



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

October 2011

Table of Content

General Guidance	page 3
Requisition Creation	page 6
Approval process	page 18
Re-open Order for Receiving	page 23
Receiving orders	page 28

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/scm/default.aspx?id=85>

Once at this site, select VITA's IT Goods and Service List.

In-scope goods and services are those identified in the above list by a "Y" in the "In-Scope to VITA" column. Items with a "N" in the column are defined as out of scope.

For a copy of the VITA Hardware Standards go to the following site:

[VITA: VITA Services Overview](#)

The IT Consumables list is a listing of in-scope IT goods and services that have been delegated to the agency for procurement up to \$100,000. These goods can be procured by the agency without coming through VITA. The IT Consumables list can be found at the following link:

http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/SCM/VITA_IT_Consumables_List.pdf

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, with the exception of items on the IT Consumables List, 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 "V" PO Category at the requisition header.
2. The use of Pcards is not authorized for in-scope orders. If a Pcard is loaded to your eVA account, uncheck the 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 (VITA).
 - 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's "Bill To" address.
 - Complete and attach a VITA-Information Services Procurement Justification Form (see Attachment A)
 - Complete the remainder of the requisition in the same manner as other requisitions for your agency and submit.

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

- Tech Compliance Review - Centralized review by VITA to determine whether NG or VITA will fulfill the agency request.
- Business Review – Review by NG for pricing and sourcing.
- 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 \$100,000 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 \$100,000. The below rules apply to out of scope purchases of IT goods and services:

Out of scope orders less than \$100,000 (Do not route to VITA):

- Enter the appropriate standard PO category (Not “V” category)
- Appropriate use of agency purchasing cards is authorized.
- Enter the actual supplier as the Vendor.
- Enter the agency’s “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 \$100,000 (All must be routed to VITA):

- Pcards are not authorized for these orders.
- Use the “V” PO category for each of the situations outlined below.
 1. **Non-contract out of scope orders over \$100,000 (Procurement to be conducted by VITA):**
 - Enter the “V” PO category.
 - Enter Virginia Information Technologies Agency as the vendor.
 - Enter the requesting agency’s “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 \$100,000 to the agency:**
 - Agency conducts procurement through the IFB/RFP process.
 - Award contract.
 - Create eVA requisition to the successful vendor.
 - Enter the “V” PO category to route the requisition to VITA for review.
 - Enter the agency’s “Bill To address.”
 - Attach a copy of the awarded contract.
 3. **Out of scope orders from an existing contract:**

- Enter the “V” PO category.
 - Enter the actual supplier as the vendor.
 - Enter contract number in the contract number field.
 - Enter the agency’s “Bill To address.”
4. **Out of scope sole source orders:**
- Enter the “V” PO category.
 - Enter the actual supplier as the vendor.
 - Enter the agency’s “Bill To address.”
 - 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 paragraph 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 e-mail from the **eVA ORDERS** e-mail account that the order has been placed and the anticipated delivery lead time.
 - VITA places the agency purchase order number in the Attention section of the “Ship To” address to assist the agency in cross referencing the VITA purchase order number to the agency’s original purchase order number.
 - If you cannot cross reference the purchase order number on the packing slip documents from the vendor to your original agency purchase order number, e-mail evaorders@vita.virginia.gov for advice on the appropriate agency order that matches the information received on the packing slip.
 - 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, e-mail 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 (service requests) completed by Northrop Grumman, they will issue a delivery ticket. The delivery ticket will reference the original agency purchase order number and will request this information be passed on to the agency receiver to complete the eVA receiving.
5. **Purchase requests status requests:** In-scope orders that are submitted with Virginia Information Technologies Agency 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 be process the order. To request status send an e-mail to evaorders@vita.virginia.gov.
 - If the contact is VITA(NG), the order will be s processed by NG. To request status send an e-mail 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 Virginia's Total e-Procurement Solution (eVA) website. The page is titled "Virginia's Total e-Procurement Solution" and includes a search bar. The main content area is divided into several sections:

- Quick Links:** A list of links including APSPM Manual, Vendors Manual, Local Govt. Sign-Up, State Contracts, PPEA, Procurement Directory, Reports List, List of States' Preferences, Small, Woman, and Minority Business Certification, eVA Order Terms, Vendor Registration, Vendor Information Center (marked as NEW!), Solicitations & Awards, Future Business Opportunities, eVA Dashboard, more Buyer/Vendor Info..., and Search for Sheltered Workshops.
- Buyer Login:** A form with fields for Username and Password, and a Login button. This form is circled in red.
- Vendor Login:** A form with fields for Username and Password, and a Login button.
- Links:** Links for Password Problems, eVA or Ariba Password Problems? (Need a Login?), and eVA Billing & Payment Portal.
- Right Sidebar:** Contains eVA Testimonials, Watch eVA Grow statistics (961,233 Orders, \$8.8 Billion Spent, Monthly Chart, 5 Million Items, 983 Catalogs, 171 Agencies, 492 Localities, 32,723 Vendors, 9,121 Users), eVA Customer Care contact information (Phone: 866-289-7367, Email: eVACustomerCare@dps.virginia.gov), and eVA News & Events.
- Footer:** Includes a "Nationally Acclaimed" section with logos for Trailblazer Award, MIT Government Innovator, Digital Government, Prestigious Gold Award, Effectiveness Through Government Award, and NASPO Creain Gold Award.

- Enter your assigned user name and password.
- Should you forget your password, note the link below the login that is used to request password resets. Click on the button and follow the instructions for submission. You will be sent an e-mail with a computer generated password. Copy and paste this into the login screen and proceed.

Applications

- Quick Quote
- Reports & Documents
- Shop Now

Portal

- Portal Home Page

Support

- Accessibility
- Customer Support
- FAQ
- Submit an Issue

eVA Knowledge Center

ASK eVA

Ask

Latest eVA News:

- Alert on Reports** 6/2/2006 1:30:00 PM
The Data Warehouse load had an error last night, so orders from May 31st will not appear on reports until tomorrow, June 3rd. ... [Read More](#)
- eVA REPORT USERS - PLEASE READ!!!** 5/24/2006 9:38:00 AM
If you experience any difficulty running any eVA report not listed below, please contact eVACustomerCare@dgs.virginia.gov and provide the report name, report number, time frames, and other parameters you entered. It's important to log this information so we can identify additional reports that require further evaluation. ... [Read More](#)
- Revised eVA Business**
Revised eVA Business Plan, E
The revised eVA Business Plan, effective July 1, 2006, has been approved and becomes effective July 1, 2006. This revised Plan applies to all executive branch agencies and institutions. The revised Plan was provided to the Governor's Cabinet members on May ... [Read More](#)
- THOMAS SCIENTIFIC-New Punchout Catalog** 3/30/2006 10:53:00 AM
Thomas Scientific has just implemented their new Punchout Catalog. For easy access click on Punchout Catalogs on the Add Items Screen in your eVA Requisition, then type Thomas in the Keywords field and click search. ... [Read More](#)

More eVA News

Future Procurements

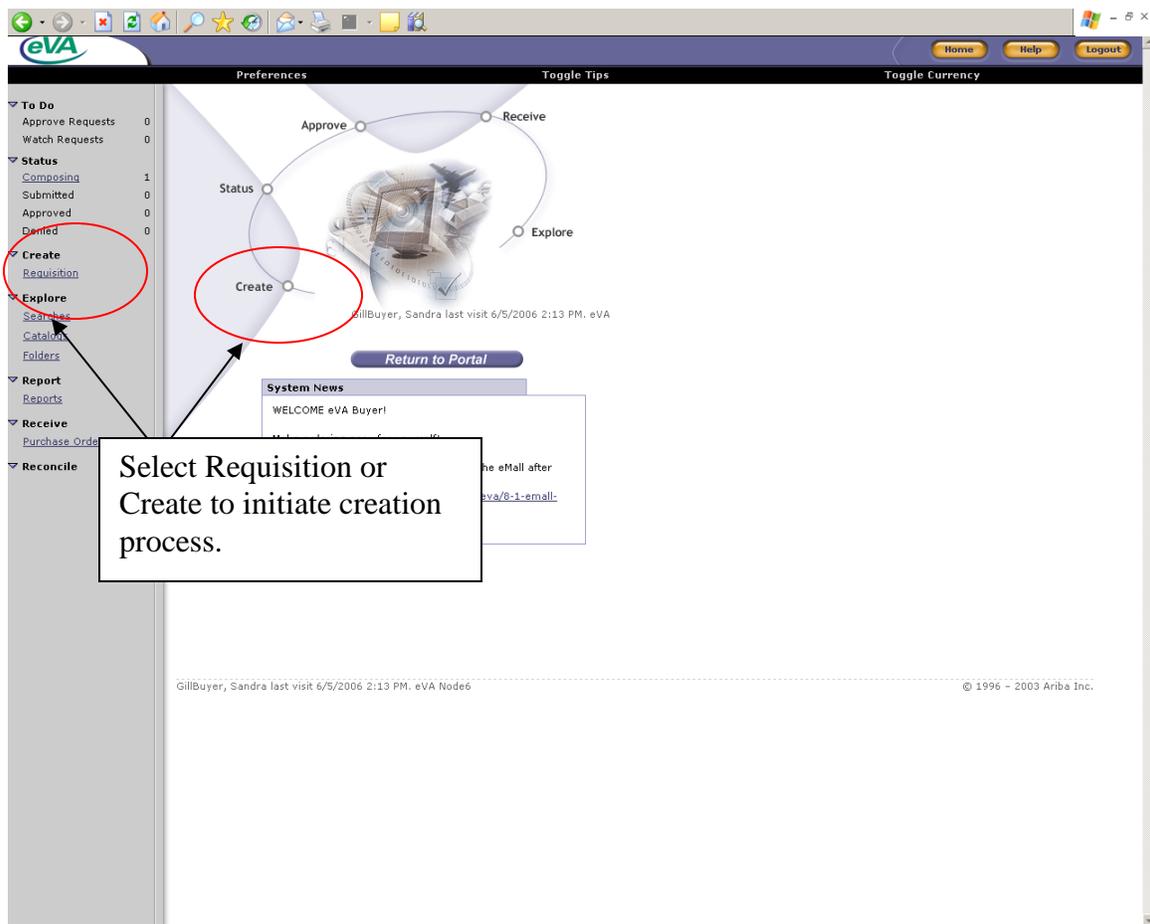
- Future Procurements
- FP User Guide
- Request Login

