



**Procedures for Ordering IT Goods
and Services by In-scope Executive
Branch Agencies**

February 2011

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General Guidance

1. **IT goods and services as related to these instructions are defined by the list provided at the following site:**

http://www.vita.virginia.gov/uploadedFiles/SCM/IT_Goods_Services_012111.pdf

In-scope goods and services are those identified in the above list by a “Y” in the “In-scope To VITA” column. Items with an “N” in the column are defined as out-of-scope.

To view VITA Hardware Standards go to the following site:

[VITA: VITA Services Overview](#)

Click on the hardware or services you are interested in.

2. **Orders for In-scope IT goods and Services:** VITA retains all procurement authority for purchasing in-scope IT goods and services. All orders for in-scope IT goods and services must be entered in eVA and routed to VITA for review and approval. Follow the below instructions in structuring the order:
 1. Select the appropriate eVA “VR1” PO Category at the requisition header.
 2. The use of Pcards is not authorized for in-scope orders. If a Pcard is loaded to eVA account, uncheck this Pcard block at the Add Title screen.
 - Do not check the “Send to eProcurement” block on the Add Title Screen.
 - The eVA order will be created as a non-catalog order.
 - The Vendor selected will be Virginia Information Technologies Agency.
 - The unit value of all items will be 0.
 - In the description field enter the specifications of the product or service required. If there are lengthy specifications, attach them to the eVA requisition.
 - If there is a desired vendor, model, etc., provide that information in the description or comments.
 - Attach any vendor quotes that have been obtained.
 - Enter your agency “Bill To” address.
 - Complete the remainder of the requisition in the same manner as other requisitions for your agency and submit.

The purpose of using the “VR1” PO category in the requisition is to route the requisition to VITA. The use of the “VR1” PO category adds the below approvers to the standard agency eVA workflow:

- Tech Compliance Review - Centralized review by VITA to determine that the requirement complies with infrastructure standards.
- Business Review – Review and processing by NG.
- AITR Review - Review by the Agency Information Technology Resource to approve the financial commitment by the agency.

All orders to VITA for in-scope goods and services must be received in eVA. See section 4 below for detailed instructions.

3. **Orders for out-of-scope IT Goods and Services:** Agencies have been delegated procurement authority for out-of-scope IT goods and services up to \$50,000 and can order these goods and services without routing the requisition to VITA. VITA retains procurement authority for out-of-scope goods and services greater than \$50,000. The below rules apply to out-of-scope purchases of IT goods and services:

Out-of-scope orders less than \$50,000 (Do not route to VITA):

- Enter the appropriate standard PO category (Not “VR1” category)
- Appropriate use of agency purchasing cards is authorized.
- Enter the actual supplier as the Vendor.
- Enter the agency Bill To address.
- Enter the actual order dollar value.
- Enter specifications of the product or service required in the description field.

Out-of-scope orders over \$50,000 (All must be routed to VITA):

- Pcards are not authorized for these orders.
- Use the “VR1” PO category for each of the situations outlined below.
 1. **Non-contract out-of-scope orders over \$50,000 (Procurement to be conducted by VITA):**
 - Enter the “VR1” PO category.
 - Enter Virginia Information Technologies Agency as the vendor.
 - Enter the requesting agency “Bill To” address.
 - Enter the estimated dollar value of the requirement.
 - Attach specifications for the goods or services requested.
 - Attach any available vendor quote.
 2. **VITA delegation of one time authority over \$50,000 to the agency:**
 - Agency conducts procurement through the IFB/RFP process.
 - Award contract.
 - Create eVA requisition to the successful vendor.
 - Enter the “VR1” PO category to route the requisition to VITA for review.
 - Enter the agency “Bill To”.
 - Attach a copy of the awarded contract.
 3. **Out-of-scope orders from an existing contract:**
 - Enter the “VR1” PO category.
 - Enter the actual supplier as the vendor.
 - Enter contract number in the contract number field.
 - Enter the agency “Bill To”.
 4. **Out-of-scope sole source orders:**
 - Enter the “VR1” PO category.
 - Enter the actual supplier as the vendor.
 - Enter the agency “Bill To”.
 - Attach the approved sole source document.

4. **Receiving Orders:** All agency orders for in-scope IT goods and services must be received in eVA by the agency. The actual order for the goods or services is placed by VITA based on the request submitted by the agency using the procedures in #2 above. Receiving on the original request by the agency provides VITA with receipt confirmation so that receiving can be accomplished by VITA on the actual order to the vendor. It also provides information to allow VITA to properly time the initiation of billing to the agency, as appropriate:

- When VITA places the order, the AITR and the person who created the purchase request will be advised by an email from the **EVAORDERS** email account that the order has been placed and the anticipated delivery time.
- VITA places the agency purchase order number in the comments section of the purchase order to the supplier to assist the agency in cross referencing the VITA purchase order number to the agency's original purchase order number.
- If you are not able to cross reference the purchase order number on the packing slip documents from the vendor to the original agency purchase order number, email evaorders@vita.virginia.gov.
- Once the goods or services are inspected and accepted, receiving in eVA should be accomplished by the agency receiver for the order.
- Upon completion of the receipt in eVA, email evaorders@vita.virginia.gov and advise that receiving is complete. Please note the vendor, EP#, PR#, items received and any other information relating to the receipt.
- For orders placed by Norththrop Grumman, please anticipate two weeks after requisition is approved in eVA for receipt of goods or service. If not received in this timeframe, please e-mail vitapo@ngc.com for a status.

5. **Purchase requests status requests:** In-scope orders that are submitted with Virginia Information Technologies as the vendor will be placed with an actual vendor by either VITA or Northrop Grumman. The entity placing the order can be determined by checking the supplier contact on the original agency order.

- If the contact is VITA, VITA will process the order. To request status send an email to evaorders@vita.virginia.gov.
- If the contact is VITA(NG) will process the order. To request status send an email to vitapo@ngc.com.

IT eVA Ordering Instructions with Screen Shots

The steps in the order creation process are displayed below and individual instructions are provided for each slide.

Requisition Creation:

- To login go to www.eva.virginia.gov

The screenshot shows the eVA Home Page in Internet Explorer. The browser window title is "eVA Home Page - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows "http://eva.virginia.gov". The page has a green and blue color scheme. On the left, there is a vertical navigation menu with links for BUYER, SWAM, VENDOR, BILLING, SIGN-UP, eVA TRAINING, VIP TRAINING, and ARIBA SUPPLIER. Below this menu are several promotional banners, including one for "FORUM2010" and another for "Virginia Institute of Procurement 2011 Class Schedule". The main content area is divided into several sections: a "Welcome to eVA!" message, a "Vendor Benefits" section with links to "SWaM Benefits PDF" and "Testimonials PDF", and a "Quick Links" section with a list of links such as "What is eVA?", "eVA News", "State Contracts", "Solicitations & Awards (VBO)", "Future Business Opportunities", "Billing & Payment Portal", "eVA & VAPP Dashboard", "Public Reports & PPEA Opportunities", "Local Government & Public Schools", "Vendor Resource Center", "Procurement Office Lookup", "eVA Vendor Data Standards Support Page", "eVA Documents Supporting EA Project", "Standards for Speed Radar Devices", and "Department List and Prohibited List PDF". Below the "Quick Links" section are "Buyer Login" and "Vendor Login" forms, each with "Username" and "Password" input fields and a "Login" button. A red circle highlights the "Password Problems? Click here" link below the Buyer Login form. The right sidebar contains several news items and statistics, including "eVA Newsletter", "eVA Spotlight", "U.S. & State Flags", "ARRA", "eVA Facts", and "Watch eVA Grow". The bottom of the page shows the Windows taskbar with various open applications and the system clock showing 2:43 PM.

- Enter your assigned user name and password.
- Note the link below the login that is used to request your password be reset. Click on the button and follow the instructions for submission. You will be sent an email with a computer generated password. Copy and paste this into the login screen and proceed.

ADVANTAGE Procurement Portal - Windows Internet Explorer provided by Virginia IT Partnership

https://buyer.epra.cgipdc.com/index.jsp

Welcome Edwards, Tammy (E136VITA) February 2, 2011 - 2:45 PM PortalPROD2

Applications

- eMail (Shop Now)
- eProcurement
- Quick Quote
- Reports & Documents

Portal

- Portal Home Page

Support

- Accessibility
- Customer Support
- FAQ

Search Clear Results

eVA User Group | Alerts | eVA News | Other Articles

ALERTS

VENDOR REGISTRATIONS DEACTIVATED FOR NON-PAYMENT

On 1/31/2011 an u... was published. This list can be... that have been deactivated for nonpayment of eVA fees

S & K OFFICE PRODUCTS: PU...

The S & K Office Products Punchout Catalog Ordering Method. We w... ed. If you are unable to access, please use the Non

NEW PunchOut Catalog! VISION BUSINESS PRODUCTS

Vision Business Products, IT products, computers and accessories and supplies, etc., has implemented a new punchout catalog. To access, on the Add Items screen of your requisition select the PunchOut Catalogs category. Perform a Keywords search for vision punchout.

BARNES & NOBLE Punchout Catalog Unavailable

The Barnes & Noble Punchout Catalog is currently unavailable. We will announce when the issues are resolved.

NIGP Commodity Codes: Retired/Deleted & Replacement

The upgrade to the eVA NIGP and UNSPSC codes is still on track for the end of February!

