

# eMail Updates...and then some

Gail Kemper *and Surprise Guest*



# Session Objectives

- ❑ Review new functionality delivered in '17
- ❑ Present live testimony from a Procurement Director who has taken advantage of what the eMall can offer to streamline a complex process.
- ❑ Sharing ideas – what has worked for you and what's most challenging?



Who doesn't love Shortcuts ?



[Home](#) | [Help](#) | [Logout](#)

Welcome (20) Tester, Master Ariba

**Manage My Shortcuts**

My Quick Quotes - Composing

9r2 prs under atester20

9r2 PRs This Year

Kemper-Past Year PRS

E2E requisitions-Jan2015thruDec2017

**Manage My Shortcuts**

My Quick Quotes - Composing

9r2 prs under atester20

9r2 PRs This Year

Kemper-Past Year PRS

[Approve](#)[Approve](#)[Approve](#)[Approve](#)[Approve](#)[View List ...](#) (25)

Status

Title

Submitted

P194DPSMINIMUM  
DEB\_CCP\_- CSPL-  
8473 - table fields[Approve](#)**Recently Viewed**

PR627965 Nee...e - see items

PR627476 CSP... the back end

QQ:QQ014046\_... - Script 350

[QQ:QQ014046\\_AWD1360-V2](#)

Micro Business Set-Aside Award Priority-Ariba9r2 Inflight testing - Script 350

5/30/2017 Composing

[PR627376](#)

Script 4-2 - In Flight eMail to QQ - PR in composing (Kemper)

6/6/2017 Composing

[QQ:QQ014194-V3\\_AWD1396](#)

Micro Business Set-Aside Award Priority-Copy of P194 QQ Ship To Submit

6/14/2017 Composing



Copy of P194DPSMINIMUM - A261 PR CSPL-8137- TEST for VCCS - Incomplete data Line 3

Type: 

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

**Saved Search: Kemper-Past Year PRS**
[Search Options](#)

 Date Created:  From: Fri, 1 Jan, 2016 Requester: [Kemper, Gail](#) [ [select](#) ]  
 To: Sat, 31 Dec, 2016

  
**Search Results**

Found 66 items

<input type="checkbox"/>	↑	Type	ID	Title	Status	Date Created	Total
<input type="checkbox"/>			<a href="#">PR624318</a>	<a href="#">Script 114 - HF script - delete pcard after use</a>	<a href="#">Ordered</a>	5 Jul 2016	\$59.90000 USD
<input type="checkbox"/>			<a href="#">PR623276</a>	<a href="#">Temporary Medical Staff, Oak Street Free Clinic (rk)</a>	Composing	15 Mar 2016	\$0.00000 USD
<input type="checkbox"/>			<a href="#">PR623255</a>	<a href="#">Copy of CSPL-7471-No Receiving by Amt on Neg Line Item</a>	<a href="#">Ordered</a>	15 Mar 2016	-\$30.00000 USD
<input type="checkbox"/>			<a href="#">QQ:QQ013691 AWD1285</a>	<a href="#">CSPL6955</a>	<a href="#">Ordered</a>	7 Jan 2016	\$1,316.40000 USD
<input type="checkbox"/>			<a href="#">PR614332-V2</a>	<a href="#">Script 206 - Vendor SWAM status change to MICRO - copied PR</a>	<a href="#">Received</a>	5 Feb 2016	\$1,050.00000 USD
<input type="checkbox"/>			<a href="#">PR622750-V2</a>	<a href="#">Copy of ACP testing</a>	Composing	11 Feb 2016	\$46,753.62400 USD
<input type="checkbox"/>			<a href="#">PR616362-V3</a>	<a href="#">Laboratory desks for Joe Smith</a>	<a href="#">Receiving</a>	22 Jan 2016	\$109.80000 USD
<input type="checkbox"/>			<a href="#">QQ:QQ013647-V2 AWD1301</a>	<a href="#">Abrasives -test for Vendor Notification-amended QQ; vendor had responded</a>	<a href="#">Ordered</a>	19 Jan 2016	\$1,450.00000 USD
<input type="checkbox"/>			<a href="#">PR622319</a>	<a href="#">CSPL7374 on Behalf</a>	<a href="#">Ordered</a>	19 Jan 2016	\$4,364.80000 USD
<input type="checkbox"/>			<a href="#">PR625251</a>	<a href="#">A280NVCC - A261 PR testing (Kemper)</a>	Submitted	8 Dec 2016	\$485.00000 USD
<input type="checkbox"/>			<a href="#">PR622335-V3</a>	<a href="#">Office Supplies - added contract# via mass edit to 5 line items</a>	Denied	9 Nov 2016	\$2,960.00000 USD

**Requisition**
[View All](#)

## ▼ My Labels

[Archive Items \(28\)](#)
[9r2 \(8\)](#)
[E2E POBs-2016-2017 \(24\)](#)

## ▼ My Saved Searches

[9r2 PRs This Year](#)
[9r2 prs under atester20](#)
[Kemper-Past Year PRS](#)

## ▼ Public Saved Searches

[DMV FMAS201 Template](#)
[E2E requisitions-Jan2015thruDec2017](#)
[My Approved Documents](#)
[My Quick Quotes - This Calendar Year](#)

# How does one create a shortcut?

**It's EZ!**



# From your SEARCH screen- create a NEW search or choose existing search

The screenshot shows a software interface with a search screen. At the top, there are tabs for 'Quick Quote Req's' and 'More ...'. The user is identified as 'Welcome (20) Tester, Master Ariba'. A 'Preferences' dropdown menu is visible. A search input field contains the text 'n'. A large text overlay reads 'Click STAR for popup', with a star icon circled in the top right corner and an arrow pointing to a 'Search' button. Below the search input, there is a search criteria section with the text 'h criteria or name, and then Search.' A search result is displayed for 'E2E-Jan2016-Dec2017' with a 'Remove from My Dashboard' link. The search details show 'Date Created: From: Thu, 3 Nov, 2016 To: Fri, 3 Nov, 2017, 11:59 PM' and 'Status: Ordered'. A 'Shortcut Name' dialog box is open, showing the name 'E2E-Jan2016-Dec2017' in a text field, with 'OK' and 'Cancel' buttons. A table of search results is visible at the bottom, with columns for 'ID', 'Status', 'Date Created', and 'Total'.

Quick Quote Req's More ... Welcome (20) Tester, Master Ariba

Preferences

n

Click STAR for popup

h criteria or name, and then Search.

