

Instructions for Ordering a Vehicle in eVA

This document is intended to provide specific instructions on how to place orders for new vehicles through eVA. Questions relating to accessing or using eVA should be directed to eVA Customer Care at 866-289-7367 or eVACustomerCare@dgs.virginia.gov. Question related to a specific vehicle contract should be directed to the contact on the contracts page.

1. Go to the state contracts listed on the DRPT website (<http://www.drpt.virginia.gov/about/Contracts.aspx>). Click on the link for the Order Sheet of the vehicle you want to purchase. Save the Order Sheet to your hard drive.
2. Complete the quantity columns for the vehicle(s) you want to order and the special instructions block, if necessary. These fields are highlighted in yellow. The spreadsheet will automatically calculate your total order price.
3. Save the spreadsheet with your entries.
4. Log into eVA (<http://www.eva.virginia.gov/>) using the Buyer Login towards the bottom of the homepage. If the screen shots are too condensed, use the zoom function in Word to enlarge the document.

The screenshot shows the eVA website homepage. The browser address bar displays <http://www.eva.virginia.gov/>. The page features a navigation menu with links to eVA Vendor Data Standards Support Page, eVA Documents Supporting EA Project, Standards for Speed Radar Devices & Specifications, Debarment List, Enjoinment List, and Prohibited Listing. The Buyer Login form is circled in red, showing fields for Username and Password, a Login button, and links for Password Problems? Click here and Need A Login?. The Vendor Login form is also visible. The page includes a Virginia Annual Vendor Forum banner, eVA Newsletter, U.S. & State Flags, Buy A State Flag, and eVA Facts. A section titled 'Nationally Acclaimed' displays various award logos including Excellence in Partnership Award 2007, Excellence in Virginia Government Award, Achievement of Excellence in Procurement 2005-2012, Trailblazer Award, 'Best in Breed' in Technology, MIT Government Innovator, Prestigious Gold Award, Effectiveness Through Government Award, and NASPO Cronin Gold Award. The footer contains links for Privacy Statement, Contact Us, Help, Site Map, eVA UAT & Training, Freedom of Information, and Dashboard Demo.

7. Fill out the next screen with the following information. Then click Next.
 - A. Title: Name the requisition.
 - B. On Behalf Of: This field automatically populates with the name of the person who is logged in.
 - C. Use PCard: Do not check.
 - D. PCard number: This field automatically populates.
 - E. Agency Code: This field automatically populates.
 - F. Fiscal Year: This field automatically populates.
 - G. PO Category: Use the dropdown menu to choose R01
 - H. Procurement Transaction Type: Use the dropdown menu to choose 10.
 - I. Requisition Number: Enter a number if you have one (optional).

8. On the catalog screen, click Create Non-Catalog Item.

9. The non catalog item screen will require you to complete the following items.
 - A. Full Description: It is recommended that to use the following wording.
Van(s), per contract <Enter Contract Number>, see attached Excel spreadsheet.
 - B. Commodity Code: Enter 07192 Vans, Passenger (Regular and Handicapped Equipped).
 - C. Supplier: The vendor name is provided at the upper left of the vehicle ordering spreadsheet. Use the dropdown menu to choose the vendor.
 - D. Contact: The contact will automatically populate after you choose the supplier.
 - E. Supplier Part Number: Leave blank.
 - F. Contract List: Choose Pick from List.
 - G. Contract #: Enter the contract number which is found at the top of the ordering sheet.
 - H. Supplier Auxiliary Part ID: Leave blank.
 - I. Quantity: Enter the number of vehicles.
 - J. Unit of Measure: Use the dropdown menu to choose each.
 - K. Price: Enter the total price from the vehicle ordering spreadsheet.
 - L. Amount: This field automatically populates.

The screenshot shows the Ariba Spend Management interface in Internet Explorer. The browser address bar shows the URL: https://ariba.eprc.cgipdc.com/Buyer/Main?awh=&awssk=flno&ard=1. The page title is "Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership".

