

Pcard Management



Let’s look at the steps to add, view, and use Pcard.

1. On the eVA home page, click the drop-down besides your user name.
2. Select the **My Profile** option from the drop-down.

The screenshot shows the eVA home page. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, and Logi. The user's name, Samsul A., is displayed in the top right corner. A dropdown menu is open, showing options: My Profile, My to-do list, My Scheduled Tasks, My addresses, and Logout. The 'My Profile' option is highlighted. Below the navigation bar, the 'Open Workflow Tasks' section displays a table with three rows of tasks. The 'Document Display Basic Part' section shows a message: 'The content is not set'. The 'Analysis' section shows an error message: 'An error occurred while loading the Webpart. If the problem persists, please contact an administrator.'

Process	Object	Performer	Forwarded on	Action's date (UTC-5)	Status	Due date
eVA Purchase Requisition	REQ003801 - Req. 2/10/2022 (A217-Radford University - Lewis Sara)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003799 - Req. 2/10/2022 (A217-RU-Vice-President-Enrollement-Management - Dulaney Kimberly)	ALI Samsul	2/10/2022			
eVA Purchase Requisition	REQ003784 - Req. 2/9/2022 (A203-FISCAL - KirbyBuyer Lisa)	ALI Samsul	2/9/2022			

As a result, the **Profile Management** screen is displayed.
Scroll down to view the **Pcard Info** section.

The screenshot shows the eVA Profile Management screen for user Samsul ALI. The page title is 'Profile Management : Samsul ALI'. A 'Save' button is visible. A warning message states: 'There is a discrepancy between your time zone ((UTC-05:00) Eastern Time (US & Canada)) and your browser offset (330 minutes)'. The 'Accessibility Settings' section includes checkboxes for 'Accessibility mode', 'Display passive notifications on pages', and 'Display the contrast settings button in header'. The 'Identity' section includes fields for Title, First Name, Last Name, Email, Internal Identifier, Position, Status, and a checkbox for 'Include this user for Bid Notifications'. The 'Delegation' section includes fields for 'Give my private access to' and 'Give my approval workflow tasks to'. The 'Organisations/Commodities' section includes 'Organization Perimeter' and 'Commodity Perimeter' sections. The 'Approval Escalation' section is also visible.

Accessibility Settings

- ☐ Accessibility mode
- ☐ Display passive notifications on pages
- ☒ Display the contrast settings button in header

Identity

Title: [Dropdown] First Name: Samsul Last Name: Ali

Email: samsul.ali@infolearning.com Internal Identifier: [Field]

Position: [Field] Status: Active ☐ Include this user for Bid Notifications

Phone

Phone: [Field] Cell Phone: [Field]

Last Connection

Last Connection: 2/10/2022 at 12:34 PM with IP address: 10.212.29.106

Delegation

Give my private access to: [Dropdown] From: [Field] To: [Field] +

Give my approval workflow tasks to: [Dropdown] From: [Field] To: [Field] +

Organisations/Commodities

Organization Perimeter

6 value(s) selected

- ☒ Organizational hierarchy
 - ☒ eVA-Wide
- ☒ Geographical hierarchy
 - ☒ eVA-Wide
- ☒ Legal hierarchy
 - ☒ eVA-Wide