E2E-Jan2016-Dec2017 Remove from My Dashboard

E2E: Date Created: From: Thu, 3 Nov, 2016 To: Fri, 3 Nov, 2017, 11:59 PM  
Status: Ordered

Search Refine Delete

Shortcut Name

Name: E2E-Jan2016-Dec2017 x

OK Cancel

ID	Status	Date Created	Total
E2E	Ordered	5 Apr 2017	\$603.96000 USD
E2E	Ordered	11 May 2017	\$4.00000 USD

Copy Delete |

# Instantly available from Home screen!

Home | Help ▾ | Logout

Welcome (20) Tester, Master Ariba

My Quick Quotes - Composing  
9r2 prs under atester20  
9r2 PRs This Year  
Kemper-Past Year PRS  
**E2E-Jan2016-Dec2017**

ID	Date ↓	From	Status	Title	
<a href="#">FORM13663</a>	10/31/2017	Kemper, Gail	Submitted	P194DPS DEB_CCF_ 8473 - table fields weren't copying	<a href="#">Approve</a>
<a href="#">BUY601367</a>	10/12/2017	Kemper, Gail	Submitted	Updating FY	<a href="#">Approve</a>
		Kemper,		P194DPSMINIMUM - DEB CCP test Rule	

[View List ...](#) (28)

Documents

ID	Title	Date	Status ↑
<a href="#">BUY601249</a>	Change FY from '18 to '17	6/7/2017	Approved
<a href="#">AWD1360</a>	Micro Business Est. Acids Award Priority Ariba9r2		



# Want to delete/rename/reorder?

The screenshot shows the eVA portal interface. At the top, there is a navigation bar with 'Home | Help | Logout' and a user greeting 'Welcome (20) Tester, Master Ariba'. Below this is a secondary navigation bar with 'My Home', 'My Approvals', 'My Quick Quote Req's', and 'More ...'. A dark blue bar contains 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. A 'Return to Portal' button is visible on the left. A 'Common Actions' sidebar lists 'Create' (Requisition, Buysense Profile, DPS Exemption Request, Electronic Forms) and 'Manage' (Reports, Queues, My To Do, More...). A 'Recently Viewed' section shows 'PR628287 Nee...te - see item'. The main content area features a 'To Do' table and a 'My Documents' table. A 'Manage My Shortcuts' dropdown menu is open, listing shortcuts like 'My Quick Quotes - Composing' and '9r2 prs under atester20'.

**Home** | **Help** | **Logout**

Welcome (20) Tester, Master Ariba

**My Home** | My Approvals | My Quick Quote Req's | More ...

Create | Search | Manage | Recent | Preferences

**Return to Portal**

**Common Actions**

**Create**

- Requisition
- Buysense Profile
- DPS Exemption Request
- Electronic Forms

**Manage**

- Reports
- Queues
- My To Do
- More...

**Recently Viewed**

- PR628287 Nee...te - see item

**To Do**

ID	Date ↓	From	Status	Title	
<a href="#">FORM13663</a>	10/31/2017	Kemper, Gail	Submitted	P194DPSMINIMUM - DEB_CCP_ - CSPL-8473 - table fields weren't copying	<a href="#">Approve</a>
<a href="#">BUYS601367</a>	10/12/2017	Kemper, Gail	Submitted	Updating FY	<a href="#">Approve</a>
-----	-----	Kemper, -----	-----	P194DPSMINIMUM - DEB CCP test Rule	

[View List ...](#) (28)

**My Documents**

ID	Title	Date	Status ↑
<a href="#">BUYS601249</a>	Change FY from '18 to '17	6/7/2017	Approved
<a href="#">QQ:QQ014046_AWD1360-V2</a>	Micro Business Set-Aside Award Priority-Ariba9r2 Inflight testing - Script 350	5/30/2017	Composing
<a href="#">PR627376</a>	Script 4-2 - In Flight eMail to QQ - PR in composing (Kemper)	6/6/2017	Composing

**Manage My Shortcuts**

- My Quick Quotes - Composing
- 9r2 prs under atester20
- 9r2 PRs This Year
- Kemper-Past Year PRS
- E2E-Jan2016-Dec2017



## Manage My Shortcuts

Done

Manage your shortcuts. You can reorder, rename, or delete shortcuts.

1-My Quick Quotes - Composing

2-9r2 prs under atester20

[Rename](#)

[Delete](#)



3-9r2 PRs This Year

4-Kemper-Past Year PRS

5-E2E-Jan2016-Dec2017

Done



# This might be a good search to save

My Home My Orders/My UPs My Approvals My Quick Quote Req's Welcome Kemper, Gail

Create Search Manage Recent Preferences

## Search

Type:

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

**Saved Search: Claxton Orders - Not Received - Last Qtr** [Remove from My Dashboard](#)

Date Created: From: Sat, 1 Jul, 2017 To: Sat, 30 Sep, 2017 Requester: [Claxton, Sharon](#) Status: **Ordered**

**Chose 'Last Quarter'**

### Search Results

Found 11 items

<input type="checkbox"/>	Order ID ↑	Type	Title	Status	Date Created	Supplier Name	Total
<input type="checkbox"/>	<a href="#">PCO2106171</a>		<a href="#">SRC-DPS (Apple Spice Junction) Catering for VCM Class, cc:622</a>	<a href="#">Ordered</a>	24 Jul 2017	APPLE SPICE JUNCTION	\$222.66000 USD
<input type="checkbox"/>	<a href="#">PCO2113622</a>		<a href="#">SRC-DPS (Survey Monkey) cc:622</a>	<a href="#">Ordered</a>	8 Aug 2017	SURVEYMONKEY	\$408.00000 USD
<input type="checkbox"/>	<a href="#">PCO2116192</a>		<a href="#">SRC-DPS (Apple Spice Junction) Catering for VCM Class, cc:622</a>	<a href="#">Ordered</a>	11 Aug 2017	APPLE SPICE JUNCTION	\$699.88000 USD
<input type="checkbox"/>	<a href="#">PCO2117949</a>		<a href="#">SRC-DPS (Guernsey) cc:617, cc:625, &amp; cc:608</a>	<a href="#">Ordered</a>	15 Aug 2017	GUERNSEY OFFICE PRODUCTS INC	\$99.63000 USD
<input type="checkbox"/>	<a href="#">PCO2130314-V2</a>		<a href="#">SRC-DPS (VCE) Furniture, cc:602</a>	<a href="#">Ordered</a>	28 Sep 2017	VIRGINIA CORRECTIONAL ENTERPRISES	\$3,706.00000 USD
<input type="checkbox"/>	<a href="#">PCO2140570</a>		<a href="#">SRC-DPS (Apple Spice Junction) Catering for World Bank Visit 9/14/17, cc:609</a>	<a href="#">Ordered</a>	26 Sep 2017	APPLE SPICE JUNCTION	\$309.01000 USD
<input type="checkbox"/>	<a href="#">PCO2142289</a>		<a href="#">SRC-DPS (Vinita Flag &amp; Apron Co.) Flag Cases, cc:625</a>	<a href="#">Ordered</a>	28 Sep 2017	VINITA FLAG & APRON	\$743.60000 USD

Label ▾ |

# Queue Manager

What is it ...and how can it help your eVA workflow?