The application header includes the eVA logo and navigation tabs: My Home, My Orders/My UPs, My Approvals, My Quick Quote Req's. The user is logged in as "Welcome Nuzbaum, Ashley".

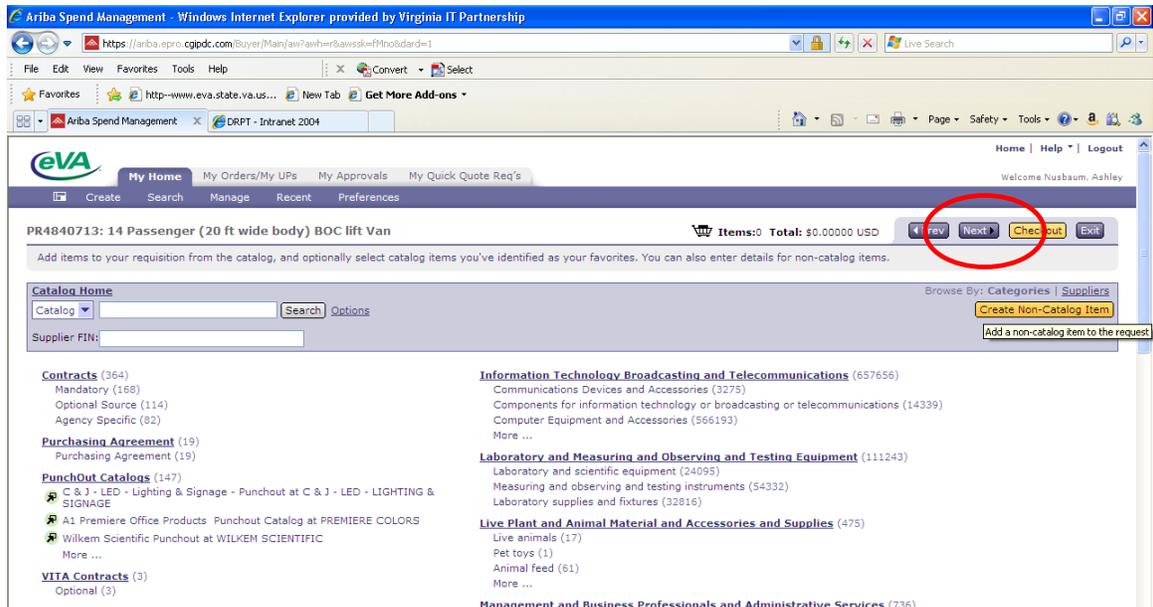
The main content area displays a form for a non-catalog item. The item title is "PR4840713: 14 Passenger (20 ft wide body) BOC lift Van". The total price is shown as "Items:0 Total: \$0.00000 USD".

The form fields are as follows:

