

New eVA Buyer Portal

On Monday, May 21st, the eVA Buyer Portal will have a brand new look and feel.

Today, the eVA Buyer Portal looks like this:

The screenshot shows the current eVA Buyer Portal interface. At the top, there is a header with the eVA logo, user information (Welcome Caroli, Sarah), date (April 20, 2018 - 2:55 PM), and navigation links (Preferences, Help, Logout). A left sidebar contains a menu with categories like Applications, Data Management, eMail / eForms, Report and Resource Center, User Management, Portal, Portal Home Page, Support, Accessibility, Customer Support, and FAQ. The main content area displays a 'Welcome to eVA' message with contact information for eVA Customer Care (1-866-289-7367 and eVACustomerCare@dgs.virginia.gov). Below this is a 'NEW STATE CONTRACT!' announcement for 'Parks and Recreation Equipment and Related Services', including a 'VIEW CONTRACT' button and a list of services: Playground Equipment and Surfacing, Outdoor Fitness Equipment, Bleachers and Grandstands, Athletic Equipment, and Installation Services. An 'Announcements and Alerts' section follows, featuring a link to view a meeting from March 27th and a list of attachments: Word Document: Adhoc Approver, and PowerPoint: 2018 - 03 UG. At the bottom, there is a notice about new punchout catalogs for CSL Media, Neta Scientific, Lowes, and Daycon Products.

Beginning May 21st, the eVA Buyer Portal will look like this:

The screenshot shows the proposed new eVA Buyer Portal interface. At the top, there is a header with the eVA logo, navigation links (Go To, Dashboards), and user options (Help, Preferences, Logout). The main content area is titled 'My Work' and features a 'Recent Docs' section with a 'Pending My Approval' filter. Below this is a table showing recent documents with columns for ID, Description, Status, and Create Date. The table contains 7 entries, with the first one being 'Example Order to Deny' and the last one being 'Composing' from 03/14/2018. Below the table is a 'Showing 1 to 7 of 7 entries' message and navigation buttons (Previous, 1, Next). To the right of the table is a search box. Below the 'Recent Docs' section is an 'Entity Spend Summary' bar chart showing spend by quarter for FY17 Q1 (Jul-Sept), FY17 Q2 (Oct-Dec), FY17 Q3 (Jan-Mar), and FY17 Q4 (Apr-Jun). The chart compares Total Spend, Small Spend, and Contract Spend. The 'Document Summary' section on the right shows a list of document statuses with corresponding counts: Composing (1), Submitted (3), Ordered (0), and Receiving (0).

ID	Description	Status	Create Date
PR630002	Example Order to Deny	Denied	04/02/2018
PR630001	Grant Order Example 01	Submitted	04/02/2018
PR630000	iPads with Keyboards	Ordering	04/02/2018
PR629999	Cars for the Office	Submitted	04/02/2018
PR629998	Apple Order	Submitted	04/02/2018
PR629996	Dell Order	Ordering	04/02/2018
PR629699		Composing	03/14/2018

Quarter	Total \$	Small \$	Contract \$
FY17 Q1 (Jul-Sept)	~4000	~3000	~1000
FY17 Q2 (Oct-Dec)	~4000	~3000	~1000
FY17 Q3 (Jan-Mar)	~5000	~4000	~1000
FY17 Q4 (Apr-Jun)	~5000	~4000	~1000

Document Status	Count
Composing	1
Submitted	3
Ordered	0
Receiving	0

Important Note! - Changes to the portal are only navigational and affect how you access the following eVA items:

1. **eMall/eForms** – used to enter a requisition
2. **Preferences** – used to update password or credit card information

You will also see new information and graphs on the eVA Portal page. These changes will **not** affect how you enter purchase orders into eVA.

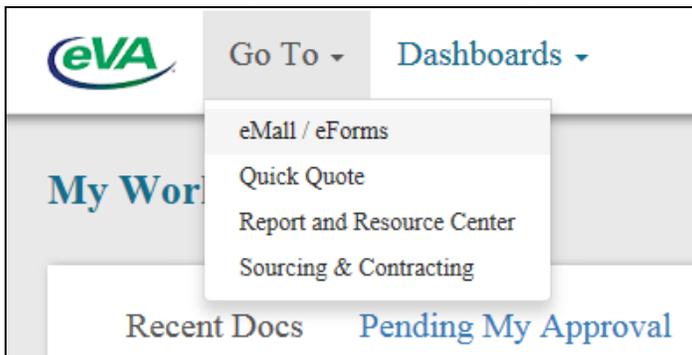
The following information outlines the new portal changes and how to:

1. access the **eMall/eForms** to enter a new or access your Requisitions
2. update your pCard or password from **Preferences**
3. navigate the new **eVA Buyer Portal** homepage.

