Login, Basic Task Management, and Basic System Preferences



This Quick Reference Guide includes explains how to log into eVA, browse through the menu tabs that are used to perform basic management tasks, turn off optional notifications, and delegate your tasks.

A. Login and Basic Task Management

Navigate to the eVA homepage (eva.virginia.gov) then click on Buyer Login.

- 1. Enter your login credentials.
- 2. Select Log In to log in to eVA.

	eVA	
1	Welcome Login to eVA UAT	
	Username or email address Enter your password	
2	Forgot Your Password?	
	OR Log in with your Agency account	
	Log In	

3. Click the eVA logo to return to the Home Page anytime.

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		1	eVA Purchase Requisition	REQ003801 - Reg. 2/10/2022 (A217- Radford University - Lewis Sara)	ALI Samsul	2/10/2022		000			
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5. Select the **Suppliers** menu to browse and look for suppliers' information.

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6. Select the **Sourcing** menu to create/view a sourcing project.

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7. Select the **Contract** menu to browse contracts.

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8. Select the **Shop** menu to search catalog items.

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9. Select the **Procurement** menu to create requisitions as well browse existing orders and requisitions.

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10. Select the notification indicator to keep yourself updated with important notifications.

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11. Select the **User** menu to manage basic tasks.

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12. Select the **My Profile** option to adjust time zone, set preferred style for date display, and delegate workflow tasks.

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13. Select **My to-do list** to view your pending validations.

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14. Select the **My Scheduled Tasks** option to list all assigned calendar tasks.

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B. Turn Off Optional Notifications

1. Select the My Profile option from the User drop-down menu.

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2. Under the **Subscriptions** section, check or uncheck the desired notifications to subscribe or unsubscribe.

Note: You will not be able to unsubscribe from certain mandatory notifications.

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CTR - Renewal study period VI - Workflow activity approved			
New Order Delivered			
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Subcontract Payment Report			

C. Delegation

1. To delegate your approvals or your account access for a specific period of time, select **My Profile** from the **User** menu.

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2. In the **Delegation** section, you will see two choices: **Give my private access to** and **Give my approval workflow tasks to**.

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3. From the **Give my private access to** drop-down, select the name of the individual to whom you are delegating access, and select the **From** and **To** dates.

This will give the selected individual access to your entire eVA account.

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4. From the **Give my approval workflow tasks to** drop-down, select the name of the individual to whom you are delegating access, and select the **From** and **To** dates. Here you are granting access your approval workflow tasks only.

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5. Click the **Save** button. The names will be reflected in the **Delegation** section with their respective **Begin date** and **End date**.

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6. To permanently delegate specific tasks on specific orders, select **My to-do list** from the **User** menu.

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eVA Administrative REQ003724 - School buses (A262- Request - by Buyers - DARSReqKirby Lisa) Type	ALI Samsul 2/8/2022	000
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7. Select the checkbox for each item you wish to delegate.

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		eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022	0.			ALI Samsul	
	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022	0.			ALI Samsul	
		eVA Standard Purchase Order	ALI Samsul	2206	PO:PC000002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022	0.			ALI Samsul	
	A	Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022	0			ALI Samsul	
		eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203- DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022	••			ALI Samsul	
		eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Reg. 12/16/2021 (A601- AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022	•			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1121	Reg. 12/20/2021	Created	ALI Samsul	12/20/2021				ALI Samsul	
		Quick Quote	ALL Samoul	1122	Peg 12/17/2021	Created	ALL Conserval	12/20/2021				ALL Samoul	

8. Select the **Delegate** button.

<	5		My pending v	alidatio	ns							Q, Search		
Wor	kflow	(Activity (i)		Leader Del	legated to								
			•		Ali Samsul 🛛 -		•	Q Search Re	eset					
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-	3	2 Selected	Validate	Refuse	Delegate									
		Process \$	Requestor	# 0	Object	Task 💠	Performer 👙	Forwarded on \ddagger	Action's date (UTC-5) 💲	Status	Due date 👙	Delegated to	Initial performer 👙	History
~	1	eVA Purchase Requisition	KIRBYBUYER Lisa	3784	REQ003784 - Req. 2/9/2022 (A203- FISCAL - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/9/2022		000			ALI Samsul	
~	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022		000			ALI Samsul	
		eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022		000			ALI Samsul	
	1	eVA Standard Purchase Order	ALI Samsul	2206	PO:PC000002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022		000			ALI Samsul	
		Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022		000			ALI Samsul	
		eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203- DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022		000			ALI Samsul	
	-	eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Reg. 12/16/2021 (A601- AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022		000			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1121	Reg. 12/20/2021	Created	ALI Samsul	12/20/2021		000			ALI Samsul	
		Quick Quote	ALI Samsul	1122	Reg. 12/17/2021	Created	ALI Samsul	12/20/2021		000			ALI Samsul	

