

# Hop Aboard the Caravan

Forming an eVA  
Vendor User Group



# Increasing Your Opportunities



Reports

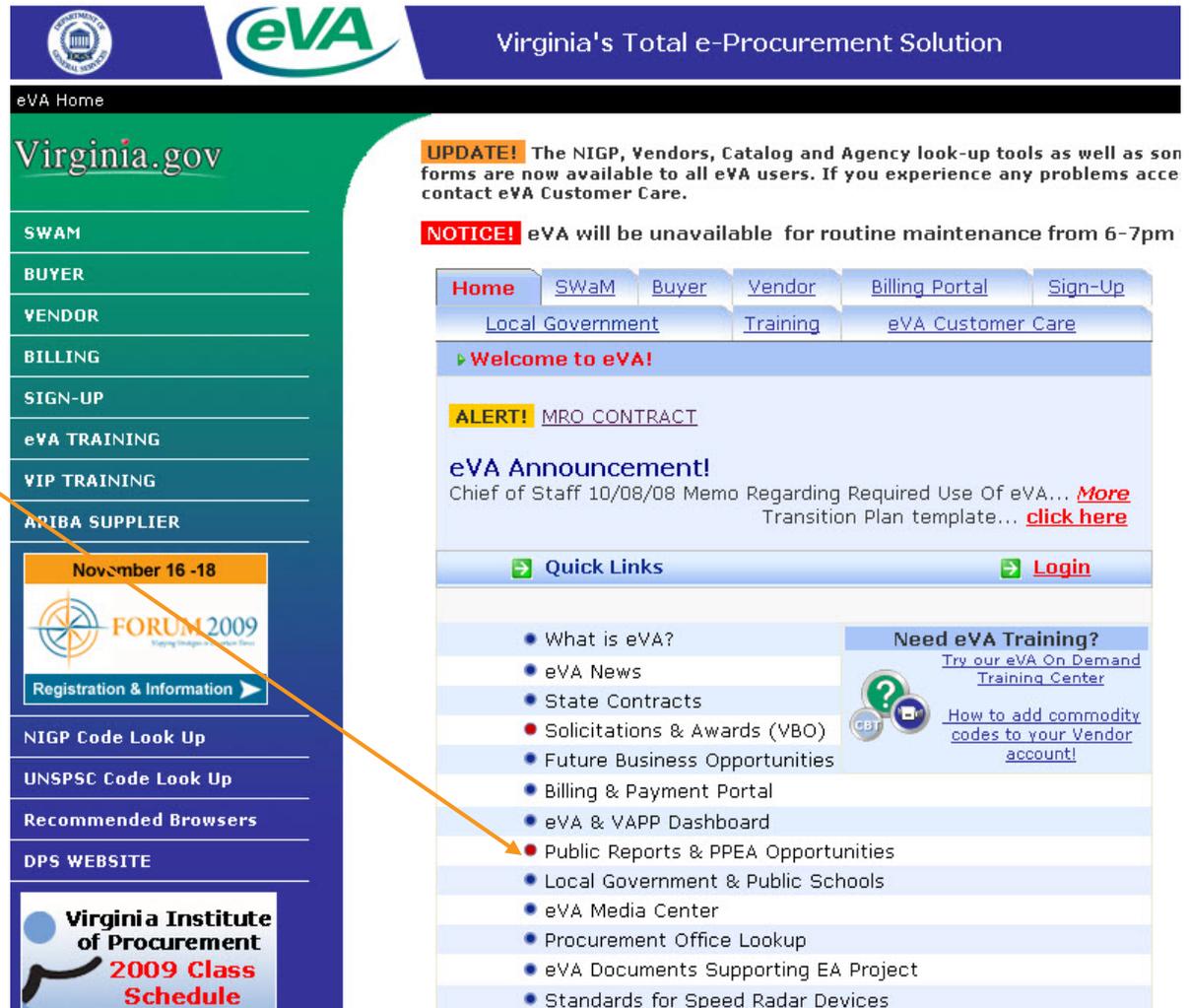
Presented by  
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**FORUM** 2009

*Mapping Strategies in Uncertain Times*

# Reports

There's a wealth of information available through eVA Public Reports (accessed under **Public Reports & PPEA Opportunities**). The information is free and you don't even need a login/password to view it.