eVA Channels

- News Archive
- Suppliers FAQs
- Buyers FAQs
- DPS Website
- Buyers Public
- Vendor Public
- Learn About eVA
- State Contracts
- Solicitations & Awards
- eVA KC Admin

News Archive | Suppliers FAQs | Buyers FAQs | DPS Website | Buyers | Vendors | Learn about eVA
eVA KC Admin | State Contracts | On-Line Bids | Award Notices

- Click on Shop Now



- 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.

The screenshot shows the 'Add Title' screen in the eVA system. The page title is 'Requisition' and the breadcrumb is '1 Add Title'. The form contains the following fields and values:

- Title: A731STCC Infrastructure Order Test
- On Behalf Of: GillBuyer, Sandra
- Agency Code: 731 [select]
- Fiscal Year: 2006 [select]
- PO Category: VVR1 [select]
- DOC Reference Number: (empty)
- Contact Name: (empty)
- Send ALL items to eProcurement:
- Pre-Encumbrance Number: (empty)

A red box with the text "Do not check the send to eProcurement block" has an arrow pointing to the checkbox for "Send ALL items to eProcurement".

- 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 “Vxx” PO Category. This will insert VITA approvals into the requisition workflow. In addition, the V 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.
- **For VDOT, DEQ, TAX and DMV: At the above screen select the “On Behalf Of” user set up for your agencies use, then follow the remaining basic instruction in this instruction. For these agencies the “V” Code is defaulted for the selected On Behalf user and all items, regardless of dollar value will be routed to VITA.**

Orders for In-scope Goods and Services:

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

2 Add Items

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)
Bedlinens 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 (1)
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)

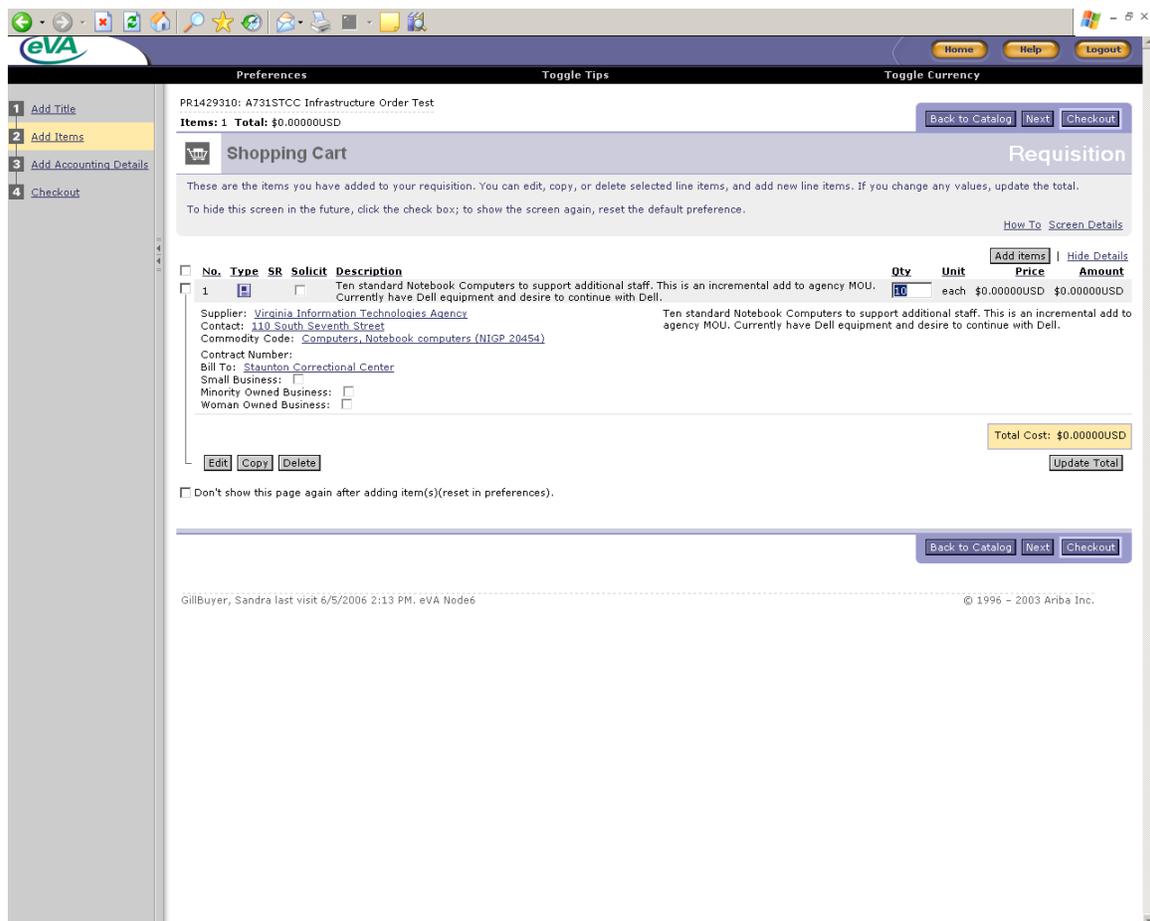
Industrial Production and Manufacturing Services (8)
Machining and processing services (4) Manufacture of electrical goods and precision instruments (2) Metal and mineral industries (1) ...

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

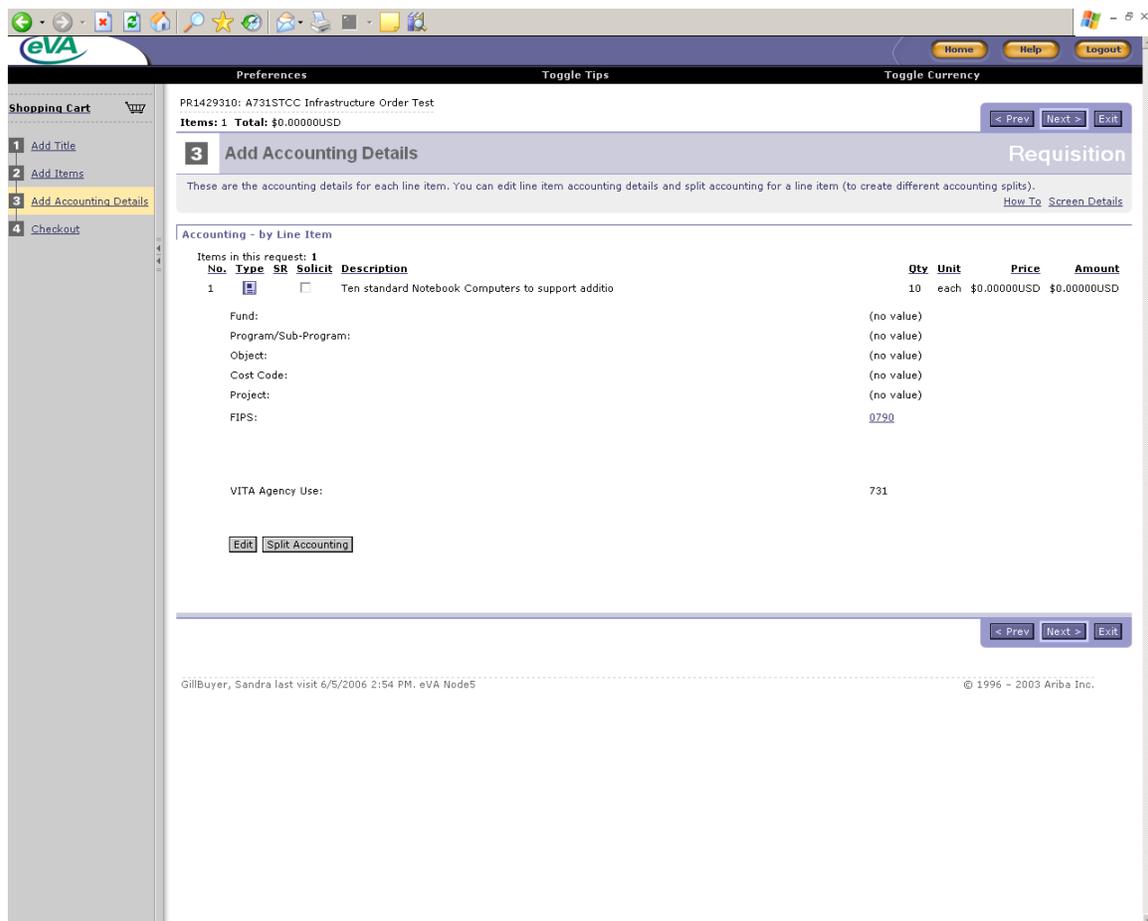
- All in-scope goods and services should be created as Non Catalog item.
- Do not put in-scope and out-of-scope terms on the same requisition.
- Click on Create Non Catalog Items.

