

Instructions for Ordering a School Bus in eVA

1. Visit the DPS Website at www.eva.virginia.gov
2. Click on State Contracts in the middle of the eVA home page.
3. Click on the School Buses link to access the contract files.
4. Review the contracts to determine which bus you want to purchase.
5. Once the Excel file is displayed in your browser window, compare the price schedule to the price quote you received from the vendor.
6. Log into eVA. (Requires username and password) ***Note:** See screen shots on the following pages for steps 7-13
7. Click on the Shop Now link in the left menu.
8. To create a requisition, click either the Requisition link in the left menu OR the Create button on the center screen.
9. When you get to the add items screen, select the non-catalog tab.
10. The non catalog screen will require you to complete the following items.
 - A. Description: It is recommended that you use the following wording. School Buses per Contract E194-807-1, see attached Excel spreadsheet.
 - B. Commodity: The eVA commodity code for school buses is 07033. Select the drop down menu and choose Other. In the Field Name Search Box, enter the commodity code and click Search.
 - C. Vendor: Will be selected just like the commodity. The vendor name is listed on the spreadsheet.
 - D. Contract Number
 - E. Quantity: Enter amount needed
 - F. Price: Enter the price of each bus
11. Click Checkout in the left menu.
12. When you get to the Comments section,
 - A. Type in the Comments Box any messages you have for the vendor.
 - B. Check the box to include comments on purchase order
 - C. To attach a file, click Add Attachments. This will open up a directory of your hard drive just as when you attach a file to an email. Select the applicable file your data. When you click on OK eVA will verify the attached file.
13. Submit your requisition. eVA will send the order and any attachments to the vendor.

Step 7

www.eva.virginia.gov

Commonwealth of Virginia • Department of General Services eVA News: Password or Login problems for Vendors or Buyers [Read More](#)

Virginia's Total e-Procurement Solution

Ask eVA

eVA Home > New eVA web design

virginia.gov

SWAM
BUYER
VENDOR
BILLING
SIGN-UP
TRAINING

Procurement Forum 2006
Nov. 12 -15
[Register](#)

NIGP Code Look Up
Recommended Browsers
DPS WEBSITE

HOME SWAM BUYER VENDOR BILLING PORTAL SIGN-UP

Welcome to eVA!

NOTICE: Changes to VITA's Procurement Process for IT Goods and Services effective July 1, 2006. [Details](#)

Quick Links

- Navigating the new eVA home page
- What is eVA?
- State Contracts
- Solicitations & Awards
- Future Business Opportunities
- Billing & Payment Portal (Includes Invoice Explanation)
- Local Government & Public Schools
- Procurement Directory
- eVA Dashboard

Buyer Login

Username
Password

[Password Problems? Click here](#)

Vendor Login

Username
Password

[eVA or Arriba Password Problems? Click here](#)

EVENTS

2006 Public Safety Supplier Fair II
Constant Convocation
Convention Center
Old Dominion University
Tuesday, July 18, 2006
[Learn More!](#)

eVA Spotlight

Business Assistance
An on-line quarterly newsletter produced by DBA is now available. [More...](#)

Watch eVA Grow

Monthly Chart

- 5 Million Items
- 1,038,856 Orders
- \$9.6 Billion Spent

eVA Tools

- 983 Catalogs
- 171 Agencies
- 492 Localities
- 32,482 Vendors
- 9,121 eVA Users

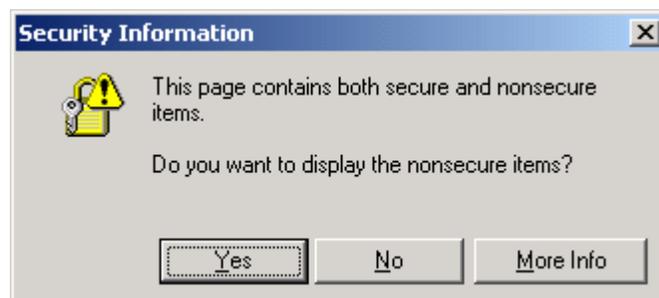
eVA Customer Care: Phone: 866-289-7367
Email: eVACustomerCare@dgs.virginia.gov