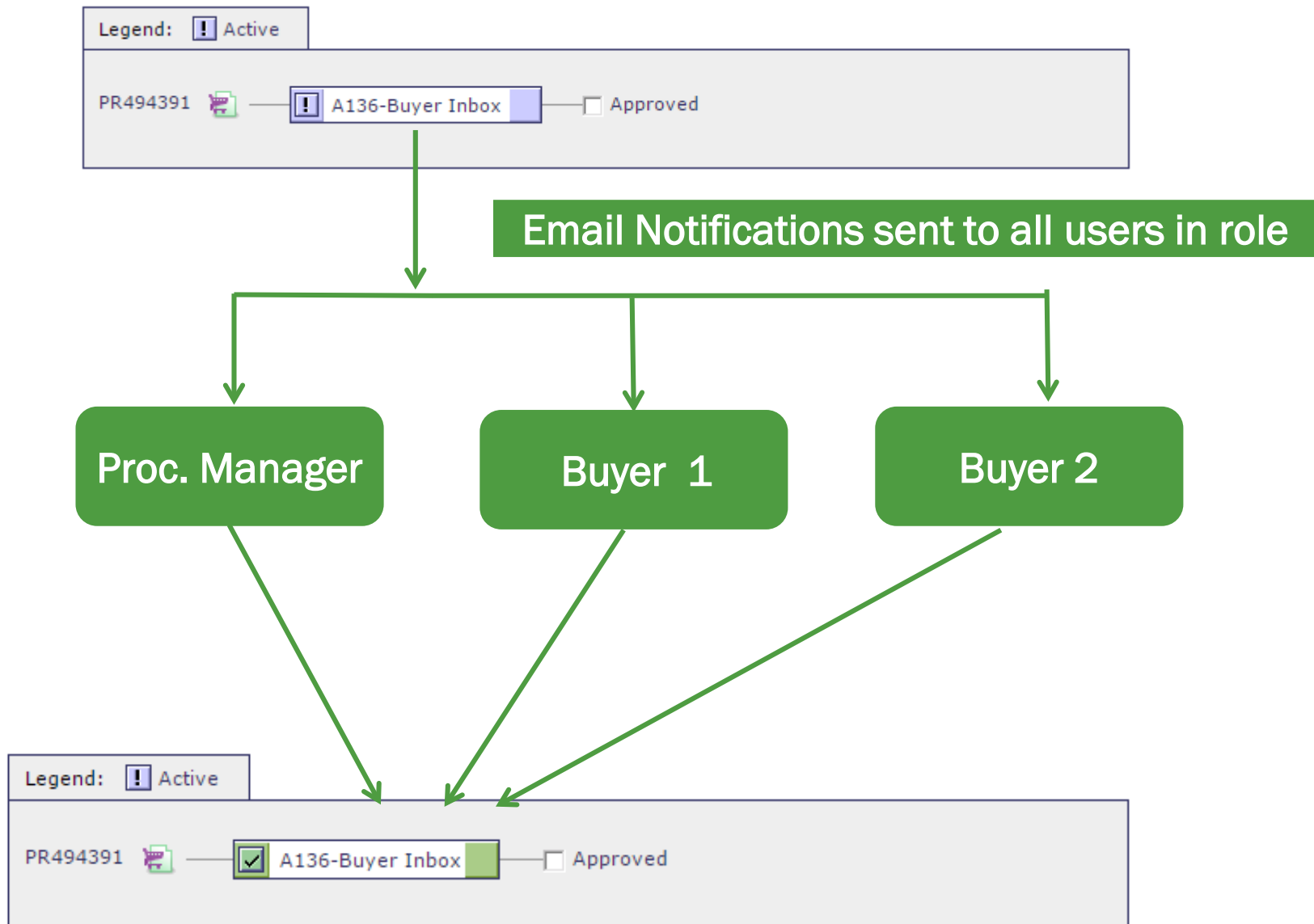
# Queue Management provides the following solutions to workflow problems:

- Allows one to easily analyze and balance workload; offering assignment and reassignment to expedite transactions.
- Provides flexibility to extend group functionality to take ownership of approvables in a “first-in, first-out” manner, preventing multiple users from working the same approvable.

