

# Easy eMail – the Advanced Way



Presented by

Gail Kemper



FORUM2013

# eMall has a flexible dashboard!



[Home](#) | [Help](#) | [Logout](#)  
 Welcome Kemper, Gail

[My Home](#)

[My Orders/My UPS](#)

[My Approvals](#)

[My Quick Quote Req's](#)

[More ...](#)

[Create](#)

[Search](#)

[Manage](#)

[Recent](#)

[Preferences](#)

[Return to Portal](#)

**Common Actions**

**Create**

- Requisition
- DGS Sole Source Request
- DPS Exemption Request
- BuySense Profile

**Manage**

- Receive
- Reports

**Recently Viewed**

- PR603807 Scr...alog-One Item
- PR607676 Cop...n on comments
- PR608780 Cop...10- Test 103
- PR610291 CSP...- using pcard
- PR610290 Oli...sing NO pcard

**News**

**Welcome to the New eMall**

Please monitor this area for Alerts, Help and News

**Old Composing Reqs**  
Click here for steps on how to get rid of old Composing Reqs from your screen.

**To Do**

ID	Date ↓	From	Status	Title	Required Action
PR609830-V2	9/23/2013	Kemper, Gail	Submitted	Desserts for President Retirement Banquet	<a href="#">Approve</a>
PR608948	9/16/2013	Kemper, Gail	Submitted	test for pcard change	<a href="#">Approve</a>
QQ:QQ012849_AWD1102	9/13/2013	Sievert, Bob	Submitted	Chair	<a href="#">Approve</a>
QQ:QQ012849_AWD1101	9/11/2013	Sievert, Bob	Submitted	Chair	<a href="#">Approve</a>
eVA-EU1070	9/10/2013	Schmidt, Janne	Submitted	P194DPSMINIMUM - New User Request For CSPL 5524	<a href="#">Watch</a>
eVA-EU1069	9/10/2013	ation u	Approved	E703AMS1 - New User Request For sid cid	<a href="#">Watch</a> <a href="#">View List ...</a> (84)

**Requisitions - Composing**

ID	Date Created ↓	Status	Title	Total
PR609485	7/30/2013	Composing	CSPL-5330 - SUPPLIER SEARCH ENHANCEMENT - 7/30/13	\$0.00000 USD
PR609370	7/24/2013	Composing	test for pre-printed text	\$0.00000 USD
PR608913	5/30/2013	Composing	CSPL-2672- Test 4 - verify deleted Field 10 value (777)	\$30.00000 USD
PR608748	5/15/2013	Composing	Re-Test 31 ACP - Collaborate - multiple suppliers-test w/ALL line types (expense, etc)	\$32,136.00000 USD
PR608709	5/10/2013	Composing	CSPL-5110- TEST 12 REDO	\$30.00000 USD

**Requisitions - Submitted**

ID	Date Created ↓	Status	Title	Total
PR609830-V2	9/23/2013	Submitted	Desserts for President Retirement Banquet	\$1,692.00000 USD
PR610117	9/16/2013	Submitted	test for fix to pcard removal - Sept 16 '13	\$201.00000 USD
PR609305	7/12/2013	Submitted	CSPL-5342- Testing email notify for approvers	\$58,907,247.14000 USD
PR608948	6/3/2013	Submitted	test for pcard change	\$39,000.00000 USD
PR608951	6/3/2013	Submitted	Copy of Test 45 - CSPL-2672-under \$4K-no DGS contract	\$3,890.00000 USD
PR608772-V2	5/16/2013	Submitted	CSPL-5110- Test 102-A & 102-D (for changed version)	\$180.00000 USD

**Requisitions Submitted This Month in Denied Status**

ID	Type	Date Created	Status	Title	Total
<i>No Items</i>					

**My Documents**

ID	Title	Date ↓	Status
UP600562	Kemper, Gail	9/25/2013	Processed
PR610291	CSPL-5526 Olivia ASN vendor - using pcard	9/24/2013	Ordered
PR610290	Olivia ASN vendor - using NO pcard	9/24/2013	Ordered
PR609830-V2	Desserts for President Retirement Banquet	9/23/2013	Submitted
PR609649-V6	CSPL-5309-CAT- Test 24 - Change Bill To	9/18/2013	Ordered
PR610184	test of multiple orders on one PR- CHANGE vs. CANCEL buttons	9/17/2013	Ordered

[View More ...](#) (343)

11/7/20

13

There's so much more to see....let's view a video clip to see how easy it is to customize *YOUR* email

[Play Customize eMail Video](#)