9. From the drop-down list, select the name of the individual to whom you are delegating the task(s).

	5	☆	My pending v	alidatio	ns							Q Search		
Norl	dlow		Activity ①		Leader Del	legated to								
			•		Ali Samsul 🛛 •		•	Q Search Ro	eset					
ilte	rs Le	ader: Ali Samsu	l 🛪 Status : To l	oe validatec	I X									
+	2	2 Selected	Validate	Refuse	Delegate									
		Process \$	Requestor 👳	# \$	Delegate to		19 ner o	Forwarded on \ppsplus	Action's date (UTC-5) 😄	Status	Due date 👙	Delegated to	Initial performer \$	Histor
~	1	eVA Purchase Requisition	KIRBYBUYER Lisa	3784	Admin Clarity	1	ALI Samsul	2/9/2022		000			ALI Samsul	
~	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	Admin U.K. Baker Candace Bansal Arjun		ALI Samsul	2/8/2022		000			ALI Samsul	
	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	Brusadin Anne Choudhury Swagatika Doherty Christopher		ALI Samsul	2/8/2022		000			ALI Samsul	
		eVA Standard Purchase Order	ALI Samsul	2206	Gunther Jason Hausladen Lori		ALI Samsul	2/7/2022		000			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1348	See All		ALI Samsul	2/6/2022		000			ALI Samsul	
		eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203- DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022		000			ALI Samsul	
	de la	eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Reg. 12/16/2021 (A601- AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022		000			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1121	Reg. 12/20/2021	Created	ALI Samsul	12/20/2021		000			ALI Samsul	
	•	Quick Quote	ALL Samsul	1122	Rep 12/17/2021	Created	ALLSomeul	12/20/2021		0.00			ALL Samoul	

10. Select the **Delegate selected tasks** button.

11. You may also select the **Delegate all tasks** button to delegate the entire list.

	9		My pending v	alidation	S							Q, Search		
Work	flow		Activity ①		Leader	Delegated to								
			•		Ali Samsul 🖸 -		•	Q Search R	eset					
ilter	s Le	ader: Ali Samsul	I ≍ Status : To t	oc validated	×									
+	2	Selected	Validate	Refuse	Delegate									
		Process \$	Requestor 😄	# 0	Delegate to	0.	Performer ÷	Forwarded on 👙	Action's date (UTC-5) 💲	Status	Due date 👙	Delegated to	Initial performer 👙	Histor
~	1	eVA Purchase Requisition	KIRBYBUYER Lisa	10	Delegate selected tasks	Delegate all tasks	ALI	2/9/2022		000			ALI Samsul	
~	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022		000			ALI Samsul	
	1	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022		0.0			ALI Samsul	
		eVA Standard Purchase Order	ALI Samsul	2206	PO:PCO00002206 - Stationary for P 2022-Penelope Lewis - Penelope Le	eb Initialization wis Order	ALI Samsul	2/7/2022		000			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022		000			ALI Samsul	
		eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eV Next Gen Integration Testing 1 (A20 DME - KirbyBuyer Lisa)	A eVA 3- Approvals	ALI Samsul	2/7/2022		000			ALI Samsul	
	de la	eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Req. 12/16/2021 (A6 AlexandriaHD-006 - Kear Delores)	01- Assign Approvers	ALI Samsul	1/21/2022		000			ALI Samsul	
	4	Quick Quote Workflow	ALI Samsul	1121	Req. 12/20/2021	Created	ALI Samsul	12/20/2021		0.0			ALI Samsul	

12. The name of the selected individual will be reflected in the **Delegated to** column of the pending validations table.

٩	IA)	Suppliers Sour	rcing Co	ntracts Shop Procurement Analyt	tics Admin	Config Inte	gration Logi				Ą	0	•	
(1)	D 🗘	My pending v	validatio	ns							Q Search			1
0 Task	(s) delegated to Adr	nin Clarity												4
Workflo	w	Activity 🛈		Leader De	elegated to									
		•		Ali Samsul 🛛 🕶		•	Q Search R	leset						
filters	Leader : Ali Samsu	ul 🛪 Status : To	be validate	I X										
. →	0 Selected	Validate	Refuse	Delegate										
	Process \$	Requestor ¢	# 0	Object	Task \$	Performer ¢	Forwarded on 😄	Action's date (UTC-5) 👙	Status	Due date 😄	Delegated to	In	12	
1	eVA Purchase Requisition	KIRBYBUYER Lisa	3784	REQ003784 - Reg. 2/9/2022 (A203- FISCAL - KirbyBuyer Lisa)	- Reg. 2/9/2022 (A203- byBuyer Lisa) Approvals ALI Samsul 2/9/2022 O			D ADMIN Clarity	6	ALI Samsul				
	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Assign Approvers	ALI Samsul	2/8/2022		000		ADMIN Clarity	8	ALI Samsul	
	eVA Administrative Request - by Type	DARSREQKIRBY Lisa	3724	REQ003724 - School buses (A262- Buyers - DARSReqKirby Lisa)	Cooperative and Exemption Request Approval	ALI Samsul	2/8/2022		0.0				ALI Samsul	
1	eVA Standard Purchase Order	ALI Samsul	2206	PO:PCO00002206 - Stationary for Feb 2022-Penelope Lewis - Penelope Lewis	Initialization Order	ALI Samsul	2/7/2022		000				ALI Samsul	
4	Quick Quote Workflow	ALI Samsul	1348	Grant and Commodity Code Test	Created	ALI Samsul	2/6/2022		0.00				ALI Samsul	
1	eVA Purchase Requisition	KIRBYBUYER Lisa	3653	REQ003653 - Copy of ABK 2022 eVA Next Gen Integration Testing 1 (A203- DME - KirbyBuyer Lisa)	eVA Approvals	ALI Samsul	2/7/2022		000				ALI Samsul	
	eVA Administrative Request - by Type	KEAR Delores	2690	REQ002690 - Reg. 12/16/2021 (A601- AlexandriaHD-006 - Kear Delores)	Assign Approvers	ALI Samsul	1/21/2022		000				ALI Samsul	
	Ouick Ouote													_