The screenshot displays the eVA website interface. At the top, the Virginia Department of General Services logo and the eVA logo are visible, along with the text "Virginia's Total e-Procurement Solution". The main navigation bar includes links for Home, SWaM, Buyer, Vendor, Billing Portal, and Sign-Up. A sidebar on the left lists various user roles and services, with "Public Reports & PPEA Opportunities" highlighted in orange. The main content area features an "UPDATE!" notice about NIGP tools, a "NOTICE!" about routine maintenance, and a "Welcome to eVA!" message. Below this, there is an "ALERT!" regarding an MRO contract and an "eVA Announcement!" from the Chief of Staff. A "Quick Links" section lists various resources, including "Public Reports & PPEA Opportunities", which is highlighted with an orange arrow pointing from the sidebar. Other quick links include "What is eVA?", "eVA News", "State Contracts", "Solicitations & Awards (VBO)", "Future Business Opportunities", "Billing & Payment Portal", "eVA & VAPP Dashboard", "Local Government & Public Schools", "eVA Media Center", "Procurement Office Lookup", "eVA Documents Supporting EA Project", and "Standards for Speed Radar Devices". A "Need eVA Training?" section offers links to training resources.



# Reports Tell You...

- Who's buying
- What they're buying
- What prices they're paying
- Who they're buying from  
(identify competition)
  - Service Areas
  - SWaM Classification
  - Commodity Codes
- Specific order details and more!



# Top 3 Most Useful Reports

I Want to Know...	Use this Report	Find out...
<b>Who's Buying What I Sell</b>	eVA Spend for Vendors with Line Item Description Search (eVA_PRODP_160_v6)  Order Summary with NIGP Commodity Code Search (eVA_PRODP_160_X01_v7)	<ul style="list-style-type: none"><li>▪ What buyers are buying</li><li>▪ What prices are they paying</li><li>▪ Who is doing the buying &amp; from whom</li><li>▪ New competitors</li><li>▪ Specific order details</li></ul>
<b>Who Sells What I Sell</b>	eVA Bidders List by SWAM Category (eVA_PROD_005_X01_v2)	<ul style="list-style-type: none"><li>▪ Your competition</li><li>▪ Subcontracting partners</li><li>▪ The service areas of your competitors</li><li>▪ SWaM classification of your competitors</li></ul>
<b>Who's Getting Orders in My Area</b>	Vendor Spend by Zip Code (eVA_PROD_262_v2)	<ul style="list-style-type: none"><li>▪ Which business are getting orders in your area</li><li>▪ How much business are they getting</li></ul>

# Who's Buying What I Sell

## eVA Spend for Vendors with Line Item Description Search

### Search by keyword to find

**eVA Spend for Vendors with Line Item Description Search**

Enter Begin Date (MM/DD/YYYY) :  **Select timeframe less than 1 year**

Enter End Date (MM/DD/YYYY) :

Vendor Name :