To help everyone with the changes, please find below a link to the list of NIGP v11 codes that are being retired/deleted & their v20 NIGP replacement codes. [More Alerts](#)

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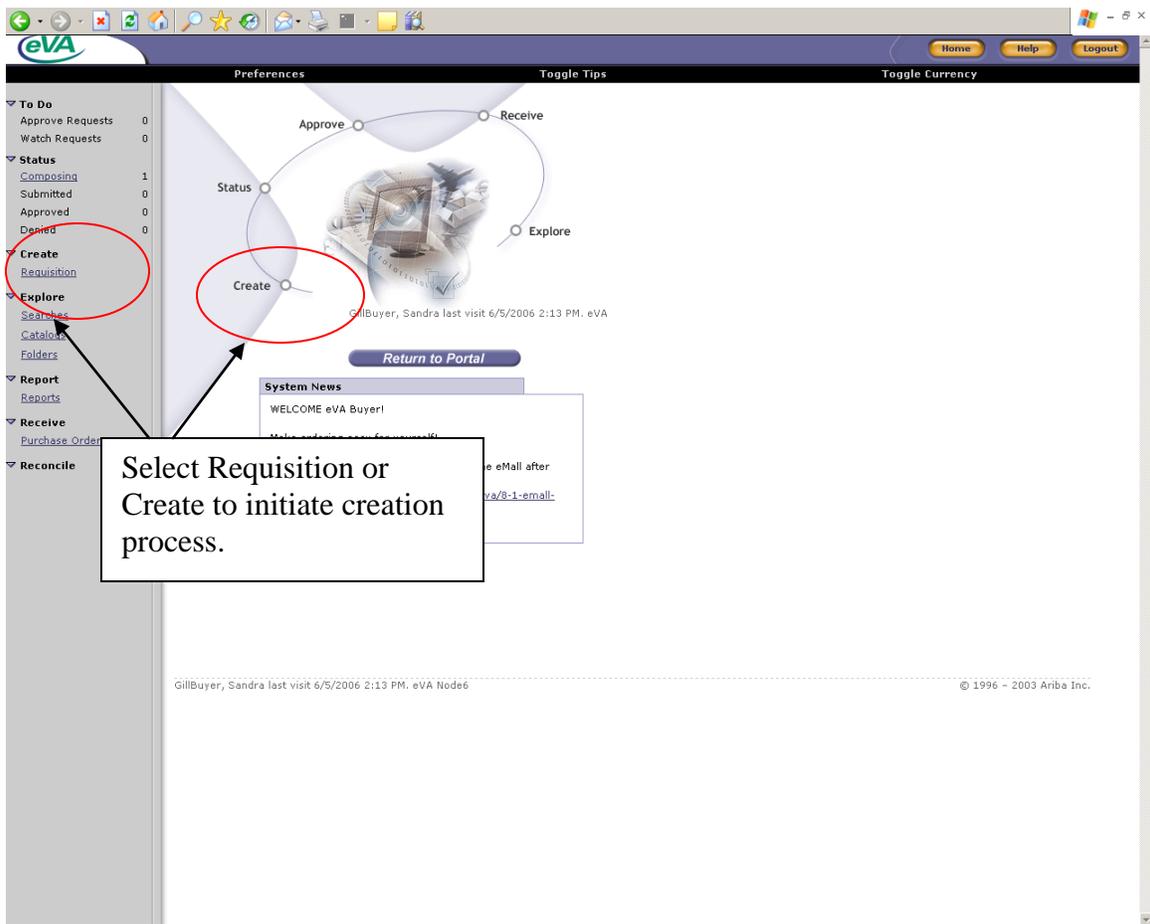
eVA News

[eVA Billing Information - Freight/Shipping Commodi](#)

Shipping / Freight Exempt from eVA Transaction Fees

There are two (2) exempt options for Shipping & Freight when used as a separate line item in an e-Mall order

- Click on Shop Now
- Select No when box comes up during eVA processing.



- Click on requisition to start the process or click on Create and then it will open to the choice of requisition and click requisition here. Either method works for starting the process.

PR1429310: A731STCC Infrastructure Order Test
Items: 0 Total: \$0.00000USD

1 Add Title Requisition

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shipping, and delivery information apply.

How To Screen Details

Title:

On Behalf Of:

Agency Code: [select]

Fiscal Year: [select]

PO Category: [select]

DOC Reference Number:

Contact Name:

Send ALL items to eProcurement:

Pre-Encumbrance Number:

Do not check the send to eprocurement block

GillBuyer, Sandra last visit 6/5/2006 2:13 PM, eVA Node6 © 1996 - 2003 Ariba Inc.

- At the Add Title screen, enter a title for the requisition that will allow you to locate the requisition from a list in your Status box when searching for a requisition.
- The use of Pcards is not authorized for infrastructure orders. Remove the check from the Pcard box.
- Select “VR1” PO Category. This will insert VITA approvals into the requisition workflow. In addition, the VR1 code will insert an approval for the agency AITR to approve in eVA.
- **Do not check the Send to eProcurement block on the Add Title Screen above.**
- Click Next.

Orders for In-scope Goods and Services:

PR1429310: A731STCC Infrastructure Order Test
Items: 0 Total: \$0.00000USD

2 Add Items

Requisition

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Keywords: Search Reset Options

Favorites: Recent Choices

845,644 items found View By: Category

Create Non-Catalog Item

Contracts (7)
Mandatory (2) Optional (5)

Apparel and Luggage and Personal Care Products (260)
Clothing (7) Footwear (1) Luggage and handbags and packs and cases (204) ...

Chemicals including Bio Chemicals and Gas Materials (10)
Additives (1) Colorants (9)

Commercial and Military and Private Vehicles and their Accessories and Components (1)
Motor vehicles (1)

Defense and Law Enforcement and Security and Safety Equipment and Supplies (1489)
Fire protection (14) Law enforcement (915) Light weapons and ammunition (58) ...

Domestic Appliances and Supplies and Consumer Electronic Products (662)
Bedclothes and table and kitchen linen and towels (10) Consumer electronics (454) Domestic appliances (21) ...

Editorial and Design and Graphic and Fine Art Services (26)
Advertising (1) Graphic design (9) Professional artists and performers (1) ...

Electronic Components and Supplies (3)
Diodes and transistors and semiconductor devices (1)

Farming and Fishing and Forestry and Wildlife Contracting Services (4)
Horticulture (1) Land and soil preparation and management and protection (2) Water resources development and oversight (1)

Financial and Insurance Services (3)
Accounting and auditing (2) Development finance (1)

Fuels and Fuel Additives and Lubricants and Anti corrosive Materials (22)
Fuels (3) Lubricants and oils and greases and anti corrosives (19)

Healthcare Services (3)
Comprehensive health services (1) Medical practice (2)

Industrial Manufacturing and Processing Machinery and Accessories (641)
Industrial food and beverage equipment (2) Lapidary machinery and equipment (8) Metalworking machinery and equipment and supplies (631)

Laboratory and Measuring and Observing and Testing Equipment (137)
Measuring and observing and testing instruments (137)

PunchOut Catalogs (3)
Punchout (3)

Building and Construction and Maintenance Services (13)
Building support and maintenance and repair services (13)

Cleaning Equipment and Supplies (5606)
Cleaning and janitorial supplies (1150) Industrial laundry and dry cleaning equipment (1) Janitorial equipment (550) ...

Communications and Computer Equipment and Peripherals and Components and Supplies (26372)
Communications and computer supplies (577) Hardware and accessories (25638) Software (157)

Distribution and Conditioning Systems and Equipment and Components (108)
Fluid and gas distribution (15) Heating and ventilation and air circulation (58) Industrial filtering and purification (34) ...

Drugs and Pharmaceutical Products (34)
Central nervous system drugs (6) Miscellaneous drug categories (28)

Education and Training Services (119)
Educational facilities (78) Specialized educational services (1) Vocational training (40)

Environmental Services (44)
Environmental management (18) Environmental protection (2) Pollutants tracking and monitoring and rehabilitation services (9) ...

Farming and Fishing and Forestry and Wildlife Machinery and Accessories (6)
Agricultural and forestry and landscape machinery and equipment (6)

Food Beverage and Tobacco Products (157)
Bakery products (15) Beverages (73) Dairy products and eggs (7) ...

Furniture and Furnishings (5620)
Accommodation furniture (3063) Commercial and industrial furniture (2557)

Industrial Cleaning Services (6)
Cleaning and janitorial services (4) Refuse disposal and treatment (1) Toxic and hazardous waste cleanup (1)

Industrial Production and Manufacturing Services (8)
Machining and processing services (4) Manufacture of electrical goods and precision instruments (2) Metal and mineral industries (1) ...

Lighting and Electrical Accessories and Supplies (319)
Lamps and lightbulbs and lamp components (236) Lighting and fixtures and accessories (83)

- All in-scope goods and services should be created as a Non Catalog item.
- Do not put in-scope and not in-scope items on the same requisition.
- Click on Create Non Catalog Items.

PR1429310: A731STCC Infrastructure Order Test
 Items: 0 Total: \$0.00000USD

2 Add Non-Catalog Item Requisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to

*Commodity Code: Computers, Notebook computers (NIGP 20454) Supplier Auxiliary Part ID:

*Supplier: Virginia Information Technologies Agency Quantity: 10

*Contact: 110 South Seventh Str [select] Unit of Measure: each

Supplier Part Number: Price: \$0.00000USD

Contract #: Amount: \$0.00000USD

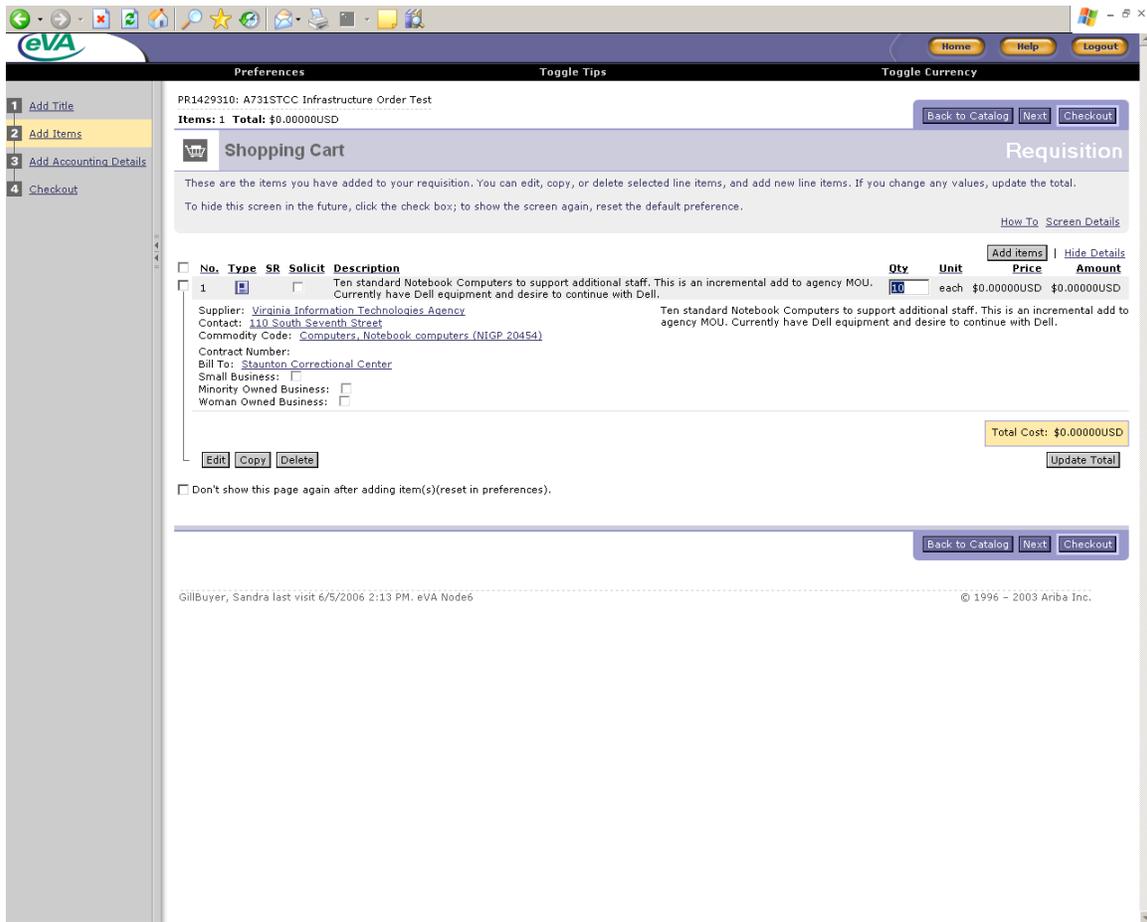
* indicates required field

Update Total

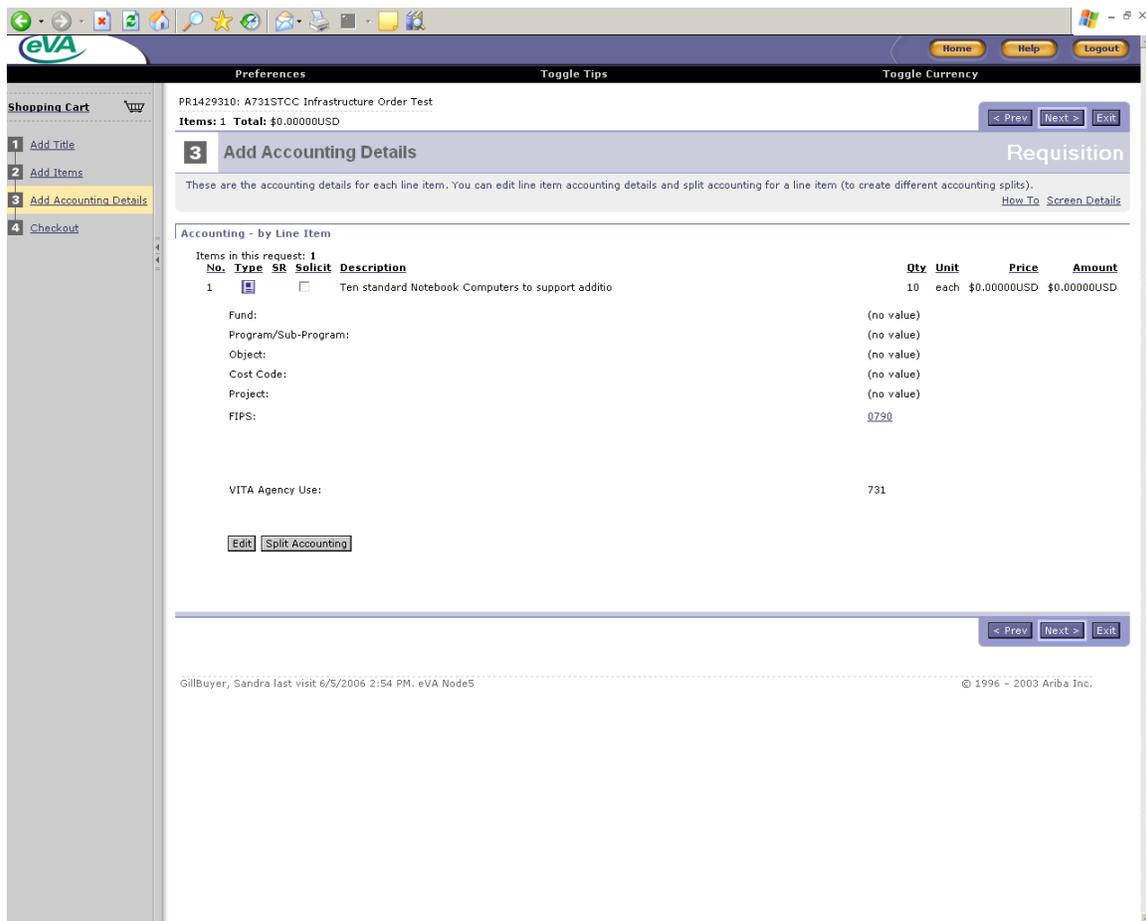
GillBuyer, Sandra last visit 6/5/2006 2:13 PM. eVA Node6 © 1996 - 2003 Ariba Inc.

Avoid use of Lot as Unit of Measure

- Non-catalog item orders can be created and entered from this screen.
- Enter a full description. This field is limited to 256 characters. Attachments can be added for lengthy descriptions or specifications. If you have a preferred model, vendor, etc., enter that information in the description, comments block or as an attachment.
- A commodity code must be entered. Click on the down arrow, search by word description and select the appropriate commodity code.
- Click the down arrow for Supplier and select Other. In Search, type in “Virginia Information%” and click Search. Select Virginia Information Technologies Agency. The % sign is used as a wildcard in the search engine.
- Add any available supplier part number identification as appropriate.
- Enter the Contract number if there is an existing contract for the item
- Insert a quantity.
- Enter the price as zero. The actual price will be determined by VITA or NG during the review process.
- Click on OK and the item will be added to your requisition.
- When complete, click OK to add the item to the shopping cart.



- Once the non-catalog screen has been completed and saved, the above item is added to the requisition. Do not enter in-scope and not in-scope items on the same requisition.
- After adding all items, click Next.



- The end user will verify or complete the agency accounting information for the agency budgetary unit paying for the equipment.
- The eVA system changes implemented for VITA, adds additional fields for the required VITA accounting data. These fields have been defaulted and have been hidden from view except for the VITA Agency Use field.
- VITA Agency Use Field: This is a free form field for the use by the agency at its discretion. It is not a mandatory field and could be used by the agency to insert a unique code for reconciliation of the VITA monthly bill.
- Agency Ship To addresses can be accessed by clicking the down arrow by the Ship To field. Select the appropriate address.
- Click Next to proceed.

Accounting Data Example For Agency That Creates Orders For Multiple Agencies:

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Support

- This example is from the Department of Corrections. This agency buys for multiple agencies and selects the appropriate agency from the Entity Code drop down box on the Add Title screen.
- As can be seen from the screen above, the VITA Department field is shown with a value in the field. This is the VITA Department code for the default agency code on the Add Title page.
- If you change the default value for the Entity Code, it does not automatically change the default value for the VITA Department. It does filter the VITA Department code and only allows you to add the proper code through the select box (+).
- If the default Entity Code is edited on the Add Title screen and the VITA Department is not manually edited on the Edit Accounting screen, the transaction will be rejected when it is submitted and you must go back and change the VITA Department code.
- **IMPORTANT:** The requirement to edit the VITA Department when you change the default Entity code applies to all transaction, not just in-scope “VR1” coded transactions.

PR1429310: A731STCC Infrastructure Order Test
 Items: 1 Total: \$0.00000USD

4 Checkout Requisition

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

Summary Approval Flow

Title: A731STCC Infrastructure Order Test
 On Behalf Of: GillBuyer, Sandra
 Agency Code: 731 [select]
 Fiscal Year: 2006 [select]
 PO Category: VR1 [select]
 DOC Reference Number:
 Contact Name:
 Send ALL items to eProcurement:
 Pre-Encumbrance Number:

Line Items

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.	10	each	\$0.00000USD	\$0.00000USD

Supplier: Virginia Information Technologies Agency
 Contact: 110 South Seventh Street
 Commodity Code: Computers, Notebook computers (NIGP 20454)
 Contract Number:
 Bill To: Staunton Correctional Center
 Small Business:
 Minority Owned Business:
 Woman Owned Business:

Total Cost: \$0.00000USD

Shipping - Entire Requisition
 Ship To: Staunton Correctional Center
 Deliver To: Sandra GillBuyer
 Need-by Date: Mon, 31 Jul, 2006

Comments - Entire Requisition

- At Checkout, do a final review and edit of the transaction as required.
- Immediately below the section of the Checkout page shown above there is a comments box as well as the capability to add attachments.
- It is suggested that you click on the Approval Flow box and see who will be required to approve this requisition.

Approval flow for In-scope order on two screens:

The image displays two screenshots of the eVA system's approval flow for a requisition. The top screenshot shows the 'Approval Flow - Requisition' screen with a workflow diagram. The workflow steps are: A136-Tech Compliance Rev, A136-Business Review, A731-BSO Viewer, and A731-Business Manager. A red oval highlights the first two steps, and a red rectangle highlights the last two steps. A text box between the screenshots contains the following text:

- VITA review workflow added to the workflow by VR1 code.
- Agency AITR added to workflow.
- Standard Agency workflow.

The bottom screenshot shows the same 'Approval Flow - Requisition' screen with a different workflow diagram. The workflow steps are: A731-AITR, A136-SCM Approver, and GillBuyer, Sandra. A red oval highlights the first two steps, and a red rectangle highlights the last step.

- This is a picture of the workflow created for this requisition and should be reviewed before submission of the order.
- The approvers in ovals are the IT approvers added to the workflow by selection of the “VR1” PO Category.
- The approver in the rectangle are the standard approval flow for this agency.
- Click Submit to start the requisition in the workflow. Upon completion of the final approval, the order will be sent electronically to the vendor.

