



Public Report and Resource Center Guide

Welcome to the *Report and Resource Center*, free online access to what Virginia is buying, who they're buying from, and more!

eVA Report and Resource Center

Start doing business with Virginia...click [here](#) to register. [eVA Home Page](#)

Welcome New eVA Vendors!

eVA Welcomes: Diane's janitorial services • EnergyWright, Inc. • Exquisite Lawn Care • GAGE, LLC • I

All data in the Report and Resource Center is current as of previous day.

Reports Documents

Public Reports

Order Data

- 700 Purchase Order View
- 701 See a summary of Purchase Orders for one Vendor
- 702 Who's Buying What I Sell?
- 703 Commodity Summary Spend at a Glance
- 704 Which Businesses are Getting Orders? (by Zip Code)

Vendor Data

- 720 Vendor SWAM and NIGP Commodity Details

Other Reports

- 740 eVA Buyer Chasing and Billing (PEA-PPTA Offered)

eVA Spend Distribution

eVA Spend History

Top 20 Registered Vendors

| |
|-----|
| 245 |
| 240 |
| 238 |
| 230 |
| 208 |

Spend & Transaction Information At-a-Glance!

NEW informative charts show you exactly what VA is buying, from whom & more!

Top 20 Commodities

Order Totals Grouped by Dollar Range

Orders by Dollar Range

eVA Spend by VA County

eVA Spend by State

Simplified & User Friendly!
Reports have been renamed for easy identification and redesigned to provide clear and organized information about what VA is buying

Helpful Vendor resources also available on the **Documents tab**

Need help? Contact eVA Customer Care at 866-289-7367 or 804-371-2525

Published 2013

Page 1 of 2

www.eVA.virginia.gov



Which Report Should I Run?

| Report | Use This Report to... | Report Description |
|---|--|--|
| 700 - Purchase Order View | View an <i>unofficial</i> copy of an order or order(s) | Provides order details as created by the buyer, including information such as: line items, vendor information, shipping address, and order comments. This is NOT an official copy of an order; no Terms and Conditions/ attachment files are provided. |
| 701 - Summary of Purchase Orders for One Vendor | Reconcile eVA orders | Provides purchase order line information such as line number and line item total and displays any associated contract number. |
| 702 - Who's Buying What I Sell? | Find: <ul style="list-style-type: none"> what's being purchased who's doing the selling prices being paid specific order details | Provides order details for a specific vendor(s) based on search criteria such as keyword descriptions, commodity codes, or contract numbers. |
| 703 - Commodity Summary Spend At a Glance | Find: <ul style="list-style-type: none"> how much is being spent on specific goods/services who's buying who's selling prices being paid specific order details | Provides the total commodity code spend for a particular vendor or shows total spend for a series of commodity codes. Two drilldown levels available; order summary information then the final order line item details. |
| 704 - Which Businesses are Getting Orders? (By Zip code/County) | Find: <ul style="list-style-type: none"> who's getting business in your area how much business they're getting | Provides a summary of orders (transaction count and total spend) to vendors within the entered zip codes for the specified time period |
| 720 - Vendor Search by Name, ID or NIGP Commodity Code(s) | Find: <ul style="list-style-type: none"> subcontracting partners your competition competitor's areas of service & SWaM details | Provides vendor information such as SWAM (Small/Women/Minority owned company) commodity codes, service zones, contact info, company name(s), etc. |
| 740 - eVA Buyer Shipping and Billing Addresses | Find: <ul style="list-style-type: none"> billing and shipping addresses for state/local buyers | This report is utilized by many vendors to capture billing and shipping details for purposes of setting up accounts in their automated systems to help identify incoming purchases. |
| 741 - Solicitation Listing (PPEA-PPTA Offered) | Find: <ul style="list-style-type: none"> solicitations for a particular agency solicitations that apply to your goods/services | Provides solicitation information similar to what appears in the current Solicitation Listing for Virginia Business Opportunities |