Enter Line Item Text:   
**(e.g. computer) (Required)**

Enter a Contract Number:   
**(Optional)**

Enter Vendor Headquarter DUNS Number:   
**(Optional)**

Enter Vendor Location DUNS Number:   
**(Optional)**

Select Report Output:  Order Summary  
 Line Item Detail

# Total amount being spent by commodity code (NIGP)

## eVA Spend for Vendors with Line Item Description Search

BeginDate: 09/01/2009    EndDate: 09/15/2009

NIGP Code	NIGP Description	NIGP Line Count	NIGP Spend
<a href="#">03778</a>	Souvenirs: Promotional, Advertising, etc.	1	\$1,790.00
<a href="#">05000</a>	ART EQUIPMENT AND SUPPLIES	1	\$8.25
<a href="#">05060</a>	Picture Frames and Framing Supplies: Mat Cutters, Mats, Molding, Stretcher Strips, etc.	2	\$35.94
<a href="#">26988</a>	Vitamins	1	\$5.97
<a href="#">47055</a>	Page Turners	1	\$700.00
<a href="#">49500</a>	LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC.	2	\$120.20
<a href="#">61500</a>	OFFICE SUPPLIES, GENERAL	8	\$127.79
<a href="#">62000</a>	OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.	5	\$71.80
<a href="#">62060</a>	Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.	15	\$341.19
<a href="#">62080</a>	Pens (General Writing Types): Ball Point, Nylon Tip, Plastic Tip, etc.	4	\$68.00
<a href="#">78530</a>	Chalk, Crayons, Erasable Markers, Water Colors, Permanent Markers (Child Proof Safety Type), etc.	2	\$61.60
<b>Total PO Line Count</b>		<b>42</b>	
<b>Total Spend</b>			<b>\$3,330.74</b>

# Drill Down to Find

- Selling Vendor
- Buyer name & contact information

NIGP Code: 61500										
PO Number	Vendor Name	SWAM	Receiving Entity	Purchasing Agency	Requester	Requester eMail / Phone	Order Date	PO Category	Count of PO Line Number	Sum of Extended Price
<a href="#">A208 PI030472</a>	TAYLOR OFFICE SUPPLY, INC.		208 - Virginia Polytechnic Institute and State University	A208VPI	Bonnie Sutphin	sutphinb@vt.edu / 540-231-4637	10-SEP-2009	R01	1	\$3.47
<a href="#">A208 PI030922</a>	NEW RIVER OFFICE SUPPLY, INC.	S, W	208 - Virginia Polytechnic Institute and State University	A208VPI	Bonnie Sutphin	sutphinb@vt.edu / 540-231-4637	11-SEP-2009	R01	1	\$3.29
<a href="#">A208 PI031092</a>	NEW RIVER OFFICE SUPPLY, INC.	S, W	208 - Virginia Polytechnic Institute and State University	A208VPI	Bonnie Sutphin	sutphinb@vt.edu / 540-231-4637	11-SEP-2009	R01	1	\$33.48
<a href="#">A208 PI031451</a>	NEW RIVER OFFICE SUPPLY, INC.	S, W	208 - Virginia Polytechnic Institute and State University	A208VPI	Bonnie Sutphin	sutphinb@vt.edu / 540-231-4637	14-SEP-2009	R01	1	\$31.40
<a href="#">DO1217139</a>	VA INDUSTRIES F/T BLIND		213 - Norfolk State University	A213NSU	Daniel Wilborn	dwilborn@nsu.edu / 757-823-9074	15-SEP-2009	R01	2	\$31.55
<a href="#">PC0659275</a>	THE OFFICE PLACE INC	S, W	296 - Virginia Highlands Community College	A296VHCC	Chelsa Taylor	ctaylor@vhcc.edu / 276-739-2423	09-SEP-2009	R01	1	\$8.10
<a href="#">PC0661476</a>	VA INDUSTRIES F/T BLIND		298 - Lord Fairfax Community College	A298LFCC	Bettina Fritz	bfritz@lfcc.edu / 540-351-1507	14-SEP-2009	R01	1	\$16.50
<b>61500</b>									<b>8</b>	<b>\$127.79</b>

# Click on the PO Number to See

- Actual items bought
- Quantity
- Price Paid

NIGP Code: 61500												
PO Number: <a href="#">DO1217139</a>												
PO Line Number	Line Item Description	Vendor Part Number	Quantity Ordered	UOM	Unit Price	Extended Price	Ship To Address	Contract Number	Contract Type	Need By Date	HQ DUNS Nuner	Location DUNS Number
2	WOOD PENCILS #2, 1341	1341	6.00	DZN - dozen	\$1.10	\$6.60	Norfolk State University, Central Warehouse, 700 Park Avenue, Norfolk, VA, US, 23504-8060	VIB		16-SEP-2009	096694591	096694591
9	ZEBRA .5MM MECHANICAL PENCILS, M301	M301	1.00	PK - pack	\$24.95	\$24.95	Norfolk State University, Central Warehouse, 700 Park Avenue, Norfolk, VA, US, 23504-8060	VIB		16-SEP-2009	096694591	096694591
Count	2											
Sum						\$31.55						