The screenshot shows the 'Add Non-Catalog Item' screen in the eVA system. The form is titled '2 Add Non-Catalog Item' and is part of a 'Requisition' process. The 'Full Description' field contains the text: 'Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to'. The 'Commodity Code' is 'Computers, Notebook computers (NIGP 20454)'. The 'Supplier' is 'Virginia Information Technologies Agency'. The 'Contact' is '110 South Seventh Str [select]'. The 'Quantity' is '10' and the 'Unit of Measure' is 'each'. The 'Price' is '\$0.00000USD' and the 'Amount' is '\$0.00000USD'. A red box with the text 'Avoid use of Lot as Unit of Measure' has an arrow pointing to the 'Unit of Measure' dropdown menu. The screen also includes a sidebar with navigation options (Add Title, Add Items, Add Accounting Details, Checkout) and a footer with the text 'GillBuyer, Sandra last visit 6/5/2006 2:13 PM. eVA Node6' and '© 1996 - 2003 Ariba Inc.'.

- Non-catalog item orders can be created and entered from this screen.
- Enter a full description. This field 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.
- Click the down arrow for Supplier and select Other. In Search type in “Virginia Information%” and click Search. Select Virginia Information Technologies Agency – Infrastructure. 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 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 was completed and saved, the above item was added to the requisition. Do not enter in-scope and out-of-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 for the agency and have been hidden from view except for the VITA Agency Use field for all agencies and the VITA Department field for agencies that purchase for more than one agency code.
- 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:

Requestion PR540369
LARYS TEST
Line Item: TIMESOFT TEST SKU

Fund: [no value] (+)
Program/Sub-Program: [no value] (+)
Object: [no value] (+)
Cost Code: [no value] (+)
Project: [no value] (+)
PIPS: 0760 (+)
VITA Department: 972 (+)
VITA Agency Use: 701

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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 transactions, not just in-scope “V” 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. [How To](#) [Screen Details](#)

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 [Add items](#) | [Hide Details](#)

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:

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.

Total Cost: \$0.00000USD
[Update Total](#)

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:

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$9,000,000USD

4 Checkout

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

Summary Approval Flow

Approval Flow - Requisition

Legend: Pending Active Approved Denied Watcher

A136-Tech Compliance Rev A136-Business Review A731-BSO Viewer
A731-Business Manager

Add Approver

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

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

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$9,000,000USD

4 Checkout

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

Summary Approval Flow

Approval Flow - Requisition

Legend: Pending Active Approved Denied Watcher

A731-AITB A136-SCM Approver GillBuyer, Sandra

Add Approver

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

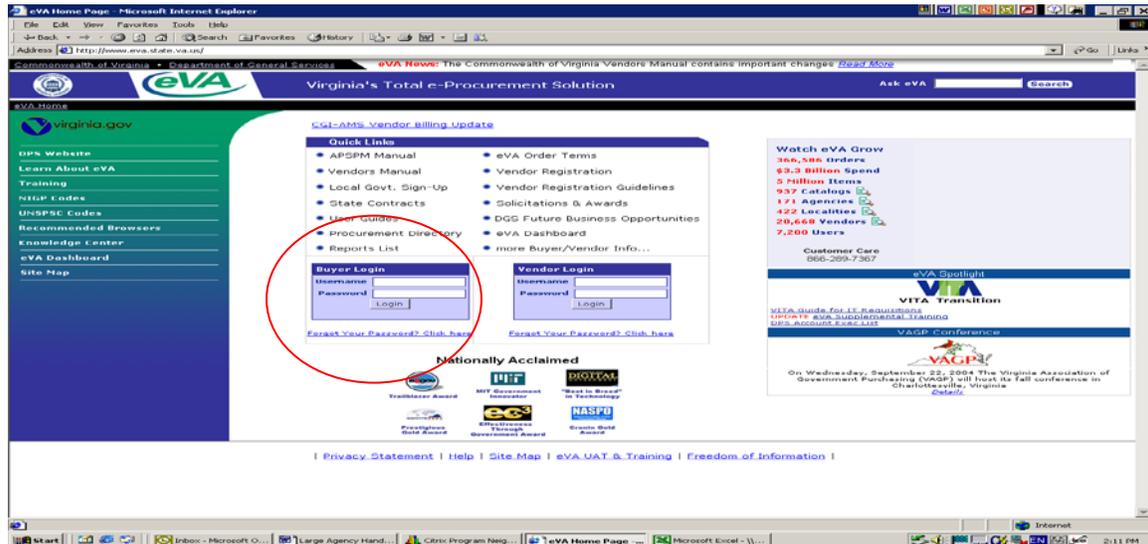
- This is a picture of the workflow created for this requisition. This information should be reviewed before submission of the order.
- The approvers in ovals are the IT approvers added to the workflow by selection of the “V” PO Category.
- The approvals in the rectangle are the standard approval flow for this agency.
- Click Submit to start the requisition in the workflow. Upon completion of the final approval, the order will be sent to VITA or NG for processing. VITA will submit an order to the supplier and will bill the agency. VITA will pay the supplier and the agency will pay VITA. NG will process the order and have goods or services delivered to the agency. NG will bill VITA and VITA will bill the agency.

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

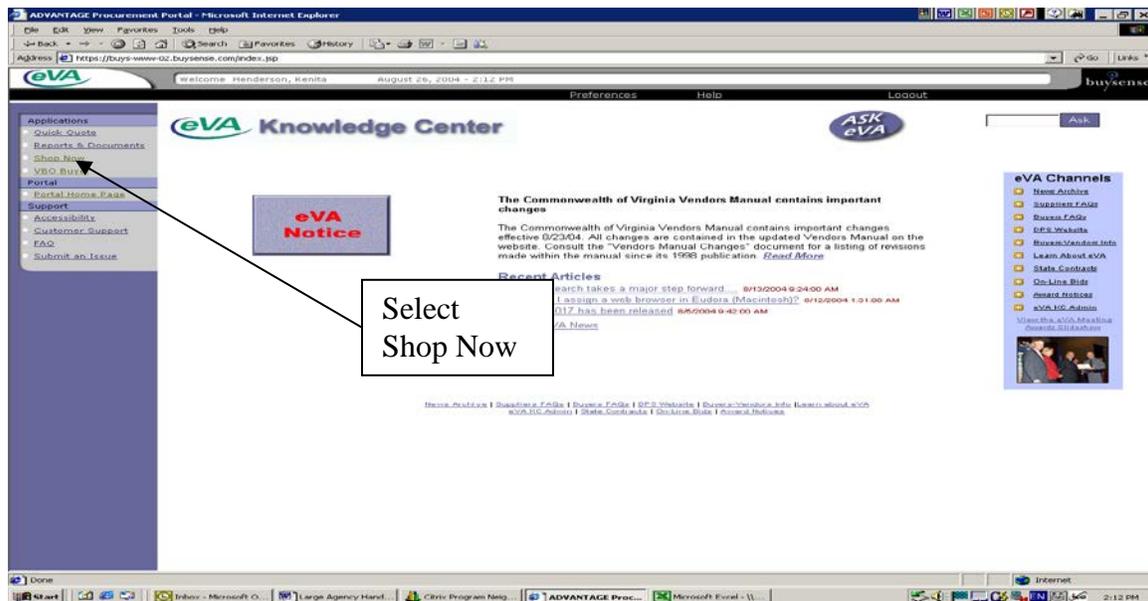
- The last role in the above workflow is for PO Print. This role is used to inform you that this is not an electronic enabled vendor and that you must print the order and send it to the vendor.
- At this stage you are just seeing what the workflow indicates will happen. After you submit the requisition it will go through the approval process and return to the person defined for this approval.
- 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.

