

eMall

Requisition (PR) Title Field

- Standardize the Title Field to create a searchable database
- Streamline hard copy paper flow, reduce administrative efforts and eliminate the need to access eVA for certain information.
- Create and run a buyer defined Title Search “Template”
- Can provide additional features, be used in conjunction with or in place of the Header Cross Reference Field

Requisition & Order Title

- Accepts approx. 128 characters electronic, only 74 printed – including spaces
- Free Form - Searchable only as typed by the user.
- Prints on the top of all Requisitions , Purchase Orders and Receiving Reports.

Shopping Cart 

PR3446692: STOCK # 14219
Items: 0 Total: \$0.000000USD

[< Prev](#) [Submit](#) [Exit](#)

4 Checkout Requisition

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#)

Summary Approval Flow

Title:

On Behalf Of:

Use PCard:

PR3438260: (KH) REQ#S 47534 TPR DE TYREE, DIV 5, A37 - & - 47531 TPR JJ RENAS, DIV 5, A31 Page 1 of 1

Requisition No. PR3438260

Issued on Tue Nov 03 16:00:08 EST 2009
Created on Tue Nov 03 15:55:58 EST 2009 by Hatala, Kimberly

Supplier:
HOWARD UNIFORM COMPANY
1915 Annapolis Road

Requester:
Hatala, Kimberly
Phone: 804-674-6720

Standardize “Searchable” internal information such as;

PCO orders

Buyer

Internal requisition numbers

Agency stock numbers

End users

Divisions

Departments

VITA In & Out-of-Scope orders

The screenshot shows a software interface with a top navigation bar containing 'Hatala, Kimberly', 'Preferences', 'Toggle Tips', and 'Toggle Currency'. On the left is a sidebar with a 'Status' dropdown menu showing counts for 'Composing' (18), 'Submitted' (1), 'Approved' (5057), 'Denied' (8), and 'Show All' (5084). The main area is titled 'Status' and contains a message: '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.' Below this is a warning: 'Found more than 2,000 items. Only the first 2,000 items are displayed.' The main content is a table of 'Requests in progress: 2,000' with columns for 'Type', 'ID', 'Status', 'Title', and 'Total'. Callouts point to specific data points in the table:

- Callout 1: 'Identifies a VITA out-Of-Scope EP order and internal control number.' Points to the 'Title' field of a row with ID PR3433506.
- Callout 2: 'Identifies PCO order, the Buyer and the stock number.' Points to the 'Title' field of a row with ID PR3433506.
- Callout 3: 'Identifies PCO order, buyer, internal Requisition number and the end user/Dept.' Points to the 'Title' field of a row with ID PR3431421.

Type	ID	Status	Title	Total
<input type="checkbox"/>	PR3433506	Ordered	(kh) stock# 13430	\$176.40000USD
<input type="checkbox"/>	PR3433506	Received	STOCK# 14908	\$1,774.40000USD
<input type="checkbox"/>	PR3431421	Ordered	DP CONTROL# 255: OUT OF SCOPE	\$93.85000USD
<input type="checkbox"/>	PR3431399	Ordered	DP CONTROL# 252: IN-SCOPE [JP]	\$124.82000USD
<input type="checkbox"/>		Ordered	DP CONTROL# 250: IN-SCOPE [JP]	\$124.82000USD
<input type="checkbox"/>			(kh) req# 51820: AREA 23 OFFICE - HALIFAX	\$151.39000USD
<input type="checkbox"/>	PR3431344	Received	(KH) REQ# 38386: NATE DAWSON, CUSTOMER	\$847.74000USD

Printed Receiving Report

Receiving Reports printed at time of receipt in eVA, doesn't list the Buyer Name or Comments.

Use Title Field to:

- Identify PCO orders & Buyer by standardizing them with the buyers initials in the Title.
- Hard copy eVA documents can be distributed back to the buyer without looking further.
- Non-eVA users can obtain information to perform required functions.

