

Welcome to eVA Basics



eVA Basics – Getting to know Virginia's Electronic Procurement system

Presented by

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This session is an introduction to the core components and basics of eVA.



FORUM2014

Agenda

- Welcome and Introductions
- Identify the tools and resources available via the eVA Electronic Procurement System
- Questions
- Closing

What is eVA?

- eVA is Virginia's online, electronic procurement system.
- This web-based vendor registration and purchasing system allows state agencies, colleges, universities and many local governments to conduct all purchasing and sourcing activities for goods and services.

What is eVA? (continued)

- Sourcing functionality
- Purchasing functionality
- Analytic Report functionality
- Full electronic integration

eVA - What did we want?

- An internal hosted Portal = “Single Face”
- State-of-the-art, secure procurement tools
- Tools that empower users and vendors
- Leveraging existing government and vendor systems
- Ensure public access

eVA – What did we want? (continued)

- Capture purchasing transactions for analysis/reporting
- Establish electronic relationship with vendor
- Promote increased competition

Announcing the Xcelerator Awards: Recognizing the Power of Procurement Nominations
Due: September 30, 2014 [Apply Here](#)



Virginia's eProcurement Portal



I BUY FOR VIRGINIA

I SELL TO VIRGINIA

TRANSPARENCY

CUSTOMER CARE

BILLING

Username

Password

Buyer Login

Vendor Login

[Login Help](#)

[Register](#)

Welcome to eVA



Virginia's eVA program takes Gold for Procurement Excellence!

[View News Release](#)

[Get the Apps!](#)



▶ You can make eVA run more efficient by adjusting your [Browser Settings](#)



eVA Customer Care 1-866-289-7367
eVACustomerCare@dgs.virginia.gov



▼ 4,772,474 Orders

▼ \$45 Billion Spent

▼ 245 Agencies

▼ 595 Localities

13,700 Users

▼ 88,172 Vendors

▼ 983 Catalogs



FORUM2014



State Contracts



Solicitations Quick Quote & Awards



Future Procurements



Procurement Transparency Public Reports



Small, Woman & Minority Owned

Forum 2014
SAVE THE DATE
November 16 - 19



Local Government Buyers

- Harness the power of eProcurement. See what eVA can do for you!

[Learn More](#) 



Women's Business Center at ODU Business Gateway
 October 7th
 Norfolk, VA

Fairfax County Vendor Forum 2014
 October 9th
 Fairfax, VA

2014 Virginia Small Business Summit
 October 10th
 Westin Tyson's Corner, Falls Church, VA

[See all details](#) 

<p>Info Center</p> <ul style="list-style-type: none"> • eVA Overview • eVA Newsletters • eVA Awards • eVA Outreach • eVA Vendors • eVA Facts 	<p>Contact Us</p> <ul style="list-style-type: none"> • DPS Contact Directory • eVA Customer Care <p>Web Browser Support</p> <ul style="list-style-type: none"> • Support and Configuration 	<p>Resources</p> <ul style="list-style-type: none"> • Div. of Purchases and Supply • Virginia Institute of Procurement • Public Procurement Forum • Ariba Supplier Network • Virginia Information Technologies Agency • Dept. of Small Business and Supplier Diversity 	<p>Resources</p> <ul style="list-style-type: none"> • NIGP Code Lookup • eVA Browser Optimizer • Privacy Statement • FOIA • UAT Training • Mobile APP Center
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eVA - What did we get?

- eMall / eForms
- Quick Quote
- VBO, Advanced VBO, Contract Management, & eProcurement
- Report and Resource Center

eVA - What did we get? (continued)

- **eMall / eForms**

- This tool is used to create requisitions and orders. You 'shop' vendor catalogs, punch-out websites, and enter line item for goods and/or services you need.
 - State Contract and Non-Contract
 - Catalog and Non-Catalog
 - Receiving on-line
- An eForm is a electronic version of a paper form.



