



How do I view Credit Card numbers now?

If you receive your eVA orders by email or fax then you have probably noticed that the credit card number on PCard orders is now masked. This change was required because eVA must comply with credit card security standards implemented by the Credit Card industry. This standard is intended to provide protection to both the credit card holder and the business receiving orders.

To ensure quick compliance with these credit card controls, the eVA service providers, CGI and Ariba, swiftly implemented the changes to email and fax orders and added credit card viewing controls to your Ariba account.

You can access the full credit card number by logging in to your secure Ariba account. If you're not sure how to do this, here are some quick steps:

1. Click on the "View Complete Order Detail" link in your emailed order notification to be taken to Ariba's login page, or visit <http://supplier.ariba.com>

CANCELLED ORDER
PURCHASE ORDER
PCO252785
Version: 1

Order submitted on: Thursday 20 Jul 2006 3:38 PM GMT-05:00
Received by Ariba Supplier Network on: Friday 21 Jul 2006 2:39 PM GMT-05:00

SUPPLIER
Division of Purchases and Supply
805 East Broad Street
PO Box 1199
Richmond, VA 23218-1199
United States
Phone: +1 (804) 692-0891
Fax: +1 (804) 225-3707
Email: eva-catalog-manager@dgs.virginia.gov

SHIP ALL ITEMS TO
Dept. of Juvenile Justice - 16th CSU
407 East High Street
Charlottesville, VA 22901
United States
Ship To Code: A77762
Fax: +1 (434) 295-6972
Phone: +1 (434) 293-0231
Email: Debra.Terry@djj.virginia.gov

OTHER INFORMATION

BILL TO
Dept. of Juvenile Justice - 16th CSU
407 East High Street
Charlottesville, VA 22901
United States
Fax: +1 (434) 295-6972
Email: Debra.Terry@djj.virginia.gov
PCARD# :***7600**, EXPIRATION:10/2007,
[View Complete Order Detail](#)

DELIVER TO
16th CSU - Jane Martin
Dept. of Juvenile Justice - 16th CSU

2. Enter your username and password, then click the login button (your username will likely be the email address used when you registered for Ariba)

If you need help with your username and/or password, [Click Here!](#)

Ariba Supplier Network Supplier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://service.ariba.com/Supplier.aw/1191214/aw?awh=r&aws=Cr4KbMhPyfl3fAd4>

Ariba Supplier Network Log In



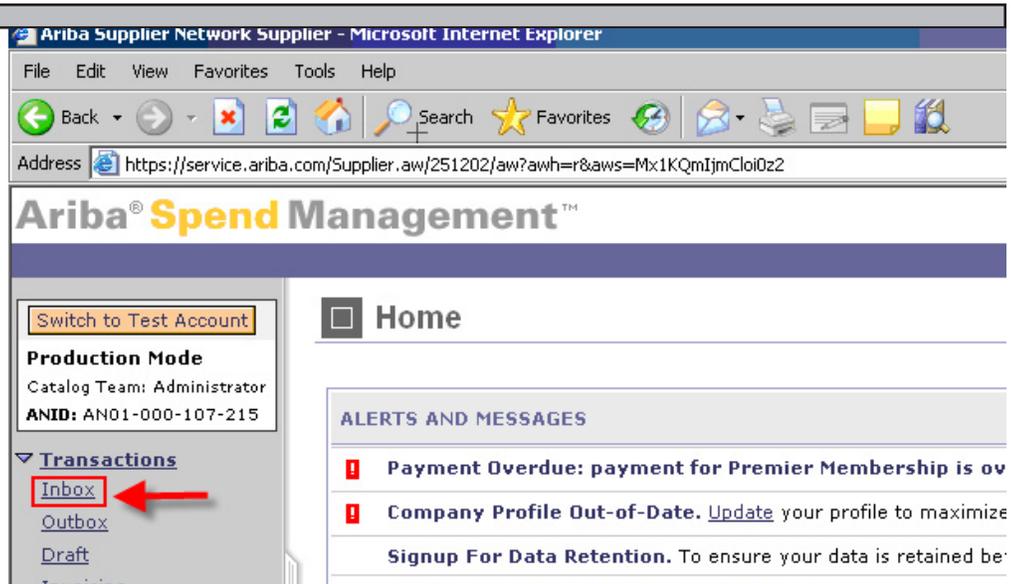
Username:
Password:

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\$100 billion USD in annual business
[Register as a New Supplier](#) >>