# Who Sells What I Sell

## eVA Bidders List by SWAM Category

Search by commodity code & you'll discover

### eVA Bidders List By SWAM

Enter 5 Digit Commodity Code **PLUS**

enter the 5 Digit Class:

[NIGP Lookup](#)

16500

5-digit codes separated by a comma

(00505,00500,20464,20400)

Can enter sequence of various codes, separated by a comma. To see all vendors registered at the class code level, it is important that class code is entered.

Select Service Areas:

[Map \(.gif\)](#)

[Map Detail \(.xls\)](#)

All Service Areas  
Zone - 10  
Zone - 97  
Zone - 98  
Zone - 99  
Zone - 100  
Zone - 101  
Zone - 102  
Zone - 103  
Zone - 104  
Zone - 105  
Zone - 106

Select Business Types:

All Business Types  
Minority-Owned Business  
Small Business  
Woman-Owned Business

Submit

Clear

- Vendor contact information
- SWaM classification
- Areas of Service (Zone)

### eVA Bidders List

HQ Name	Vendor Name/Mailing Address	Contact	SWAMZone	Vendor ID	Service Type	Vendor Category
A Load Off	Equilibrio State Inc., 102 Niblick Circle , Suffolk, VA, 23434-9295	Percilla Zeno, Phone: 757-923-4890, Ext. , Fax: 757-923-4889, Ext. , Email: DejaR@aloadoff.com	SM 10,	VS0000015380	Send bid notices (Premium, \$25/year)	Incorporated
ACME PAPER & SUPPLY CO INC.	ACME PAPER & SUPPLY CO INC., P.O. BOX 422 8229 SANDY COURT, SAVAGE, MD, 20763	JAMES BRENER, Phone: 800-462-5812, Ext. , Fax: 410-792- 2137, Ext. , Email: rattman@acmeppr.com	S 10	C9635	Send bid notices (Premium, \$25/year)	Corporation
ALADDIN TEMP RITE	ALADDIN TEMP RITE, 250 E. MAIN ST , HENDERSONVILLE, TN, 37075	ALADDIN TEMP RITE, Phone: 800-888-8018, Ext. , Fax: 615- 338-3651, Ext. , Email: JJORGENSEN@ALADDIN- ATR.COM	10,	E4231	Send bid notices (Premium, \$25/year)	Corporation
AMERICAN HOTEL REGISTER CO	AMERICAN HOTEL REGISTER CO, 100 S. MILWAUKEE AVE , VERNON HILLS, IL, 60061	Katie Crutcher, Phone: 800-477-9500, Ext. , Fax: 847-743- 3782, Ext. , Email: kcrutcher@AMERICANHCS.COM	10,	C7165	Send bid notices (Premium, \$25/year)	Corporation
ATD-AMERICAN CO.	ATD-AMERICAN CO., 135 GREENWOOD AVE , WYNCOTE, PA, 19095	ATD-AMERICAN CO., Phone: 215-576-1000, Ext. , Fax: 215- 576-1827, Ext. , Email: bid1@atd.com	S 10,	C5132	Send bid notices (Premium, \$25/year)	Corporation
Absolute Best State Supply	Absolute Best State Supply, 119 East Main Street , Marion, VA, 24354	T R Blevins, Phone: 276-783-9899, Ext. , Fax: 276-783-9899, Ext. , Email: VA.ABSS@yahoo.com	SW 10,	VS0000029129	Send bid notices (Premium, \$25/year)	Sole Proprietorship
Alto-Hartley, Inc.	Alto-Hartley, Inc., 1313 Dolley Madison Bldv Ste. 400, McLean, VA, 22101	Peter Huebner, Phone: 703-883-1448, Ext. 108, Fax: 703-883- 0244, Ext. , Email: peter@altohartley.com	10,	VS0000002456	Send bid notices (Premium, \$25/year)	Incorporated