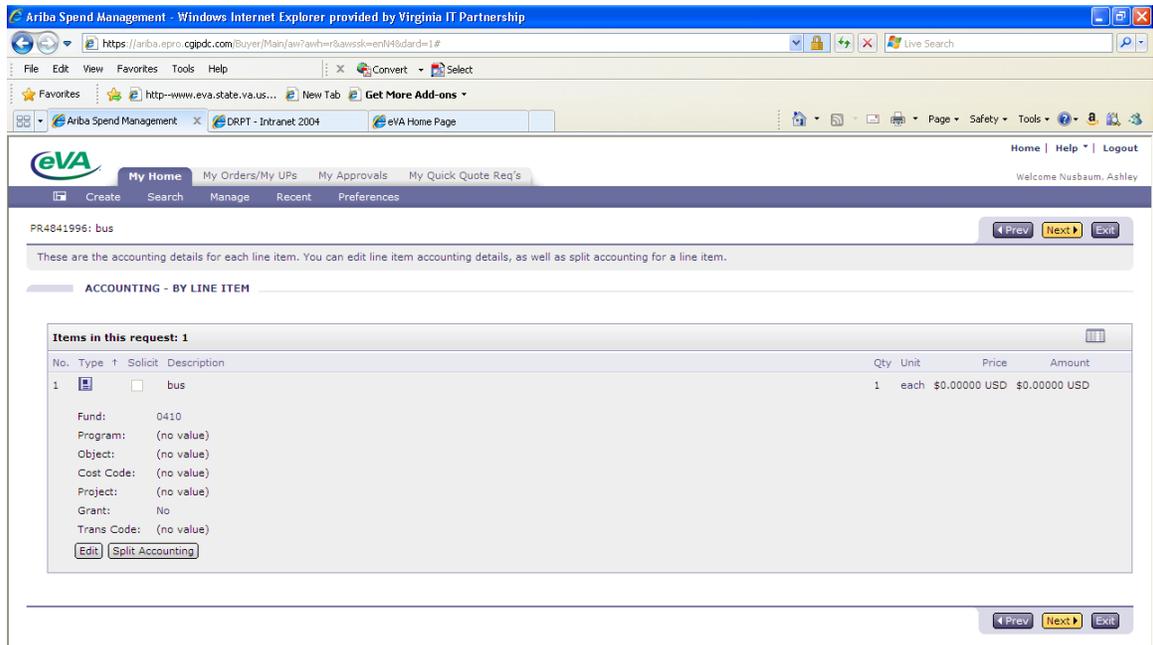
- Full Description: 14 Passenger (20 ft wide body) BOC lift Van, per Contract #: 8194-716-VP. See attached Excel spreadsheet.
- Commodity Code: Passenger motor vehicle
- Supplier: SONNY MERRYMAN, INC
- Contact: SMI [select]
- Supplier Part Number: (empty)
- Contract List: [] [] [] Not On Contract
- Contract #: (empty)
- Supplier Auxiliary Part ID: (empty)
- Quantity: 1
- Unit of Measure: each
- Price: \$44,496.0 USD
- Amount: \$44,496.00000 USD

Buttons for "Update Total", "OK", and "Cancel" are visible at the bottom of the form.

10. After you click OK, you will be taken back to the catalog screen. Click Next.



11. On the Accounting – By Line Item Screen, enter your information as you would with any other order. Click Next to take you to the main page of your requisition.



12. In the Comments section:
 - A. Type See attached spreadsheet.
 - B. Click Visible to Supplier
13. In the Attachments section:
 - A. Click Add Attachment
 - B. Attach your Order Sheet using the Browse button
 - C. Click Visible to Supplier
 - D. Click OK

Ariba Spend Management - Windows Internet Explorer provided by Virginia IT Partnership

https://ariba.eprc.orgibdc.com/Buyer/Main/aw?awf=er&awssl=ef1f1no

File Edit View Favorites Tools Help

Arriba Spend Management x DRPT - Intranet 2004

1 14 Passenger (20 ft wide body) BOC lift Van, per Contract #: E194-716-VP. See attached Excel spreadsheet. each \$44,496.00000 USD \$44,496.00000 USD

Supplier: SONNY MERRYMAN, INC.
Contact: SMI
Commodity Code: Passenger motor vehicles, Minivans or vans (0...
Contract Number:
Bill To: Department of Rail and Public Transportation, Attn. Accounts Payable
Small Business:
Minority Owned Business:
Woman Owned Business:

Edit Copy Delete Add from Catalog... Add Non-Catalog Item...

Total Cost: \$44,496.00000 USD
Update Total

SHIPPING - ENTIRE REQUISITION

See Line Item Shipping Details:

Ship To: Department of Rail and...
Deliver To: Ashley Nusbaum
Need-by Date: Wed, 29 Feb, 2012

COMMENTS - ENTIRE REQUISITION

See Attached Spreadsheet

Comments:

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

ATTACHMENTS - ENTIRE REQUISITION

Add Attachment

Prev Submit Exit

Done Internet 100%

14. Review your requisition before submitting. When you submit your requisition, eVA will not only email the order to the dealer, but they will receive the spreadsheet as an attached file on the email.
15. Keep a copy of your spreadsheet with your other contract files. This is proof of what you ordered