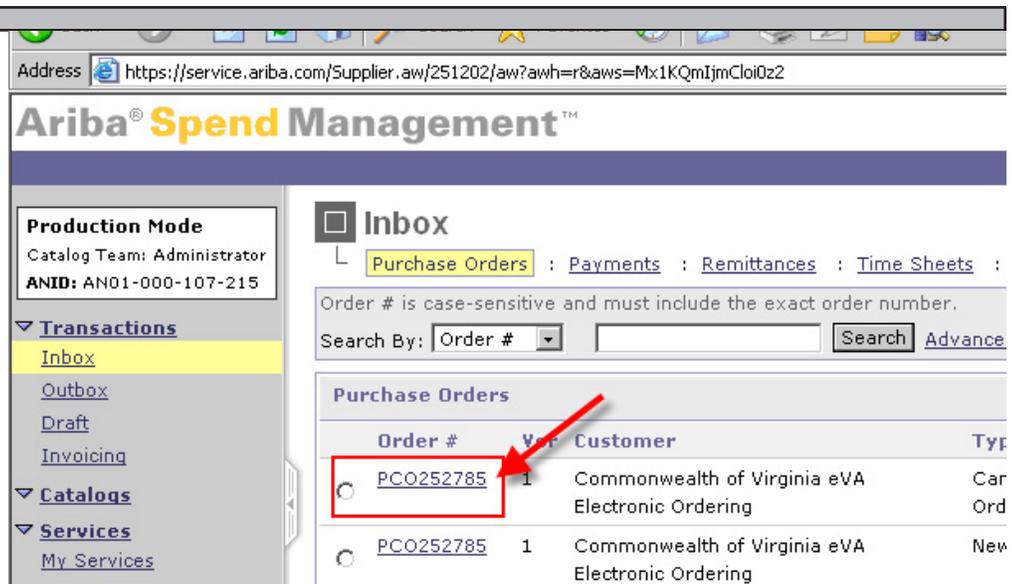
[Forgot Your Password?](#) [Account Problems?](#)

Business Opportunity: Business and corporate management | \$4,000,000.00USD

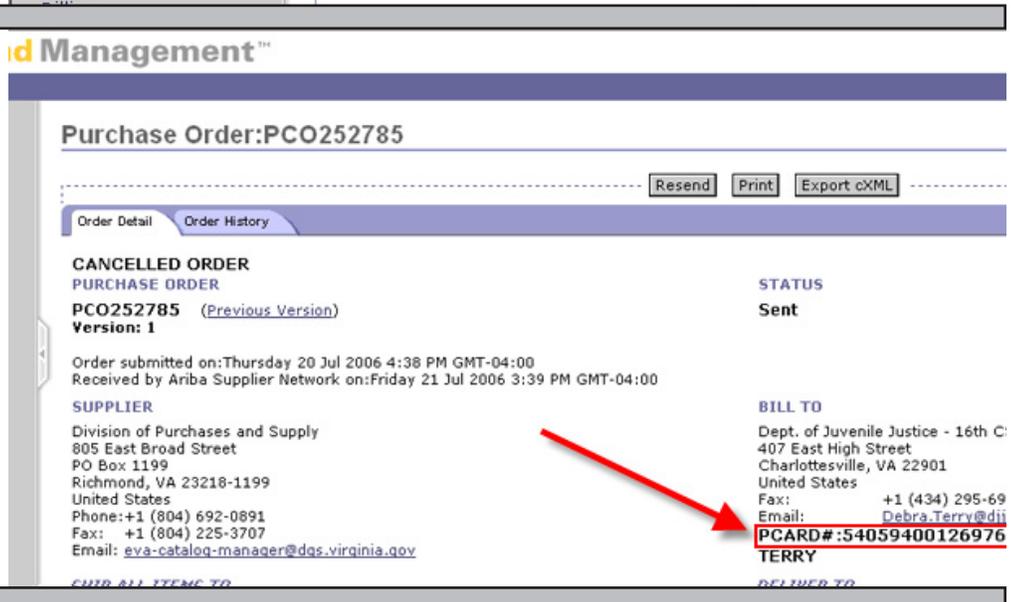
3. If you are not taken directly to the order and see Ariba's welcome screen as shown, click on the inbox link from the left hand menu.



4. Click Edit next to the order manager role (if the order manager role is not listed, please click here for instructions on how to add roles).



5. A list of permissions will display. Scroll down in the Permissions list and check the box next to Credit Card Number Access.



Each user set up in your Ariba account will need to have permission to view the full credit card number when they login. The user that registers, the admin user, will already have this permission by default.

When adding additional users to your Ariba account, the admin user will need to choose if that new user will be allowed to view the full credit card number. [Click here](#) for steps to change this setting for additional users.

If you are still having trouble accessing your account or viewing the full credit card number, please contact eVA Customer Care at 866-289-7367 or eVACustomerCare@dgs.virginia.gov.