

School Buses eVA Ordering Instructions

This document is intended to provide simple instructions on how to place orders for new school buses through eVA. For further questions related to the eVA system or to obtain account access to eVA, please contact eVA Customer Care at 1-866-289-7367 or your DPS Account Executive. For questions related to the School Bus contract, please contact Sandra White @ 804-786-0078.

1. **Review the Contracts:** DPS School Bus Contracts are posted on the eVA “State Contracts” webpage. To access this page directly go to: <http://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx> , type “school bus” in the Description field, then click the *Search* button. After the contracts are displayed, click on the contract number to access the contract files. (see *Fig. 1 below*)

2. **Obtain the written quote:** Obtain the necessary quote from the vendor including all optional equipment and any trade-ins allowances. Save an electronic copy of this quote to your hard drive so you can electronically attach it to your eVA Purchase Order.

3. **Process the Order through eVA:**
 - a) Log into eVA with your user name and password. (*Fig. 2*)

 - b) Create a new requisition by clicking on the eMall (Shop Now) (*Fig. 3*)

 - c) Click on create a Requisition (*Fig. 4*)

 - d) Screen **1: Header Page.** (*Fig. 5*)
 - **Title:** Enter per your internal policies. An example could be “School Buses” and your internal requisition or other internal tracking number.
 - **On Behalf Of.** This is normally defaulted to the Buyer entering the order.
 - **Agency -** Enter your entity
 - **FY -** Defaults to the current fiscal year. Change if needed.
 - **PO Category -** Enter R01 for *Routine*.
 - **Procurement Transaction Type:** Enter “10” for *Equipment - Non-Technology*.
 - **Header Cross Reference:** Enter if your entity uses this field.
 - Click Next when finished.

 - e) Screen 2: Add Items: (*Fig. 6 and 7*)
 - School buses must be added as a Non-Catalog item. Select the “**Create Non-Catalog Item**” button and enter the following information on the line item screen:
 - **Description:** It is recommended that you use the following wording format: Vehicle Year, Type, Option # and Description, followed by “*per the attached quote*” If you are trading in a bus, you should enter “*Trade-In allowance included in price.*”
 - **Commodity Code:** Enter the NIGP Commodity Code listed on the Contract.
 - **Supplier and Location:** Choose the Contract Vendor *shown on the Contract*.
 - **Contract List:** Choose the correct Contract Number from the drop down box. If it is not shown then select “*item on Contract but number not on list*”
 - **Contract Number:** If the contract number is not populated in the “Contract #” field, then type in the DPS Contract Number exactly as it appears on the State Contract, to include all dashes with no spaces. **** The “Contract #” field must be completed with the correct contract number**** Do not leave this blank nor use this field for any other purpose.
 - **Quantity:** Enter the number of school buses you are ordering. If you are ordering multiple school buses with different unit costs, then they must be entered as separate line items on the PO. For reporting purposes, enter the actual number of vehicles being ordered. Do not enter your order as “1 Lot.”
 - **Unit of Measure:** Enter “Each”. Do not enter your order as 1 “Lot”

- i. **Price:** Enter the unit price per school bus as configured on your quote, including all optional equipment and any trade-in allowance. Your price entered here must match your contract prices shown on the quote.
 - ii. Review the accuracy of all information entered to include the calculations and then click “OK”.
 - iii. Repeat these steps to add more line items as needed.
 - iv. When you are done adding lines, click the Checkout (summary) screen or if you use the Accounting Screen, then click “next”. *(Fig. 8)*
- f) **Screen 4: Checkout:**
- i. The checkout screen will show your entire requisition, including the Header Page and Line Items you’ve previously entered. Review this information for accuracy.
 - ii. **Shipping – Entire Requisition:** Enter your Ship To and Deliver To information. Enter the Need-By Date according to the delivery date ARO stated in the Contract.
 - iii. **Comments, Entire Requisition:** *(Fig. 9)* Enter your standard order comments in the comments box. Also put a comment that the ordering spreadsheet is attached. Check the box so it is Visible to Supplier (to be included on Purchase Order).
 - iv. **Attach the Quote:** Electronically attach the vendors quote by clicking the “Add Attachments” button *(Fig. 9)*. Click “Browse”. In the “Choose File” box, find and highlight your quote on your computer. Click the “open” button. Check the box so that it is visible to suppliers. *(Fig. 10)*. Click OK when done. Verify that it attached the file to the eVA requisition. You should see the file name listed on the checkout screen, underneath the comments box.
- g) **Review and Submit:** Review the entire requisition to verify all data is accurate including the Order Total, then **Submit**. Once the eVA Requisition (PR) has processed through your approval flow, the eVA Purchase Order, with all attachments, will be electronically sent to the vendor, only if they are registered to accept electronic orders. If it is not sent electronically, you must print and fax it to the vendor. Keep a copy of your quote with the purchase order, as this is your proof of what you ordered. **Be sure that you’ve received an order confirmation from the vendor that includes all details of your order.**

Fig. 1 Access the School Bus contracts. Click on the contract number in the “Number” column to access the contract files.