Enter a Requisition

After May 21st, to access the eVA eMall / eForms to enter a Requisition:

1. Select the **Go To** dropdown located in the top menu



2. Select **eMall / eForms**

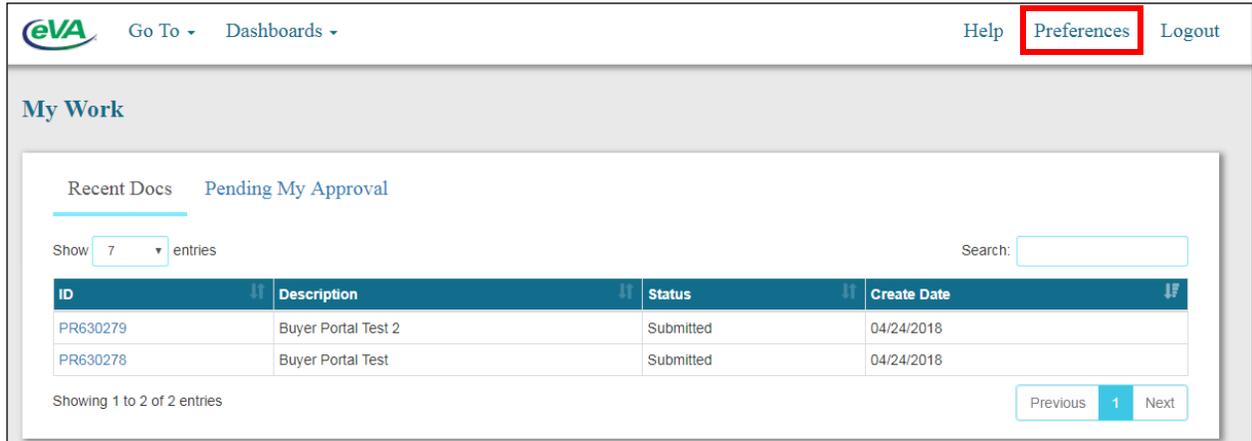


You will then be directed to the eMall / eForms homepage, which looks like this (this page is unchanged from the current version of eVA):

From this screen you may create or search for requisitions as normal.

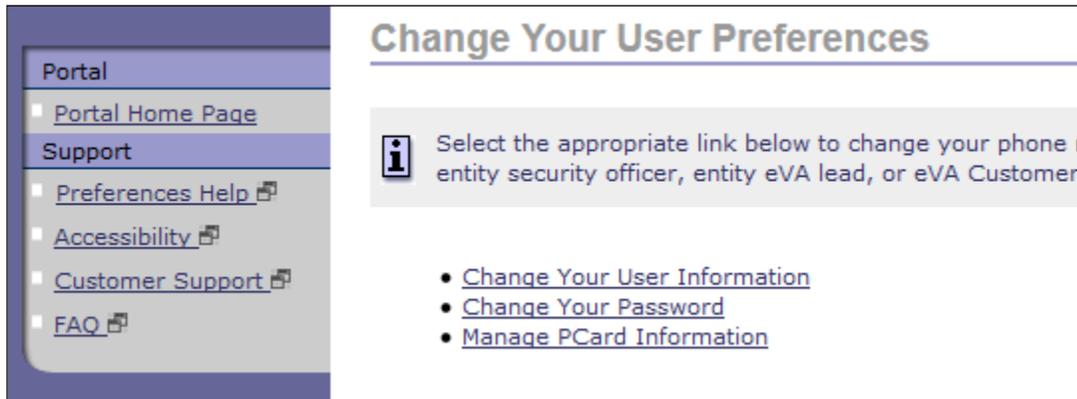
[Preferences \(Add/Edit PCard, Change Password\)](#)

From the new Buyer Portal, select “Preferences” on the top right-hand section of the screen.



The screenshot shows the eVA Buyer Portal interface. At the top left is the eVA logo and navigation links for 'Go To' and 'Dashboards'. At the top right are links for 'Help', 'Preferences' (highlighted with a red box), and 'Logout'. Below the navigation is a 'My Work' section with tabs for 'Recent Docs' and 'Pending My Approval'. Under 'Recent Docs', there is a 'Show 7 entries' dropdown and a search box. A table lists requisitions with columns for ID, Description, Status, and Create Date. The table contains two entries: PR630279 (Buyer Portal Test 2, Submitted, 04/24/2018) and PR630278 (Buyer Portal Test, Submitted, 04/24/2018). Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

“Preferences” links to the same “Change Your User Preferences” screen that you are used to. From this screen you can change your password and manage your PCard information.