# Who's Getting Orders in My Area

## Vendor Spend by Zip Code

Search by zip code to locate

**Vendor Spend by Zip Code**

Zip Code   (e.g. 22937,22936,22940)

BeginDate  
(MM/DD/YYYY)

EndDate  
(MM/DD/YYYY)

For faster results, run report for a shorter time span.  
Reports return no more than 10,000 rows of data.

eVA\_PROD\_262\_v2

- Number of orders
- Total spend by time period
- Date of last sale

Vendor Legal Name	SWAM	Solicitation Contact	Voice	Email	Fax	Address	Zone	# of Transactions	Total Spend	Date of Last Sale
American Red Cross - Greater Richmond Chapter		Mark Whiting	804-780-2250	whitingm@usa.redcross.org	804-780-2296	420 East Cary Street, , Richmond, VA, 23218	97,98,99,100,101,102,103,104,105,106,	1	159.95	09/09/2009
JAMES RIVER PRESS	SW	BOB RHODES	804-230-4515	bob@jamesriverpress.com	804-230-1244	P. O. Box 398, 807 Oliver Hill Way, RICHMOND, VA, 23218	10,	9	15,548.00	09/15/2009
N. W. Martin & Brothers, Inc.	S	John Martin	804-648-2811	mirta@erols.com	804-643-7104	P. O. Box 1179, 1531 St. James St., Richmond, VA, 23218	97,98,99,101,102,	1	400.00	09/02/2009
Richmond Express, Inc.	S	Arthur McCray	804-788-8080	almccray@aol.com	804-788-8879	P.O. BOX 663, , RICHMOND, VA, 23218	10,	5	953.90	09/11/2009
RideFinders		Von Tisdale	804-643-7433	vtisdale@ridefinders.com	804-649-2513	1111 East Main Street, , Richmond, VA, 23219	98,	2	177.00	09/10/2009
Wm R Hill & Co., Inc.		Doug Waldmann	804-226-4464	DTWALDO@BELLSOUTH.NET	804-226-0272	P.O. BOX 646, , RICHMOND, VA, 23218	10,	8	99,396.00	09/14/2009

# Increasing Your Opportunities



**Catalogs**  
Presented by  
Vicki Beasley



# What is a Catalog?

A list of products and/or services and their attributes published in the shopping area of the eVA (eMall/ShopNow).



# Why are catalogs important?

- **Improve Visibility**

- There are more than 170 agencies, almost 600 localities, and over 13,000 eVA users!

- **Increase Order Speed**

- Allow better control of information received from an eVA PO
- Minimize order entry so Buyers can shop, click and drop items into their cart

- **Free Advertising**

- Establish a 'Storefront' in the eVA eMall
- Used to 'advertise' your company and provide information to the buyer community when concrete pricing isn't an option



# Types of Catalogs

There are two types of eVA catalogs:

- CIF
- Level II Punchout



# CIF Catalog

## Catalog Interchange Format

An electronic file (using spreadsheet software) that contains a listing of the products and/or services and their attributes



## Level II Punchout Catalog

A live web-based catalog hosted on your website. Buyers can 'enter' at the store, aisle, shelf, or item level.



## Contact Us

Contact the catalog team by emailing  
[eva-catalog\\_manager@dgs.virginia.gov](mailto:eva-catalog_manager@dgs.virginia.gov)

# Vendor User Group



Example  
Agenda



# Example Agenda

## Presentation Topics:

1. eVA Core Team on system updates and/or future enhancements
2. eVA Core Team on business opportunities
3. eVA Customer Care Technical tips: Did you know?

## Question and Answers:

Professionals on hand to answer questions:

1. eVA Core Team on system questions
2. eVA Customer Care and eVA Core Team on Technical Questions
3. Procurement Professional on Policy

## Answer Chat Questions

## Suggestions for next User Group Meeting

## Wrap