PO Printing Requirement: Approval flow for non-registered eVA vendor or registered vendor that is not signed up for receiving electronic orders

- The last role in the above workflow is for PO Print. This role is used to inform you that this is not an electronic enabled vendor and that you must print the order and send it to the vendor.
- The PO Print approver must approve the order and then wait for the requisition status to change to Ordered (approximately 15 minutes). When the status has changed to Ordered, go in and open the order (EPxxx) and print and fax/mail to the vendor.

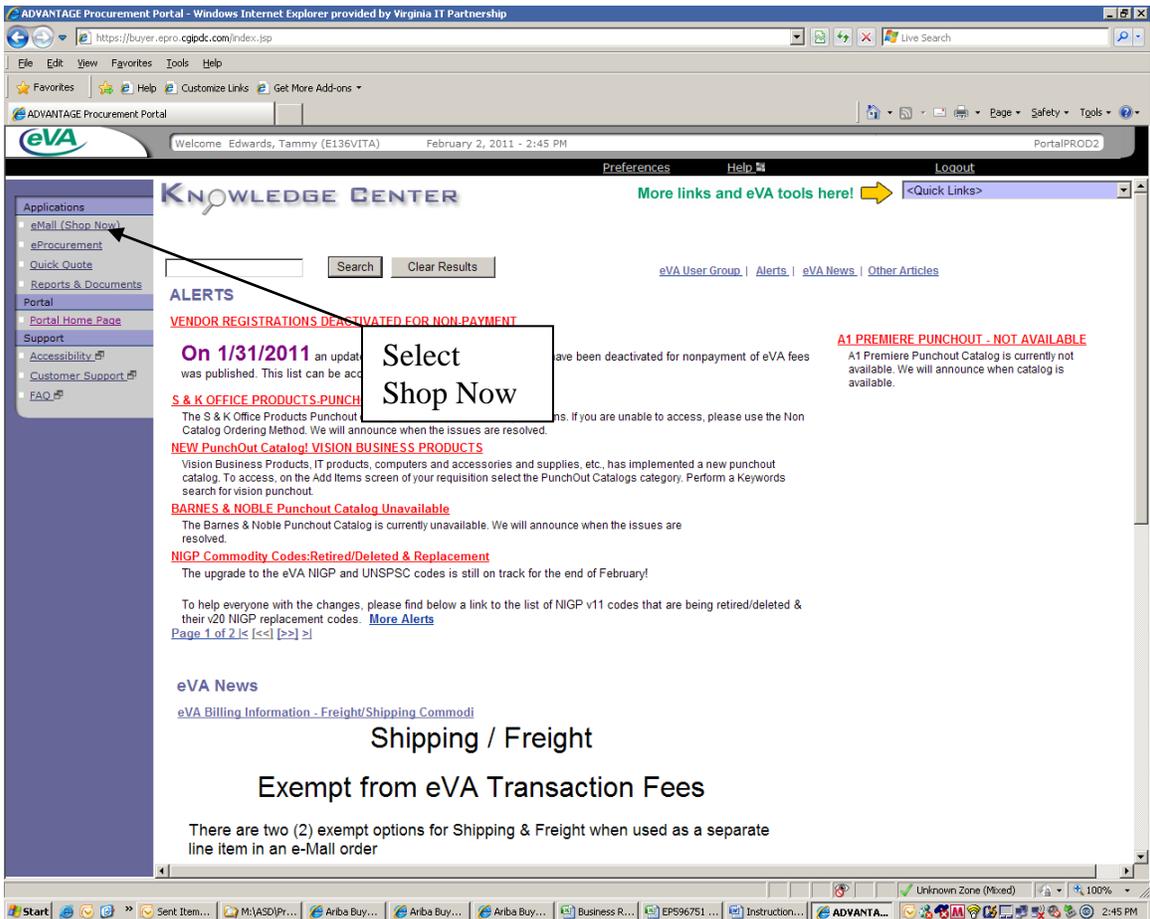
In-Scope orders to VITA will NOT have the PO Print in the approval flow.

Approval Process:

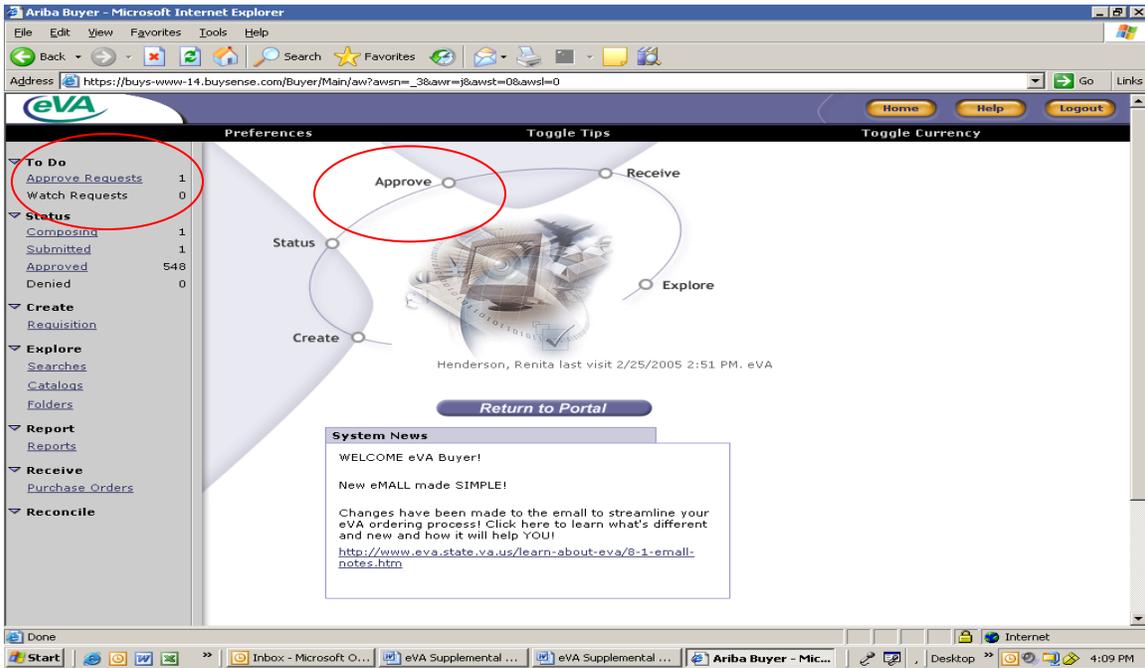
- To login go to www.eva.virginia.gov

The screenshot shows the eVA Home Page in Internet Explorer. The browser title is "eVA Home Page - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows "http://eva.virginia.gov". The page layout includes a left sidebar with navigation links: BUYER, SWAM, VENDOR, BILLING, SIGN-UP, eVA TRAINING, VIP TRAINING, and ARIBA SUPPLIER. The main content area has a navigation bar with Home, SWaM, Buyer, Vendor, Billing Portal, and Sign-Up. Below this is a "Welcome to eVA!" message and a "Vendor Benefits" section. The "Vendor Benefits" section contains links to "SWaM Benefits PDF" and "Testimonials PDF", which are circled in red. Below this is a "Quick Links" section with a list of links and a "Login" button. On the right side, there are several promotional banners: "eVA Newsletter December Issue", "eVA Spotlight" featuring Fairfax County Public Schools, "U.S. & State Flags" with a "Buy A State Flag" link, "ARRA" (American Recovery and Reinvestment Act of 2009), and "eVA Facts" with a "VIEW" button. Below these banners are statistics: "Watch eVA Grow" with 5 Million Items, 2,964,445 Orders, and \$25 Billion Spent; and "eVA Tools" with 983 Catalogs and 171 Agencies. At the bottom of the page, there are "Buyer Login" and "Vendor Login" forms, each with fields for Username and Password and a "Login" button. The taskbar at the bottom shows several open applications, including "Sent Item...", "M:\ASD\Pr...", "Arriba Buy...", "Business R...", "EPS96751...", "Instruction...", and "eVA Hom...". The system clock shows 2:43 PM.

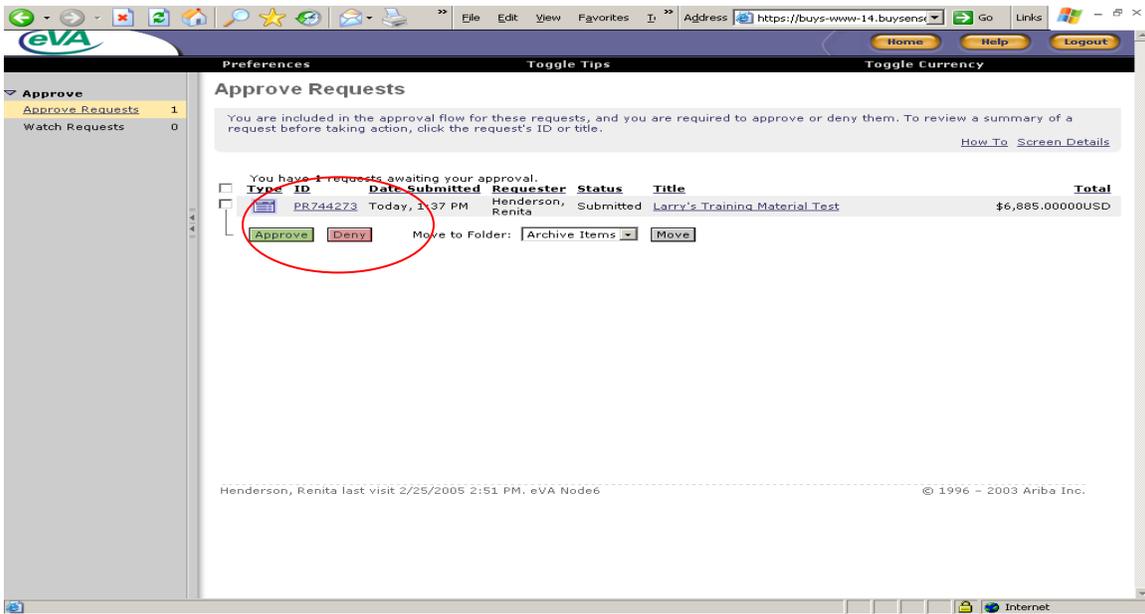
- Enter your assigned user name and password.