[Return to Portal](#)

Common Actions



Create

Requisition

BuySense Profile



Manage

Reports

Receive

Recently Viewed



PR614094 testing

PR604076

PR614059 ff

PR604122 Guy Brown

PR609767 Test for Canceling

News

Welcome to the New eMail

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
PR614740	10/15/2014	Caudill7, Shane	Submitted	test
PR614446	9/17/2014	atdoug, u	Submitted	test
PR614385	9/12/2014	Kemper, Gail	Submitted	Script 400- Mobile - Micro
PR612159	9/8/2014	Caudill7, Shane	Submitted	Sea Horses - September
PR614290	9/4/2014	atdoug, u	Submitted	test
PR614282	9/4/2014	atdoug, u	Submitted	fff
PR544225-V3	9/2/2014	testp5, uat	Submitted	Single line PR/PO
PR557889-V3	9/2/2014	Kemper, Gail	Submitted	ariba create cat test

Requisitions - Composing

ID	Date Created ↓	Status	Title
PR614209	8/20/2014	Composing	
PR604122	7/5/2012	Composing	Guy Brown
PR604076	7/5/2012	Composing	

Requisitions - Submitted

ID	Date Created ↓	Status
<i>No items</i>		

Requisitions Submitted This Month in Denied Status

Requisitions - Denied - This Month

eVA - What did we get? (continued)

- Steps to Create a Purchase Order:
 1. Requisition
 2. Requisition Submitted for Approval
 3. Requisition Approved
 4. Order Sent to Vendor
 5. Goods Received
 6. Receipt Entered

Sessions

- M07 - Quick Needs Request Using the eMall...and More...
- W13 - Quick Needs Request Using the eMall...and More...

eVA - What did we get? (continued)

- **Quick Quote**
 - This tool is used to obtain on-line quotes for small dollar purchases (below \$100k).
 - Web posting
 - Email/fax notification
 - Helps SWaM
 - Quotes are received electronically
 - Award is done electronically.

[SEARCH](#)

In Process

ID	Title	Created	Publish Date	Due Date
EVA001_QQ012897	1205	10/02/2013		04/25/2014 06:00:00 PM
EVA001_QQ012793	Scroll Test	07/18/2013		09/06/2013 06:00:00 PM

[▲ Top](#)

Issued

ID	Title	Publish Date	Due Date	Count
EVA001_QQ013477	Shoes	10/15/2014 01:38 PM	11/24/2014 10:00:00 AM	1

[▲ Top](#)

Closed-Evaluating

ID	Title	Publish Date	Due Date	Bid Valid
EVA001_QQ013377	Expired Address	09/11/2014 08:29 AM	09/24/2014 04:00:00 PM	30 Days

[▲ Top](#)

Past

ID	Title	Created	Publish Date	Due Date	Bid Valid
EVA001_QQ013429-V4	Test3-43.3.4	09/05/2014	09/05/2014 11:37 AM	09/05/2014 01:00:00 PM	4 Days
EVA001_QQ013300	CSPL 6213 Test	04/29/2014	04/29/2014 07:26 AM	04/29/2014 08:30:00 AM	30 Days
EVA001_QQ013296	QQ - In-Flight 1404	04/25/2014	05/01/2014 12:13 PM	05/02/2014 05:00:00 PM	30 Days
EVA001_QQ012900	old food	10/02/2013	10/02/2013 02:36 PM	10/25/2013 05:00:00 PM	30 Days

eVA - What did we get? (continued)

- Steps to create a Quick Quote:
 1. Create the Request
 2. Issue the Request
 3. Receive vendor responses
 4. Bidder's list/SWaM
 5. Evaluate the responses from vendors
 6. Award items to vendor



Sessions

- M14 -The Power of Quick Quote
- W07- The Power of Quick Quote

eVA - What did we get? (continued)

- **VBO Buyer**
 - This tool is used for public posting of formal procurements
 - ‘Formal’ Procurements’ (IFBs, RFPs, etc.)
 - Web Posting
 - Email/fax notification
 - Electronic competitive negotiation
 - Bidders List – Build Commodity List
- **Additional Tools: Advanced VBO, Contract Management, & Advantage eProcurement**

VBO

Buyer Name	Number	Short Description	Version	Status	Publish Date/Time	Phase	Published ?
✓ Shane Caudill7	SET ASIDE IN VBOB #1	SET ASIDE IN VBOB #1	2	Closed	07/22/14 03:55 PM	Submitted	Yes
Shane Caudill7	SET ASIDE IN VBOB #1	SET ASIDE IN VBOB #1	1	Historical	07/22/14 03:40 PM	Submitted	Yes