Nationally Acclaimed

Trailblazer Award MIT Government Innovator "Best in Breed" in Technology Prestigious Gold Award Effectiveness Through Government Award Cronin Gold Award NASPO

LOG IN

- Log in as a Buyer
- Username and password is case sensitive! Be sure to enter your username in all lowercase letters
- When the following dialog box appears, click YES to proceed:



Welcome Student, a November 28, 2005 - 9:34 AM

Preferences Help Logout

eVA Knowledge Center ASK eVA

Latest eVA News:

- Helpful Tips for PCARD Changeover** 11/10/2005 4:30:00 PM
The change over of PCARDS from AMEX to GE Master Card is now under way. eVA PCARD users must expire their AMEX cards and enter their new GE Master Cards. The link below will take you to a list of frequently asked questions and answers regarding the eVA PCARD update. ... [Read More](#)
- Another eVA Improvement** 10/31/2005 3:40:00 PM
A new feature will be added to the requisition process on Friday, Nov. 4 that allows you to add "proprietary and confidential" attachments to your eVA requisition. This new field is visible under the COMMENTS box and is available at the line level as well as for the entire requisition. ... [Read More](#)
- Advanced Business Training Specialist Position Available at DGS.** 10/26/2005 3:26:00 PM
DGS is currently accepting applications for an Advanced Business Training Specialist in our Division of Purchases and Supply.

Applications will be accepted from current STATE OF VIRGINIA employees ONLY, this recruitment will remain open until a suitable pool of candidates has been received.

Role Title: Procurement Officer II ... [Read More](#)

Future Procurements

- Future Procurements
- FP User Guide
- Request Login

eVA Channels

- News Archive
- Suppliers FAQs
- Buyers FAQs
- DPS Website
- Buyers-Public
- Vendors-Public
- Learn About eVA
- State Contracts
- Solicitations & Awards
- eVA KC Admin

Click on "Shop Now". Then click on "Requisition" *or* "Create".

Ariba Buyer - Microsoft Internet Explorer provided by College of William and Mary

File Edit View Favorites Tools Help

Address <https://buys-www-14.buysense.com/Buyer/Main/aw?aw=3>

eVA Home Help Logout

Preferences Toggle Tips Toggle Currency

To Do

- Approve Requests 0
- Watch Requests 0

Status

- Composing 140
- Submitted 0
- Approved 16
- Denied 0

Create

- Requisition
- Create

Explore

- Searches
- Catalogs
- Folders

Report

- Reports

Receive

- Purchase Orders

Reconcile

Approve Receive Explore Create

Welcome to eVA

Jenkins, Lynnette last visit 12/13/2004 10:39 AM. eVA

[Return to Portal](#)

System News

WELCOME eVA Buyer!

New eMALL made SIMPLE!

Changes have been made to the email to streamline your eVA ordering process! Click here to learn what's different and new and how it will help YOU!

<http://www.eva.state.va.us/learn-about-eva/8-1-email-notes.htm>

OR

Additional Training Materials available here

CREATING A REQUISITION

The screenshot shows the Ariba Buyer web interface in Microsoft Internet Explorer. The browser address bar shows the URL: https://ariba.eopro.cgipdc.com/Buyer/Main?awsns=_S2&awr=7. The page title is "PR2667069: School Buses". The main content area is titled "1 Add Title" and contains the following form fields:

- Title: School Buses
- On Behalf Of: Miller, Torrey
- Entity Code: (no value) [select]
- Fiscal Year: 2009 [select]
- Sub-Entity: (no value)
- PO Category: R01 [select]
- Header Cross Reference: [empty]

Navigation buttons include "Next" and "Exit". A shopping cart sidebar on the left lists steps: 1 Add Title, 2 Add Items, 3 Add Accounting Details, and 4 Checkout. The footer shows the user's last visit date (7/14/2008 9:39 AM) and the copyright notice (© 1996 - 2003 Arriba Inc.).

ADD TITLE

- Title: Type an identifying title of your choice.
- On Behalf Of: Will default.
- Use PCard: If visible, uncheck box if you will not be using purchase card.
- PCard alias: Will default, if applicable.