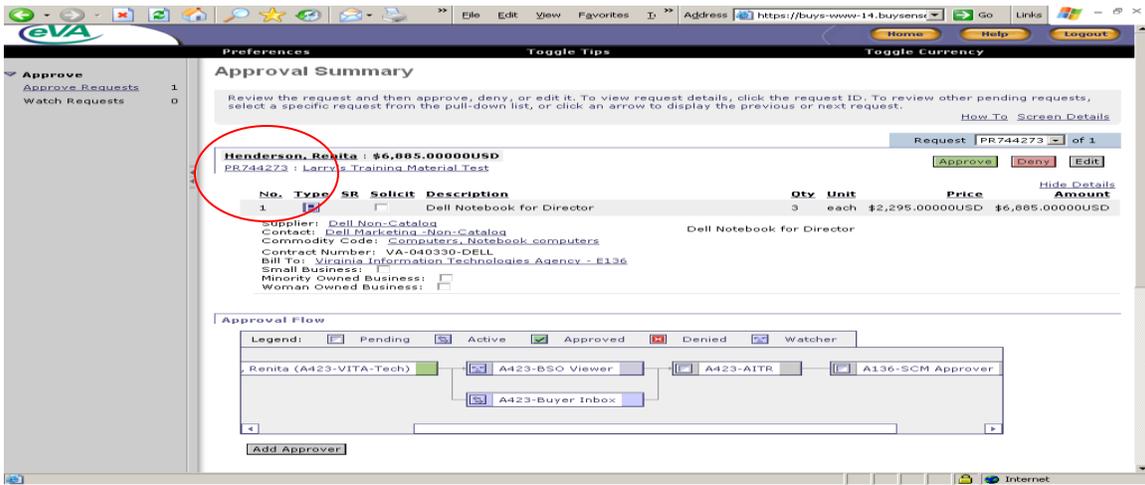
Select Shop Now



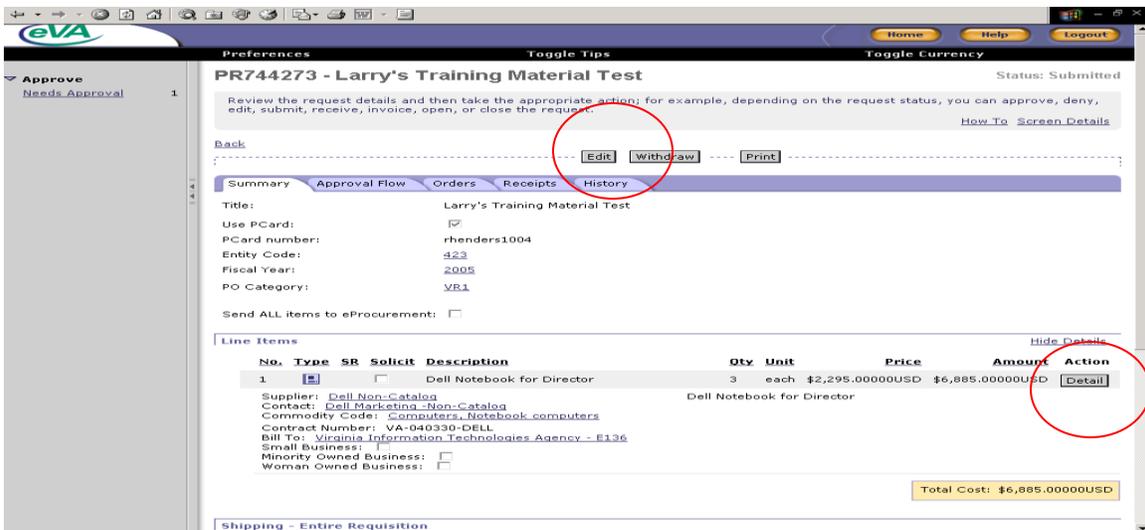
- In this instance there is only one requisition for approval as shown under the To Do heading.
- Click the Approve button to open the approval in-box.



- The requisition could be approved from here. However, all requisitions should be opened and reviewed prior to approval.
- Click on the PR number to open the requisition for review.



- At this screen you can review each line item on the requisition.
- In addition, you are shown the workflow for this requisition.
- Click on the requisition number to open the requisition for additional review.



- You must click Edit if you need to change the requisition. You can edit only if you have been given Edit Approval authority in your eVA user profile.
- Verify that the Pcard block has been unchecked. Edit and remove if it has been checked.
- Verify that a "VR1" PO Category has been selected. Edit and change if the "VR1" code has not been selected.
- **Verify that the eProcurement block is not checked. Edit and remove if it is checked.**
- Verify the technical details of the order and edit as appropriate.
- Changes to the requisition will start the approval process over.
- Click on Detail to review the remainder of the requisition.

PR744273: Larry's Training Material Test
Items: 1 Total: \$6,885.00000USD OK

Review line item details, such as accounting and shipping information. [How To](#) [Screen Details](#)

Line Item Details

No.: 1
Description: Dell Notebook for Director
Supplier Part Number: Dell-12345
Supplier Auxiliary Part ID:
Quantity: 3
Unit of Measure: each
Price: \$2,295.00000USD
Commodity Code: [Computers, Notebook computers](#)
Supplier: [Dell Non-Catalog](#)
Contact: [Dell Marketing - Non-Catalog](#)
Contract #: VA-040330-DELL
Small Business:
Minority Business:
Woman Owned Business:
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail:	0100
Program/Sub-Program:	50204

Minority Business:
Woman Owned Business:
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail:	0100
Program/Sub-Program:	50204
Sub Object:	2212
Cost Center:	285
Project:	66015

VITA Agency Use: 423
Grant:

Shipping - by Line Item

Ship To: [Dept of Historic Resources-Admin Services](#)
Deliver To: Renita Henderson
Need-by Date: ? Fri, 11 Mar, 2005

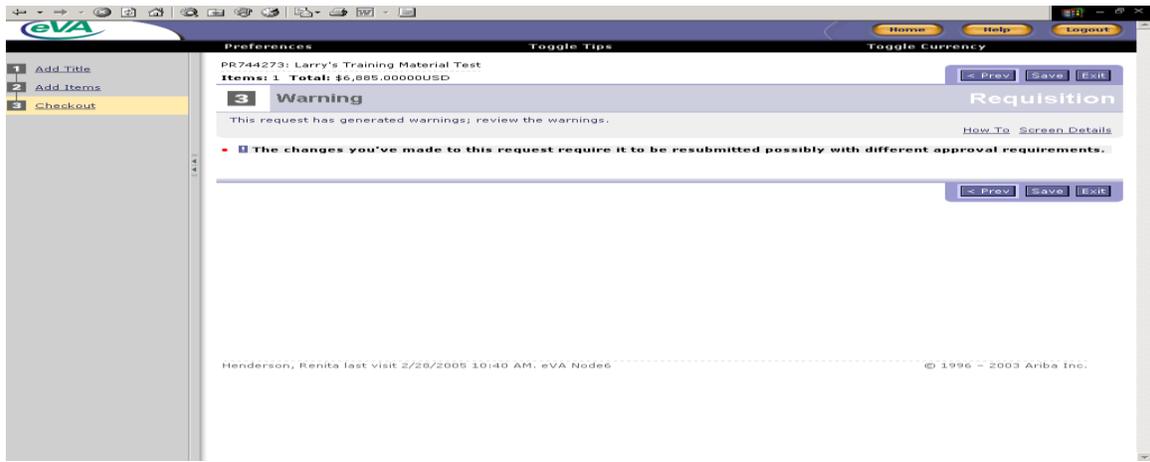
Comments - by Line Item

[Add Comment](#)

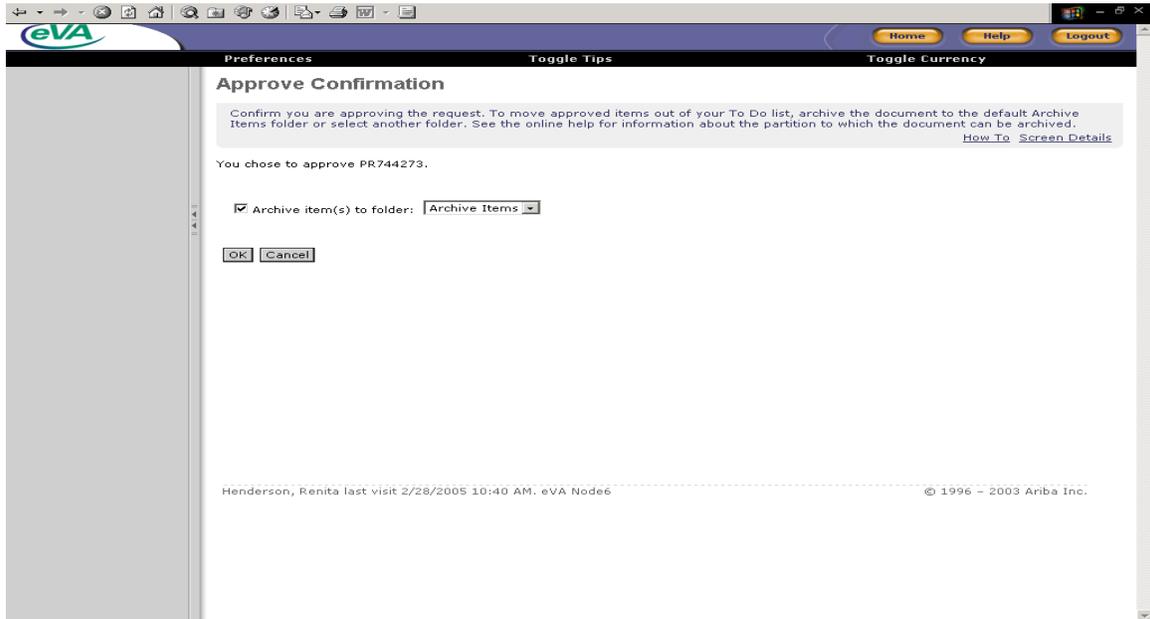
OK

Henderson, Renita last visit 2/28/2005 6:17 AM. eVA Nodes © 1996 - 2003 Ariba Inc.

- Review and edit as appropriate.



- When an edited requisition is saved, the above message will appear indicating that the workflow will start over because of the edit of the requisition. Since the requisition has changed it is appropriate that previous approvers review and approve again.
- Click the Save button again and the requisition will go back to the beginning of the approval workflow.



