

eVA PCard Update



Objective & Agenda



Objective: Provide an overview of eVA functionality, including existing and future enhancements, that support the use and approval of PCards.

Agenda:

- Brief eVA Program Overview
- Metrics
- Existing PCard Functional Review
- Upcoming Enhancements
- Q&A

What is eVA?



- **eVA is Virginia's online, enterprise, electronic procurement system**
- **eVA allows state agencies, colleges, universities, and many local governments, to conduct all purchasing and sourcing activities for goods and services.**
- **Delivered to Virginia via a Software as a Service (SaaS) model**
- **Delivers 'best of breed' tools to meet procurement needs**

eVA Program Objectives



- **Single, Electronic Portal for Public Bodies and Suppliers**
- **Improve Procurement Process Efficiency**
- **Eliminate Redundant Procurement Systems and Manual Processes**
- **Leverage Buying Power**
- **Achieve Procure to Pay Transparency and Accountability**

Using eVA Today



Government

- 245 Agencies/Colleges/Universities
- 950+ Local Government Orgs
- 11,500+ Users
- ~44 different ERP/Financial Systems
- ~700,000 Purchase Orders per FY
- ~\$7.5 billion annual spend

Suppliers

- 95,000+ Registered Suppliers
- Single Data repository for business specific information
- Integrated with SWaM Certification System
- ~14,000 Solicitations per FY
- 60 Million Email notices of Business Opportunities annually

Metrics



Purchase Orders - All			
Fiscal Year 2018		Fiscal Year 2019 (to date)	
Count	Dollars	Count	Dollars
639,478	\$7.9 billion	428,955	\$4.9 billion

Purchase Orders - PCard			
Fiscal Year 2018		Fiscal Year 2019 (to date)	
Count	Dollars	Count	Dollars
185,441	\$ 198.4 million	119,272	\$108.4 million
29%	3%	28%	2%

PCard Functionality in eVA



- **Requisition Approver – ‘Assign’ PCard**

Approver Selects PCard



PR632259: Work Supplies

Review your requisition and make changes as necessary. When you have finished, save the request.

Summary

Approval Flow

Client Name:	P194DPSMINIMUM - eVA Test Team
Title:	* Work Supplies
On Behalf Of:	<u>Brittingham, Jessica</u> ▼
Use PCard:	<input checked="" type="checkbox"/>
PCard number:	ShanesVisa3997 ▼
Entity Code:	P104- ▼

Can Re-Fire Workflow



ERP Requisition Number:

Accounting Summary:

[View Accounting Information](#)

Re-fire approval workflow after edit:



My Labels: [i](#) [Apply Label...](#)

Line Items (1)

<input checked="" type="checkbox"/>	No.	Type	Solicit	Description
<input checked="" type="checkbox"/>	1		<input type="checkbox"/>	Bleach, Household

PCard Functionality in eVA



- Requisition Approver – ‘Assign’ Pcard
- **Pcard Override Approval Rule**

Approval Overrides in eVA



Override Rule Name	Description
ContractApprovalOverride	Removes designated approvers from the workflow when a complete or partial contract number, specified on the rule, is populated in the Contract field on <i>each</i> line item of the requisition.
PcardApprovalOverride	Removes designated approvers from the workflow when a PCard is used for the purchase.
ConfirmingOrderOverride	Removes designated approvers from the workflow when the Confirming Order check box on the requisition is checked (equals <i>True</i>).
VendorOverride	Removes designated approvers from the workflow when the vendor's VCUST (eVA ID) is specified on the rule and that vendor appears on <i>each</i> line of the requisition.

PCard Override Business Case



Remove Account Line Approver when:

- PCard is used
- Requisition does not exceed \$12,000
- User ID = aharris
- BSO (dept/div) = A136-CentralBuyers

PCard Functionality in eVA



- Requisition Approver – ‘Assign’ Pcard
- Pcard Override Approval Rule
- **PCard Reconciliation Reports**

PCard Functionality in eVA



- **PCard User Assignment – Report #500**
- **Purchase Card Statement Report – Report #502**
- **Purchase Card Log Report – Report #504**
- **Purchase Card Log Report – Entity – Report #505**
- **Purchase Card St'ment Report – Entity – Report #506**

