



The Evolving eMall

Presented by:

Sandy Stanley
and
Gail Kemper



FORUM 2016



What's on the agenda?

- ❖ Navigating catalogs – the efficient way
- ❖ Using Saved Searches
- ❖ Adding new windows; utilizing your saved searches!
- ❖ eForm Overview and Testimonial
- ❖ Where are we going ?



What's the goal for this session?

Did someone say FUN??
Learn something useful

AND.....

Let's play eMail BINGO
Have some FUN!



Q.1

What color is the eVA Logo on the eVA Home screen?

Q. 2

What's a requisition's status when all items have been delivered and recorded?



Let's see what is going on in the world of catalogs

Navigating Catalogs

- Searching for Catalogs by Supplier Name
- Finding Micro Certified Supplier Catalogs

eVA Home | Help | Logout
Welcome Stanley, Sandra

My Home | My Orders/My UPS | My Approvals | My Quick Quote Req's

Create Search Manage Recent Preferences

Supplier
B W WILSON PAPER CO ... (303)
HENRY SCHEIN INC (2)
L2 SUPPLIES AND ... (52526)
STARK PRODUCTIONS ... (4)
TOWN POLICE SUPPLY (477)
Show All ...

Language
English (2333685)

Favorites
- Recent Choices -

PR7278123: Items: 0 Total: \$0.00000 USD

Add items to your requisition from the catalog, and optionally select catalog items you've identified as your favorites. You can also enter details for non-catalog items.

Catalog Home Browse By: [Categories](#) | [Suppliers](#)
 [Options](#)

Supplier Part #: P-Card:

Contracts (203)
Mandatory (94)
Optional Source (79)
Agency Specific (30)

PunchOut Catalogs (170)
 Life Science Electronic Test & Measurement at AGILENT TECHNOLOGIES INC

Laboratory and Measuring and Observing and Testing Equipment (271094)
Laboratory and scientific equipment (33237)
Measuring and observing and testing instruments (116212)
Laboratory supplies and fixtures (121645)

Live Plant and Animal Material and Accessories and Supplies (536)
Other (3)
Pet litter or equipment for pet waste management (4)

Supplier Part #:

P-Card:

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

Supplier Punchout Catalog Resources

▼ BELTWAY SUPPLY INC (1)

Safety, Industrial & Facility
Maintenance - O,S,W

▼ BIO-RAD LABORATORIES INC (1)

Life Science, Diagnostic - Non-Contract

▼ READ WRITE & LEARN TECHNOLOGY INC (1)

Learning, Training and Development
Products

▼ OLD DOMINION ELECTRICAL SUPPLY (1)

Electrical Supplies and Equipment

▼ ERGOGENESIS WORKPLACE SOLUTIONS
LLC (1)Ergonomic Office Chairs, Task Seating
and Stools

▼ STAPLES CONTRACT AND COMMERCIAL INC (1)

Staples Contract and Commercial Inc

▼ COMPLETE PRODUCTS (1)

Office Supplies, Technology, Furniture,
Ink, Toner

▼ VIRGINIA CORRECTIONAL ENTERPRISES (1)

Business Card

▼ BEST BUY GOV LLC (1)

Electronics, Computers, Appliances,
Cell Phones

▼ SIGMA-ALDRICH INC (2)

Biochemical, Organic Chemical
Products - For VCU
Biochemical, Organic Chemical
Products - For W&M

▼ WATERS TECHNOLOGIES CORPORATION (1)

Chromatography Columns, Sample
Preparation

▼ MULLEN PUBLICATIONS INC (1)

Print Services, Newspaper, Catalog,
Magazine

▼ APPLIED INDUSTRIAL TECHNOLOGIES (1)

Bearings, Linear, Power Trans, Rubber,
Fluid

▼ B&B PRINTING CO INC (1)

Stationery Products - VCU Only -
PCARD Orders Only

▼ U. S. INK AND TONER, INC (1)

Ink, Toner, Fax, Copier Supplies

▼ LANTEC SYSTEMS INC (1)

Ink, Toner, Fax, Copier Supplies

▼ PURER AIR (1)

Air Purifiers and Replacement Filters

▼ CELLULAR ACCESSORIES FOR LESS (1)