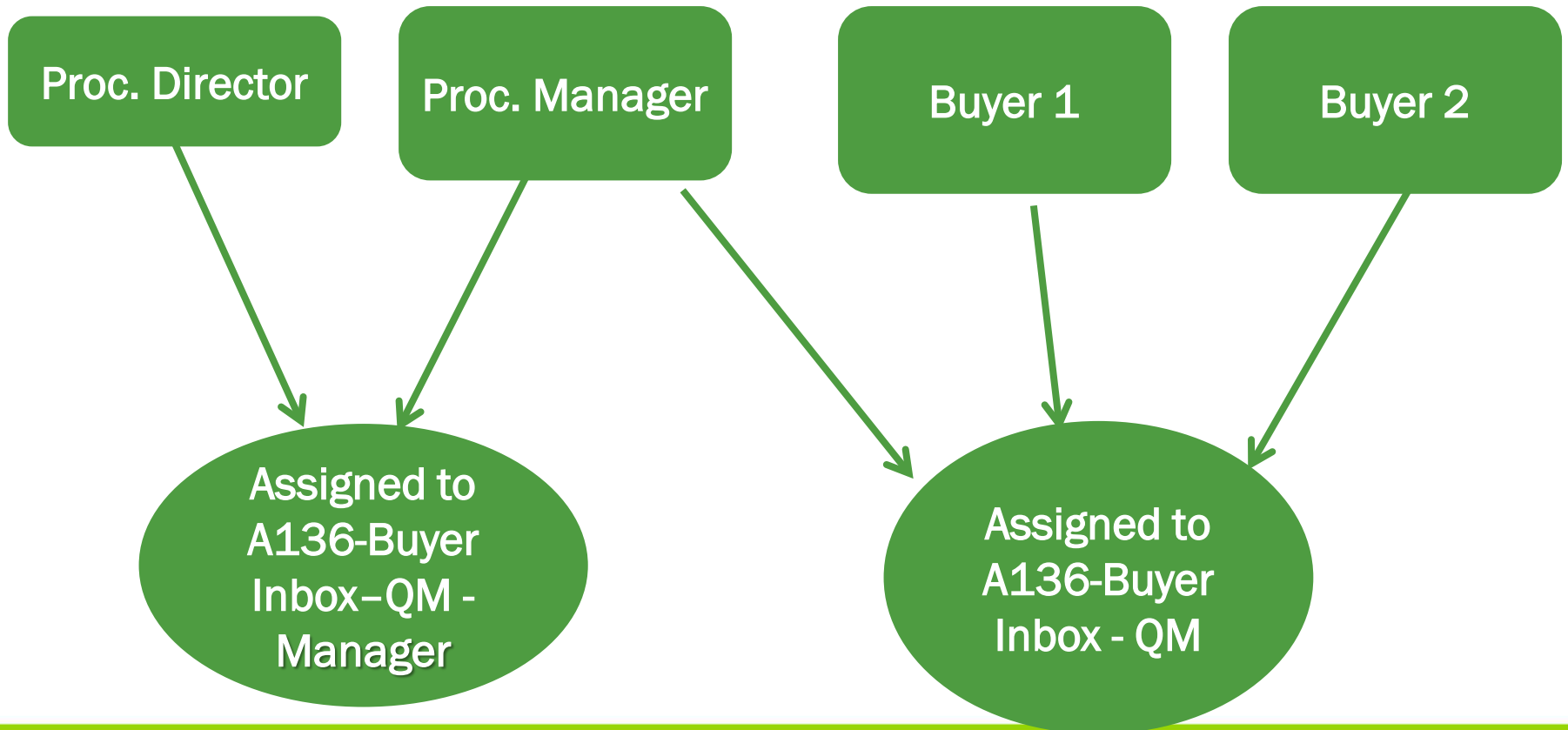
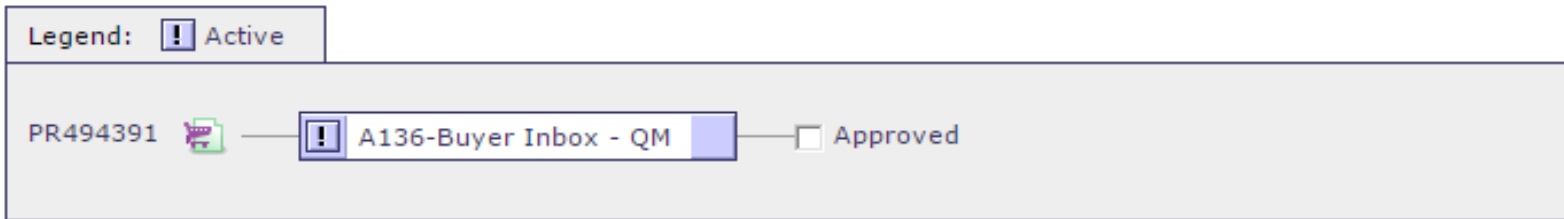
This feature can be applied to any existing approvable or routing rule capability.