- Click OK to confirm approval.

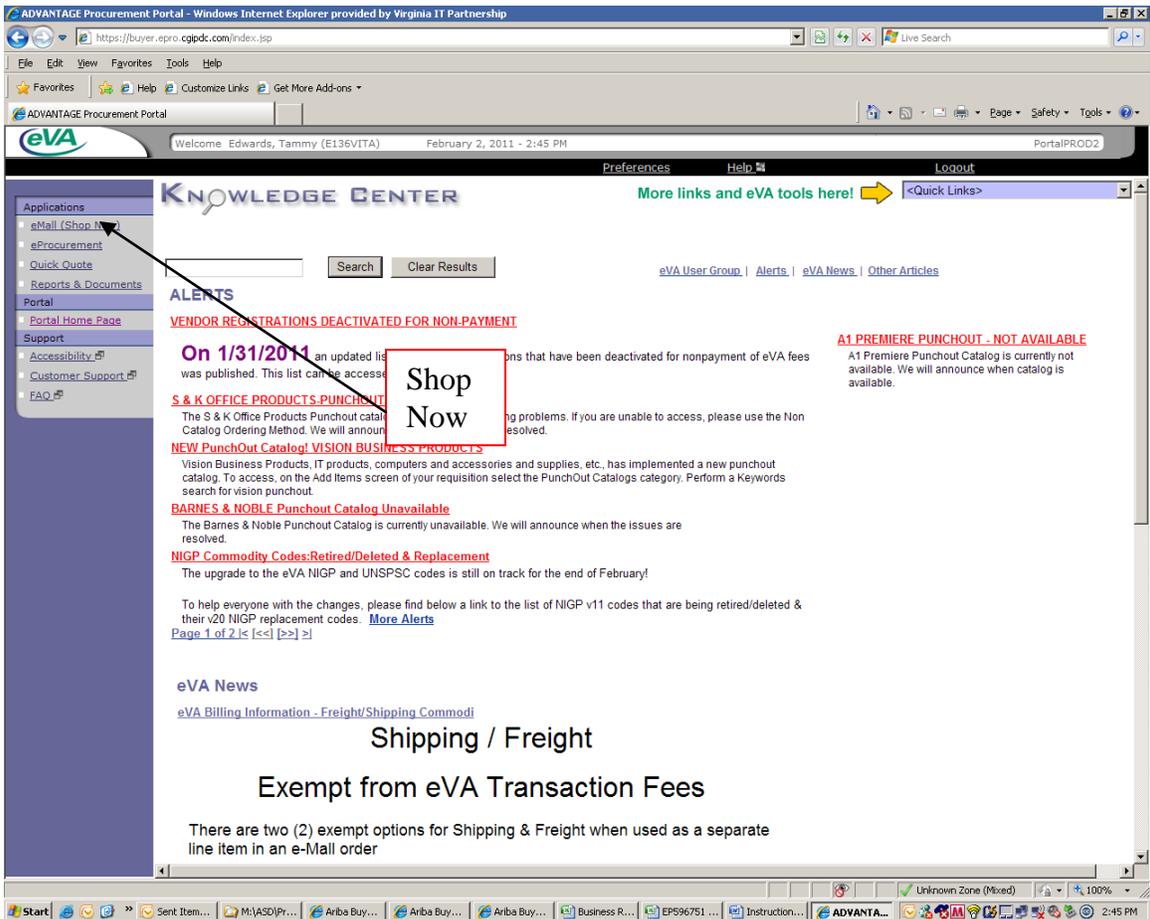
Receiving Orders

Infrastructure Goods and Services: Receiving for all IT infrastructure goods and services orders must be accomplished in eVA. When an order reaches the Ordered status, a receiving document is created and placed in the receiving in-box of the person designated to do the receiving. If the agency is set up for Desktop Receiving the shell will be available to the person who initiated the order. If the agency is set up for Central Receiving, the receiving must be done by the person or persons given the receiving role.

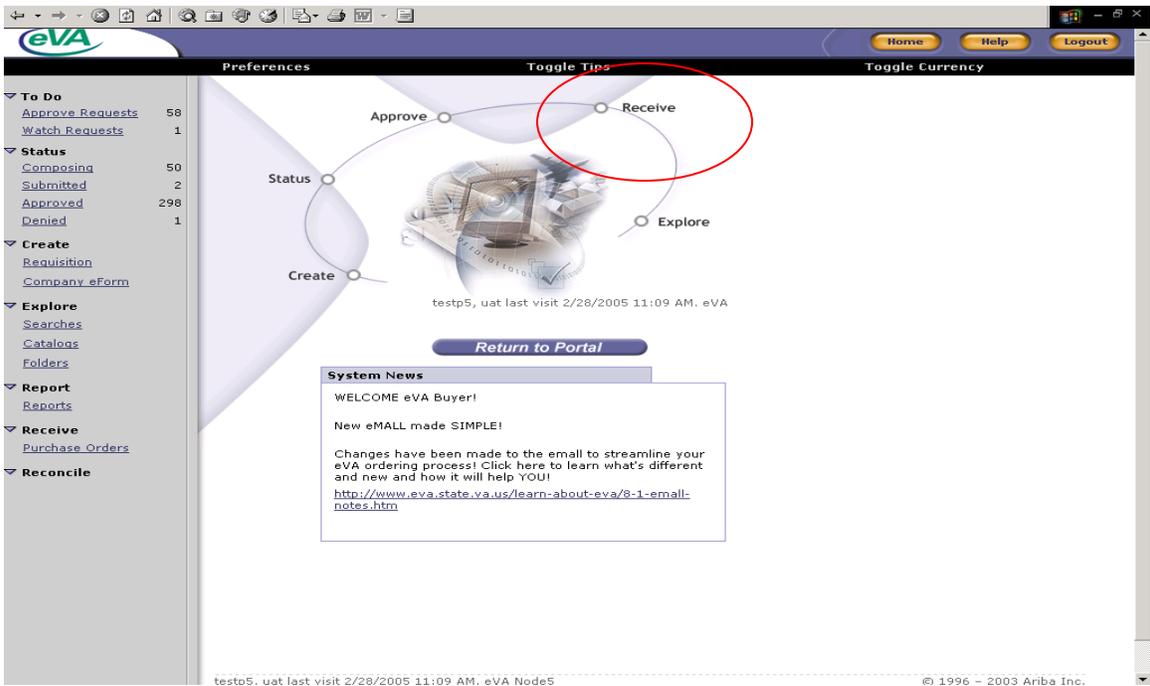
Non-infrastructure IT Goods and Services: These services will be ordered from a commercial supplier and Billed To the agency. Therefore, VITA does not require receiving in eVA for these items.

The screenshot shows the eVA Home Page in Internet Explorer. The browser address bar displays <http://eva.virginia.gov/>. The page layout includes a navigation menu on the left with categories: BUYER, SWAM, VENDOR, BILLING, SIGN-UP, eVA TRAINING, VIP TRAINING, and ARIBA SUPPLIER. The main content area features a 'Welcome to eVA!' message, a 'Vendor Benefits' section with links for 'SWaM Benefits PDF' and 'Testimonials PDF', and a 'Quick Links' section. At the bottom, there are 'Buyer Login' and 'Vendor Login' forms. A red circle highlights the 'Buyer Login' form. The right sidebar contains various news items and statistics, including 'eVA Newsletter', 'eVA Spotlight', 'ARRA', and 'eVA Facts'.

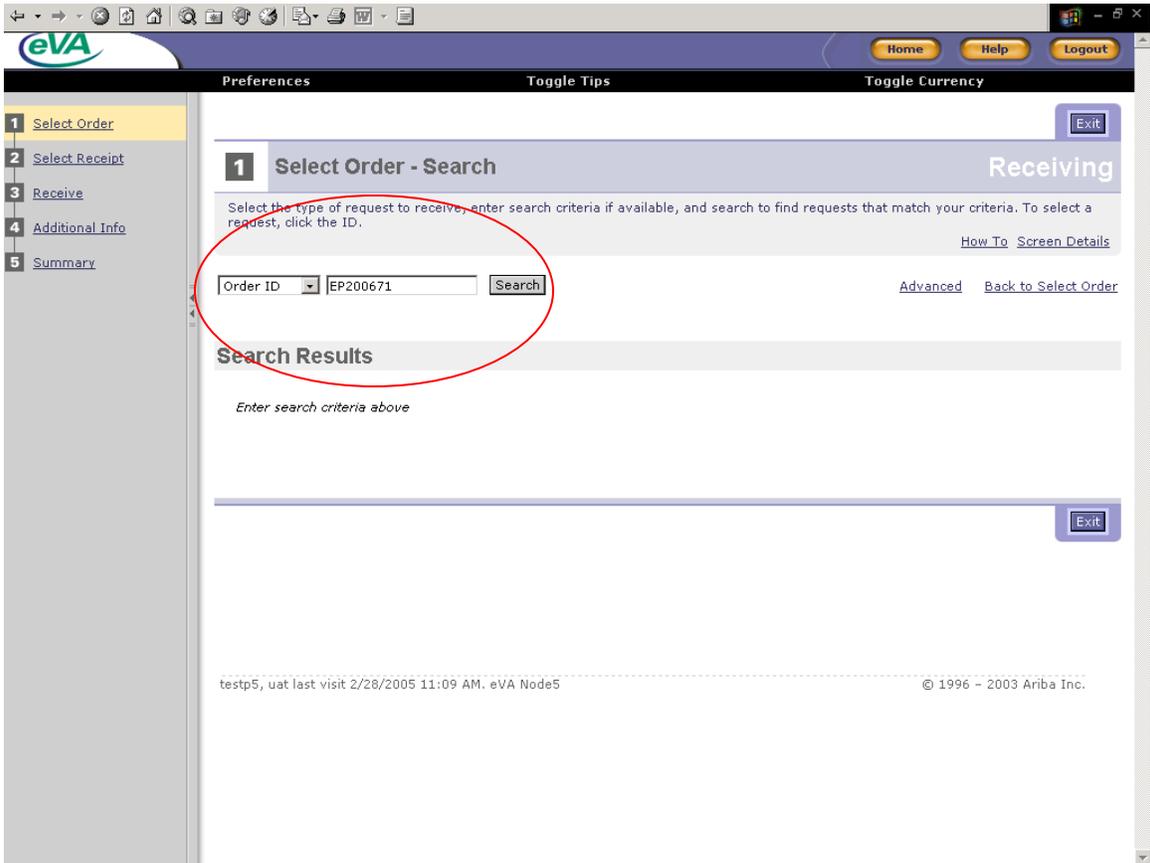
- To login go to www.eva.virginia.gov
- Enter your Userid and password and click login.