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# A few more points about Labels

The screenshot shows the eVA system interface. At the top, there is a navigation bar with 'Home | Help | Logout' and a user greeting 'Welcome Kemper, Gail'. Below this is a 'My Home' section with links for 'My Orders/My UPs', 'My Approvals', 'Office Supply Orders', and 'More ...'. A secondary navigation bar includes 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'Search' and has a 'Type:' dropdown set to 'Requisition'. A search instruction says 'Change the search criteria or name, and then Search.' Below this is a 'Search Filters' section with various dropdown menus and a 'Search Options' link. A red error message states: 'Error: Over 2,000 items found; Only 2,000 records will display. Helpful Tip: Use one or more of the search filters above to find your transaction.' The 'Search Results' section shows 'Found 2000 items' and a table of requisitions. A blue callout box points to the 'My Labels' section in the left sidebar, stating 'As you can see, these Labels are NOT alphabetized'. Another blue callout box points to the 'My Saved Searches' section, stating 'However, you can see that Saved Searches ARE !'. The table of search results includes columns for 'ID', 'Title', 'Status', 'Date Created', and 'Total'.

**As you can see, these Labels are NOT alphabetized**

**However, you can see that Saved Searches ARE !**

ID	Title	Status	Date Created	Total
PR610042-V3	C&H Distributors Test Order 1	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
PR609899-V3	Test VDC punchout	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
PR609812-V2	Create non-catalog order with multiple lines - one with wrong product#	Canceled	Fri, 23 Aug, 2013	\$0.00000 USD
PR609687	CSPL-5445 Test Case 1 v2	Collaborating	Fri, 9 Aug, 2013	\$18.00000 USD
PR609495-V3	new Collaboration Request for ACP Medical	Canceled	Thu, 1 Aug, 2013	\$0.00000 USD
PR609525-V2	Camcor - Test	Canceled	Wed, 31 Jul, 2013	\$0.00000 USD
PR606660-V2	eVA Test Case 30	Canceled	Thu, 20 Jun, 2013	\$0.00000 USD
IRQ:A002_TC4D_REQIMP_T1-V2	REQUISITION IMPORT	Canceled	Tue, 11 Jun, 2013	\$0.00000 USD

# Let's talk more about Saved Searches

Home | Help | Logout  
Welcome Kemper, Gail

My Home | My Orders/My UPS | My Approvals | Office Supply Orders | More ...

Create | Search | Manage | Recent | Preferences

**Search** Type: Requisition

Change the search criteria or name, and then **Search**.

**Search Filters** [Search Options](#)

Title:  Date Created: No Choice

ID:  Date Submitted: No Choice

Approver: (select a value) [ select ] Preparer: (select a value) [ select ]

Status: No Choice

**Error: Over 2,000 items found; Only 2,000 records will display. Helpful Tip: Use one or more of the search filters above to find your transaction.**

**Search Results** Found 2000 items

ID	Title	Status	Date Created ↓	Total
<a href="#">PR610522-V2</a>	<a href="#">C &amp; H Test 1 item-LW</a>	Canceled	Thu, 10 Oct, 2013	\$0.00000 USD
<a href="#">PR610312-V2</a>	<a href="#">#2 Test MP26/27;pcard;liq-amt;split-amt</a>	Canceled	Mon, 30 Sep, 2013	\$0.00000 USD
<a href="#">PR610151-V2</a>	<a href="#">Training Cancellation Example Sept 2013</a>	Canceled	Tue, 17 Sep, 2013	\$0.00000 USD
<a href="#">PR610042-V3</a>	<a href="#">C&amp;H Distributors Test Order 1</a>	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
<a href="#">PR609899-V3</a>	<a href="#">Test VDC punchout</a>	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
<a href="#">PR609812-V2</a>	<a href="#">Create non-catalog order with multiple lines - one with wrong product#</a>	Canceled	Fri, 23 Aug, 2013	\$0.00000 USD
<input checked="" type="checkbox"/> <a href="#">PR609687</a>	<a href="#">CSPL-5445 Test Case 1 v2</a>	Collaborating	Fri, 9 Aug, 2013	\$18.00000 USD
<a href="#">PR609495-V3</a>	<a href="#">new Collaboration Request for ACP Medical</a>	Canceled	Thu, 1 Aug, 2013	\$0.00000 USD
<a href="#">PR609525-V2</a>	<a href="#">Camcor - Test</a>	Canceled	Wed, 31 Jul, 2013	\$0.00000 USD
<a href="#">PR606660-V2</a>	<a href="#">eVA Test Case 30</a>	Canceled	Thu, 20 Jun, 2013	\$0.00000 USD
<a href="#">IRO:A002_TC4D_REQIMP_T1-V2</a>	<a href="#">REQUISITION IMPORT</a>	Canceled	Tue, 11 Jun, 2013	\$0.00000 USD

Label Copy Delete

# There are many options to work with here!

**eVA** My Home My Orders/My UPS My Approvals Office Supply Orders More ...

Create Search Manage Recent Preferences

**Search** Type: Requisition

Change the search criteria or name, and then **Search**.