Printed Receiving Report

Ariba Buyer Page 1 of 2

  Preferences Toggle Tips Toggle Currency

Receipt RC2655419: PCO675858 - stw Cloth Nametags < Prev Submit Exit

5 Summary Receiving

Review the receipt or milestone, make changes as necessary, and then submit it for approval. [How To](#)

Summary Approval Flow

Line Items - Quantity Receiving Needed

No.	Quantity	Description	Unit	Prev. Total	Accept/Return	Reject	Date Received
1	S	Name emblems, Face fabric to be 65% Dacron & 35% Cotton Twill, suitable for automatic laundering. The backing to be sanforized buckrum. 1/2 inch letters embroidered thread, 5" long and 1" high overall size. See attachment for names, colors & quantities	each	0	<input type="text" value="0"/>	<input type="text" value="0"/>	Tue, 10 Nov, 2009, 11:43 AM

Order ID: [PCO675858](#)
Order Title: stw Cloth Nametags
Supplier: [THE REED SCHWEICKERT COMPANY](#)
Contact: [POWHATAN, VA](#)
Entity Header Cross Reference:
Close Order: ? Yes No
Date: Tue, 10 Nov, 2009, 11:43 AM
Processing Status: Receiving

Creating a new Title Search Template

The screenshot displays the eVA Buyer portal interface. At the top, the user name "Hatala, Kimberly" is visible on the left, and navigation options "Preferences", "Toggle Tips", and "Toggle Currency" are on the right. A central graphic features a globe with a circular flow diagram containing nodes for "Approve", "Receive", "Explore", and "Status". A "Return to Portal" button is located below the graphic.

The left-hand navigation menu is organized into several sections:

- To Do**
 - Approve Requests: 0
 - Watch Requests: 7
- Status**
 - Composing: 17
 - Submitted: 1
 - Approved: 5064
 - Denied: 8
- Create**
 - Requisition
- Explore**
 - Searches** (highlighted with a red circle)
 - Catalogs
 - Folders
- Report**
 - Reports
- Receive**
 - Purchase Orders
- Reconcile**

A "System News" pop-up window is displayed in the lower right, containing the following text:

Welcome eVA Buyer! Make ordering easy!

- [State Contracts](#)
- [Catalog Vendors](#)
- [VITA Contracts](#)
- [Training Guides](#)

Note: All links open a new window!!

A callout box with the text "Click on Searches" points to the "Searches" link in the navigation menu.

Click Create a New Title Search “Template”

The screenshot shows the eVA system interface. At the top, there is a navigation bar with the eVA logo, user name 'Hatala, Kimberly', and buttons for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Preferences', 'Toggle Tips', and 'Toggle Currency'. On the left, a sidebar menu shows 'Explore' with sub-items 'Searches', 'Catalogs', and 'Folders'. The main content area is titled 'Searches' and contains a message: 'No user searches have been defined.' with a 'How To' link. Below this is a link 'Create a New Search' which is circled in red. A callout box points to this link with the text 'Click Create a New Search'. Underneath is a section for 'System Search' with a message: 'System searches are created by authorized users for all users to run. Select a system search to run. If you have the required permission, you can delete and edit system searches.' with a 'How To' link. At the bottom, there is a table of system searches:

System Search Name
BSO Search
Requisition Status Search
PO Number
Purchase Order (requires Requisition search Category)
Requisition ID
Receiving ID
User Profile ID
Agency Purchase Requisition Lookup
Agency Purchase Order Lookup

- 1) Create a Search Name (include “Template”)
- 2) Category = Requisition
- 3) Click on [Add/Remove Search Filters](#). (This will bring you to a new screen.)

The screenshot shows the 'Create Search' interface. At the top, there are tabs for 'Hatala, Kimberly', 'Preferences', 'Toggle Tips', and 'Toggle Currency'. On the left, a navigation pane shows 'Explore' with sub-items 'Searches', 'Catalogs', and 'Folders'. The main area is titled 'Create Search' and contains a text box for 'Search Name' with the value 'TITLE SEARCH TEMPLATE', a dropdown for 'Category' with 'Requisition' selected, and a table of filters. A 'Search' button is at the bottom left, and a link for 'Add/Remove Search Filters' is at the bottom right. Three callouts are present: callout 1 points to the 'Search Name' text box, callout 2 points to the 'Category' dropdown, and callout 3 points to the 'Add/Remove Search Filters' link.