Remaining fields will default.

Click "Next" button.

CREATING A REQUISITION (continued)

The screenshot shows the eVA shopping cart interface. The top navigation bar includes 'Home', 'Help', and 'Logout' buttons. Below this, there are 'Preferences', 'Toggle Tips', and 'Toggle Currency' options. The main header area displays 'PR206306: OFFICE SUPPLIES - LAB C (Jeanette Jenkins)' and 'Items: 0 Total: \$0.00000USD'. A navigation bar below the header shows '2 Add Items' and 'Requisition' buttons. The search area contains a 'Keywords' input field, 'Search' and 'Reset' buttons, and an 'Options' dropdown menu. A red circle highlights the 'Create Non-Catalog Item' button. Below the search area, there are dropdown menus for 'Favorites', 'Contract Type', 'Contract Number', and 'Manufacturer'. The main content area shows '1,080 items found' and a 'View By: Category' dropdown. A list of product categories is displayed, including 'PunchOut Catalogs (39)', 'Cleaning Equipment and Supplies (1)', 'Defense and Law Enforcement and Security and Safety Equipment and Supplies (2)', 'Food Beverage and Tobacco Products (1)', 'Laboratory and Measuring and Observing and Testing Equipment (4)', 'Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies (2)', 'Mineral and Textile and Inedible Plant and Animal Materials (1)', 'Apparel and Luggage and Personal Care Products (513)', 'Communications and Computer Equipment and Peripherals and Components and Supplies (128)', 'Domestic Appliances and Supplies and Consumer Electronic Products (1)', 'Furniture and Furnishings (1)', 'Management and Business Professionals and Administrative Services (1)', 'Medical Equipment and Accessories and Supplies (1)', and 'Musical Instruments and Recreational Equipment and Supplies and Accessories (11)'. The left sidebar contains a 'Shopping Cart' icon and a list of steps: '1 Add Title', '2 Add Items', '3 Add Accounting Details', and '4 Checkout'.

ADD ITEMS

The above screen appears, which is used for catalog ordering.

- Click on the "Create Non-Catalog item" button

CREATING A REQUISITION (continued)

PR2667069: School Buses
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item

If you cannot locate an item 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 involved to complete the order. Add the information before leaving the screen.

Full Description: School Buses per Contract E194-007-1, See Attached Excel Spreadsheet

* Commodity Code: (No value)
Motor vehicles, Safety and rescue vehicles ...
Passenger motor vehicles, Buses (NIGP 5561...
Passenger motor vehicles, Automobiles or cars ...
Motor vehicles, Passenger motor vehicles (N...
Other...

Supplier: (No value)

Contract: (No value)

Supplier Part Number:

Contract #:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each

Price: \$0.00USD

Amount: \$0.00USD

Update Total

OK Cancel

ADD NON CATALOG ITEM

- Full Description: Enter description of item being ordered using key words first.
- Commodity Code: The pull-down pick list (above) will store recently used codes. To search for other codes, click on “other” and the following screen appears:

Choose Value for Commodity Code

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page.

Field: Name 07033 Search

Name	Action
Passenger motor vehicles, Buses (NIGP 55615, 55700, 55660, 55650, 55685, 55620, 06517, 99820, 55610, 55686, 55670, 07024, 55687, 07036, 07033, 07030, 55600, 55756)	Select

Cancel

- Field: Name Enter a commodity description OR an NIGP code.
- Click “Search” button. When search results appear, Click “Select” button. If not exact, search additional pages and/or use closest description.

CREATING A REQUISITION (continued)

“Add Items” screen re-appears with selected commodity code name in the field.