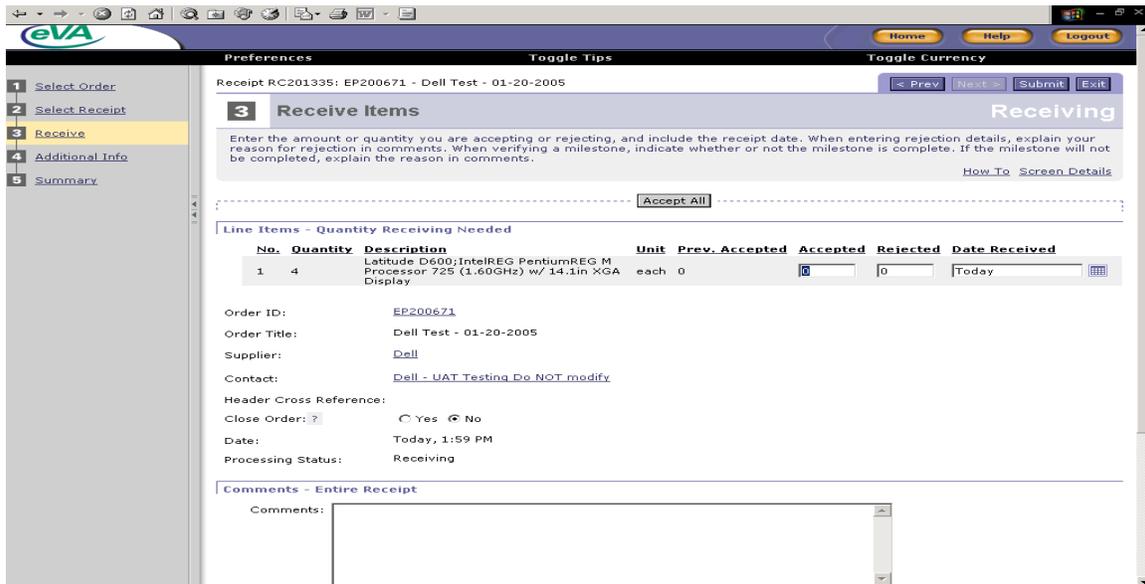
- At this screen click Shop Now on the left navigation bar.



- Click on the Receive button.



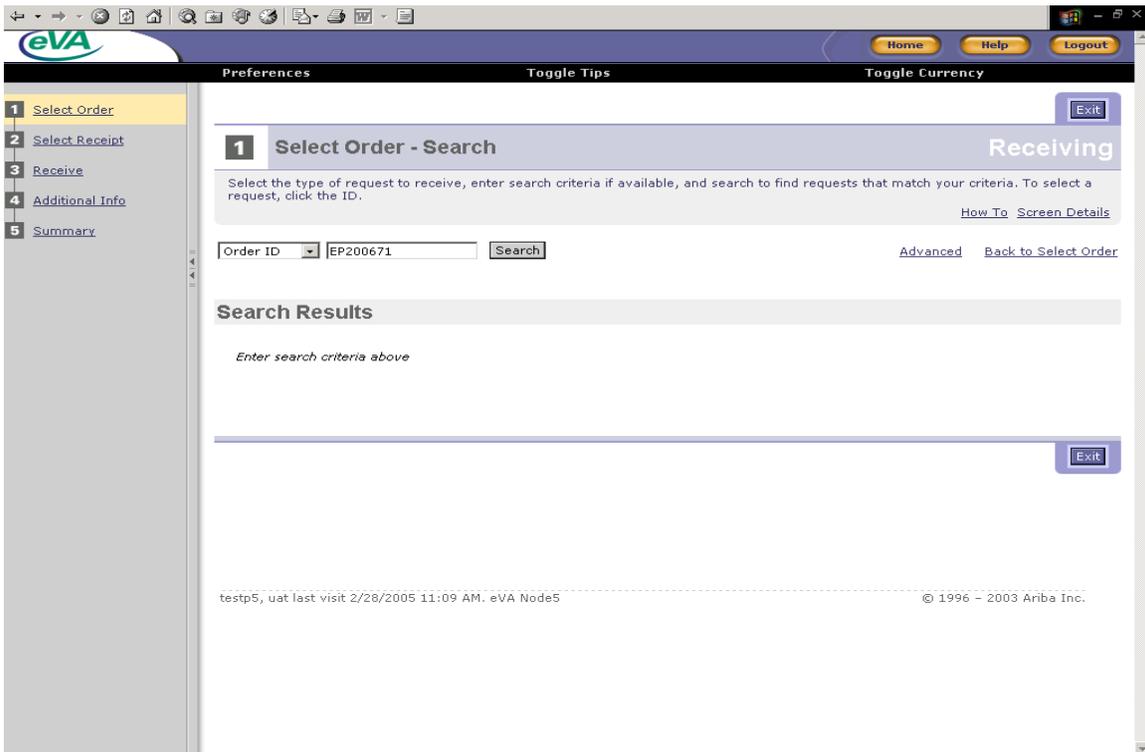
Type in the Purchase Order # to be received and click search



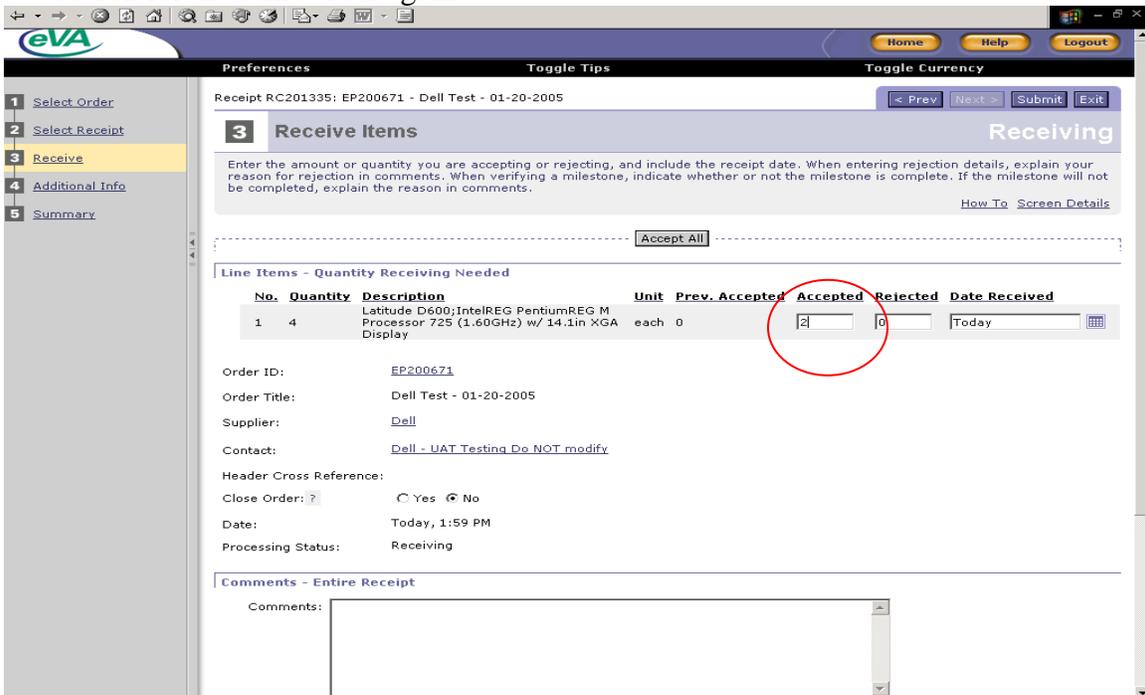
- The receiving document will open.
- If the entire order has been received, you can click Accept All at the top or you can type in the quantity received in the Accepted box.
- If you are receiving/accepting less than the full order quantity, type in the actual quantity received.
- The Date Received is defaulted to the current date. This date should be changed to reflect the actual date received by clicking on the calendar and selecting the received date.
- Note that the default on the Close Order is “No”. If you do a partial receipt by entering a quantity of less than the quantity ordered or not receiving all lines, the system will create another receipt document for the remaining quantity and put it in the Receive folder.
- If you receive less than the full quantity and the remaining items will not be provided by the vendor, Close Order should be changed to “Yes”. In this circumstance the system will not create another receiving document.
- After completing all entries, click the Submit button at the bottom of the screen.



- In the previous receipt, two of the four items were received.
- Click on return to Home.
- Click on Receive again.

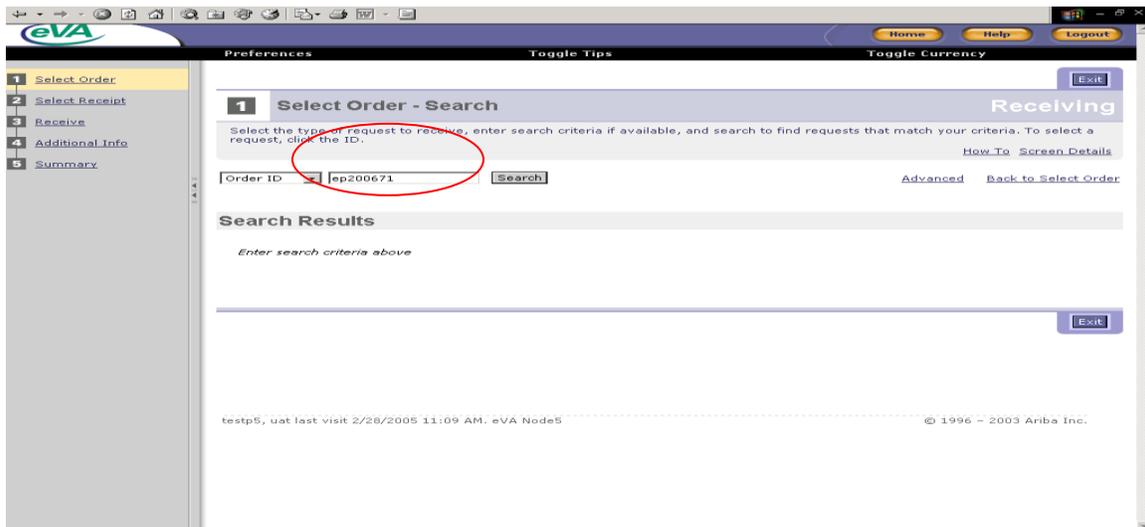


- Search for the same order again.