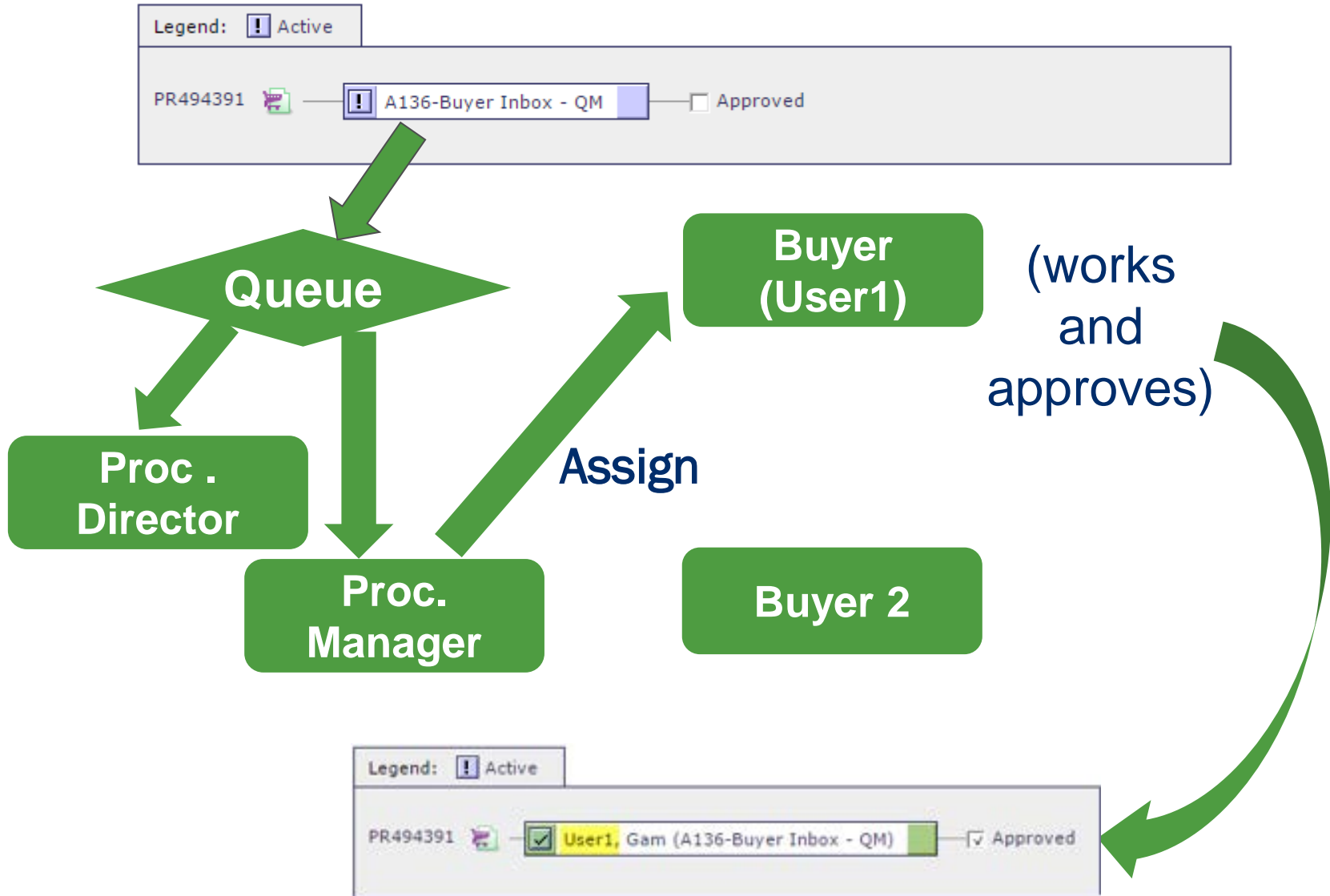
# A COMMON APPROVAL FLOW



# QUEUE MANAGEMENT SETUP

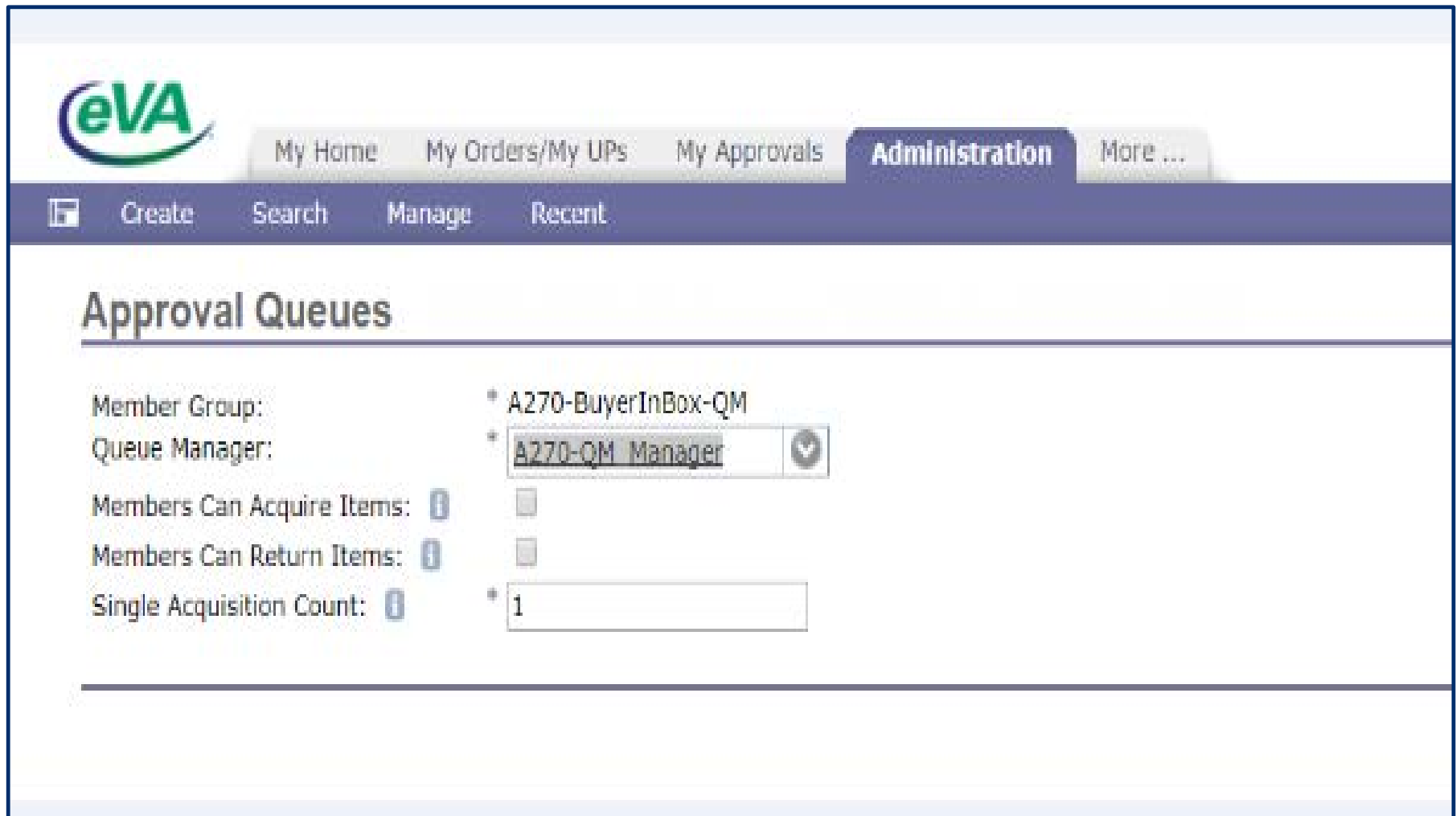


# HOW IT WORKS





# How does Q Manager get assigned?




The screenshot displays the eVA Administration interface. At the top left is the eVA logo. The navigation menu includes 'My Home', 'My Orders/My UPs', 'My Approvals', 'Administration' (which is highlighted), and 'More ...'. Below the navigation menu is a secondary menu with 'Create', 'Search', 'Manage', and 'Recent'. The main content area is titled 'Approval Queues'. It contains several configuration fields:

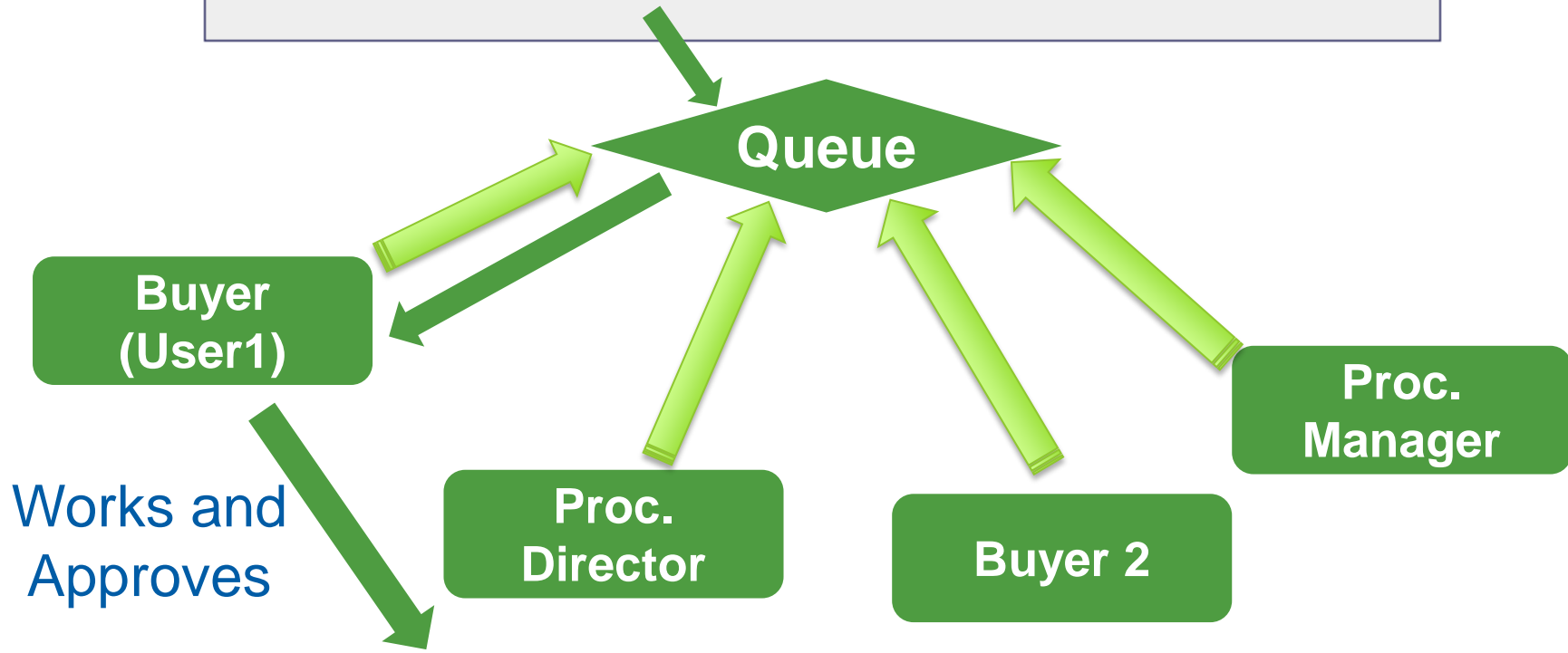
- Member Group:** A dropdown menu showing 'A270-BuyerInBox-QM'.
- Queue Manager:** A dropdown menu showing 'A270-QM Manager' with a downward arrow icon.
- Members Can Acquire Items:** A checkbox that is currently unchecked, with an information icon to its left.
- Members Can Return Items:** A checkbox that is currently unchecked, with an information icon to its left.
- Single Acquisition Count:** A text input field containing the number '1', with an information icon to its left.




# QM OPTIONS

Legend:  Active

PR494391   A136-Buyer Inbox - QM  Approved



Legend:  Active

PR494391   User1, Gam (A136-Buyer Inbox - QM)  Approved



# HOW DOES IT LOOK IN THE EMAIL?

The screenshot displays the eVA portal interface. At the top, there is a navigation bar with tabs for "My Home", "My Orders/My UPs", "My Approvals", and "My Sourced Transactions". Below this is a secondary navigation bar with buttons for "Create", "Search", "Manage", "Recent", and "Preferences". A "Return to Portal" button is located below the navigation bar.

The main content area is divided into two columns. The left column contains a "Common Actions" sidebar with a yellow background. It has two main sections: "Create" (with a pencil icon) and "Manage" (with a folder icon). Under "Create", there are links for "Requisition", "Buysense Profile", "DGS Sole Source Request", "DPS Exemption Request", and "More...". Under "Manage", there are links for "Reports" and "Queues" (which is circled in red with an arrow pointing to it), and "More...".

The right column contains two tables. The top table is titled "To Do" and has columns for "ID", "Date ↓", "From", "Status", and "Title". It lists three items:

ID	Date ↓	From	Status	Title
<a href="#">PR627892</a>	9/1/2017	Kemper, Gail	Submitted	PR ha ch
<a href="#">PR627891</a>	9/1/2017	Kemper, Gail	Submitted	Co C
<a href="#">PR627880</a>	8/31/2017	Kemper, Gail	Submitted	Co

The bottom table is titled "Requisitions - Composing" and has columns for "ID", "Date Created ↓", "Status", and "Title". It lists three items:

ID	Date Created ↓	Status	Title
<a href="#">PR627890</a>	9/1/2017	Composing	Copy of contract test - contract# removal on
<a href="#">PR627588</a>	7/11/2017	Composing	Signer Rule
<a href="#">PR627550</a>	6/29/2017	Composing	test test test test test

At the bottom left, there is a "News" section with a dropdown arrow and a minus sign.



# Queue Management

You can review all the unassigned and assigned items in the queue and take appropriate actions.

## View Controller

View:  All Items  Unassigned Queue Items

Approvable Type:

Queue:

## Search Filters

[Search Options](#)

Title:

Date Created:

From:

ID:

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

To:

## To Do

Found 2 items

<input type="checkbox"/>	Type ↑	ID	Title	Status	Date Submitted	Requester	Total	Actions
<input type="checkbox"/>		FORM12716	ARIBA9R2 - A960QR_NEW eForm - stays unassigned in QM	Submitted	5 May 2017	(6) Tester, Ariba		<a href="#">Actions</a>
<input type="checkbox"/>		PR626694-V2	Lets see how this change looks in QM-adhoc'd BuyerInBox-QM - 1st approver	Submitted	5 May 2017	(4) Tester, Ariba	\$20,000.00000	<a href="#">Actions</a>

**Select User**

Field: Name

---

Name ↑

- (14) Tester, Ariba
- (15) Tester, Ariba
- (20) Tester, Master Ariba





Return to Portal

### Approver's 'To Do' window shows assigned items

Configure Tabs

Refresh Content

**Common Actions**

- Create**
  - Requisition
  - Electronic Forms
- Manage**
  - Reports
  - My To Do
  - Receive

**Recently Viewed**

- FORM12716  
AR...signed in QM

To Do						
ID ↑	Date	From	Status	Title	Required Action	
<a href="#">FORM12715</a>	5/5/2017	(6) Tester, Ariba	Submitted	Copy of ARIBA9R2 - A960QR_test for QM - atester13	<a href="#">Approve</a>	
<a href="#">FORM12716</a>	5/5/2017	(6) Tester, Ariba	Submitted	ARIBA9R2 - A960QR_NEW eForm - stays unassigned in QM	<a href="#">Approve</a>	
<a href="#">FORM12766</a>	6/6/2017	Kemper, Gail	Submitted	P194DPSMINIMUM - A261_PR_paper shredders	<a href="#">Approve</a>	
<a href="#">PR626553</a>	5/5/2017	(4) Tester, Ariba	Submitted	Let's see how this one gets reassigned for approval	<a href="#">Approve</a>	
<a href="#">PR626694-V2</a>	5/5/2017	(4) Tester, Ariba	Submitted	Lets see how this change looks in QM-adhoc'd BuyerInBox-QM - 1st approver	<a href="#">Approve</a>	

[View List ...](#) (13)

Requisitions - Composing				
ID	Date Created ↓	Status	Title	Total



# So how do items get returned to Queue?

## Queue Management

You can review all the unassigned and assigned items in the queue and take appropriate actions.