The screenshot shows the 'Add Non-Catalog Item' screen in the eVA Ariba Buyer system. The page is titled '2 Add Non-Catalog Item' and is part of a requisition for 'PR2667069: School Buses'. The 'Full Description' field is populated with 'School Buses per Contract E194-807-1, See Attached Excel Spreadsheet'. The 'Commodity Code' is set to 'Passenger motor vehicles, Busses (NIGP 5561...'. The 'Supplier' dropdown menu is open, displaying a list of suppliers: '(No Preference)', 'SONNY HERRMAN, INC.', 'KIP KILLMON'S TYSONS FORD', 'HALEY PONTIAC-GMC TRUCK INC', 'R K CHEVROLET INC', and 'Other...'. The 'Quantity' is 1, 'Unit of Measure' is 'each', 'Price' is '\$0.00USD', and 'Amount' is '\$0.00USD'. There are 'Update Total', 'OK', and 'Cancel' buttons. The footer indicates '© 1996 - 2003 Ariba Inc.' and 'Miller, Torrey last visit 7/14/2008 9:39 AM. eVA Node5'.

- Supplier: The supplier (vendor) search is similar to the commodity code search. The pull-down pick list stores recently used suppliers. To search for other suppliers, click “other”.

Searching for a Supplier

- Field: Company Enter the company legal name (will accept ‘partial’ name)
- Click “Search” button
- Search Results: Choose from names in retrieved search results.
- Click “Select” button

NOTE: Only eVA registered vendors can be retrieved with this search.

CREATING A REQUISITION (continued)

The screenshot shows the 'Add Non-Catalog Item' screen in the eVA Ariba Buyer system. The left sidebar has 'Add Items' selected. The main form area is titled '2 Add Non-Catalog Item' and includes the following fields:

- Full Description: School Buses per Contract E194-807-1, See Attached Excel Spreadsheet
- * Commodity Code: Passenger motor vehicles, Busses (NIGP 5561...)
- * Supplier: SONNY MERRYMAN, INC.
- * Contact: SMI [select]
- Supplier Part Number: [empty]
- Contract #: E194-807-1
- Quantity: 2
- Unit of Measure: each
- Price: \$70,000.00U
- Amount: \$140,000.00USD

Buttons for 'Update Total', 'OK', and 'Cancel' are visible. A footer note reads: 'Miller, Torrey last visit 7/14/2008 9:59 AM. eVA Node5 © 1996 - 2003 Arriba Inc.'

The “Add Items” screen reappears with selected supplier name and contact data in the fields.

- Supplier Part Number: This field may be used for part number, stock number, catalog number.
- Contract Number: Enter the applicable contract number for the bus.

Scroll to the right side of the screen and add the following:

- Supplier Auxiliary Part ID: Rarely used – not a required field.
- Quantity: Enter the numeric quantity.
- Unit of Measure: The pull-down list will store recently used units.

To search for other units, choose *other* in the drop down and search as illustrated earlier for the commodity/supplier fields.

- Price: Enter the **UNIT** price. eVA does the math.
- Click the “OK” button

If you are NOT ordering more items and do not need to edit/add accounting codes, click the **Checkout** button.

CHECKOUT

The screenshot shows the Arriba Buyer web application interface. The browser title is "Arriba Buyer - Microsoft Internet Explorer". The address bar shows the URL: <https://ariba.e-pro.copdc.com/Buyer/Main?aw?awmwbawst=7p&awst=0&awst=0>.

The main content area is titled "Line Items" and contains a table with the following data:

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				School Buses per Contract E194-807-1, See Attached Excel Spreadsheet	1	each	\$65,000.00USD	\$65,000.00USD

Below the table, there are several fields and buttons:

- Supplier: [SONNY MERRYMAN, INC.](#)
- Contact: [SMI](#)
- Commodity Code: [Passenger motor vehicles, Busses \(NIGP 5561...](#)
- Contract Number:
- Bill To: [SEE COMMENTS](#)
- Small Business:
- Minority Owned Business:
- Woman Owned Business:

Buttons: [Edit](#), [Copy](#), [Delete](#), [Update Total](#)

Total Cost: **\$65,000.00USD**

Shipping - Entire Requisition

See Line Item Shipping Details:

Ship To: [SEE COMMENTS](#)

Deliver To: [Torrey Miller](#)

Need-by Date:

Comments - Entire Requisition

Comments:

include comment/attachment(s) on purchase orders

mark attachment(s) as Proprietary and Confidential (This checkbox does not apply to approvers)

FOR MULTIPLE LINE ITEM CHANGES:

If all items need to be changed for things such as accounting codes, check the checkbox above **ALL** the checkboxes next to items.