1

Specify a search name, category, and criteria. If a filter is associated with the search, the search retrieves every document where any line item matches the specified value. [How To](#)

Search Name:

Category:

Filter Name	Value
Created On Behalf Of:	Hatala, Kimberly [select]
Date Created:	No Choice ▾
Status:	No Choice ▾
Supplier (any line item):	(select a value) [select]
Total Cost:	<input type="text"/> To: <input type="text"/>

[Add/Remove Search Filters](#)

2

3

1. Place a ✓ in all boxes. This will permit you to use this template to search on most anything without having to use System Searches.
2. *Be sure to* ✓ Requisition Title.
3. Click OK

The screenshot shows the EVA 'Select Filters' dialog box. The interface includes a header with the EVA logo, user name 'Hatala, Kimberly', and navigation buttons for 'Home', 'Help', and 'Logout'. Below the header are tabs for 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main area is titled 'Select Filters' and contains the instruction 'Select filters to use in the search, to limit and focus the search results.' and a 'How To' link. A list of 20 filter options is displayed, each with a checked checkbox. A red circle highlights the 'Requisition Title' checkbox, which is also pointed to by a callout bubble labeled '2'. Another callout bubble labeled '1' points to the top-left corner of the dialog box. A third callout bubble labeled '3' points to the 'OK' button at the bottom right of the dialog box.

1

1

2

3

Select Filters

Select filters to use in the search, to limit and focus the search results. [How To](#)

<input checked="" type="checkbox"/> Add approver to approval flow	<input checked="" type="checkbox"/> ERP Requisition Number
<input checked="" type="checkbox"/> Approved By	<input checked="" type="checkbox"/> Need-by Date (any line item)
<input checked="" type="checkbox"/> Commodity Code	<input checked="" type="checkbox"/> Non-Catalog Item (any line item)
<input checked="" type="checkbox"/> Created On Behalf Of	<input checked="" type="checkbox"/> Order ID (any line item)
<input checked="" type="checkbox"/> Date Approved	<input checked="" type="checkbox"/> Preparer
<input checked="" type="checkbox"/> Date Created	<input checked="" type="checkbox"/> Price (any line item)
<input checked="" type="checkbox"/> Date Ordered	<input checked="" type="checkbox"/> Requisition ID
<input checked="" type="checkbox"/> Date Received	<input checked="" type="checkbox"/> Requisition Title
<input checked="" type="checkbox"/> Date Submitted	<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Description (any line item)	<input checked="" type="checkbox"/> Supplier (any line item)
<input checked="" type="checkbox"/> ERP PO Number	<input checked="" type="checkbox"/> Total Cost

Scroll down until you see Requisition Title. Enter a value you've entered in your Requisition Title. Be as general as possible as it will only pull in how you've typed it.

I've inserted our Stock # 14219 for example. You can add values to the search, such as date range, but it is not needed to set up a template. Click the Search button when values are entered.

The screenshot shows the 'Create Search' page in the eVA system. The page header includes the eVA logo, the user name 'Hatala, Kimberly', and navigation buttons for 'Home', 'Help', and 'Logout'. Below the header are links for 'Preferences', 'Toggle Tips', and 'Toggle Currency'. A left sidebar contains a navigation menu with 'Explore', 'Searches', 'Catalogs', and 'Folders'. The main content area is titled 'Create Search' and contains a text box with instructions: 'Specify a search name, category, and criteria. If a filter is associated with line item information, the search retrieves every document where any line item matches the specified value.' Below this are input fields for 'Search Name' (containing 'TITLE SEARCH TEMPLATE') and 'Category' (set to 'Requisition'). A table of search filters is displayed with columns 'Filter Name' and 'Value'. The 'Requisition Title' filter is circled in red and contains the value '14219'. Other filters include 'Order ID (any line item)', 'Preparer' (set to 'Hatala, Kimberly'), 'Price (any line item)', 'Requisition ID', 'Status' (set to 'No Choice'), 'Supplier (any line item)', and 'Total Cost'. A 'Search' button is at the bottom left, and a link for 'Add/Remove Search Filters' is at the bottom right. A callout box on the right side of the filter table contains the text 'Scroll up & down to view and modify criteria' and a vertical red double-headed arrow.

