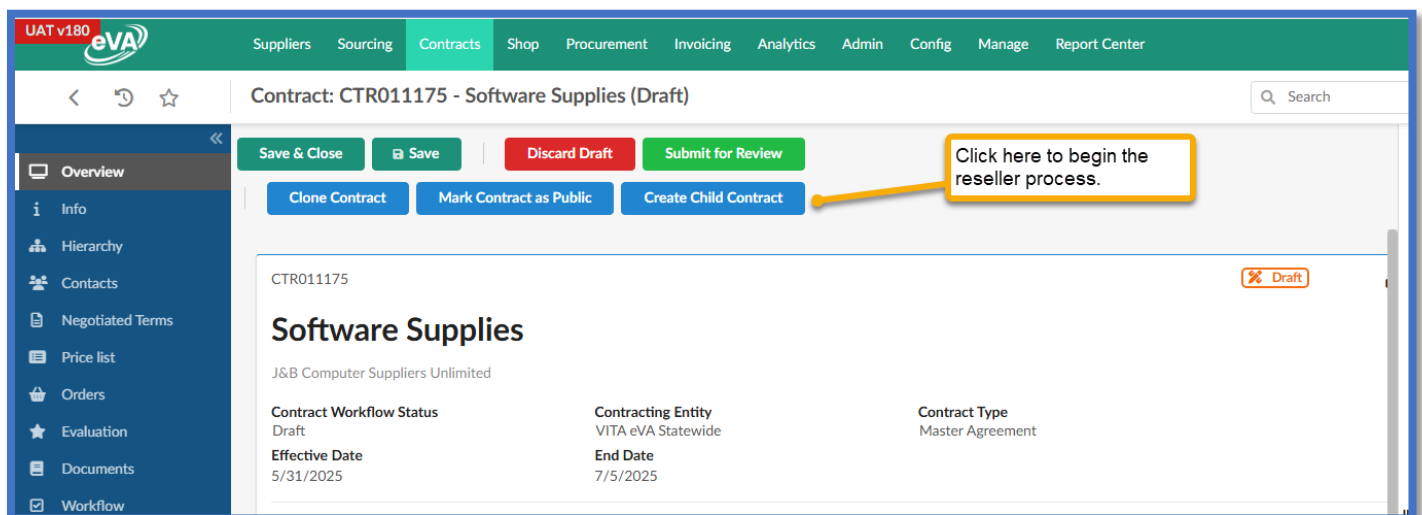


Note: This is how to add a reseller to a contract that has been created in the eVA system.

1. Login as a Buyer. Select Contracts and click on Browse Contracts from the drop-down. You can also complete this as a new contract as well.



2. Once you have the contract, navigate to the top of the screen to “Create Child Contract” button.



HOW TO CREATE A RESELLER CONTRACT



3. Click OK when prompted to begin the Child/Reseller Process.

The screenshot shows the eVA system interface for creating a contract. The main form is titled 'Contract: CTR011173 - Computer Software'. It includes fields for Contract Name, Reference, Assigned suppliers, Contracting Entity, Authorized Entities, Primary Commodity, Funding Sources, and Procurement Transaction Type. A dialog box titled 'procure-ev180uat.cgieva.com says Create child?' is open, with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the text 'Click OK to start the reseller process.'

4. From the dropdown menu, select Reseller.

The screenshot shows the 'Create Child Contract' dialog box. The 'Contract Type' dropdown menu is open, and 'Reseller' is selected. A note below the dropdown states: 'Please note, required fields are always copied, even if the tabs that contain them are unchecked.' The dialog box also includes checkboxes for 'Header', 'Hierarchy', 'Contacts', and 'Price list'. An arrow points to the 'Reseller' selection with the text 'Use the dropdown menu to choose Reseller.'

HOW TO CREATE A RESELLER CONTRACT



- Click on the checkboxes you see, to include the information needed for your reseller contract.

Contract: CTR011173 - Computer Software (Draft)

Save & Close Save Discard Draft Submit for Review Clone Contract Mark Contract as Public Create Child Contract

Contract Header

Contract Name* Computer Software

Reference

Assigned suppliers* J&B Computer Suppliers Unlimited

Contracting Entity* VITA eVA Statewide

Authorized Entities

Primary Commodity

Funding Sources* General Fund

Procurement Transaction Type* Equipment - Technology

Risk Assessment Required? High-Risk?

Revenue Generating Contract

Create Child Contract

Contract Type* Reseller

Please note, required fields are always copied, even if the tabs that contain them are unchecked.

☒ Header ☐ Hierarchy ☒ Contacts ☒ Price list

[Page][738 missing texts][Update texts][E]

UAT v180

- Click on the “Create Child Contract” to create the draft reseller record.

Contract: CTR011173 - Computer Software (Draft)

Save & Close Save Discard Draft Submit for Review Clone Contract Mark Contract as Public Create Child Contract

Contract Header

Contract Name* Computer Software

Reference

Assigned suppliers* J&B Computer Suppliers Unlimited

Contracting Entity* VITA eVA Statewide

Authorized Entities

Primary Commodity

Funding Sources* General Fund

Procurement Transaction Type* Equipment - Technology

Risk Assessment Required? High-Risk?

Revenue Generating Contract

Create Child Contract

Contract Type* Reseller

Please note, required fields are always copied, even if the tabs that contain them are unchecked.

☒ Header ☐ Hierarchy ☒ Contacts ☒ Price list

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HOW TO CREATE A RESELLER CONTRACT



- Click on the “Save & Close,” or “Save,” button to save any work, before submitting for review.

Contract: CTR011174 - Child of Computer Software (Draft)

Save & Close Save Discard Draft Submit for Review

CTR011174

Child of Computer Software

Contract Workflow Status: Draft
Contracting Entity: VITA eVA Statewide
Contract Type: Reseller
Effective Date: 5/29/2025
End Date: 6/30/2025

No data was found. Try changing the filter criteria.

Global Amount Contract Consumption (%) Evaluation Score Risk Score

0 Requisitions 0 Active Purchase Orders 0 Items 0 Invoices

Supplier Contact(s) Go to page Internal Team

- Once required fields are populated and catalog items have been loaded, you can then submit for review.

Contract: CTR011174 - Child of Computer Software (Draft)

Save & Close Save Discard Draft Submit for Review

CTR011174

Child of Computer Software

Contract Workflow Status: Draft
Contracting Entity: VITA eVA Statewide
Contract Type: Reseller
Effective Date: 5/29/2025
End Date: 6/30/2025

No data was found. Try changing the filter criteria.

Global Amount Contract Consumption (%) Evaluation Score Risk Score

0 Requisitions 0 Active Purchase Orders 0 Items 0 Invoices

Supplier Contact(s) Go to page Internal Team

9. Click on the menu on the left-hand side of the screen to view the Hierarchy of the contracts in the system.