PCard Log Report



<u>PCard Last 4 Digits</u>	<u>Post Date</u>	<u>Purchase Date</u>	<u>Fund</u>	<u>Account</u>	<u>Cost Center</u>	<u>Statement Debit Amount</u>	<u>Description</u>	<u>Vendor Name</u>	<u>SWAM</u>	<u>Agency Log or eVA PO#</u>	<u>PO Line #</u>	<u>eVA Total Received Amount</u>
6467	1/16/2019	1/14/2019				\$471.00	Electrical Parts and Equipment	AGILENT TECHNOLOGIES		PCO2361611		\$404.00
6467	1/16/2019	1/14/2019				\$471.00	Electrical Parts and Equipment	AGILENT TECHNOLOGIES		PCO2361611		\$404.00
6467	1/16/2019	1/14/2019	0501	134100	260	\$616.96	FS: BTL N/M 1 OZ PP 1000/CS	COLONIAL SCIENTIFIC	S	PCO2338008	1	\$5,238.84
6467	1/16/2019	1/14/2019	0501	134100	260	\$616.96	FS: BTL N/M 1 OZ PP 1000/CS	COLONIAL SCIENTIFIC	S	PCO2338008	1	\$5,238.84
6467	1/16/2019	1/14/2019	0501	134100	260	\$298.51	Tubes, Centrifuge, Thermo Scientific, Nunc, Conical, Polypropylene, Sterile, Larger writing area, Non-pyrogenic, Non-cytotoxic, Rnase-Dnase free, 50mL, case of 500	COLONIAL SCIENTIFIC	S	PCO2333933	4	\$9,455.99
6467	1/16/2019	1/14/2019	0501	134100	260	\$298.51	Tubes, Centrifuge, Thermo Scientific, Nunc, Conical, Polypropylene, Sterile, Larger writing area, Non-pyrogenic, Non-cytotoxic, Rnase-Dnase free, 50mL, case of 500	COLONIAL SCIENTIFIC	S	PCO2333933	4	\$9,455.99
6467	1/16/2019	1/14/2019				\$660.98	Testing Laboratories (non-medical)	COLONIAL SCIENTIFIC	S	PCO2334298		\$7,233.12
6467	1/16/2019	1/14/2019				\$660.98	Testing Laboratories (non-medical)	COLONIAL SCIENTIFIC	S	PCO2334298		\$7,233.12
6467	1/16/2019	1/15/2019	1000	134100	202	\$15.93	TK25013273T Respirator Wipes Solution Type Alcohol Size 8 In. x 5 In. Package Quantity 100	GRAINGER		PCO2362505	1	\$15.93
6467	1/16/2019	1/15/2019	1000	134100	202	\$15.93	TK25013273T Respirator Wipes Solution Type Alcohol Size 8 In. x 5 In. Package Quantity 100	GRAINGER		PCO2362505	1	\$15.93

PCard Statement Report



<u>PCard Last 4 Digits</u>	<u>Post Date</u>	<u>Transaction Date</u>	<u>Reference Number</u>	<u>MCC</u>	<u>Charge</u>	<u>Credit</u>	<u>eVA PO Total Cost</u>	<u>eVA PO Total Cost - Debit + Credit</u>	<u>eVA Total Received Amount</u>	<u>Original PO Number</u>	<u>eVA Requisition Number</u>	<u>Vendor Name</u> <small>(Click for Details where applicable)</small>
6467	1/16/2019	1/14/2019	24121579015910141975227	5065	\$471.00	\$0.00	\$404.00	-\$67.00	\$404.00	PCO2361611	PR8436696	AGILENT TECHNOLOGIES
6467	1/16/2019	1/14/2019	24736939015001970036738	8734	\$616.96	\$0.00	\$5,238.84	\$4,621.88	\$5,238.84	PCO2338008	PR8363994	COLONIAL SCIENTIFIC
6467	1/16/2019	1/14/2019	24736939015001970036746	8734	\$298.51	\$0.00	\$9,805.33	\$9,506.82	\$9,455.99	PCO2333933	PR8352945	COLONIAL SCIENTIFIC
6467	1/16/2019	1/14/2019	24736939015001970036753	8734	\$660.98	\$0.00	\$8,582.71	\$7,921.73	\$7,233.12	PCO2334298	PR8341233	COLONIAL SCIENTIFIC
6467	1/16/2019	1/15/2019	24755429016120162503318	5085	\$15.93	\$0.00	\$15.93	\$0.00	\$15.93	PCO2362505	PR8442382	GRAINGER
6467	1/17/2019	1/15/2019	24071059016627121497533	8099	\$505.83	\$0.00						QUIDEL CORPORATION
6467	1/17/2019	1/15/2019	24639239016900014706598	5044	\$30.66	\$0.00						THE SUPPLY ROOM AOPD
6467	1/17/2019	1/15/2019	24744559016450500030981	5045	\$574.34	\$0.00	\$574.34	\$0.00		PCO2362253	PR8432908	SHI INTERNATIONAL CORP
6467	1/17/2019	1/16/2019	24055239016200488400371	5046	\$998.36	\$0.00	\$998.36	\$0.00		PCO2360232	PR8434826	GOVT SCIENTIFIC SOURCE
6467	1/17/2019	1/16/2019	24323009017034039528998	7399	\$290.00	\$0.00	\$290.00	\$0.00	\$290.00	PCO2362526	PR8442626	VIRGINIA INDUSTRIES FOR
6467	1/17/2019	1/17/2019	24692169017100067426580	5964	\$214.53	\$0.00	\$213.13	-\$1.40	\$213.13	PCO2363781	PR8447171	ULINE SHIP SUPPLIES