Number	NIGP	Description	Contractors	Restriction	Mandatory	Ends	Buyer
E194-1413	07033	School Buses	• SONNY MERRYMAN INC-S	State & Locality	No	05/14/2014	SANDRA WHITE
E194-1414	07033	School Buses	• Kingmor Supply Inc-S	State & Locality	No	05/14/2014	SANDRA WHITE

Fig. 2 Login to eVA (www.eva.virginia.gov)

Buyer Login

Username

Password

Login

[Password Problems? Click here](#)

[Need A Login?](#)

Fig. 3 Click on eMail (Shop Now) to start a new requisition

Preferences Help

KNOWLEDGE CENTER More links and eVA tools

Applications

- eMail (Shop Now)**
- eProcurement
- Quick Quote
- Report and Resource Center
- VBO Buyer

Portal

- Portal Home Page

Support

- Accessibility
- Customer Support
- FAQ

Search Clear Results

[eVA User Group](#) | [Alerts](#) | [e](#)

ALERTS

VENDOR REGISTRATIONS DEACTIVATED FOR NON-PAYMENT

On 4/26/2013 an updated listing of vendor registrations that have been deactivated for nonpayment of eVA fee by clicking

ORDER YOUR VEHICLES QUICKLY!
Time is running out! Order your vehicles as soon as possible, order cut-off dates are changing daily.
Example: May 3, 2013 is current order cut-off date for Ford ¾ and 1 ton gas pickup trucks (F250)

Buyer User Group Meeting Playback - 04/17/13
Thanks for joining us for the Buyer User Group meeting yesterday. Here is a link to playback the meeting in its entirety: <http://www.eva.virginia.gov/041713/eVA-Meeting-041713.html>

eVA Launches NEW eVA Mobile 4 Approvers!
Ever been out of the office for an event, training or other function only to return to what feels like a never ending list of requisitions waiting to have one less "to-do" on your list!

Introducing eVA Mobile 4 Approvers—eVA's newest mobile app that allows eVA Approvers and Watchers with an internet-enabled device to manage their work on the go.

Feb 21st Buyer User Group Recap
Click on the link to watch the latest Buyer User Group Meeting! If you have any questions, please feel free to contact Shane Caudill at kimberly.madison@dgs.virginia.gov. Thanks again to those who were able to make the meeting! <http://www.eva.virginia.gov/022113/eVA-Meeting-022113.html>

eVA December 2012 Enhancements
On December 14, 2012 several new enhancements went live across multiple eVA components including the eMail, Quick Quote and the eVA Mobile 4 Approvers. These are the first of many improvements coming to eVA in the next several months.

More Alerts
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Fig. 4 Click on “Requisition” to create a new Requisition.

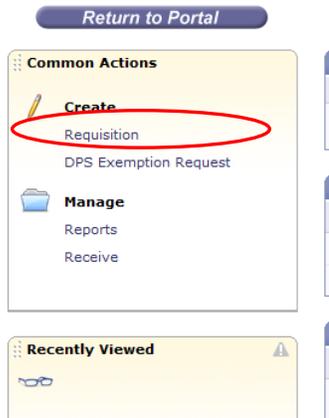


Fig. 5 Complete the information on this “Header” page, then click “Next”

PR5618538: School Buses Req # _____ 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: * School Buses Req # _____

On Behalf Of: ▼

Agency: ▼

FY: ▼

PO Category: ▼

Procurement Transaction Type: ▼

Header Cross Reference:

Fig. 6 Enter Vehicles as a Non-Catalog line item by clicking on “Create Non-Catalog Item” button.