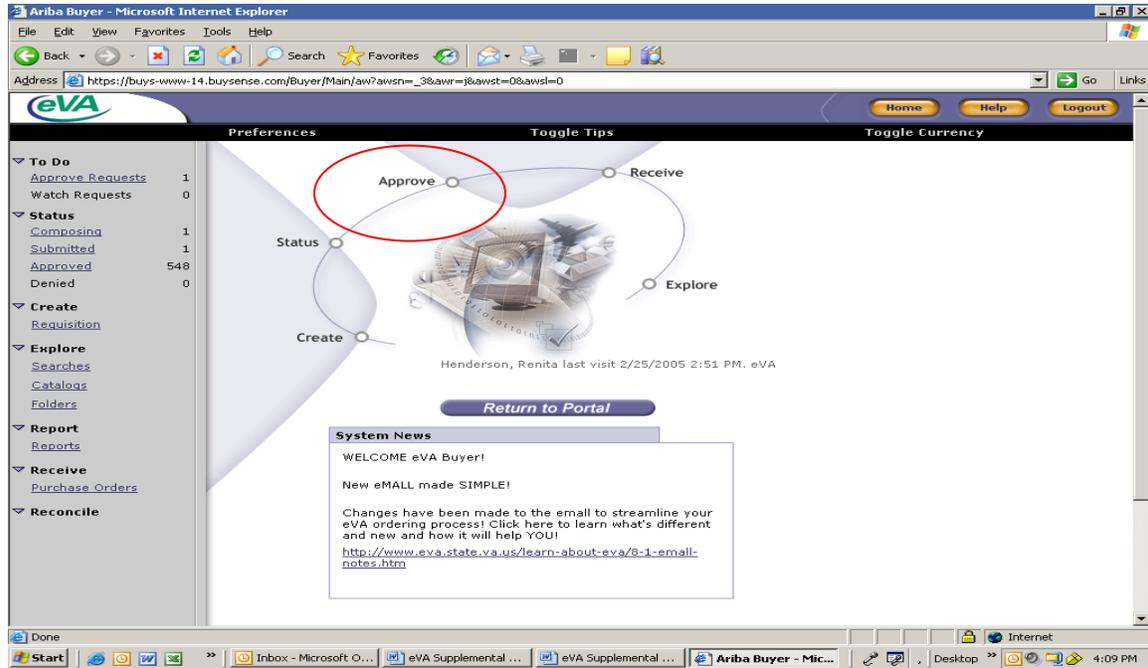
Approval Process:

To login go to www.eva.state.va.us



- Enter your assigned user name and password.





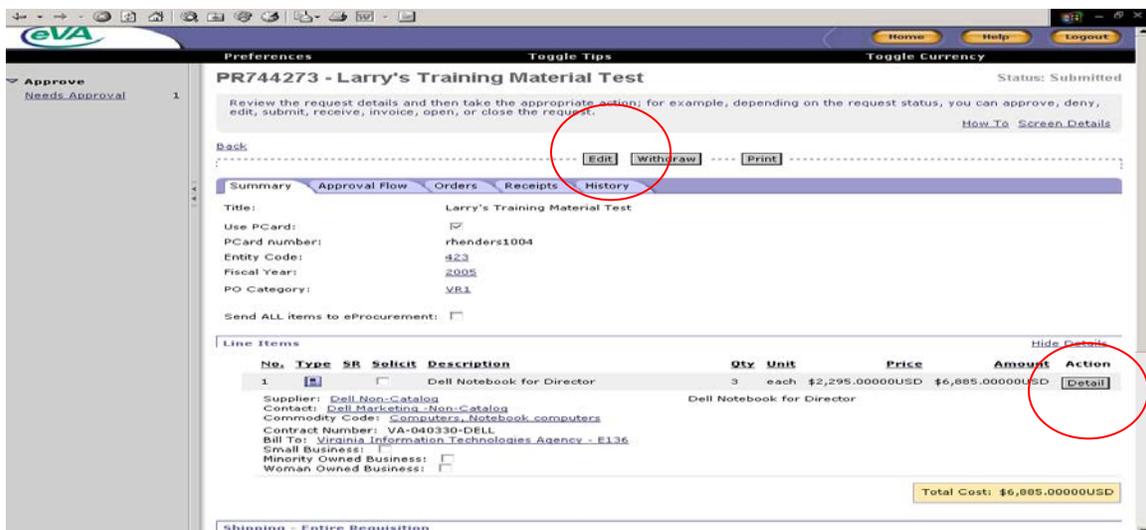
- In this instance there is only one requisition for approval as shown under the To Do heading.
- Click the Approve button to open the approval in box.



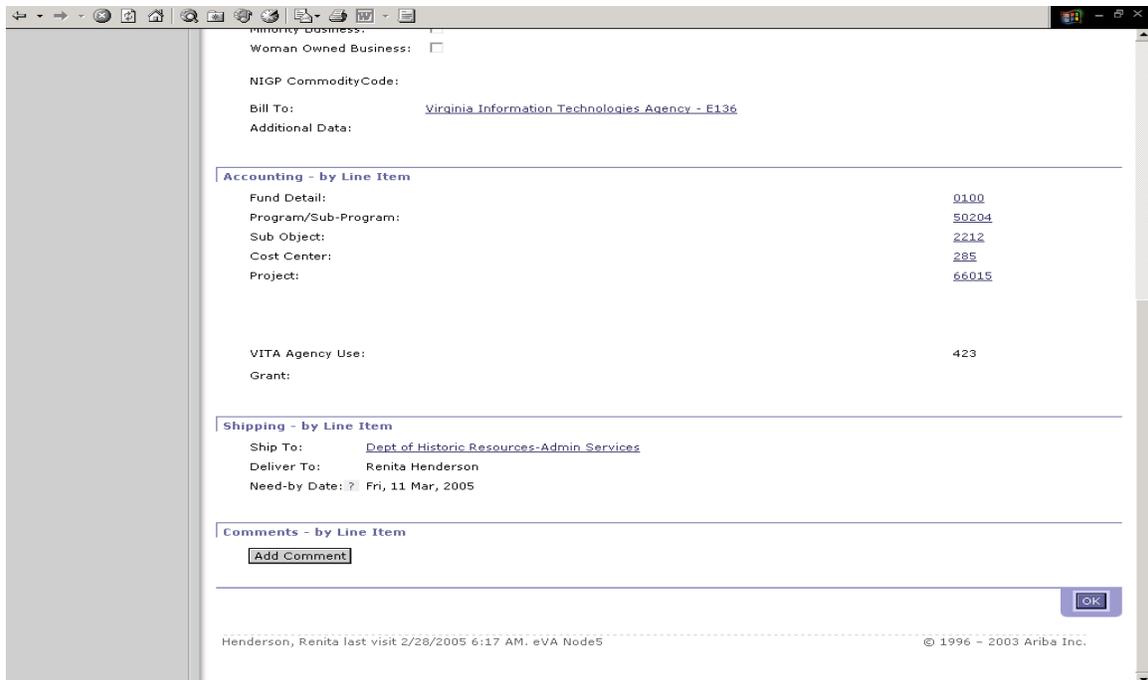
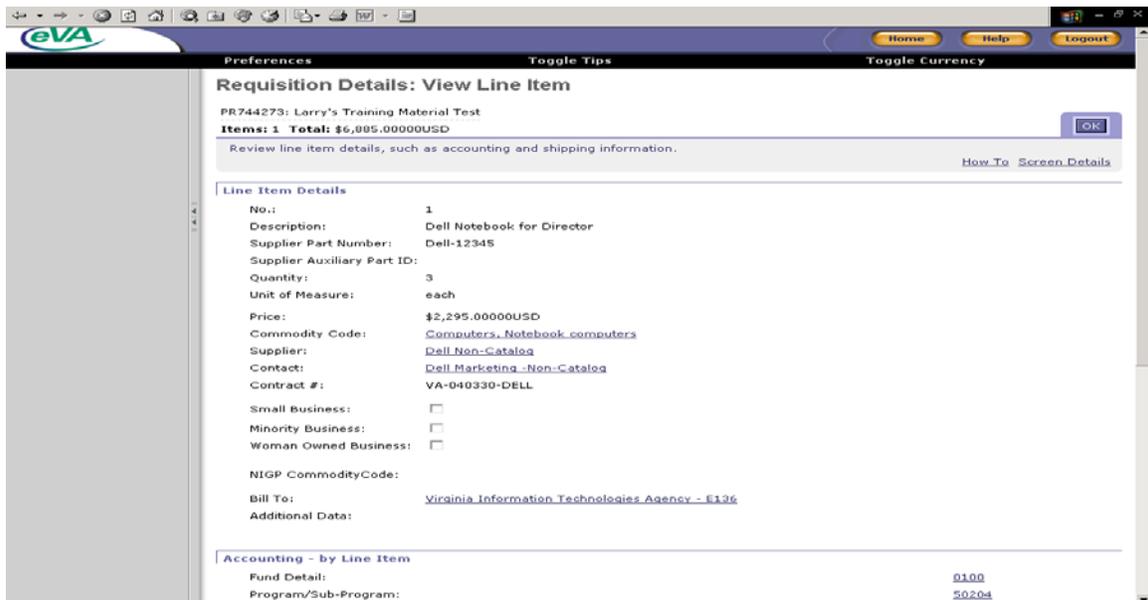
- The requisition could be approved from here. However, this should not be done since the requisition detail has not been reviewed.
- Click on the PR number to open the requisition for review.