Cellular Phone Accessories

▼ B3 ENTERPRISES LLC (1)

Industrial Supplies, MRO Supplies,
Tools - S,M

▼ VISION BUSINESS PRODUCTS (1)

Data Storage, Imaging Supplies, Office
Supplies

▼ A S A P BUSINESS SYSTEMS INC (1)

A. S. A. P. Business Systems Inc -
Punchout

▼ COUNCELL COMPUTER PRODUCTS INC (1)

Office Supplies, Technology, Furniture
- O, S, M

▼ CENMED ENTERPRISES (1)

Lab, Scientific, Diagn
Supplies

▼ BEST INK STORE INC (1)

Ink, Toner, Fax and C

▼ WYTHEVILLE OFFICE SUPPLY

Office Supplies, Techn
Ink, Toner

▼ NEWEGG BUSINESS INC (1)

Computer, Printing, S
Supplies

▼ ENCOMPASS SUPPLY (1)

Electrical Supply - S,

▼ GT TONER (1)

Ink, Toner, Fax, Copie
Supplies

▼ ULTRA LASER IMAGING SUPPL

Ink, Toner, Fax,Copie

▼ FASTENAL COMPANY (1)

Fasteners, Constructi
Supplies▼ HAYNSWORTHS INC - OFFICE
BUSINESS (1)

Office Supplies, Techn

▼ PCMG INC (1)

Systems, Hardware, S
Electronics

▼ COLONIAL SCIENTIFIC INC (3)

Microscopes and Acces
Lab, Scientific, Diagn
Supplies - SKITCHEN SPECIALTIES (1)
MULLEN PUBLICATIONS ... (1)
THE SUPPLY ROOM ... (1)

Show All ...

Language

English (170)

Manufacturer

ASSOCIATED ... (1)
Fisher Scientific (1)
Hewlett Packard Co (1)
PC Mall Gov (1)
S & K Office ... (1)
Show All ...

Type Name

evacatalogsearch (169)

Contract Number

GMU-441-09 (1)
UCP-TG-015-10 (1)
UVA1001412 (1)
UVA1507501-UMW (1)
VIB-72872; VIB- ... (1)
Show All ...

Contract Type

1-Mandatory Source (6)
2-Mandatory Contract (2)
5-Optional (27)
77-Agency Contract (4)
99 (131)

Micro Business

False (93)
True (31)

Minority Owned Business

False (146)
True (24)

Recycled/Green Product

False (161)
True (9)

Service Areas

ALL (109)
Zone 100 (1)

Small Business

False (96)
True (74)

Woman Owned Business

False (147)
True (23)

Favorites

- Recent Choices - ▼



New Vehicle Punchout Catalog

- New and Improved Look!
- Shipping can now be deleted
- Updated Quick Steps for Vehicle Ordering Guide



CARS & SUVS ▾

POLICE VEHICLES ▾

VANS ▾

TRUCKS ▾



NEW PRODUCTS





COMPACT PICK-UP TRUCKS

Nissan

1/2 TON PICK-UP TRUCKS

Gasoline

3/4 TON PICK-UP TRUCKS

CNG Bi-Fuel

Gasoline

Diesel

1 TON PICK-UP TRUCKS

CNG Bi-Fuel

Gasoline or Diesel

COMPARE PRODUCTS

You have no items to compare.

RECENTLY VIEWED PRODUCTS



2016 4X4, REG CAB, LONG BED, FORD F250 3/4 TON PICKUP, CNG BI-FUEL



2017 FORD EXPEDITION EL



\$31,426.99

2016 4X2, REG CAB, LONG BED, FORD F2...



\$34,470.60

2016 4X4, REG CAB, LONG BED, FORD F2...



\$33,624.67

2016 4X2, EXTENDED CAB, SHO... BED, F...





SHOPPING CART

▶ 2016 4X4, Reg Cab, Long Bed, Ford F250 3/4 Ton Pickup, CNG Bi-Fuel was added to your shopping cart.