If only a few items need to be changed, click the checkbox next to the applicable line item.

Click the **Edit** button below all line items.

On the next screen, enter the changes and click the **Next** button. You will then be shown a new screen with your changes. Click the Done button to proceed to the Checkout screen.

SHIPPING (Checkout Screen)

Shipping information will default to your assigned shipping address. If necessary to change, click the down arrow in the Ship To field and select other. Conduct a search for the applicable shipping address.

Note: Only addresses loaded by the eVA administrator can be seen in eVA.

Shipping - Entire Requisition

Ship To: Procurement, Office of, College of William and Mary

Deliver To: Lynnette Jenkins

Need-by Date: ?

Comments - Entire Requisition

Comments:

include comment/attachment(s) on purchase orders

Add Attachment Delete

- Deliver to: Will default. Can be changed by deleting default and entering new text.
- Need-by Date: Click on calendar. Click on date.

COMMENTS

Comments:

include comment/attachment(s) on purchase orders

mark attachment(s) as Proprietary and Confidential (This checkbox does not apply to approvers)

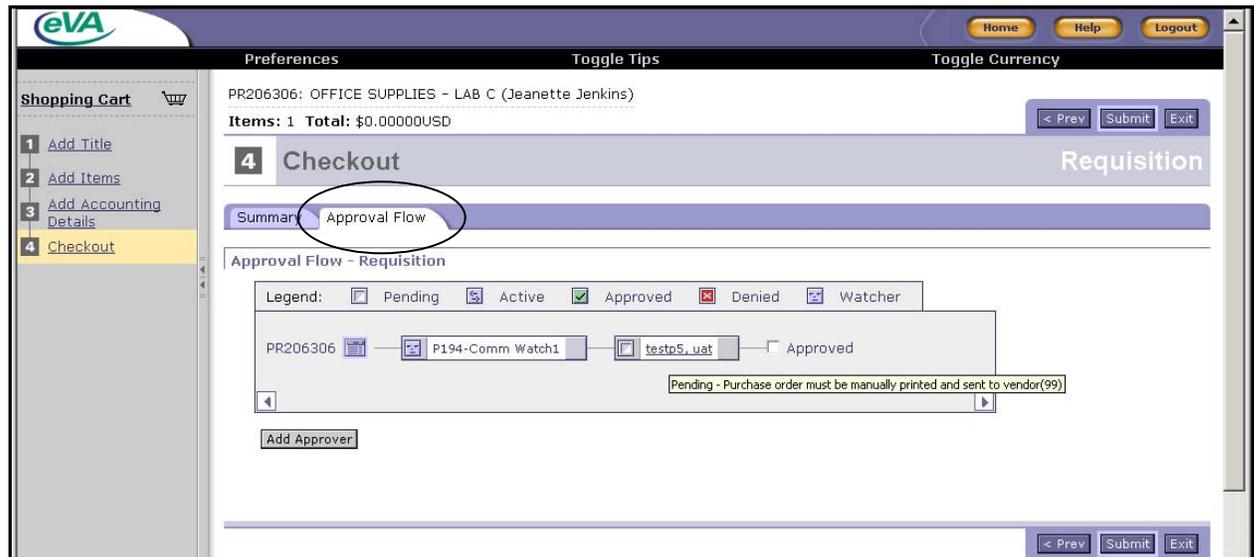
Add Attachment Delete

- Comments: May be added for either the entire requisition or by the line item. 255 character spaces are available for comments.
- Attachments: May be added in the same browsing manner as with e-mail.

IMPORTANT! It's imperative that the "include comment/attachments on purchase orders" checkbox be selected if you desire the vendor see the comments and/or attachments.

APPROVAL FLOW

When you click on the Approval Flow Tab on the Checkout screen, your approval workflow appears so you can see who must approve your requisition. If you click on the approver's box, you will see more detail.



If the vendor cannot accept the order electronically, you will be inserted into the workflow as the LAST approver. This is your cue that the order(s) must be printed and faxed or mailed to the vendor.

ALL DONE?

- Review your requisition and edit, if needed, prior to submitting.
- When satisfied, after review and edits, click "Submit".