The screenshot shows the 'Change Your User Preferences' screen. On the left is a sidebar with navigation options: Portal, Portal Home Page, Support, Preferences Help, Accessibility, Customer Support, and FAQ. The main content area has a title 'Change Your User Preferences' and an information icon. Below the icon is the text: 'Select the appropriate link below to change your phone number, entity security officer, entity eVA lead, or eVA Customer.' Below this text are three bullet points: 'Change Your User Information', 'Change Your Password', and 'Manage PCard Information'.

[Buyer Portal Navigation](#)

The new buyer portal offers some features that the previous portal did not.

Recent Documents

The *Recent Docs* tab displays a list of requisitions *created by you* in the last 30 days. It shows the PR number for the order, a description, the status of the requisition (composing, submitted, approved or denied), and the date the order was created.

Select the Requisition ID (PR) number to navigate to the Requisition.

My Work

Recent Docs Pending My Approval

Show 7 entries

ID	Description	Status	Create Date
PR630002	Example Order to Deny	Denied	04/02/2018
PR630001	Grant Order Example 01	Submitted	04/02/2018
PR630000	iPads with Keyboards	Ordering	04/02/2018

Pending My Approval

The *Pending My Approval* tab displays a list of all requisitions that are currently waiting for your approval.

My Work

Recent Docs Pending My Approval

Show 7 entries

ID	Description	Total Amount	Create Date
PR629955	Example Order to Approve	\$3,800.92	03/29/2018

Search for a Requisition

The Search function on the “Recent Docs/Pending My Approval” widget is available for both the *Recent Docs* and *Pending My Approval* tabs. This feature will search all columns (ID, Description, Total Amount and Create Date) for orders *created by you* in the last 30 days.

Recent Docs Pending My Approval

Show 7 entries

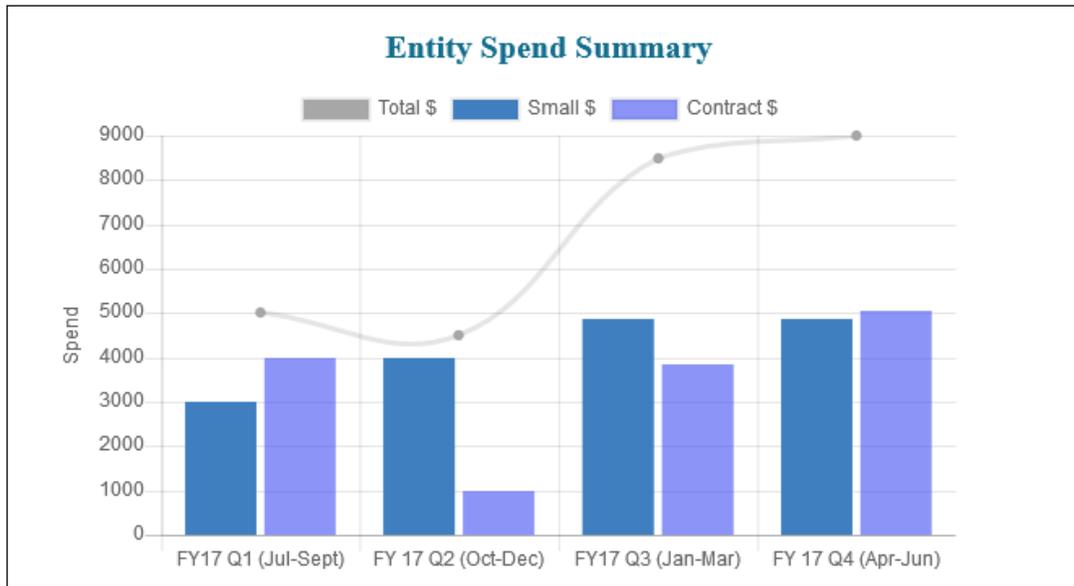
Search:

ID	Description	Status	Create Date
PR630279	Buyer Portal Test 2	Submitted	04/24/2018

Entity Spend Summary

The “Entity Spend Summary” widget displays overall UMW spending for the last four quarters, including the current quarter. This data is based on spend for the entirety of UMW buyers, not just orders you have placed.

The image below is an example. It does not display current spending data at UMW.



Document Summary

The “Document Summary” widget shows the number of PR’s *created by you* in the last 30 days. The PR’s are sorted by current status (in composing, submitted, ordered).

Document Summary

PRs	Solicitations	Contracts
Composing		0
Submitted		0
Ordered		0
Receiving		0

If you have any questions about the new eVA Portal Page, please contact procure@umw.edu or tess@umw.edu.