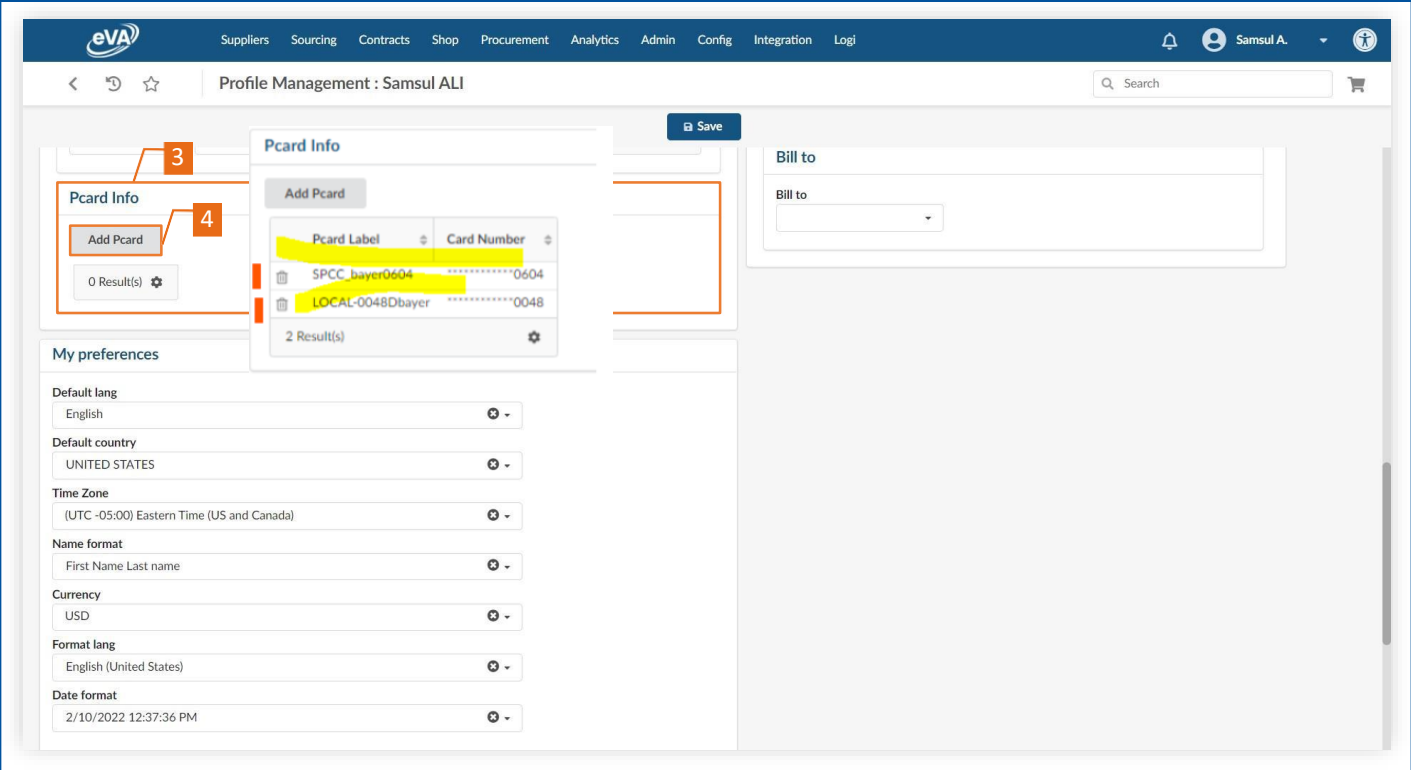
Commodity Perimeter

2 value(s) selected

- ☒ GDS - Goods
- ☒ SVC - Services

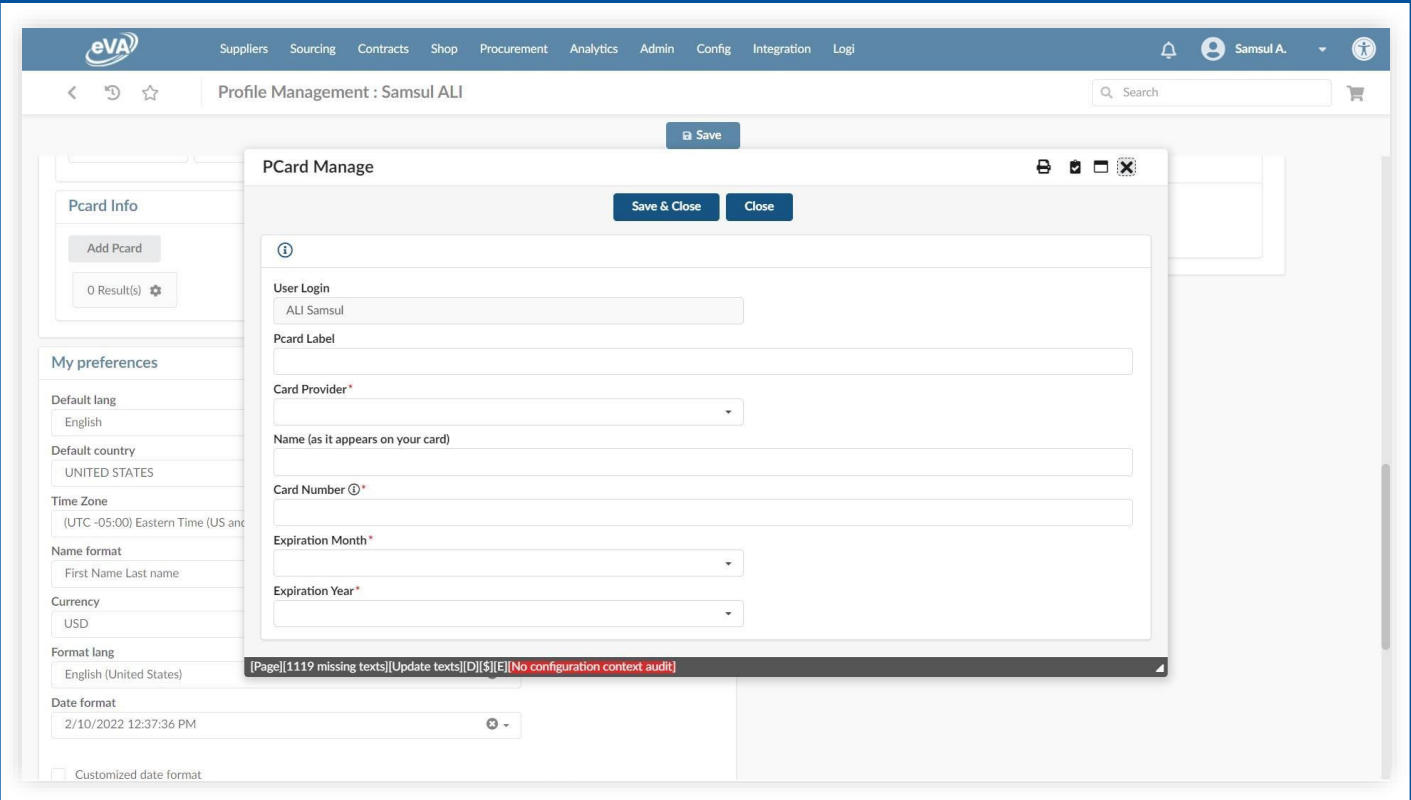
Approval Escalation

3. Go to the **Pcard Info** section under **My Profile**.
4. Select the trash can icon to delete the all existing Pcard(s). You will need to enter your Pcard(s) based on the procedures below.



The **Pcard Manage** page displays.

*Please note that your name appears by default in the **User Login** field.*



5. Enter a **Pcard Label** *** see instructions below***
6. Select the **Card Provider** of the credit card associated with the Pcard from the drop-down list.
7. Enter your **Name (as it appears on your card)**.
8. Enter **Card Number**.
9. Select the credit card **Expiration Month** from the drop-down list.
10. Select the credit card **Expiration Year** from the drop-down list.
11. Click **Save & Close**.