PRODUCT PRICE QTY SUBTOTAL



2016 4X4, REG CAB, LONG BED, FORD F250 3/4 TON PICKUP, CNG BI-FUEL \$34,470.60 1 \$34,470.60 
SKU: [F2B-AFL]-[H5]
Exterior Paint Options:
Caribou

SUBTOTAL \$34,598.79
GRAND TOTAL \$34,598.79
[CHECKOUT](#)

SHIPPING FOR 2016 FORD F250, CNG BI-FUEL, 3/4 TON PICKUP TRUCK, REG CAB, LONG BED, 4X4 \$128.19 1 \$128.19 

Vehicle Shipping:
***DELETE THIS LINE IF PICKING UP VEHICLE**



[EMPTY CART](#)

[UPDATE SHOPPING CART](#) -OR- [CONTINUE SHOPPING](#)



Q.3 Ready for more **BINGO**?
When searching on the
Catalog Home Screen for
Suppliers, what should you
click to see an easy
alphabetical listing?



Q.4

What can now be deleted
from the New Vehicle
Punchout Catalog?



Let's see what functionality Gail
can share that might help you
work more efficiently.



Where to start ?

Of course...with More **BINGO** !



Q.5

What year was eVA implemented?

Q.6

You're out of the office.

What's your alternative for approving requisitions?



OK... enough of this game
already. Let's get down to
business inside the eMall



My Home

My Orders



Create

Search

Manage

- BuySense Profile
- Collaboration Request
- DGS Sole Source Request
- Direct Order
- DPS Exemption Request
- Electronic Forms
- ERP Order
- eVA User Profile Request
- Milestone Tracker
- Purchase Card Order
- Purchase Order
- Receipt
- Requisition
- Time Sheet
- User Profile



Search

Type:

Change

Requisition

View All

My Labels

Archive Items (106)

My Saved Searches

Joanne Verdi VITA orders

Requisitions approved by Kay Mitchell - ...

S Claxton Orders-This Month

Public Saved Searches

My Quick Quotes -

Search

Title:

Preparer:

(select a value) [select]

ID:

Requester:

(select a value) [select]

Date Created:

Custom

From:

Sun, 20 Sep, 2015



Status:

No Choice



To:

Tue, 20 Sep, 2016, 11:00



Supplier (any line item):

(select a value) [select]

Search

Reset

Save Search

Search Options





[Search Options](#)

- 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_RequisitionNumber~~
- ~~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
-
- Select All
- Hide All

Search

Title:

ID:

Date Created: From:

To:

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

Requester: (select a value) [[select](#)]

Status:

Supplier (any line item): (select a value) [[select](#)]

Easy eMail Search

Why might you want to run & save a similar type search?

Type: Requisition

Change the search criteria

[Search Options](#)

Date Created:

Last Quarter

From: Fri, 1 Apr, 2016
To: Thu, 30 Jun, 2016

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

Requester: (select a value) [[select](#)]

Status: Ordered

Supplier (any line item): (select a value) [[select](#)]

Search Results

Found 9 items

<input type="checkbox"/>	Type	ID	Title	Status	Date Created ↓	Total
<input type="checkbox"/>		PR7112456	SRC-DPS (Periscope Holdings) cc:609	Ordered	Wed, 29 Jun, 2016	\$28,820.00000 USD
<input type="checkbox"/>		PR7097463	SRC-DPS (Virginia Artesian Bottling Company) Bottled Water cc:622	Ordered	Thu, 16 Jun, 2016	\$572.00000 USD
<input type="checkbox"/>		PR7095088	SRC-DPS (GUERNSEY) cc:608, Classification Folders	Ordered	Wed, 15 Jun, 2016	\$135.00000 USD
<input type="checkbox"/>		PR7055086	SRC-DPS (SHI INTERNATIONAL CORP) Symantec Ghost & MS Office Products, cc:600	Ordered	Wed, 18 May, 2016	\$4,493.85000 USD
<input type="checkbox"/>		PR7051433	SRC-DPS (VCE) Forum Bags 2016, cc:620	Ordered	Tue, 17 May, 2016	\$5,031.25000 USD
<input type="checkbox"/>		PR7030674	SRC-DPS (SHI INTERNATIONAL CORP) Adobe Acrobat DC cc:622	Ordered	Wed, 4 May, 2016	\$265.00000 USD

Once you run your search – SAVE it for easy future access

Type: ▼

Change the search criteria or name, and then Search.