- 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.



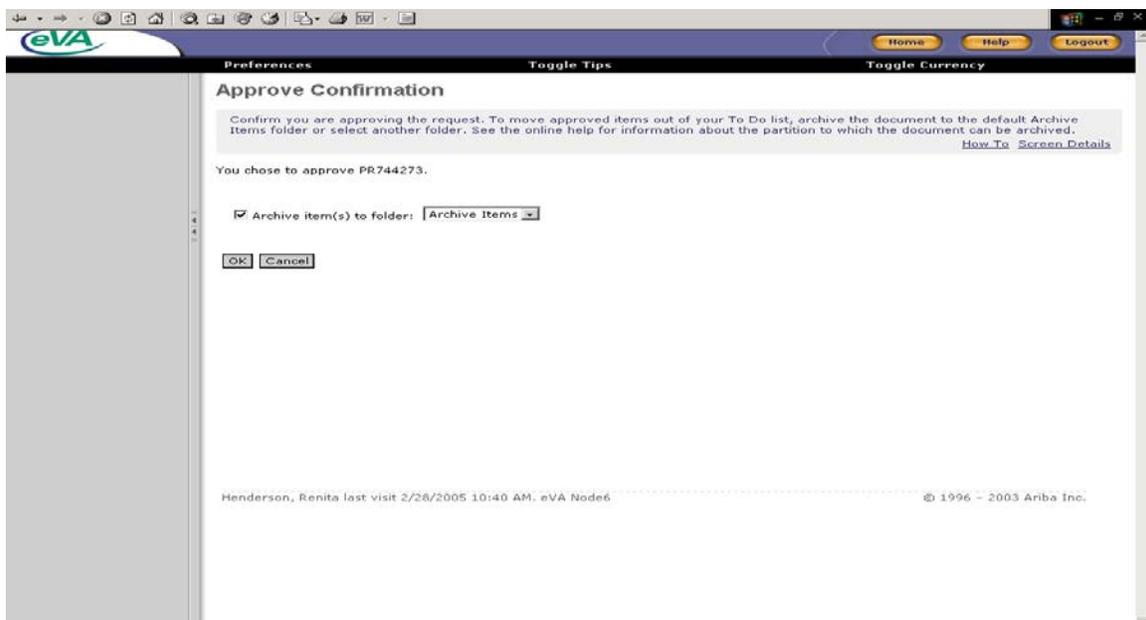
- You must click Edit if you need to change the requisition. You can edit only if you have been given Edit Approval authority in your eVA personal user profile.
- Verify that the Pcard block has been unchecked. Edit and remove if it has been checked.
- Verify that a "V" PO Category has been selected. Edit and change if the "V" 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.



- Review and edit as appropriate.



- When an edited requisition is saved, the above message will appear indicating that the workflow will re-start because of the edit of the requisition. Since the requisition has changed it is appropriate that previous approvers review and approve again. (This example is assumed to be the edit of the Tech Configuration approver.)
- Click the Save button again and the requisition will go back through the approval workflow.

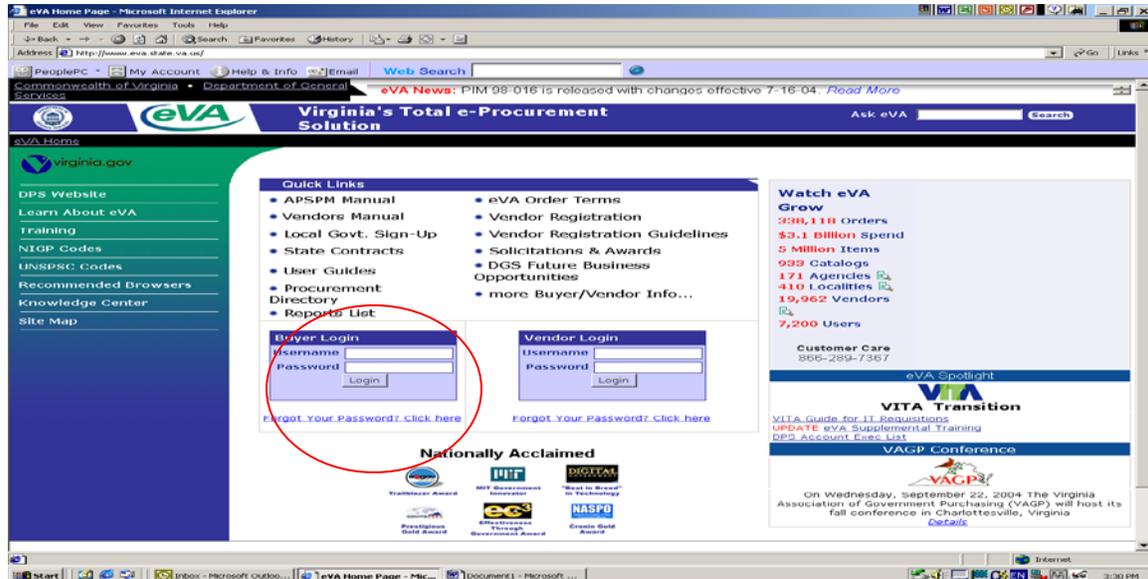


- Click OK to confirm approval.

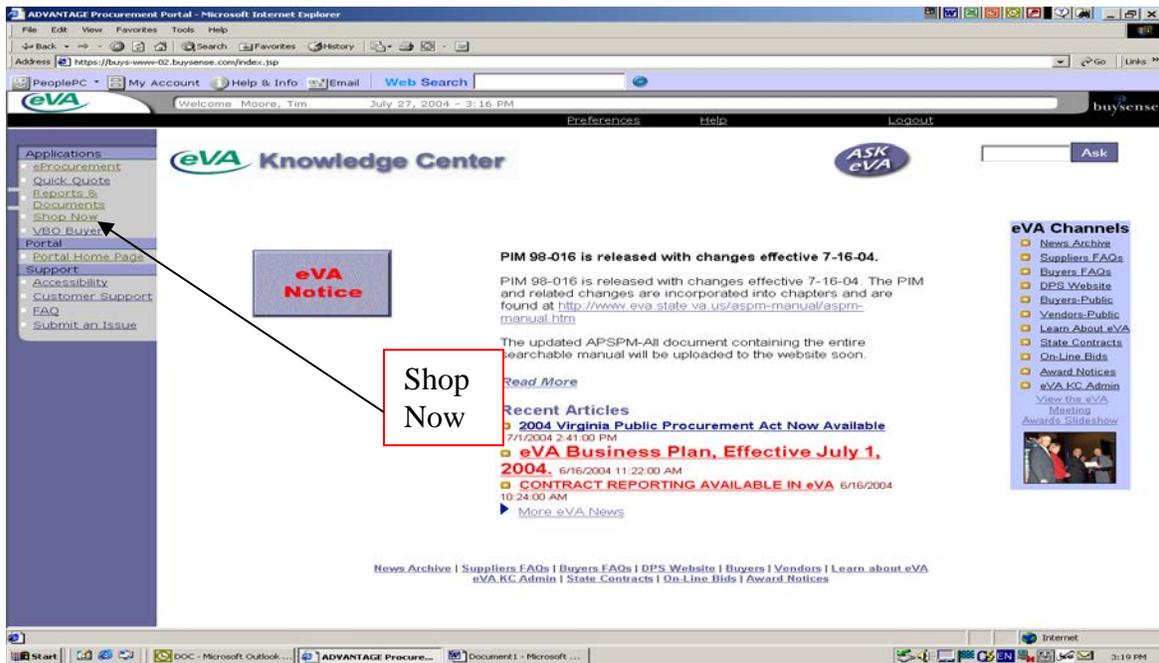
Receiving Orders

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.