- Note: You will see 2 under Prev Accepted for the two previously received.
- An additional quantity is received.

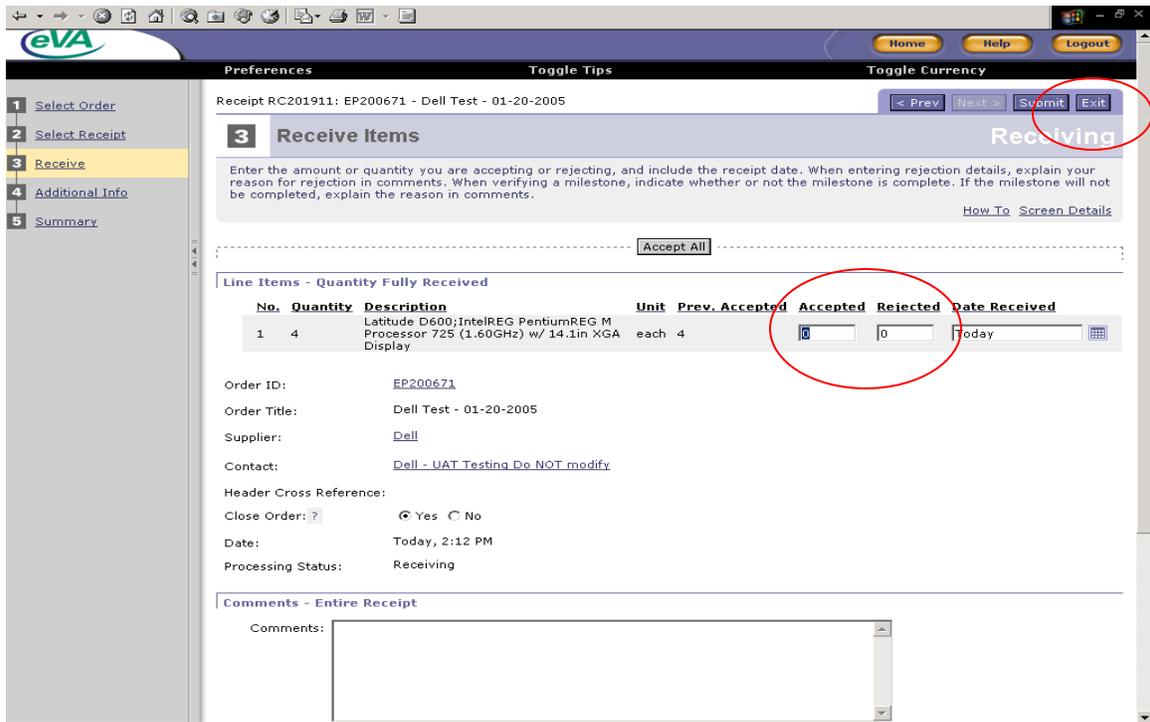
Re-open Order for Receiving to Create a Change Order: An order that has been fully received or has been closed for receiving must be re-opened for receiving before a change order can be created.



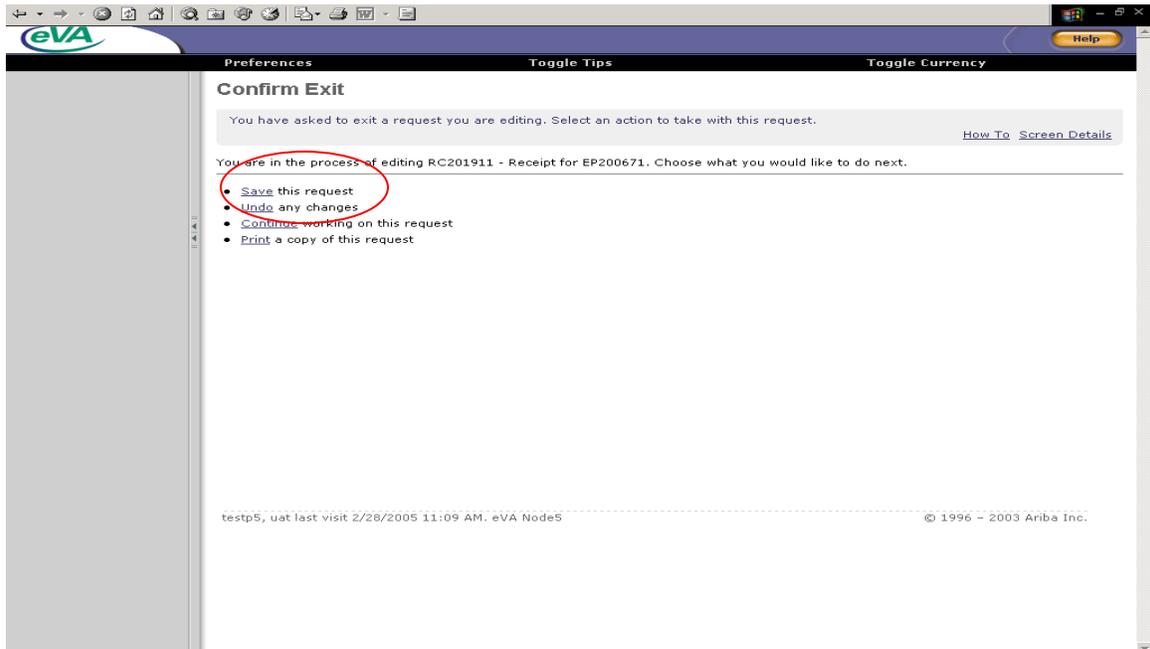
- In the previous steps we created two receipts for EP200671 to fully receive the order.
- There may be occasions when you need to re-open a closed order for additional receiving or you need to do a change order to add additional items to the original order.
- An order that has receiving closed can't be changed without re-opening for receiving.
- To re-open, go to Shop Now, Click the Receive button, enter the order number and click on Search.



- Note that the order is closed to receiving.
- Click on the Reopen Order button.



- The system opens a new receipt for additional receiving showing the ordered quantity fully received.
- Click Exit.



- Click the Save button to save the receipt for subsequent receiving.
- Return to the Home page.
- Click on Status.

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.

How To [Screen Details](#)

Requests in progress: 351

Type	ID	Date Created	Status	Title	Total
<input type="checkbox"/>	PR202426	Tue, 25 Jan, 2005	Composing	Golf Clubs	\$2,500.00000USD
<input type="checkbox"/>	PR202425	Mon, 24 Jan, 2005	Composing	Copy of Copy to POB-Larry	\$32,500.00000USD
<input type="checkbox"/>	PR202424	Mon, 24 Jan, 2005	Ordering	Copy to POB-Larry	\$32,500.00000USD
<input type="checkbox"/>	PR202414	Sun, 23 Jan, 2005	Received	Copy of Equipment	\$35,750.00000USD
<input type="checkbox"/>	PR202413	Sun, 23 Jan, 2005	Ordering	Equipment	\$35,750.00000USD
<input type="checkbox"/>	PR202412	Sun, 23 Jan, 2005	Ordering	Untitled Requisition	\$10.00000USD
<input type="checkbox"/>	QQ:QQ000631 AWD123	Sat, 22 Jan, 2005	Submitted	test	\$41,480.00000USD
<input type="checkbox"/>	QQ:QQ000631 AWD122	Sat, 22 Jan, 2005	Ordered	test	\$41,480.00000USD
<input type="checkbox"/>	PR202399	Fri, 21 Jan, 2005	Composing	Untitled Requisition	\$375.00000USD
<input type="checkbox"/>	PR202353	Thu, 20 Jan, 2005	Ordered	Dell Test #2 - 01-20-2005	\$14,713.40000USD
<input type="checkbox"/>	PR202344	Thu, 20 Jan, 2005	Receiving	Dell Test - 01-20-2005	\$6,863.88000USD
<input type="checkbox"/>	QQ:QQ001381 AWD120	Wed, 19 Jan, 2005	Composing	ST 1467	\$300.00000USD
<input type="checkbox"/>	PR202260	Wed, 19 Jan, 2005	Ordering	Untitled Requisition	\$999.00000USD
<input type="checkbox"/>	PR202227	Tue, 18 Jan, 2005	Ordering	swam test - 1-19-05	\$30.00000USD

Move to Folder:

testp5, uat last visit 2/28/2005 11:09 AM. eVA Node5 © 1996 - 2003 Ariba Inc.

- Note that the order is now back in a receiving status.
- Click on PR202344.

PR202344 - Dell Test - 01-20-2005 Status: Receiving

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

How To [Screen Details](#)

[Back to Status](#)

Summary Approval Flow Orders Receipts History

Title: Dell Test - 01-20-2005

Use PCard:

PCard number: utestp50011

Entity Code: [P194](#)

Fiscal Year: [2004](#)

PO Category: [R01](#)

Header Cross Reference:

ERP Requisition Number: test 2

Do not send any items to eProcurement:

Send ALL items to eProcurement:

Line Items [Hide Details](#)

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount	Action
1	<input type="checkbox"/>	EP200671		Latitude D600;IntelREG PentiumREG M Processor...	4	each	\$1,715.97000USD	\$6,863.88000USD	<input type="button" value="Detail"/>

Supplier: [Dell](#) Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display

Contact: [Dell - UAT Testing Do NOT modify](#)

Commodity Code: [Computers, Notebook computers](#)

Contract Number:

Bill To: [P194- DPS Mail Room](#)

Small Business:

Minority Owned Business:

Woman Owned Business:

Total Cost: \$6,863.88000USD

- Note that the order now has the Change Order button.
- Click Change to do a Change Order.
- You may now add items and you can make some edits to the fully received item. However, you cannot delete the fully received item nor can you delete the item.