**Search Filters**

Title: [ ] Date Created: No Ch  
ID: [ ] Date Submitted: No Ch  
Approver: (select a value) [ select ] Preparer: (select Status: No Ch

**Error: Over 2,000 items found; Only 2,000 records will display. Helpful Tip: Use one or more of the search filters above t**

**Search Results** Found 2000 items

ID	Title	Status
<input type="checkbox"/> PR610522-V2	C & H Test 1 item-LW	Can
<input type="checkbox"/> PR610312-V2	#2 Test MP26/27;pcard;liq-amt;split-amt	Can
<input type="checkbox"/> PR610151-V2	Training Cancellation Example Sept 2013	Can
<input type="checkbox"/> PR610042-V3	C&H Distributors Test Order 1	Can
<input type="checkbox"/> PR609899-V3	Test VDC punchout	Can
<input type="checkbox"/> PR609812-V2		Can
<input type="checkbox"/> PR609687		Coll
<input checked="" type="checkbox"/> PR609495-V3		Can
<input type="checkbox"/> PR609525-V2		Can
<input type="checkbox"/> PR606660-V2		Can

**Let's open the Supplier field**

- Approved By
- Approver
- Buyer Part Number
- Collaboration
- Commodity Code
- Date Approved
- Date Created
- Date Ordered
- Date Received
- Date Submitted
- Description (any line item)
- ERP PO Number
- ERP Requisition Number
- Facility
- ID
- Need-by Date (any line item)
- Non-Catalog Item (any line item)
- Order ID (any line item)
- Originating System
- Originating System Ref. ID
- Preparer
- Price (any line item)
- Purchasing Unit
- Requester
- Status
- Supplier (any line item)**
- Title
- Total Cost

# Customize your search by entering specific data

Home | Help ▾ | Logout

My Orders/My UPs My Approvals Office Supply Orders More ...

Welcome Kemper, Gai

Manage Recent Preferences

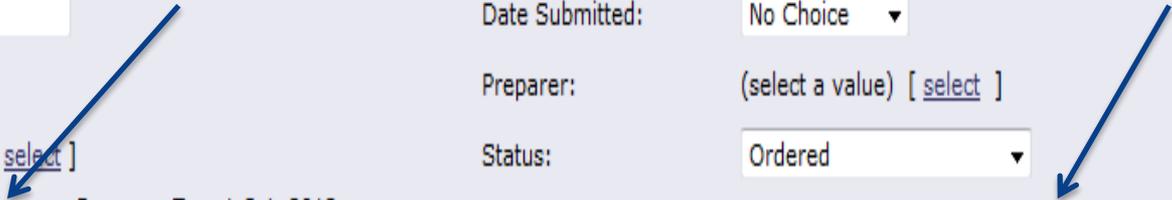
Type: Requisition ▾

Change the search criteria or name, and then **Search**.

**Search Filters** [Search Options](#)

Title:	<input type="text"/>	Date Submitted:	No Choice ▾
ID:	<input type="text"/>	Preparer:	(select a value) [ <a href="#">select</a> ]
Approver:	(select a value) [ <a href="#">select</a> ]	Status:	Ordered ▾
Date Created:	This Quarter ▾	Supplier (any line item):	<a href="#">A &amp; K OF EMPORIA, INC.</a> [ <a href="#">select</a> ]

From: Tue, 1 Oct, 2013  
To: Tue, 31 Dec, 2013



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# Saving Searches

The screenshot shows the eVA system search interface. A green callout box contains the text: "Saved Searches is much more efficient than attempting to find your requisition amongst ALL". A blue arrow points from the "View All" button in the left sidebar to the search filters area. Another blue arrow points from the "Save Search" button to the search results table.

