

Question and Answers

- Q.1 If more than one pcard, is there a way to set one as the default pcard for use in the email?
- A.1 This is an excellent idea and has been submitted to the tech team for evaluation.

Question and Answers

- Q.2 Is there a way for eVA to send a reminder to an approver that there is a requisition waiting for their approval?
- A.2 If approvers can be advised to change their email notifications, they can get these reminders immediately. They simply need to click the PREFERENCES link at the top of the eMail screen, choose 'Change eMail Notification Preferences', and select 'Requisition', there is an option called 'When my approval is overdue – send repeatedly'. The first individual email notification is sent once, and after that, the notification is included in a summary email sent once per weekday until the approver takes action or is no longer the active approver.

Question and Answers

- Q.3 Can commodity codes display in the eMall like they do in the Quick Quote application so when typing a description, the associated codes appear for selection?
- A.3 This is also an excellent idea and one that we can put forth for future enhancements.

Question and Answers

- Q.4 Why does it split the order when the info is identical ?
- A.4 When punchout orders are delivered electronically to the vendor on the ARIBA side, the order is a single transaction of the items that are on the punchout site and these go directly into the vendor's ordering system. If a non-catalog item is added to the eVA requisition, it is transmitted separately from the punchout cart and technically, there isn't a way to add these two items together.

Question and Answers

- Q.5 Can punchout vendors in the eMall display alphabetically?
- A.5 This has been requested in the past and we are waiting for a technical solution for this from the ARIBA company. They have suggested that buyers select the "Refine your results by Supplier" option from the left hand menu and when the default 5 suppliers display, choose the 'Show All' suppliers. This regenerates the supplier list in the LEFT menu in alpha order so you can scroll to find your supplier. Once selected, the right hand page will only show the punchout(s) for this supplier.

Question and Answers

- Q.6 When I print my PCO/EP, it prints a few lines onto a 2nd page, wasting paper. How can this be remedied?
- A.6 Good news! Any day now a new format for the PO print will be migrated to Production that will allow many orders with one-two items to print on just one page. The eVA T&C's have been reduced in size and extra rows have been eliminated.