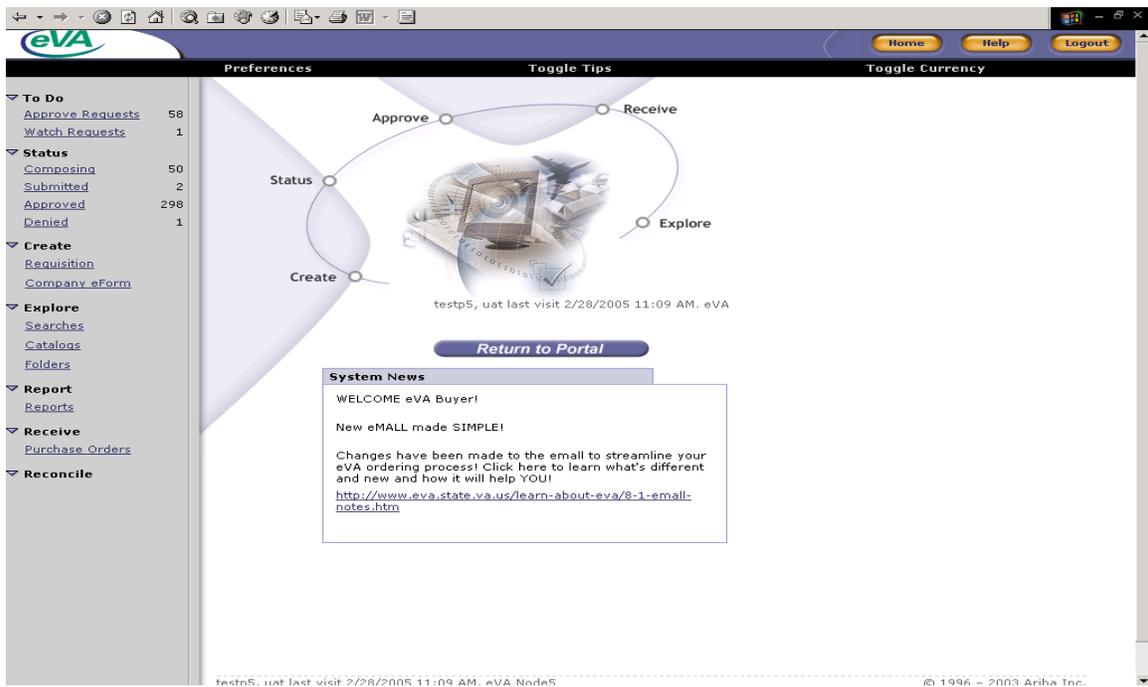
Non-infrastructure IT Goods and Services: These services will be ordered from a commercial supplier and Billed To the agency. Therefore, VITA does not require receiving in eVA for these items.



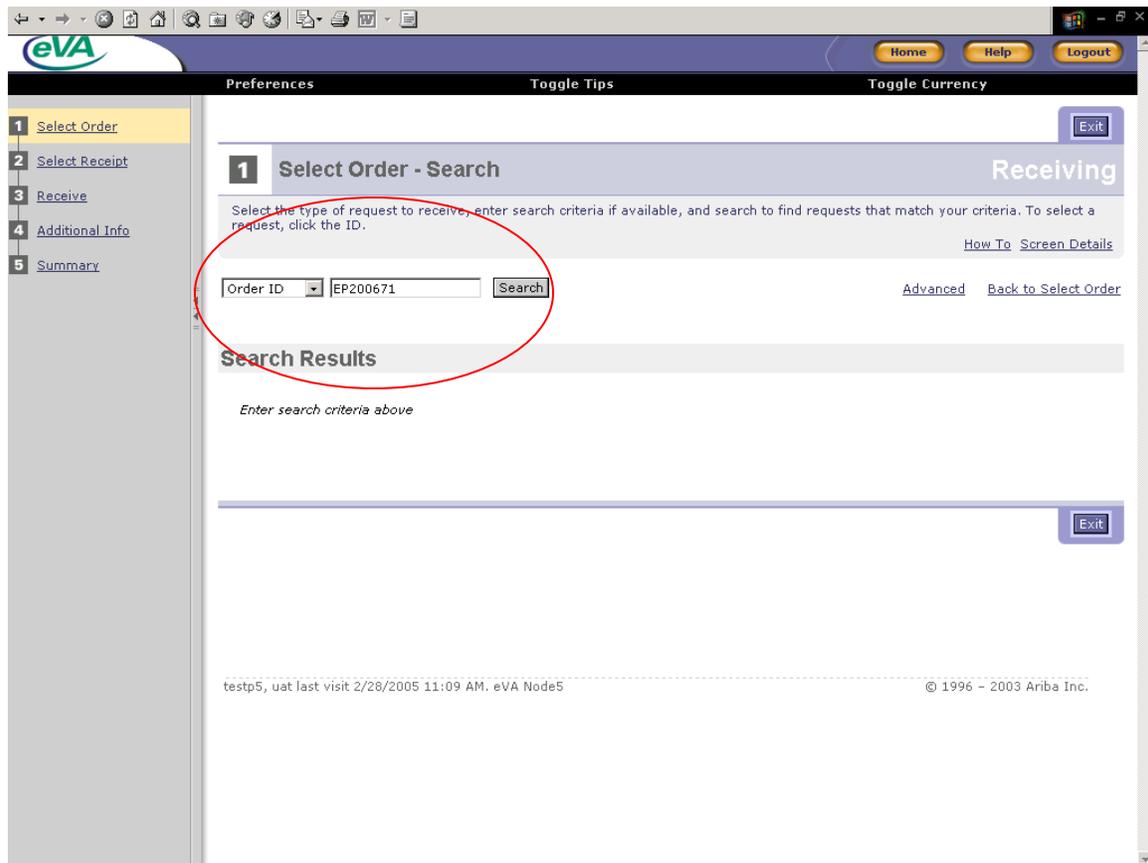
- Go to www.eva.virginia.gov
- Enter your Userid and password and click login.
- Do not allow Windows to save your password.
- Answer “yes” to the question about going to a secure site.



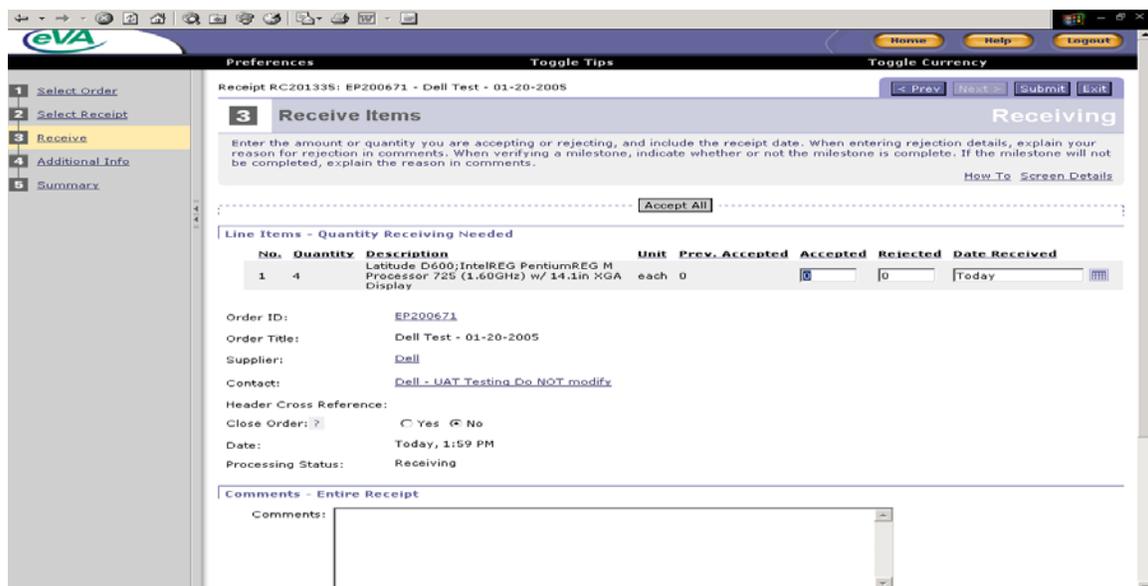
- At this screen click Shop Now on the left navigation bar.



- Click on the Receive button.



- Enter the order number (EP) that you wish to receive and click search.