**Search Interface Elements:**

- Navigation: My Home, My Orders/My UPS, My Approvals, Office Supply Orders
- Search Type: Requisition
- Search Filters: Title, ID, Approver, Preparer, Status
- Search Results: Found 2000 items

**Search Results Table:**

ID	Title	Status	Date Created ↓	Total
PR610522-V2	C & H Test 1 item-LW	Canceled	Thu, 10 Oct, 2013	\$0.00000 USD
PR610312-V2	#2 Test MP26/27;pcard;liq-amt;split-amt	Canceled	Mon, 30 Sep, 2013	\$0.00000 USD
PR610151-V2	Training Cancellation Example Sept 2013	Canceled	Tue, 17 Sep, 2013	\$0.00000 USD
PR610042-V3	C&H Distributors Test Order 1	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
PR609899-V3	Test VDC punchout	Canceled	Wed, 11 Sep, 2013	\$0.00000 USD
PR609812-V2	Create non-catalog order with multiple lines - one with wrong product#	Canceled	Fri, 23 Aug, 2013	\$0.00000 USD
PR609687	CSPL-5445 Test Case 1 v2	Collaborating	Fri, 9 Aug, 2013	\$18.00000 USD
PR609495-V3	new Collaboration Request for ACP Medical	Canceled	Thu, 1 Aug, 2013	\$0.00000 USD
PR609525-V2	Camcor - Test	Canceled	Wed, 31 Jul, 2013	\$0.00000 USD
PR606660-V2	eVA Test Case 30	Canceled	Thu, 20 Jun, 2013	\$0.00000 USD
IRO:A002 TC4D_REQIMP T1-V2	REQUISITION IMPORT	Canceled	Tue, 11 Jun, 2013	\$0.00000 USD

Let's shift gears and talk about what's new in  
the eMall!



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Your search path: [All Categories](#) > PunchOut Catalogs

## ✦ Supplier Punchout Catalog Resources

BELTWAY SUPPLY INC (1) Safety, Industrial & Facility Maintenance	MULLEN PUBLICATIONS INC (1) Print Services, Newspaper, Catalog, Magazine	CENMED ENTERPRISES (1) Lab, Scientific, Diagnostic, Research Supplies
BIO-RAD LABORATORIES, INC - LIFE SCIENCES (2) Life Science, Diagnostic - Non-Contract <b>Life Science, Diagnostic For VASCUPP Users Only</b>	APPLIED INDUSTRIAL TECHNOLOGIES (1) Bearings, Linear, Power Trans, Fluid Products	BEST INK STORE, INC. (1) Ink, Toner, Fax and Copier Supplies
READ WRITE & LEARN TECHNOLOGY INC (1) Learning, Training and Development Products	B&B PRINTING CO INC (1) Stationery Products - VCU Only - PCARD Orders Only	WYTHEVILLE OFFICE SUPPLY INC (1) Office Supplies, Technology, Furniture, Ink, Toner
OLD DOMINION ELECTRICAL SUPPLY (1) Electrical Supplies and Equipment	U. S. INK AND TONER, INC (1) Ink, Toner, Fax, Copier Supplies	ERGOGENESIS LLC (1) <b>Ergonomic Office Chairs, Task Seating and Stools</b>
LANTEC SYSTEMS INC (1) Ink, Toner, Fax, Copier Supplies	PURER AIR (1) Air Purifiers and Replacement Filters	GT TONER (1) Ink, Toner, Fax, Copier Supplies, Office Supplies
COMPLETE PRODUCTS (1) Office Supplies, Technology, Furniture, Ink, Toner	CELLULAR ACCESSORIES FOR LESS (1) Cellular Phone Accessories	ULTRA LASER IMAGING SUPPLIES (1) Ink, Toner, Fax, Copier Supplies
ALPHA & OMEGA SERVICE INC (1) Binocular Light Compound Microscopes	HARRIS GROUP PROMOTIONS AND SUPPLY LLC (1) <b>Fasteners, Construction, Industrial Supplies</b>	FASTENAL CO (1) Fasteners, Construction, Industrial Supplies
TRITON BUSINESS SYSTEMS (1) Office Supplies and Computer Products	BEST BUY GOV LLC (1) Electronics, Computers, Appliances, Cell Phones	VISION BUSINESS PRODUCTS (1) Data Storage, Imaging Supplies, Office Supplies
THE PREPARED OFFICE INC (1) Office Supplies, Technology, Furniture	STAPLES BUSINESS ADVANTAGE (1) Office Supplies, Technology, Furniture, Ink, Toner	GUY BROWN PRODUCTS FORMERLY CONCERTO (5) Office Supplies, Technology, Furniture - <b>For RU</b> Office Supplies, Technology, Furniture - For GMU <b>Office Supplies, Technology, Furniture, Ink, Toner</b> Office Supplies, Technology, Furniture - <b>For CNU</b> Office Supplies, Technology, Furniture - For VCU Guy Brown Products (formerly Concerto) -