Search Filters [Search Options](#)

Title:	<input type="text"/>	Preparer:	(select a value) [select]
ID:	<input type="text"/>	Requester:	(select a value) [select]
Date Created:	<input type="text" value="Last Quarter"/> ▼	From: Fri, 1 Apr, 2016	Status: <input type="text" value="Ordered"/> ▼
		To: Thu, 30 Jun, 2016	Supplier (any line item): (select a value) [select]

Once your search is saved – the possibilities are endless!

 **Search** Type: ▼

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

Requisition

[View All](#)

▼ My Labels

[Archive Items \(106\)](#)

▼ My Saved Searches

[Joanne Verdi VITA orders](#)

[Requisitions approved by Kay Mitchell - ...](#)

[S Claxton Orders-This Month](#)

Search Filters [Search Options](#)

Title:	<input type="text"/>	Preparer:	(select a value) [select]
ID:	<input type="text"/>	Requester:	(select a value) [select]
Date Created:	<input type="text" value="Custom"/> ▼	Status:	<input type="text" value="No Choice"/> ▼
	From: <input type="text" value="Sat, 19 Sep, 2015"/> 	Supplier (any line item):	(select a value) [select]
	To: <input type="text" value="Mon, 19 Sep, 2016, 11:00"/> 		

Search

Refine

Delete

Pick and choose
your criteria

- 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

When satisfied with chosen criteria, save as a new search!

Type: Requisition ▼

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

Saved Search: S Claxton Orders-This Month

[Search Options](#)

Date Created:

This Month ▼

From: Thu, 1 Sep, 2016
To: Fri, 30 Sep, 2016

Supplier (any line item): [GUERNSEY OFFICE PRODUCTS INC](#) [select]

Search

Save Search ▼

Delete

Save Current Search

Save As New Search



The next time you access the eMail to SEARCH, your saved search will bring back quick results.

Type: ▼

Change the search criteria or name, and then Search.

Saved Search: S Claxton Orders-This Month Search Options

Date Created: ▼ From: Thu, 1 Sep, 2016 To: Fri, 30 Sep, 2016 Supplier (any line item): [GUERNSEY OFFICE PRODUCTS INC](#) [select]

▼

Search Results Found 115 items

<input type="checkbox"/>	Type	ID	Title	Status	Date Created ↓	Total
<input type="checkbox"/>		PR7228874	Guernsey - velcro	Submitted	Mon, 19 Sep, 2016, 9:32 AM	\$23.39000 USD
<input type="checkbox"/>		PR7228724	Supplies for B. Tracey	Composing	Mon, 19 Sep, 2016, 9:04 AM	\$2.82000 USD
<input type="checkbox"/>		PR7228572	(CP)SP57-102443 - CARTRIDGES F6U61AN & F6U62AN - GUERNSEY	Ordered	Mon, 19 Sep, 2016, 7:23 AM	\$163.50000 USD
<input type="checkbox"/>		PR7228357	Guernsey	Submitted	Fri, 16 Sep, 2016	\$44.72000 USD
<input type="checkbox"/>		PR7228054	WO**B&SS Division Guernsey - Drone for Hack-a-thon 9-16-16	Submitted	Fri, 16 Sep, 2016	\$706.65000 USD
<input type="checkbox"/>		PR7227942	Copy Paper	Submitted	Fri, 16 Sep, 2016	\$144.96000 USD
<input type="checkbox"/>		PR7227769	Office Supplies	Ordered	Fri, 16 Sep, 2016	\$2,286.09000 USD
<input type="checkbox"/>		PR7227297	PO#A170594/TONER	Ordered	Fri, 16 Sep, 2016	\$172.96000 USD
<input type="checkbox"/>		PR7226703	(CP)SP57110042 & 111763 - CARTRIDGES - GUERNSEY	Ordered	Fri, 16 Sep, 2016	\$600.10000 USD
<input type="checkbox"/>		PR7226345	Guernsey	Submitted	Thu, 15 Sep, 2016	\$89.83000 USD
<input type="checkbox"/>		PR7226317	HOME 301 MED ROOM/GUERNSEY OFFICE PRODUCTS (SWAM) - WALL CLOCK	Submitted	Thu, 15 Sep, 2016	\$15.43000 USD
<input type="checkbox"/>		PR7226125	Office supplies, calendars	Ordered	Thu, 15 Sep, 2016	\$451.35000 USD
<input type="checkbox"/>		PR7226055	MEC Nursing Office & Medical Van Supplies Sept 2016	Submitted	Thu, 15 Sep, 2016	\$458.85000 USD
<input type="checkbox"/>		PR7225859	Automotive-Wilson-Guernsey-Shredder, Instruction-Talley-Guernsey-Sharpeners	Submitted	Thu, 15 Sep, 2016	\$100.34000 USD



Speaking of efficiencies... Let's talk
about *inefficiencies*...