### To Do

<input type="checkbox"/>	Type	ID	Title	Status	Date Submitted	Requester	Total	Assignment Age	Assigned To	Actions
<input checked="" type="checkbox"/>		<a href="#">PR627028</a>	<a href="#">testing for QM</a>	Submitted	1 May 2017	(11) Tester, Ariba	\$5,990.00000 USD	184 Days	(15) Tester, Ariba	<a href="#">Actions</a>
<input checked="" type="checkbox"/>		<a href="#">FORM12714</a>	<a href="#">ARIBA9R2 - A960QR test for QM - atester15</a>	Submitted	5 May 2017	(6) Tester, Ariba		181 Days	(15) Tester, Ariba	<a href="#">Actions</a>
<input type="checkbox"/>		<a href="#">FORM12715</a>	<a href="#">Copy of ARIBA9R2 - A960QR test for QM - atester13</a>	Submitted	5 May 2017	(6) Tester, Ariba		181 Days	(14) Tester, Ariba	<a href="#">Actions</a>
<input type="checkbox"/>		<a href="#">PR627039</a>	<a href="#">QM testing</a>	Submitted	3 May 2017	(5) Tester, Ariba	\$47,920.00000 USD	148 Days	(20) Tester, Master Ariba	<a href="#">Actions</a>
<input type="checkbox"/>		<a href="#">PR627553</a>	<a href="#">Let's see how this one gets reassigned</a>	Submitted	5 May 2017	(4) Tester, Ariba	\$20,250.00000 USD	148 Days	(20) Tester, Master Ariba	<a href="#">Actions</a>

Assign **Return To Queue**

<input type="checkbox"/>		<a href="#">PR627368</a>	<a href="#">vb38</a>	Submitted	6 Jun 2017	(5) Tester, Ariba	\$7,500.00000 USD	93 Days	(20) Tester, Master Ariba	<a href="#">Actions</a>
<input type="checkbox"/>		<a href="#">FORM12716</a>	<a href="#">ARIBA9R2 - A960QR_NEW eForm - atester15</a>	Submitted	5 May 2017	(6) Tester, Ariba		24 Days	(14) Tester, Ariba	<a href="#">Actions</a>



# 'eMall – to – Quick Quote'



Summary

Approval Flow

Client Name: 211

Title: \* Need Furniture quote - see item

On Behalf Of: (20) Tester, Master Arib

Use PCard:

PCard number: atesterNew

Send PR to Sourcing & Contracting (PROC USE ONLY):

Send PR to Quick Quote (PROC USE ONLY):

Select Sourcing Buyer: Kemper, Gail

Confirming Order; Do Not Duplicate:

Bypass ERP Integration:

Accounting Summary: [View Accounting Information](#)

My Labels: [Apply Label...](#)

Line Items (1)

<input checked="" type="checkbox"/>	No.	Type	Solicit	Description	Qty	Unit			
<input type="checkbox"/>	1			Cubicles - 9 pods 6' x 8' Grey Panels acousti...	9	each	\$0.00000 USD	\$0.00000 USD	
				<p>Supplier: VENDOR TO BE DETERMINED</p> <p>Location: VENDOR TO BE DETERMINED</p> <p>UNSPSC Code: 42191607</p> <p>NIGP Commodity Code: 41024 - Cubicle Curtains and Privacy Screens</p> <p>Contract Number:</p> <p>Bill To: ARIB01-DPS - 9R2 Testing</p> <p>Micro Business: <input type="checkbox"/></p>					Cubicles - 9 pods 6' x 8' Grey Panels acoustically sound





noreturnUAT@dgs.virginia.gov

Kemper, Gail (DGS)

eVA Quick Quote Request - **Need Furniture quote** - see items Is Waiting for You

Dear Ariba (12) Tester,

An eVA Quick Quote EVA001\_QQ014224 titled "Need Furniture quote - see items" has been forwarded to you from eVA requisition **PR627965**, on behalf of Master Ariba (20) Tester (Phone: 804-666-7778, Email: [gail.kemper@dgs.virginia.gov](mailto:gail.kemper@dgs.virginia.gov)).

Click the following link to access this Quick Quote directly:

[EVA001\\_QQ014224](#)



You may also log into eVA and navigate to the In Process pane to locate this item.

If you need help with Quick Quote, please contact eVA Customer Care at 1-866-289-7367 or by email at [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).





SEARCH



Jump to: [Issued](#) | [Closed-Evaluating](#) | [Past](#)

What assigned buyer sees when accessing QQ

## In Process

ID	Title	Status	
+ EVA001_QQ014224	Need Furniture quote - see items	composing	<a href="#">Actions</a>

▲ Top

## Issued

ID	Title	Status	
No requests to display.			

▲ Top

## Closed-Evaluating

ID	Title	Status	
No requests to display.			

▲ Top

## Past

ID	Title	Status	
----	-------	--------	--

ID: EVA001\_QQ014240 - **composing**

Next
Save/Close

| Ariba (12) Tester | 333-449-9393 | gail.kemper@dgs.virginia.gov



Set-Aside?:

\* Request Title:

\* Category:

\* Close Date:

\* Close Time:  PM

Future Publish Date:

Bid Valid (Days):

Service Area: 
[View Service Area Map](#)
[View Service Area Table](#)

Award Method:

Comments:

Be sure to include all applicable terms and conditions (such as audit, award clause, cancellation of contract, renewal, and eVA Business to Government) and attach all detailed specifications where needed on this Quick Quote.

Special Terms and Conditions:

Attachments:

Attached Files	Proprietary and Confidential
<a href="#">eVA Quick Quote Standard Term and Condition.pdf</a>	No
<a href="#">QQ_General_Terms_and_Conditions.pdf</a>	No

Add/Delete Attachments

# Original PR obsolete



## PR628174 - Need Furniture quote - see items

Status: Ordered

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You ...

Back

Copy

Print

Details: EVA001\_QQ014240 has been created for atester12.