# Supplier searches offer more information!

The screenshot shows the eVA Ariba Spend Management interface. A modal window titled "Choose Value for Supplier" is open. At the top of the modal, there is a search field with a dropdown menu set to "All" and a text input containing "E1741". There are "Search" and "New" buttons next to the input. Below the search area is a table with the following columns: Supplier Name, TIN, Location Name, Street, City, State, Ordering Method, Small, Minority, Woman, Reg. Type, and VCUST#. The VCUST# column is highlighted with a red box. The table contains one data row for "ABACUS CORPORATION" with TIN "520554932" and VCUST# "E1741". There is also a "(No Preference)" row. "Select" buttons are present for each row. At the bottom right of the modal is a "Done" button. The background interface shows a sidebar with "My Home" and "Create" buttons, and a main area with a search for "PR610598-V3: CSPL".

Field: All E1741 Search New

Supplier Name	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Reg. Type	VCUST#	
(No Preference)												Select
ABACUS CORPORATION	520554932	ABACUS CORPORATION-RICHMOND, VA	3114 WEST MARSHALL STREET SUITE A	Richmond	VA	URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	E1741	Select

Done

# Let's move on to Confirming Orders!

Home | Help  
Welcome |

My Home My Orders/My UPs More ...

Create Search Manage Recent Preferences

PR610611: Cable Purchase - Terry Knowles - Buildings Next ▶

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

Title: \* Cable Purchase - Terry Knowles - Buildings

On Behalf Of: Kemper, Gail

Use PCard:

PCard number: GailsPcard2

Entity Code: P194

Fiscal Year: 2014

Agency: (none selected)

PO Category: R01

Procurement Transaction Type: 10

Header Cross Reference:

**Confirming Order; Do Not Duplicate:**

My Labels: [Apply Label...](#) Next ▶

When this box is checked



# Confirming Order Comment

Total Cost: \$1,050.00000 USD

[Update Total](#)

## SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details: [i](#)

Ship To: \*

Deliver To: \*

Need-by Date: [i](#)

## COMMENTS - ENTIRE REQUISITION

Comments:

Visible to Supplier

Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

A confirming comment is automatically inserted at the bottom of your Checkout Screen

### Comments

Visible to Supplier  Mark as Proprietary and Confidential (This checkbox does not apply to approvers)

[Kemper, Gail](#)

CONFIRMING ORDER; DO NOT DUPLICATE

[Wednesday, October 16, 2013 at 9:19 AM]

[Edit](#)

[Delete](#)

## ATTACHMENTS - ENTIRE REQUISITION

[Add Attachment](#)

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

# No More Deactivated Users show !

**eVA** My Home My Orders/My UPs

Create Search Manage Recent

## PR610611 - Cable Purchase - Terry

These are the details of the request you selected. Dep

Back

Summary **Approval Flow** Orders Receipts

Add approver to approval flow: \* (no value)

Add this approver as:  Approver  Watcher

Provide a reason:

Legend:  Watcher

PR610611  P194-Comm Watch1

Add approver to the approval flow, as the **first** one in the flow.  
 Add approver in **parallel** to the entire approval flow.

OK Cancel

### Choose Values for Add approver to approval flow

**Alert:** Over 500 items found; Only 500 records will display. *Helpful Tip: Use one or more of the search filters above to find your transaction.*

#### Add to Currently Selected

Field: Name | Search

- Name ↑
- (CC iharrell) Sevilla, Rudy
- (Deactivate)Trapani, Sean
- (Deactivated) Abramovich, Darlene
- (Deactivated) Alizio, Ann
- (Deactivated) Allison, Claire
- (Deactivated) Amos-Watts, Bernadette
- (Deactivated) Andrews, Michael
- (Deactivated) Andrews, Michael
- (Deactivated) Arce, Jennifer
- (Deactivated) Atkins, Keyonna
- (Deactivated) Averette, Crystal
- (Deactivated) Averman, Elizabeth
- (Deactivated) Balfour, Anne
- (Deactivated) Barnuevo, Alvin
- (Deactivated) Barrett, Timothy
- (Deactivated) Bauman, Deborah
- (Deactivated) Bear, Joe

#### Currently Selected

Name ↑

No items

Done

Now it's YOUR turn !

Please share your email customization experiences  
and...

ask ANY questions about the eMail



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*Happy  
Halloween...  
(from the cutest  
granddaughter in the  
world)*



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