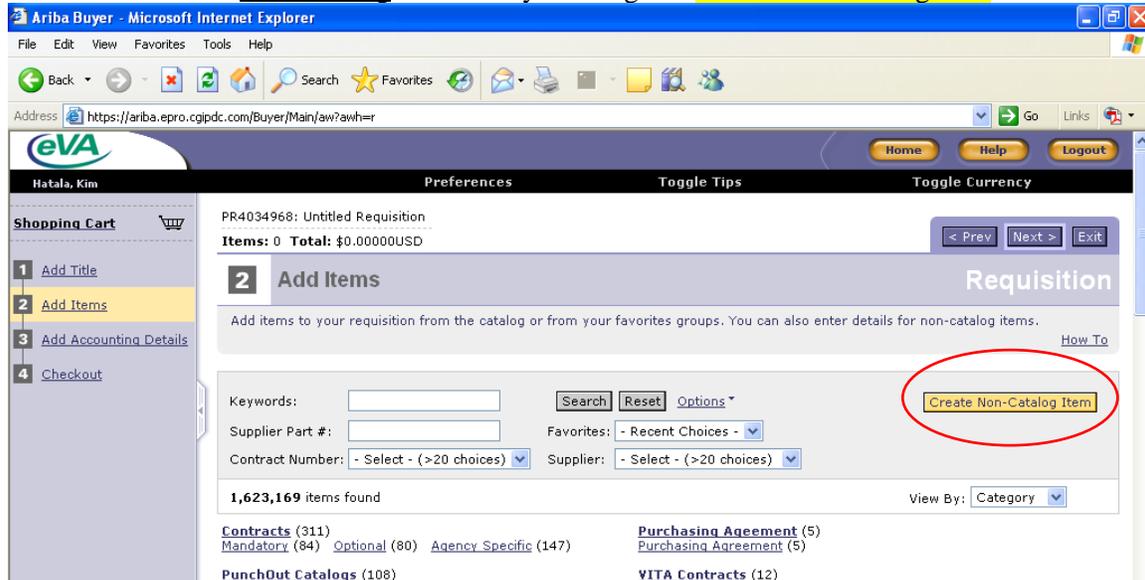


Fig. 7 Enter the Full Description, NIGP Commodity Code, Supplier, Supplier's Location, Contract List, Contract #, Quantity, Unit of Measure and Unit Price. Click OK when done.

PR5618538: School Buses Req # _____ Items:1 Total: \$0.00000 USD

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get ...

Full Description: * 2014 Model, Type A, Option 1, 16 Passenger School Bus per the attached quote.

NIGP Commodity Code: 07100 - AUTOMOBILES, SCHOOL BUSES, SUVs, AND V

Supplier: (No Preference)

Location: (no value)

Reg. Type:

Supplier Part Number: _____

Contract List: (Pick from List)

Contract #:

Supplier Auxiliary Part ID: _____

Quantity: 1

Unit of Measure: each

Price: * \$0.00000 USD

Amount: \$0.00000 USD

Fig. 8 If you use the Accounting screen/function of eVA, then click “Next” and complete that screen. If you do NOT use the Accounting Screen, then click “Checkout”.

Items:1 Total: \$0.00000 USD

ed as your favorites. You can also enter details for non-catalog items.

Browse By: [Categories](#) | [Suppliers](#)

Fig. 9 Checkout Screen: Type “*See the attached quote*” in the PO Comments box and **be sure** to check the box for “Visible to Suppliers”. Next, Click on “**Add Attachments**” button to add your quote.

The screenshot shows three sections of a checkout screen:

- SHIPPING - ENTIRE REQUISITION**: Includes a checkbox for "See Line Item Shipping Details", a dropdown menu for "Ship To" (set to "eVA-Shipping Exception"), a text field for "Deliver To" (set to "Ordering Agency"), and a date field for "Need-by Date".
- COMMENTS - ENTIRE REQUISITION**: Features a text area containing "See the attached Quote.", a "Comments:" label, and two checkboxes: "Visible to Supplier" (checked) and "Mark as Proprietary and Confidential (This checkbox does not apply to approvers)".
- ATTACHMENTS - ENTIRE REQUISITION**: Contains a single button labeled "Add Attachment".

Fig. 10 Click “Browse” to locate the quote you saved to your hard drive and to add it to the eVA requisition. **IMPORTANT: Be sure** to check the box so it is visible to suppliers. Click OK when done. When you return to the eVA PR, you should see that your file has uploaded. Hit Submit when done.

The screenshot shows the "Add Attachment" dialog box with the following elements:

- A navigation bar at the top with tabs: "My Home", "My Orders/My UPs", "My Approvals", and "My Quick Quote Req's". Below the tabs are buttons for "Create", "Search", "Manage", and "Recent".
- The title "Add Attachment".
- A "File:" label followed by a text input field and a "Browse..." button.
- Two checkboxes: "Visible to Supplier" (checked) and "Mark as Proprietary and Confidential (This checkbox does not apply to approvers)".
- Buttons for "OK" and "Cancel" at the bottom.