First Prev Next Last

▼ Step 1: General Information

*Number : SET ASIDE IN VBOB #1

Version : 2

*Type : RFP

Set-Aside ? :

*Department : P194

P194 - Long Name Field

*Unit : P01

Unit Code for P194

*Publish Date : 07/22/2014

Time: 3:55 PM ▼

*Closing Date : 08/29/2014

Time: 4:00 PM ▼

Bid Opening Date :

Time: AM ▼

Pre-Bid Conference Date :

Time: AM ▼

Type:

*Category : Equipment - Technology ▼

Web Address :

Please include http:// or https://

*Short Description : SET ASIDE IN VBOB #1

*Description : SET ASIDE IN VBOB #1

*Work Location : Richmond, VA

▼ Step 2: Add/Remove Attachments

Attachments

eVA - What did we get? (continued)

- **Steps to use VBO Buyer:**
 1. Identify Requirements
 2. Develop Specifications/Statement of Work
 3. Create VBO
 - General information Post Solicitation (Attachments)
 - Build Commodity list Send notices
 4. Vendors Submit Bids
 5. Evaluate Bids/Proposals
 6. Negotiate VBO Source(s)
 - Buyer Post Bid Tab (Attachments)
 7. Award VBO
 - Buyer Post Intent to Award or Award (Attachments)
 8. Administer Contract Management

Sessions

- M21- Navigating the Contract Maze
- M26- Advanced VBO for RFPs and IFBs
- T15- Managing your Unruly and Divergent Contracts
- T21- Advanced Tools for IFB

eVA - What did we get? (continued)

Report and Resource Center

This tool is used to generate reports of varying levels of complexity, for all purchasing transactions.

Reports

Transparency

Data and Spend Analysis

Vendors

Purchase Order View

Who's Buying What I Sell?

Documents

User Guides

Training

Business Opportunities

Policies - Manuals

Vendor Manuals/Guides

VDC



Report and Resource Center



Welcome Janne Erbe

Select Environment: Production ▾

[Return to Portal](#)

[Click here for Report Reference Guide](#)

eVA Administration - Your Reporting and Resource Portal

Displayed data is current as of the previous day.

Charts based on: EVA1ADMIN ▾

Reports | Documents

EVA1-Scheduled Reports

Buyer Reports

Vendor Data

- 100 Vendor Data by NIGP Code
- 101 General Vendor Information
- 102 Vendor Location for Specific Order
- 1010 Vendor Active Ordering Location Address-030

Spend Analysis

- 200 Order Details with Accounting/Receiving
- 201 Order Totals - No Accounting
- 202 General Order Information
- 203 View or Print Order(s)
- 204 Spend by NIGP Class
- 205 Spend Summary-Registered vs. Non-Registered Vendors
- 206 Spend Totals with SWAM Breakout
- 207 Total Vendor Spend by BSO
- 208 Order Line Item Details
- 209 SWAM Vendor Summary with FY Totals
- 210 Spend by User for Time Period
- 211 Order Receiving Details
- 212 Total Order Count and Spend Summary
- 213 Top Vendor List
- 215 Orders Created with Vendor as Un-Registered
- 216 Services Spend by Vendor



Reports | Documents

★ **My Favorites**

Nbr	Description
200	Order Details with Accounting/Receiving

eVA - What did we get? (continued)

- Steps to Run a Report
 1. Click on the “Report and Resource Center” link
 2. Select a Report
 3. Click on “Open”
 4. Select Criteria
 5. Click on the “Run Report” button
 6. Export data to analyze it

Session

- M34-Empower Yourself by Utilizing eVA Data



In Review

- Welcome and Introductions
- Identify the tools and resources available via the eVA Electronic Procurement System
- Questions
- Closing

Questions



Closing

Additional sessions:

T07-The Vendor Experience – A Tour for eVA Buyers

W19 - eVA User Group - Where Do You Want to Go Next?

We have given you a foundation and understanding of the core components of eVA.