Q.7 What time is it?
What's the name of the company that created electronic ordering and what we refer to in eVA as the eMall?



Q.8

What's a quick way inside the eMall to add efficiency to your purchasing responsibilities?



Hottest eMail Offering

“THE QUICK NEEDS REQUEST”



eForm Benefits

- Easy to complete; can be one screen navigation
- Fewer standard eMall fields
- Link directly to eForm from agency Intranet
- Provides electronic approvals
- Procurement personnel can easily flip approved eForm to a requisition
- Basic end user can be setup with a Simplified eMall Home screen/Dashboard!



DOC Quick Request

Most Quick Requests can be processed with minimal information. Complete below fields according to agency's business needs. In addition to Item Description, Qty, and Unit of Measure, the Estimated Total Cost(s) should be provided, if available.

Date Submitted:

Title: *

Preparer:

On Behalf Of: *

eForm: DOC Quick Request

Type of Purchase Requested: (no value)

Division/Unit: (no value)

Ship To: (no value)

Suggested Vendor(s) Information (Name, Address, Phone, and Contact Name):

Empty text box for suggested vendor information.

Description, Quantity, U/M and Estimated Unit Price is required. Electronically attach all quotes:

Description:	Quantity:	Unit of Measure:	Est Unit Price:	Est Line Total:	Part Number:
<input type="text"/>	<input type="text"/>	(none selected)	<input type="text"/> USD		<input type="text"/>
<input type="text"/>	<input type="text"/>	(none selected)	<input type="text"/> USD		<input type="text"/>
<input type="text"/>	<input type="text"/>	(none selected)	<input type="text"/> USD		<input type="text"/>

Estimated Total Cost:

Cardinal GL Business Unit: (none selected)

Cardinal Account: (none selected)

Cardinal Fund: (none selected)

COMMENTS - ENTIRE ELECTRONIC FORMS

Comments:

Empty text box for comments.

ATTACHMENTS - ENTIRE ELECTRONIC FORMS

Add Attachment



DOC Quick Request

Most Quick Requests can be processed with minimal information. Complete below fields according to agency's business needs. In addition to Item Description, Qty, and Unit of Measure, the Estimated Total Cost(s) should be provided, if available.

Date Submitted:

Title: *

Preparer: Kemper, Gail

On Behalf Of: *

eForm: DOC Quick Request

Type of Purchase Requested:

Division/Unit:

Ship To:

Suggested Vendor(s) Information (Name, Address, Phone, FIN#, and Contact Name):

Description:	Quantity:	Unit of Measure:	Est Unit Price:	Est Line Total:	Part Number:
<input type="text"/>	<input type="text"/>	<input type="text" value="(none selected)"/>	<input type="text"/> USD		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="(none selected)"/>	<input type="text"/> USD		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="(none selected)"/>	<input type="text"/> USD		<input type="text"/>

Estimated Total Cost:

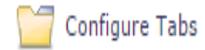
Cardinal GL Business Unit:

Cardinal Account:

Cardinal Fund:

Special Instructions:

Preferred Date Needed by: 

[Return to Portal](#)

Common Actions

Create

Electronic Forms

Manage

Reports

Receive

My Documents

ID	Title	Date ↓	Status
FORM12021	A154DMV - QR_title	2/3/2016	Approved
FORM12019	A154DMV - QR_test form #2 for meeting february 3	2/3/2016	Denied
FORM12018	A154DMV - QR_Testing for February 3 meeting	2/3/2016	Approved
FORM11996		1/26/2016	Composing
FORM11961	A154DMV - QR_TESTING	11/23/2015	Approved
FORM11960	A154DMV - QR_Cellular Phone Mobile Devices	11/20/2015	Composing

[View List ...](#) (6)

This is how simple the eMail can look for a user with Electronic eForm only access!

