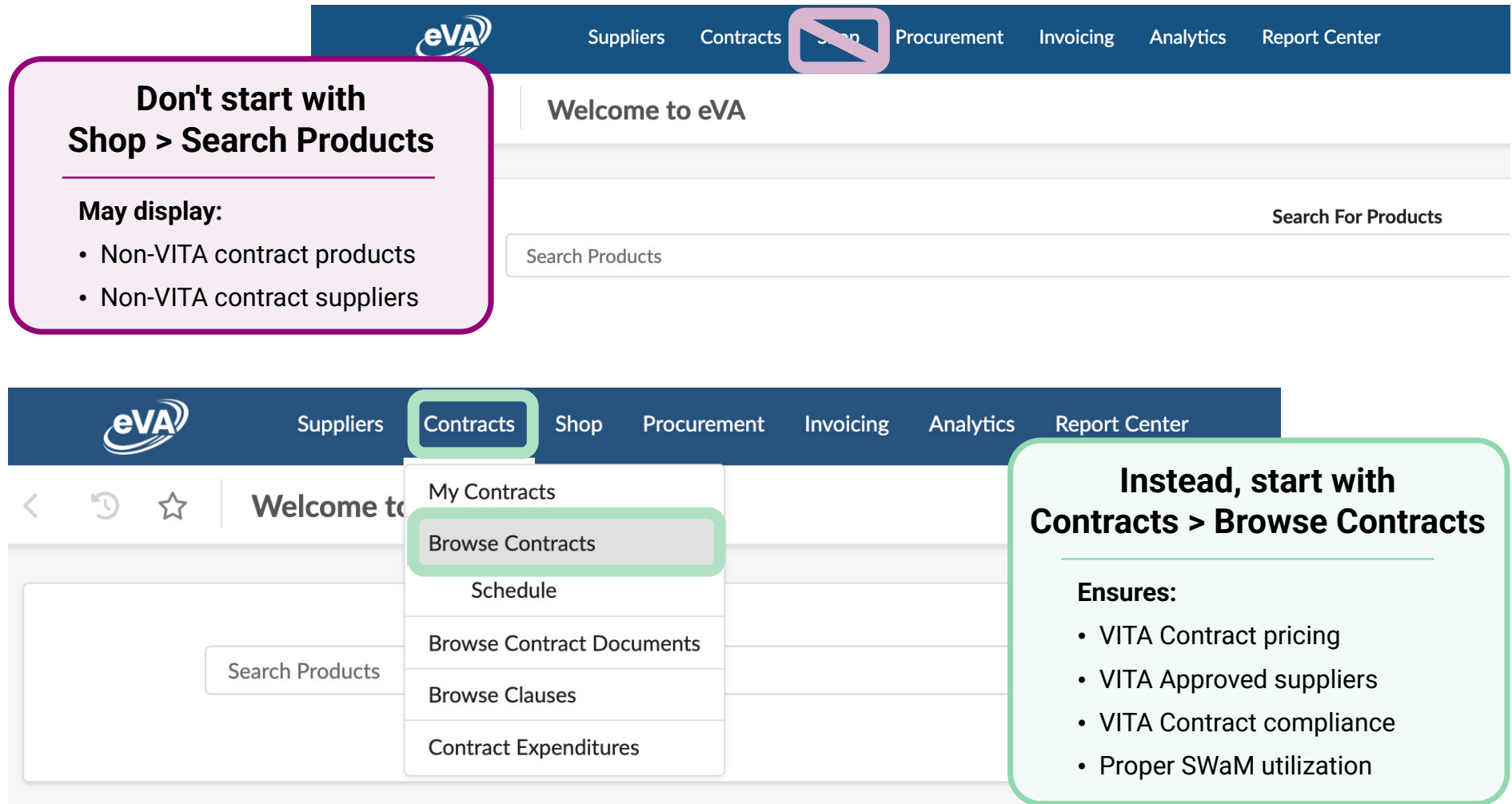


Ordering in eVA starts here

Start with the contract, not the product

The image shows two screenshots of the eVA web application interface. The top screenshot shows the 'Shop' menu item in the navigation bar, which is crossed out with a red 'X'. A callout box on the left explains that starting with 'Shop > Search Products' may display non-VITA contract products and suppliers. The bottom screenshot shows the 'Contracts' menu item highlighted with a green box. A dropdown menu is open, showing options like 'My Contracts', 'Browse Contracts' (highlighted with a green box), 'Schedule', 'Browse Contract Documents', 'Browse Clauses', and 'Contract Expenditures'. A callout box on the right explains that starting with 'Contracts > Browse Contracts' ensures VITA Contract pricing, approved suppliers, compliance, and proper SWaM utilization.