PCard Functionality in eVA



- Requisition Approver – ‘Assign’ Pcard
- Pcard Override Approval Rule
- PCard Reconciliation Reports
- **Vendor Portal**
 - **Purchase Order View**

Vendor Portal – PO View



Find Opportunities

My Business

VIBE

B2B Connect



Hi, John

Orders

A501_9334933_5_46

Amount: **\$75.00**

Issued by Virginia Department of Transportation

Issued to Vendor Location: DIVISION OF PURCHASES AND SUPPLY (E1171)

Issued Date: 2/7/19

Ordered by: Interface Vdotprd

CO_ASD_eVA_IVDOTPRD@VDOT.VIRGINIA.gov

P: n/a

[View Order](#)

EP2937584

Amount: **\$1,360.00**

Issued by Department of Juvenile Justice

Issued to Vendor Location: DIVISION OF PURCHASES AND SUPPLY (E1171)

Issued Date: 2/5/19

Ordered by: Cassandra Jackson

cassandra.jackson@djj.virginia.gov

P: 804-323-2691

[View Order](#)

PCO2370621

Amount: **\$75.00**

Vendor Portal – PO View



Order No. EP2937584

Issued on 02/05/2019
Created on 01/31/2019 by Jackson, Cassandra

eVA Req #: PR8471686

Supplier:
DPS - STATEWIDE CONTRACTS
1111 East Broad Street-9r1
Richmond VA, VA23219
US
Contact: Tom Gilbert
Registration Type: Self-Registered
SWaM:

Ordering Person:
Department of Juvenile Justice
Jackson, Cassandra
Phone: 804-323-2691
Email: cassandra.jackson@djj.virginia.gov

Ship To:
Bon Air JCC - Business Office
1601 Old Bon Air Road Complex Admin Services Blding-CAS
North Chesterfield, VA23235
US
Phone: 804-323-2565
Fax:

Bill To:
Bon Air Juvenile Correctional Center - Business Office
1601 Old Bon Air Rd
North Chesterfield, VA23235
US
Phone: 804-323-2691
Fax: 804-323-2014

Deliver To: Cassandra Jackson

Item	Vendor Part #	Line Description	Need By	Quantity	Unit of Measure	Unit Price	Extended Amount	Contract Number
1		VCO class and exam - C. Jackson		1	lump sum	\$1,360.00	\$1,360.00	
Total:							\$1,360.00	

PO Line Number Comments:

Attachments? No
Payment via Charge Card? No
Status: Received

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company approximately 60 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Unofficial Order: For view purposes only. If you receive electronic orders, log in to your Ariba Network account to view charge card payment information and attachments, which may include additional Terms & Conditions. If you do not receive electronic orders, please contact the Ordering Person on this PO if you need additional information.

PCard Functionality in eVA



- Requisition Approver – ‘Assign’ Pcard
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- PCard Reconciliation Reports
- Vendor Portal
 - Purchase Order View
 - **Virginia Information Business Exchange (VIBE)**

VIBE!!



Find Opportunities

My Business

VIBE

B2B Connect



Search :



Create your Ad

Create your Profile

Advanced Search

Clear All

TYPE

Advertisements	13
Profiles	265

POSITION TYPE

Contractor	129
Full-Time	41
Part-Time	3
Temporary	2
Internship	1
Seasonal	1

LOCATION

Richmond,VA	21
Alexandria,VA	12
Springfield,VA	11
Fredericksburg,VA	10
Virginia Beach,VA	10
Hampton,VA	9
Norfolk,VA	9

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Profile

M3 Global Solutions LLC



Prince George, VA 23875

M3 Global Solutions is a SWAM certified woman owned small business that focuses on program management and service delivery to federal, state, ...