Filter Name	Value
item):	
Order ID (any line item):	
Preparer:	Hatala, Kimberly [select]
Price (any line item):	<input type="text"/> To: <input type="text"/>
Requisition ID:	<input type="text"/>
Requisition Title:	14219
Status:	No Choice
Supplier (any line item):	(select a value) [select]
Total Cost:	<input type="text"/> To: <input type="text"/>

When Search is complete. Click on Save Search to save this "Template" ****

The screenshot shows the Ariba Buyer web application interface. At the top, there is a navigation bar with the EVA logo, user name 'Hatala, Kimberly', and buttons for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main content area is titled 'Review Search Results' and contains a message: 'The search has returned these items. To view more items, select a specific page from the pull-down list or click an arrow to display the previous or next page. You can copy or delete items, and save or refine the search.' A 'How To' link is provided. Below the message, search details are listed: 'Search Name: TITLE SEARCH TEMPLATE', 'Search Category: Requisition', and 'Search Filters: Created On Behalf Of = Hatala, Kimberly, Preparer = Hatala, Kimberly, Requisition Title = 14219'. Two buttons, 'Save Search' and 'Refine Search', are visible. A yellow callout box with red text points to the 'Save Search' button, containing the text 'Click on Save Search'. Below the buttons, a table titled 'Items that meet your search criteria: 31' displays search results. The table has columns for 'Type', 'Date Created', 'Status', 'Title', 'ID', and 'Total'. The results include items with status 'Received' and 'Composing', and various titles and IDs. At the bottom of the table, 'Copy' and 'Delete' buttons are present. The browser window title is 'Ariba Buyer - Microsoft Internet Explorer' and the address bar shows 'https://ariba.eprc.cgipdc.com/Buyer/Main/aw?awh=r'. The Windows taskbar at the bottom shows the Start button, several icons, and the system clock at 3:18 PM.

Click on Save Search

Review Search Results

The search has returned these items. To view more items, select a specific page from the pull-down list or click an arrow to display the previous or next page. You can copy or delete items, and save or refine the search. [How To](#)

Search Name: TITLE SEARCH TEMPLATE
Search Category: Requisition
Search Filters: Created On Behalf Of = Hatala, Kimberly, Preparer = Hatala, Kimberly, Requisition Title = 14219

Items that meet your search criteria: 31

<input type="checkbox"/>	Type	Date Created	Status	Title	ID	Total
<input type="checkbox"/>		Mon, 20 Aug, 2007	Received	(KH) STOCK #'S 14908 & 14219	PR2141967	\$4,593.10000USD
<input type="checkbox"/>		Thu, 31 Mar, 2005	Received	STOCK #'S 10456 & 14219	PR800683	\$3,767.10000USD
<input type="checkbox"/>		Fri, 21 Jul, 2006	Received	(KH) STOCK# 14219	PR1498985	\$3,190.74000USD
<input type="checkbox"/>		Tue, 22 Aug, 2006	Received	(KH) STOCK#'S 14219	PR1550319	\$4,025.70000USD
<input type="checkbox"/>		Mon, 12 Dec, 2005	Received	stock# 14219	PR1179239	\$2,970.00000USD
<input type="checkbox"/>		Mon, 19 May, 2008	Received	(KH) STOCK # 14219	PR2576538	\$3,231.90000USD
<input type="checkbox"/>		Mon, 9 Nov, 2009	Composing	STOCK # 14219	PR3446692	\$0.00000USD

Click OK to save the Search Template.