Don't start with Shop > Search Products

May display:

- Non-VITA contract products
- Non-VITA contract suppliers

Instead, start with Contracts > Browse Contracts

Ensures:

- VITA Contract pricing
- VITA Approved suppliers
- VITA Contract compliance
- Proper SWaM utilization

Introducing the quote method

The preferred requisition method

Available with suppliers that support electronic quotes



New

Punch-out
Commonly used

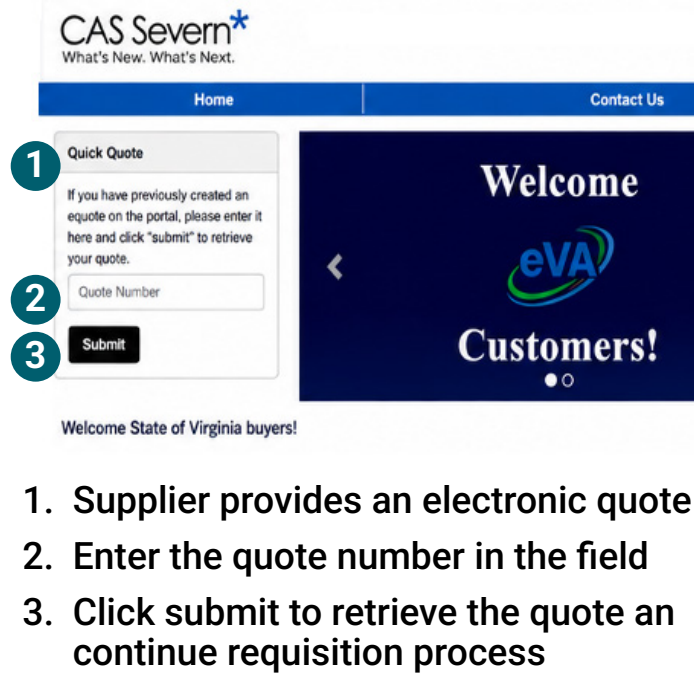
Line item load
Catalog loaded

Non-catalog item
Direct entry

Quote method
Electronic quotes

When to use

- When a supplier offers Quote Method functionality
- A quote has already been prepared by the supplier
- You want a more efficient path from quote to requisition



The screenshot shows the CAS Severn eVA portal. On the left, a 'Quick Quote' sidebar contains three numbered steps: 1. 'If you have previously created an equote on the portal, please enter it here and click "submit" to retrieve your quote.', 2. 'Quote Number' (with an input field), and 3. 'Submit' (with a button). The main area displays a 'Welcome eVA Customers!' message. Below the sidebar, a list of steps is provided: 1. Supplier provides an electronic quote, 2. Enter the quote number in the field, 3. Click submit to retrieve the quote and continue requisition process.

1. Supplier provides an electronic quote
2. Enter the quote number in the field
3. Click submit to retrieve the quote and continue requisition process

Key benefits

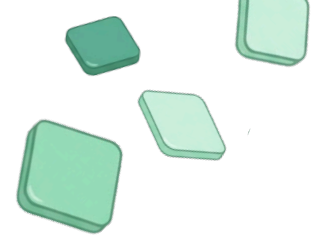
- Speeds up ordering
- Uses supplier-prepared quote details
- Reduces manual entry
- Supports the correct purchasing path



Buyer tip

If Quote Method is available, use the supplier-provided quote number to retrieve the quote before creating the requisition. Suppliers' displays vary.

From contract search to requisition creation



Process

- 1** Search the VITA Statewide Contract Search Portal
- Open and review a contract record, note the **eVA** CTR # for future reference
- 2**
- 3** Start with Contracts -> Browse Contracts
- Use the **eVA** CTR # to find the contract in **eVA**
- 4**
- 5** Select VITA contract
- 6** Use Quote Method if available