Contact: Janelle McDowell [More Info](#)

jm@m3globalsolutions.com

8049432419

Other Full-Time Micro Small

Woman Owned Minority Owned eVA

2 days ago ID: 873

Advertisement

We Are Business Consultants/Strategist



Springfield, VA 22150

At Out Of Blocks LLC , we take a holistic, concierge-level approach that leverages technology and current trends, taking your business to the ne...

Contact: Jessica To-Alemanji [More Info](#)

jtoalemanji@outofblocks.com

17037052240

Other

2 days ago ID: 872

PCard Functional Enhancements



- **PCard Confirming Order Interface**
 - **Batch Interface to load PCard Confirming Orders into eVA from BOA Works**
 - **ELIMINATE DOUBLE KEYING!**
 - **Late Summer 2019**

PCard Functional Enhancements



- **Buyer Portal**
 - **Entity Dashboard**

Buyer Portal – Entity Dashboard



Go To ▾ Dashboards ▾

[Help](#) [Preferences](#) [Logout](#)

Average PR approval time

8 hours 52 minutes



Order \$ to SWaM Businesses

\$8,064,650.09 (7%)



Total Order \$

\$117,419,455.00

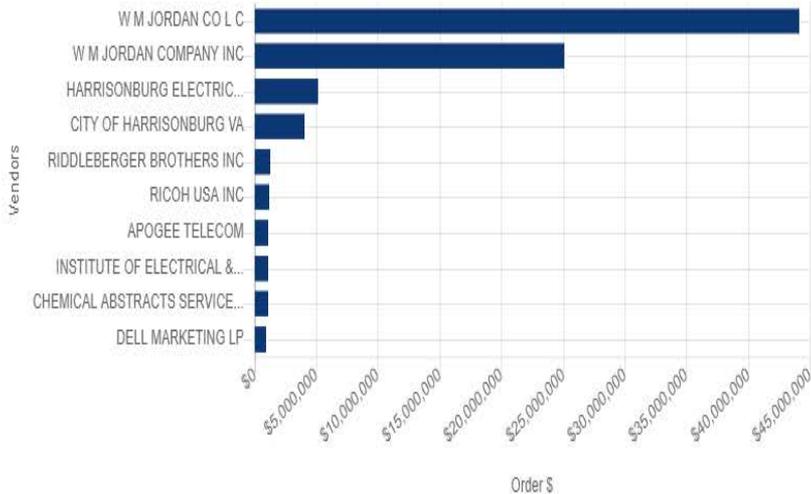


eVA Fees for Unregistered and State Entered Vendors

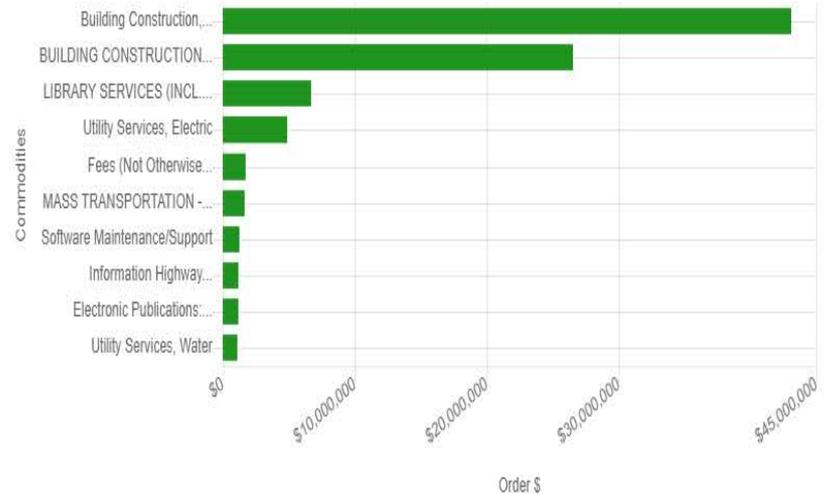
\$14,836.09



Top Vendors



Top Commodities



PCard Functional Enhancements



- **Buyer Portal**
 - **Entity Dashboard**
 - **Search – Contract/Purchase Order/Vendor**
 - **Take Action (Create/Copy/Print/Catalog Shop)**
- **Single Sign On (SSO) – COV Users**
- **Mass Edit Receiving**

Questions?



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Department of General Services
Division of Purchases & Supply

www.eva.virginia.gov