



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

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ADDITIONAL eVA ORDERING PROCEDURES **REVISED**

(CHANGES MADE TO THE ORDERING PROCEDURES ARE INDICATED IN RED HIGHLIGHTS)

Date: **May 8, 2013**

Contract No.: E194-1483

Issued By: Commonwealth of Virginia
Department of General Services
Division of Purchases and Supply

Contractor: John Deere Company

Commodity: Ground Maintenance Equipment

These instructions are in addition to the Instructions listed in Attachment C of the original Contract Award dated November 5, 2012 as follows.

Procedures to order Ground Maintenance Equipment through eVA.

John Deere Company will establish a link on their Website to gain access to the Commonwealth of Virginia awarded Contract E194-1483 for Ground Maintenance Equipment, which will be accessed by clicking the link below:

<https://dps.dgs.virginia.gov/dps/contracts/CovaContractDetail.aspx?ContractNumber=E194-1483>.

This link provides the end users for John Deere's equipment with the instructions of how to contact the dealers for a quote. Once a quote has been generated, the end user will need to order their equipment through the non-catalog process based on the quotation obtained from the John Deere dealer. The buyer must provide the **NIGP Code, the contract number and model number of the basic unit. The buyer should include the description of the basic unit with the dealer's name and quote number referenced in the description field. The end user or buyer should also attach the Quote** received from the dealer to the order.

Example:

Buyer links to the state contract for John Deere Company



Contract Files

[Return to Contracts](#)

Document	Contract Number
CONTRACT AWARD	E194-1483
Attachment A - Specifications	E194-1483
Attachment B - Price Schedule	E194-1483
Attachment C - Dealer List	E194-1483

The end user shall choose from the Attachment C – Dealer List the appropriate dealer from their area. Based on requested specifications from the end user, the dealer must provide an itemized quote based on the specifications required by the agency. The end user shall create a Requisition in eVA with one non-catalog line that shall include the NIGP Code, **the contract number and model number of the basic unit. The buyer should include the description of the basic unit with the dealer's name and quote number referenced in the description field. The end user or buyer should also attach the Quote** received from the dealer to the order. Any order received from an agency that do not include the **contract number and model number of the basic unit**, must be rejected by the Contractor. The Contractor must notify the agency and advise them to modify their purchase order in eVA to include the minimum information required. Equipment ordered *shall not* be delivered by the Contractor until the purchase order has been revised to include the minimum information requested.

Reference the eVA Requisition Page below for the entry of the required information stated above.

The screenshot shows the eVA Requisition Page with several fields and annotations. Red arrows point from text labels to specific input fields:

- Description with Quote Number Referenced** points to the "Full Description" field.
- NIGP Code** points to the "Commodity Code" dropdown menu.
- Contract Number** points to the "Contract #" field.

Other visible fields include: Supplier, Contact, Reg. Type, Supplier Part Number, Contract List, Supplier Auxiliary Part ID, Quantity, Unit of Measure, Price, and Amount.

Except for the changes provided herein, all other terms and conditions of this Contract remain unchanged and in full force and effect.

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