Your Template will remain under Searches *unless* modified or deleted.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Ariba Buyer application. The address bar shows the URL: <https://ariba.epro.cgipdc.com/Buyer/Main/aw?awh=r>. The application header includes the EVA logo, the user name "Hatala, Kimberly", and navigation links for "Home", "Help", and "Logout". Below the header, there are links for "Preferences", "Toggle Tips", and "Toggle Currency".

The main content area displays a "Save Search" dialog box. The dialog box has a title bar with "OK" and "Cancel" buttons. The text inside the dialog box reads: "Save the search to use again at a later time. If you have the required permission, you can save the search as a system search for use by all users." A "How To" link is located at the bottom right of the text.

The dialog box contains the following fields:

- Search Name:
- Search Category: Requisition
- Search Filters: Created On Behalf Of = Hatala, Kimberly, Preparer = Hatala, Kimberly, Requisition Title = 14219

At the bottom right of the dialog box, there are "OK" and "Cancel" buttons. A yellow callout box with the text "Click OK" points to the "OK" button.

The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom shows the Start button, several open applications (including "eMail Requisition and Or...", "Ariba Buyer - Microso...", and "Document1 - Microsoft ..."), and the system clock showing "3:22 PM".

Using the Template

1. Click on Explore – Searches
2. Click on the desired template Name under Search Name
3. Enter search criteria/values
4. Click Search to Review Search Results

The screenshot displays the EVA system interface. The top navigation bar includes the EVA logo, the user name 'Hatala, Kimberly', and buttons for 'Home', 'Help', and 'Logout'. Below this, there are links for 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The left sidebar contains a navigation menu with 'Explore' and 'Searches' circled in red. The main content area is titled 'Searches' and contains the following elements:

- A header box with the text: 'Run or delete a search that you have saved. Click a search name to edit the search.' and a 'How To' link.
- A link to 'Create a New Search'.
- A search filter box with a dropdown arrow.
- A list of search templates, with 'TITLE SEARCH TEMPLATE' circled in red. A 'Delete' button is located below this list.
- A section titled 'System Search' with a header box: 'System searches are created by authorized users for all users to run. Select a system search to run. If you have the required permission, you can delete and edit system searches.' and a 'How To' link.
- A list of system search names: 'BSO Search', 'Requisition Status Search', and 'PO Number'.

Review Search Results options:

- Click on ID number (PR #) for the full electronic procurement file.
- Copy to initiate a new requisition- (the new PR will be under Composing in Status)
- Sort by column
- Export to Excel

Review Search Results

The search has returned these items. To view more previous or next page. You can copy or delete items

Search Name: TITLE SEARCH TEMPLATE
Search Category: Requisition
Search Filters: Created On Behalf Of = Hatala, Kimberly, Preparer = Hatala, Kimberly, Requisition Title = 14219

Items that meet your search criteria: 31

<input type="checkbox"/>	Type	Date Created	Status	Title	ID	Total
<input type="checkbox"/>		Thu, 31 Mar, 2005	Received	STOCK #'S 10456 & 14219	PR800683	\$3,767.10000USD
<input type="checkbox"/>		Fri, 21 Jul, 2006	Received	(KH) STOCK# 14219	PR1498985	\$3,190.74000USD
<input type="checkbox"/>		Tue, 22 Aug, 2006	Received	(KH) STOCK#'S 14219	PR1550319	\$4,025.70000USD
<input type="checkbox"/>		Mon, 12 Dec, 2005	Received	stock# 14219	PR1179239	\$2,970.00000USD
<input type="checkbox"/>		Mon, 19 May, 2008	Received	(KH) STOCK # 14219	PR2576538	\$3,231.90000USD
<input type="checkbox"/>		Mon, 9 Nov, 2009	Composing	STOCK # 14219	PR3446692	\$0.00000USD
<input type="checkbox"/>		Wed, 5 Oct, 2005	Received	STOCK# 14219	QQ:QQ039246 AWD6482	\$3,273.60000USD

When finished, **do not click save search** again unless you want to change your original template to the search value changes made during *this* search.

Click Home, Searches, Catalogs, Folders, or Logout to escape without template changes.