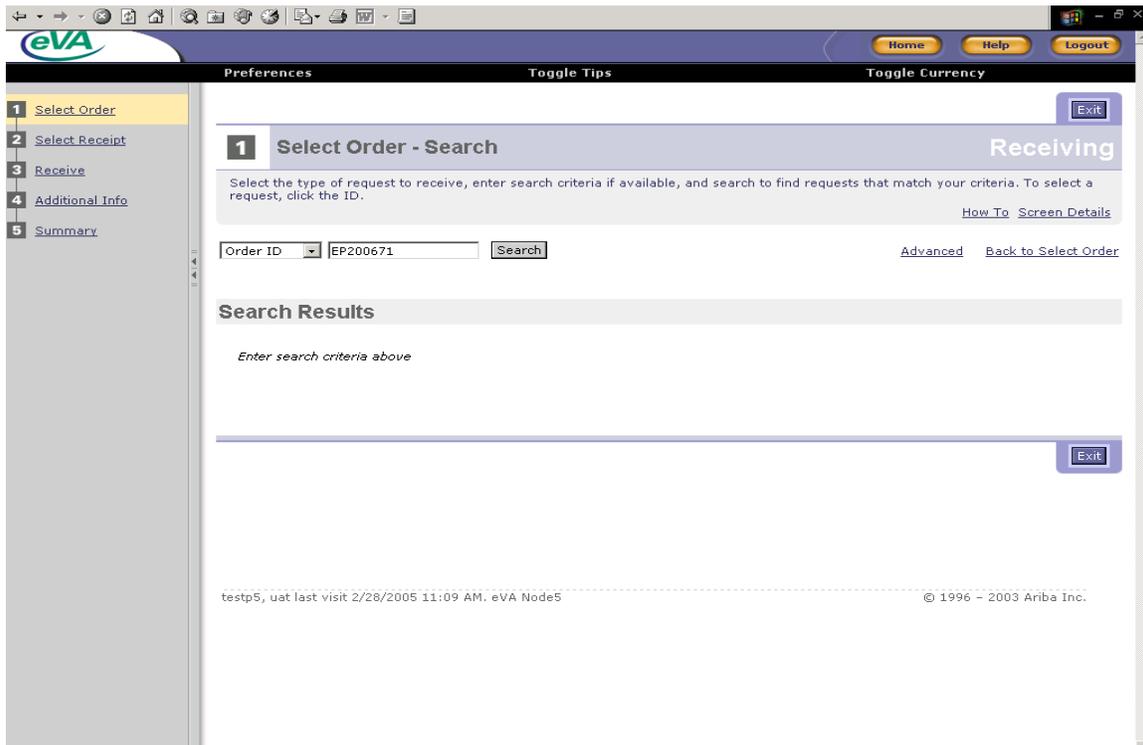


- The receiving document will open.
- If the entire order has been received, you can click “Accept All” at the top or you can type in the quantity received in the Accepted box.
- If you are receiving/accepting less than the full order quantity, type in the actual quantity received.

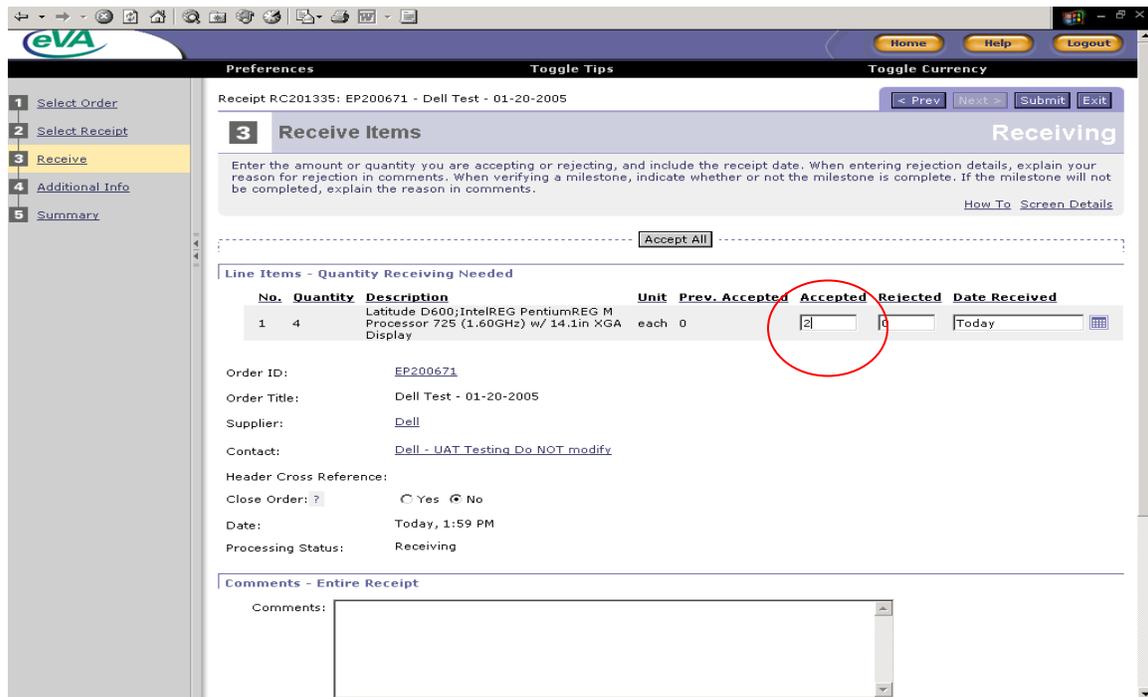
- The Date Received is defaulted to the current date. This date should be changed to reflect the actual date received by clicking on the calendar and selecting the received date.
- Note that the default on the Close Order is “No.” If you do a partial receipt by entering a quantity of less than the quantity 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.

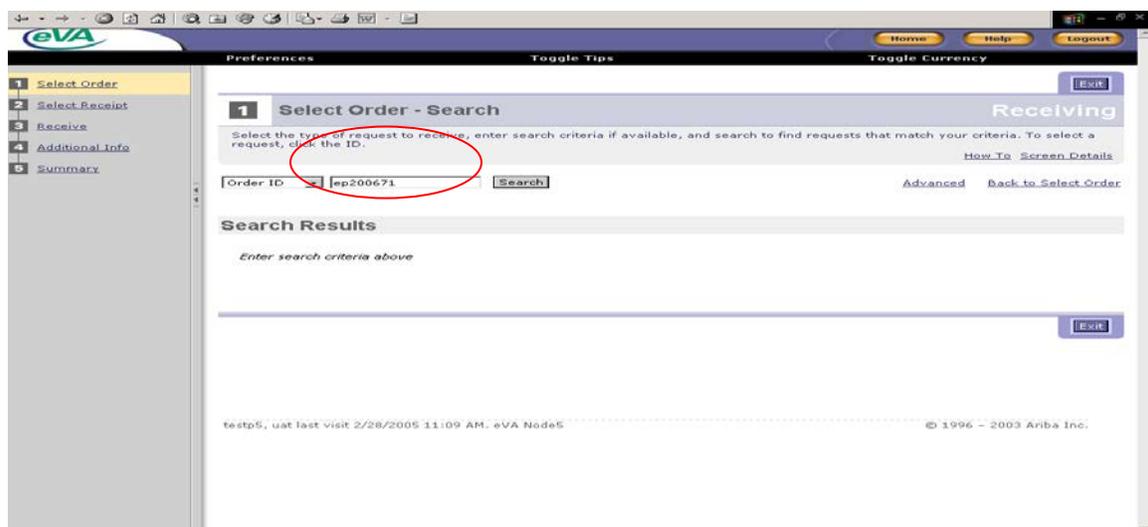


- Search for the same order again.



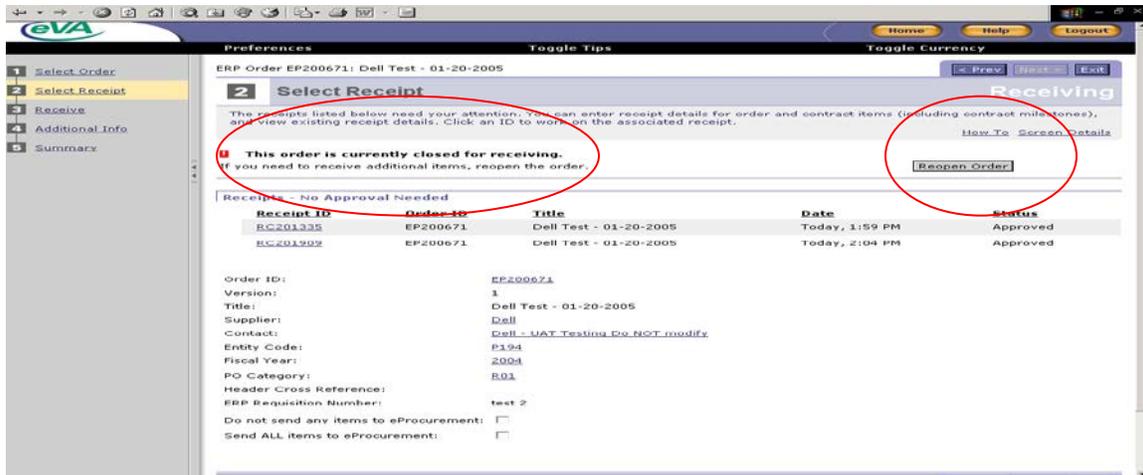
- Note that a new shell is found with a quantity of two previously received.
- An additional quantity is received.

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.