Recently Viewed

FORM12085 A1...

FORM12019 A1...ng february 3

FORM12021 A154DMV - QR_title

FORM12018 A1...ary 3 meeting

FORM11996



Let's look at how an eForm
can be converted into an
actual requisition

My Labels: [1](#) [Archive Items](#) [Apply Label...](#)

COMPLETE FORM - ELECTRONIC FORMS



DMV eForm Order Request

Complete the fields below according to the business unit's needs. In addition to Item Description, Quantity, Unit of Measure, and the Estimated Unit Cost, the Estimated Total Cost is also available. If known, provide the name of the suggested vendor and attach a quote, if available. Items marked with an asterisk are mandatory.

Date Submitted: Thu Aug 20 12:39:45 EDT 2015

Title: F703AMS1 - QR_TEST 6919Electronic Forms

Preparer: atjon, u

On Behalf Of: atjon, u,

eForm: DMV eForm Order Request

Product/Service: A - General Goods and Services

*Ship To (Designate Person and/or Address):

S Stanley
1111 E. Broad St
Richmond VA 12345

Vendor and Quote Info:

ABC Vendor

Quote # TEST 6919

Description, Quantity, and Unit of Measure are Required:

*Description:	*Quantity:	Unit of Measure:	Est Unit Cost:	Est Total Cost:	Part Number:
Paper Clips	1000	each	\$0.01 USD	\$10.00 USD	
Chalk Board	1	each	\$500.00 USD	\$500.00 USD	
		(no value)			
		(no value)			

Estimated Total Cost: \$510.00 USD

Agency Code: (no value)



PR624797: F703AMS1 - QR_TEST 6919Electronic Forms

Review your requisition, make changes as necessary, and submit the request for approval.

Summary

Approval Flow

Client Name: A154DMV - Department of Motor Vehicles

Title: * F703AMS1 - QR_TEST 6919Electronic Forms x

On Behalf Of: Bratton, Betsy v

Agency Code: 154-Department of Motor Vehicles v

Fiscal Year: 2017- v

PO Category: (none selected) v

Procurement Transaction Type: 98-To Be Determined v

Line Items (2)

<input type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit	
<input type="checkbox"/>	1		<input type="checkbox"/>	Paper Clips	1,000	each	\$0.01000
				Supplier: (No Preference) #			Paper Clips
				Location: (no value) #			
				UNSPSC Code: (no value) #			
				NIGP Commodity Code: (no value) #			
				Contract Number:			
				Bill To: F70305-F703 Bulk Address			
				Micro Business: <input type="checkbox"/>			
				Small Business: <input type="checkbox"/>			
				Minority Owned Business: <input type="checkbox"/>			
				Woman Owned Business: <input type="checkbox"/>			
				Reg. Type:			
				Receiving Method: Quantity			
<input type="checkbox"/>	2		<input type="checkbox"/>	Chalk Board	1	each	\$500.00000
				Supplier: (No Preference) #			Chalk Board
				Location: (no value) #			
				UNSPSC Code: (no value) #			



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

atjon, u [eform FORM11520] No No

Header Data

Title:F703AMS1 - QR_TEST 6919Electronic Forms
Preparer:atjon, u
Product/Service:A - General Goods and Services
*Ship To (Designate Person and/or Address):S Stanley
1111 E. Broad St
Richmond VA 12345
Vendor and Quote Info:ABC Vendor

Quote # TEST 6919

Line Item Details

Line 1- |*Description:Paper Clips|*Quantity:1000|Unit of Measure:EA|Est Unit Cost:\$0.01 USD|Est Total Cost:\$10.00 USD|*Object Code:4012090
Line 2- |*Description:Chalk Board|*Quantity:1|Unit of Measure:EA|Est Unit Cost:\$500.00 USD|Est Total Cost:\$500.00 USD|*Object Code:4012130

Accounting/Other Data

*Cost Code:100
Justification/Special Instructions/Comments:No Comments

[Wednesday, September 28, 2016 at 3:32 PM]

[Reply](#)



Q.9

What eForm is available
across all state agencies?
Guess what's next...