The screenshot displays the 'Pcard Manage' interface within the EVA system. The main form area is titled 'Pcard Manage' and includes a 'Save' button at the top right. Below the title bar, there are 'Save & Close' and 'Close' buttons. The form contains several input fields: 'User Login' (ALI Samsul), 'Pcard Label', 'Card Provider*' (dropdown), 'Name (as it appears on your card)', 'Card Number' (with a help icon), 'Expiration Month*' (dropdown), and 'Expiration Year*' (dropdown). There are orange callout boxes with numbers 5 through 11 pointing to various elements: 5 points to the 'Pcard Label' field, 6 points to the 'Card Provider*' dropdown, 7 points to the 'Name' field, 8 points to the 'Card Number' field, 9 points to the 'Expiration Month*' dropdown, 10 points to the 'Expiration Year*' dropdown, and 11 points to the 'Save & Close' button. On the left side, there is a 'Pcard Info' section with 'Add Pcard' and '0 Result(s)' buttons, and a 'My preferences' section with 'Default lang' (English), 'Default country' (UNITED STATES), 'Time Zone' (UTC -05:00), 'Name format' (First Name Last name), 'Currency' (USD), 'Format lang' (English), and 'Date format' (2/10/2022 12:37:36 PM). At the bottom, there is a status bar with the text '[Page]1119 missing texts[Update texts][D][\$][E]No configuration context audit'.

***** Pcard Label Instructions***** *use the information below to enter your pcard label*

SPCC: username or net ID + last 4 of Pcard number (ie. esmith9999)

Local Card: username or net ID + last 4 of Pcard number + Local (ie. esmith9999Local)

Gold Card: username or net ID + last 4 of Pcard number + Gold (ie. esmith9999Gold)

* If you have a number included in your Net ID (ie. esmith2) your pcard label will be: emsith29999

12. To reflect the card on **Profile Management** page, select **Save**.

The screenshot shows the EVA Profile Management interface. At the top, there's a navigation bar with the EVA logo and links for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, and Logi. A user profile icon for 'Samsul A.' is also present. Below the navigation bar, the breadcrumb trail reads 'Profile Management : Samsul ALI'. On the right side of this header, there are icons for search, a shopping cart, and a notification bell. The main content area has a blue 'Save' button highlighted with a red box and a red callout bubble containing the number '12'. Below the 'Save' button, a yellow warning banner states: 'There is a discrepancy between your time zone ((UTC-05:00) Eastern Time (US & Canada)) and your browser offset (330 minutes).' The left sidebar contains two sections: 'Accessibility Settings' with three checkboxes ('Accessibility mode', 'Display passive notifications on pages', and 'Display the contrast settings button in header') and 'Identity' with input fields for Title, First Name*, and Last Name*. The main panel displays 'Delegation' settings with two rows of controls for granting private access or approval workflow tasks to other users, each featuring a dropdown menu, date pickers for 'From' and 'To', and a '+' button. At the bottom, there's a section for 'Organisations/Commodities' with tabs for 'Organization Perimeter' and 'Commodity Perimeter'.

To view this Pcard:

13. Go back to the **Pcard Info** section. The card number here will always be masked, displaying only the last four digits.

14. Click the **Delete** (trash can) icons, if required.

Once saved to your user profile, the Pcard will be instantly available for a transaction.

The screenshot shows the 'Profile Management : Samsul ALI' page. It includes sections for Address Line 1, Address Line 2, Zip Code, City, Country, and State/Province. The 'Pcard Info' section shows a table with one Pcard: 'Commodities Pcard' with a masked Card Number '*****1890'. Callout 13 points to the Card Number field, and callout 14 points to the delete icon. The 'My preferences' section shows settings for Default lang (English), Default country (UNITED STATES), Time Zone (UTC -05:00 Eastern Time (US and Canada)), and Name format (First Name Last name).

To use the new Pcard for a transaction:

15. Select the **Pcard** tab, on the requisition page.

16. Select the required Pcard from the **Select Applicable Pcard** drop-down list.

Please note, the list excludes cards in 'Delete' status.

17. Click Save.

The screenshot shows the 'Requisition: REQ003804 - Req. 2/10/2022 (In progress)' page. The 'Pcard' tab is selected in the left sidebar (callout 15). The 'Select Applicable Pcard' drop-down list shows 'Commodities Pcard' (callout 16). The 'Save' button is highlighted (callout 17). Other buttons visible include 'Reject', 'Approve', '<< Back to Catalog', 'Reset Allocations', 'Create Solicitation', and 'Other Actions'.