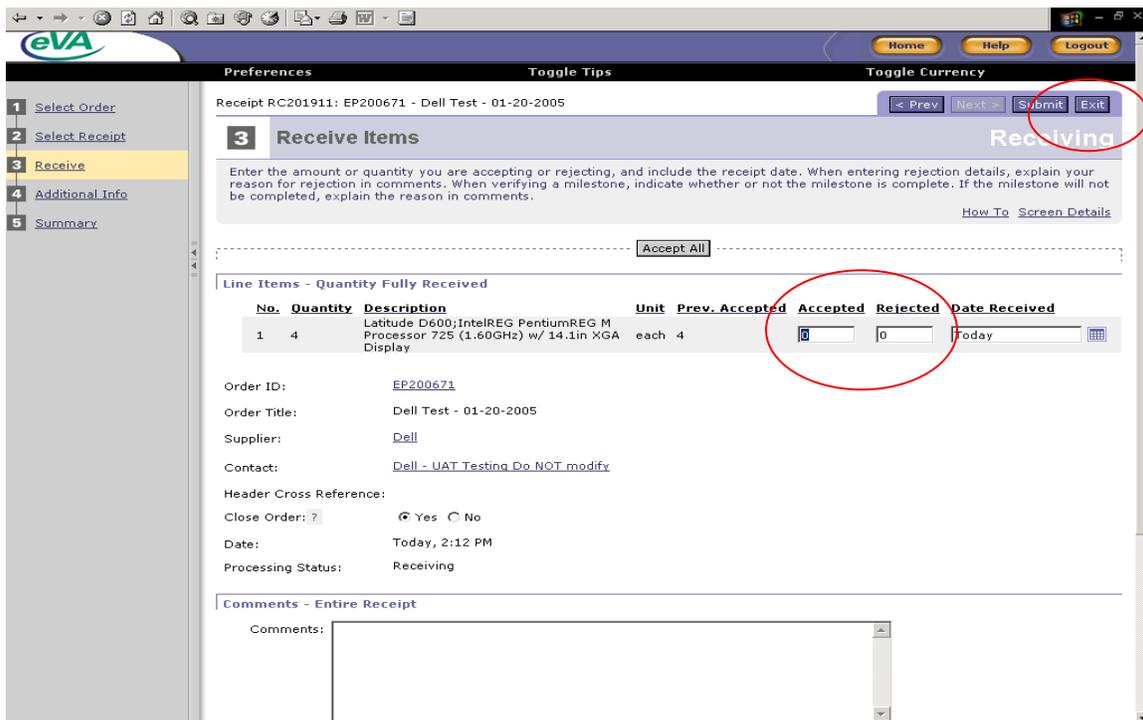


- In the previous steps we created two receipts for EP200671 to fully receive the order.

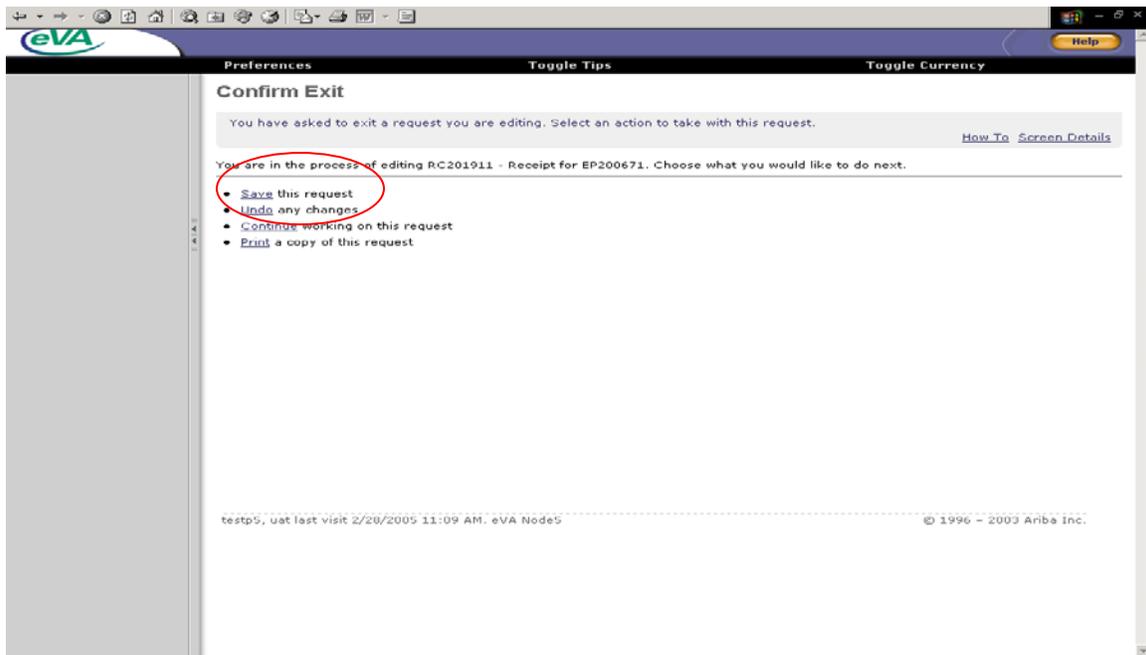
- There may be occasions when you need to re-open a closed order for additional receiving or you need to do a change order to add additional items to the original order.
- An order that has receiving closed can't be changed without re opening for receiving.
- To reopen, go to Shop Now, Click the Receive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



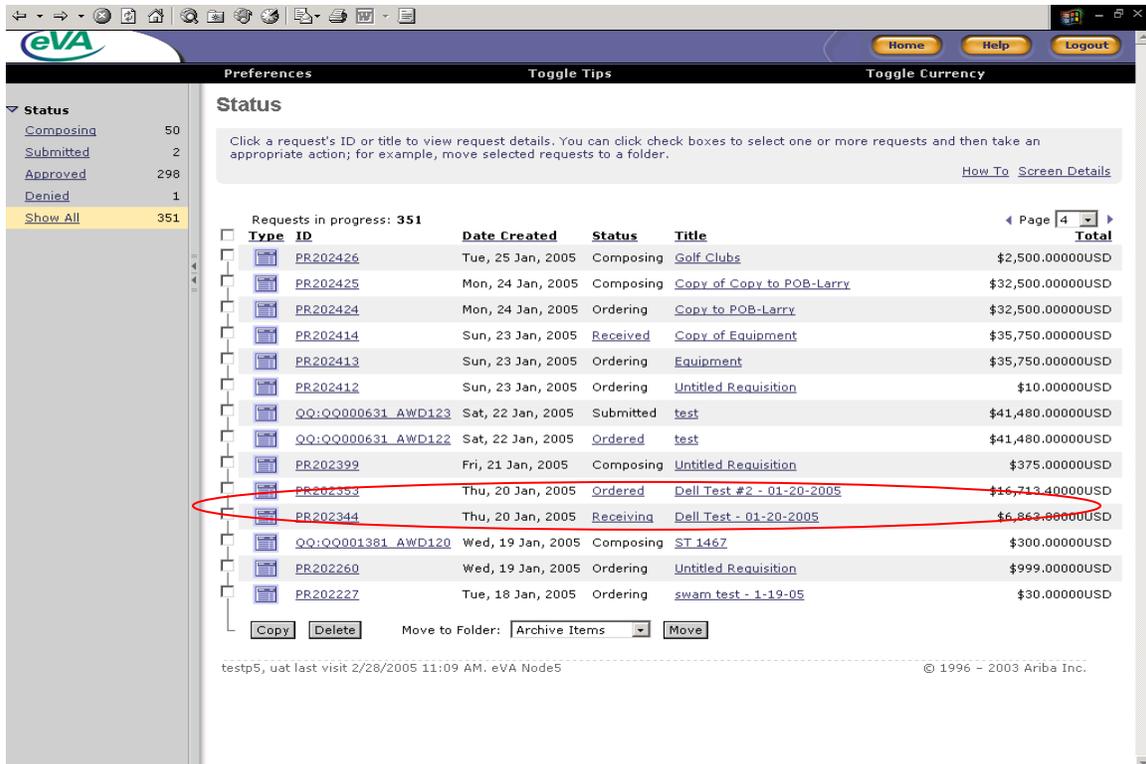
- Note that the order is closed to receiving.
- Click on the Reopen Order button.



- 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.



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

The screenshot displays the eVA system interface for a request for proposal (PR202344 - Dell Test - 01-20-2005) in a 'Receiving' status. The interface includes a status sidebar on the left, a main content area with a 'Change' button circled in red, and a table of line items. The total cost is \$6,863.88000USD.

Status: Receiving

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:

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount	Action
1			EP200671	Latitude D600: IntelREG PentiumREG M Processor...	4	each	\$1,715.97000USD	\$6,863.88000USD	Detail

Supplier: [Dell](#)

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. You are not able to delete any fully received item on the order.