Summary

Approval Flow

Orders

Receipts

History

Date ↓	User	Real User	Action	Summary
Tue, 03 Oct, 2017, 4:20 PM	Ariba System		<u>QQCreated</u>	Quick Quote has been created.
Tue, 03 Oct, 2017, 4:18 PM	Ariba System		<u>Sourced</u>	Transaction closed; sent to buyer for sourcing.
Tue, 03 Oct, 2017, 4:18 PM	(20) Tester, Master Ariba	(20) Tester, Master Ariba	Approved	<u>PR628174</u> approved.
Tue, 03 Oct, 2017, 4:13 PM	(20) Tester, Master Ariba	(20) Tester, Master Ariba	Submitted	<u>PR628174</u> submitted for approval.
Tue, 03 Oct, 2017, 4:11 PM	(20) Tester, Master Ariba	(20) Tester, Master Ariba	<u>Copied</u>	Requisition copied.

Let's hear from a Procurement Director who was challenged with extreme streamlining this year and how she used eVA to help with the new processes.



# The VCCS Shared Services Center Transition

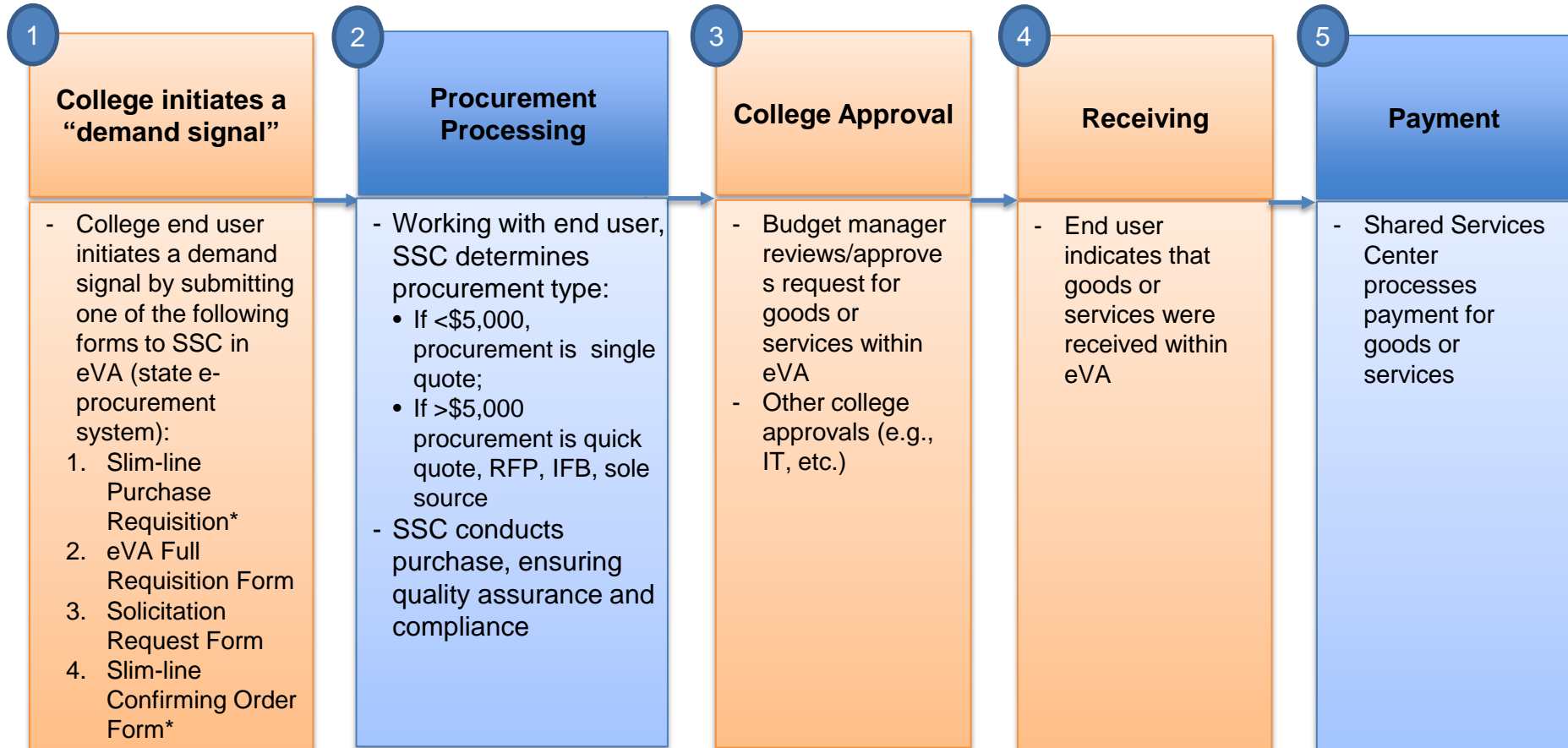


# Procurement Process

- Past State
  - All 23 colleges and the System Office conducted procurement transactions independently.
- Future State
  - The Shared Services Center conducts all procurement activities as requested by the colleges and System Office
- Where we are now
  - About halfway! Thirteen colleges have transitioned in; eleven to go!



# Highlights of Procure-to-Pay Process



\* Slim-line eVA forms will require an expenditure limit approver at the college, and then route to the SSC for processing





## College initiates a “demand signal”

- College end user initiates a demand signal by submitting one of the following forms to SSC in eVA (state e-procurement system):
  1. Slim-line Purchase Requisition\*
  2. eVA Full Requisition Form
  3. Solicitation Request Form
  4. Slim-line Confirming Order Form\*



# Procurement Processing

- Working with end user, SSC determines procurement type:
  - If <\$5,000, procurement is single quote;
  - If >\$5,000 procurement is quick quote, RFP, IFB, sole source
- SSC conducts purchase, ensuring quality assurance and compliance



# College Approval

- Budget manager reviews/approves request for goods or services within eVA
- Other college approvals (e.g., IT, etc.)



## Receiving

- End user indicates that goods or services were received within eVA



# Payment

- Shared Services Center processes payment for goods or services



# Connections: DPS and VCCS

- What's gone well
  - Creation of new forms: EVA Slimline forms
  - Queue Manager
  - Support from Account Executives
  - Training ... Procedures and hands-on



# Connections: DPS and VCCS

- What we're working on
  - P-Card processes (PCO) inter-agency
  - Consistency and Data
  - Training ... follow-up – it's a journey



# Connections: DPS and VCCS

- What we've learned
  - Procurement folks are amazing!
  - We had the perfect plan ... but then we implemented it!
  - We remind ourselves every day ... we are tackling something that no other government agency in the country has done before ... why??







# Let's hear from you –

Questions ?

Ideas ?

Suggestions ?

