

VITA IT Joint/Cooperative Procurement Approval Request

eForm Approval Flow Instructions

IMPORTANT: This document is to provide instructions on the electronic approval process in eVA for the IT Joint/Cooperative Procurement eform. The approval of this eForm is separate than other approvals that may be required on other documents. Agencies should refer to VITA's policies and procedures available on the same link as this document.

1. **VITA-SCM (CIO) approval:** Agencies do not have delegated approval authority for IT Joint or Cooperative Procurements, therefore the VITA-SCM approval role, *eVA-VITACoopApprover*, will automatically be added to the Approval Flow. The VITA-SCM will receive notification to approve it electronically. (Do not email this eform to scminfo@vita.virginia.gov.)

Review your request, make changes as necessary, and then save the request.

Summary **Approval Flow**

Legend: Pending

FORM14229 Approved

2. **Add Attachments:** If VITA requires other documents to be attached to the eform, click the *Add Attachment* button and electronically attach them.

ATTACHMENTS - ENTIRE ELECTRONIC FORMS

3. **Agency level Approval:** **Your Agency Head or Designee is always required to approve this eform and must manually be added to the eForm Approval Flow before you submit it.** On the Approval Flow tab, click **Add Approver** and add your Agency Head or Designee to the Approval Flow as the first approver (prior to VITA). Add any additional approvers required then click submit.

Review your request, make changes as necessary, and then save the request.

Summary **Approval Flow**

Add approver to approval flow:

Add this approver as: Approver Watcher

Provide a reason:

Legend: Pending

FORM14229 Approved

Add approver to the approval flow, as the first approver
 Add approver in parallel to the entire approval flow

4. Once fully approved, download the eForm to your computer and electronically attach it to the eVA requisition (PR) and file. Do not mark it visible to the Supplier. The approval of this eform is separate than other approvals required. The eVA requisition (PR) must contains the proper PO Category (R or V code), Technology related Procurement Transaction Type, and routed for approval as required.