Q.10

Which one of these
requisition items can be
searched inside the eMall?



While on the subject of eForms....

*For professional buyers with access
to multiple eForms.... Load your
eForm links directly to your eMall
Home screen!*

[Return to Portal](#)

Configure Tabs

Refresh Content

Current Tab

Add Content

Edit Properties

Delete Tab

Tab Set Options

Add Content ⓘ

Done

Click and Drag content items below onto the dashboard.

▼ Buyer

Saved Search

▼ Eforms

Access Eforms

▼ General

Search

To Do

ID	Date ↓	From	Status	Title	Require
<i>No items</i>					

Requisitions - Composing

ID	Date Created ↓	Status	Title	Total
PR7182503	8/17/2016	Composing		
PR7063545	5/24/2016	Composing		
PR7015063	4/25/2016	Composing	Kemper Test on behalf of Regina Taylor-99 line items	
PR7005784	4/19/2016	Composing	Council For Environmental Ed-KNS 4/18/16-S. Gilley-40101-80	
PR6992905	4/11/2016	Composing	PR to DOC PR 7015063	\$2,952.19000 USD
PR6991270	4/11/2016	Composing	Contract # edit	\$12,000.00000 USD

Requisitions - Submitted

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

Requisitions Submitted This Month in Denied Status

ID	Date Created ↓	Status	Title	Total
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Common Actions

Create
[Electronic Forms](#)
[DPS Exemption Request](#)
[Requisition](#)
[Buysense Profile](#)
[More...](#)

Manage
[Receive](#)
[Administrator](#)
[Reports](#)
Recently Viewed

[PR7140010-V5...ead comments\)](#)
[FORM13762 A2...nnie Slotboom](#)
[PR7172649 Bl...AMEX Card use](#)
[PR7190352 20... / Basic Auto](#)
[PC01719491 RHA Programs](#)

News

Need help? Click [here](#) to view Training Guides and Videos

My Documents Add Content ⓘ Done

Click and Drag content items below onto the dashboard.

- ▼ Buyer
 - ⋮ Saved Search
- ▼ General
 - ⋮ Search

ID	Title		
 PR7182503			
 DPS-EX6212	Untitled DPS Exemption Request		
 FORM13409			
 PR7081423	Copy of ESRI Renewal 6/1/16 Q#25739243 - TEST TEST for contract# expiration		
 PR7063545		5/24/2016	Composing
 DGS-SS1701	Untitled DGS Sole Source Request	5/5/2016	Composing

[View More ...](#) (56)

Your window will appear on the bottom of screen -- but grab it and move it elsewhere, if desired!

Access Eforms ☐ ✕

- Construction Management at Risk
- Construction Method Recommendations
- Design-Build
- DFP Quick Request
- Energy Savings Contracts
- Job Order Contracting
- No Overall Project Activity Submission
- Overall Project Activity Submission
- VDOE Payment Expenditure Request
- Buysense Profile
- Buysense VMI Asset Tracking Form
- DGS Sole Source Request
- DPS Exemption Request
- eVA User Profile Request



Let's hear from someone
who implemented an [eForm](#)
agency-wide

eForm Considerations

- Will it achieve efficiencies?
- Is there someone of authority who will promote it to ensure widespread buy-in?
- Is there a committed, single point of contact to:
 - act as liaison with DPS?
 - determine requirements?
 - arrange for testing?
 - develop a communication and training plan?



What's New in Q4? **Q4 Direct Mail Records**?

Next Spring brings an upgrade?
improving performance
with some enhancements

- ✓ Ability to manage, assign, and reassign approver work
- ✓ A shortcut for direct access to your saved searches from the HOME screen



- ✓ For non-punchout items on an original requisition that must be shipped to multiple different addresses, no need to add the item each time. Just select which shipping addresses you need!



And...late 2017 ?

- Ability to send requisition to Quick Quote for sourcing



Do you almost have **BIG ARE..**
BINGO?

LAST BINGO QUESTION



Q.11

The eMall is evolving... but so is the popular pokemon game.

Which pokemon is yellow ?



Q.12

If you have a Quick Needs Request you may want to use our latest eMall Offering which is called ?



Questions?