I. CHANGE-ORDERS

A. Changing a requisition

1. Prior to submitting for approval . . .
   a. Edit
   b. Submit

2. If submitted for approval, but not to vendor yet . . .
   a. Withdraw
   b. Edit
   c. Re-submit

B. Changing a purchase order

1. If P.O. already sent to vendor – must create change-order to edit
   a. Retrieve requisition from status folder
   b. Click on “change” button
   c. Version 2 (V2) of this requisition will open
   d. Edit
   e. Enter comments as needed
   f. Submit

II. PUNCHOUT CATALOGS

A. At “Swoosh” screen . . .

1. Click on “Explore”
2. Click on “Catalogs”
3. Click on “Punchout Catlogs”

B. At “Browse Catalog” screen . . .

1. Click on “Hide Details” to change to “Show Details”
2. Click on “Buy from Supplier”

C. At vendor’s website . . .

1. Add items to shopping cart
2. Checkout

D. At eVA requisition . . .

1. Items selected at punchout site will automatically carry over to eVA requisition
III. **SEARCHING CATALOGS**

A. At “Swoosh” screen . . .
   1. Click on “Explore”
   2. Click on “Catalogs”

B. Use advanced search option
   1. Select “entire catalog”
   2. Click on “Advanced”
   3. Use combination of search fields
      Ex: part # and supplier or contract and key term
   4. For contract items . . .
      a. Enter contract number
      b. Enter supplier part number (if available)

IV. **FAVORITES**

A. Use “Favorites” to earmark frequently purchased catalog items

B. “Favorites” always give you the most current catalog items and prices each time to match your search criteria.

C. To find the “Favorite” button – click on the underlined product description to display product details.

V. **SAVED SEARCHES**

A. Start at “Swoosh” screen

B. To create a search . . .
   1. Click on “Saved Searches”
   2. Click on “Create a New Search”
   3. “Create Search” screen will display the default search filters
   4. Change search filters by clicking on “Add/Remove Search Filters”

C. Can save or refine searches

D. Saved searches can be run whenever you want

E. Locate them under “Saved Searches”
VI. SYSTEM SEARCH
A. Start at “Swoosh” screen
B. Under “Explore”, select “System Searches” from list
C. Under “System Search Name”, select existing search
   or
D. Click “Create New Search”

VII. REPORTS
A. On “Swoosh” screen . . .
   1. Click on “Standard Reports” and select
   2. Reports may be saved
B. At eVA Knowledge Center . . .
   1. Click on “Reports and Documents”
   2. Explore

VIII. VENDOR SEARCHES
A. By commodity code
B. By SWAM (small, women-owned, and minority) businesses

IX. QUICK QUOTE
A. At eVA Knowledge Center - click on “Quick Quote”
B. Click on “Create Request”
C. On Request Header Information screen . . .
   1. Enter title
   2. Enter close date and time
   3. Select bid valid limit
   4. Select service area
   5. Select award method
   6. Enter comment, if desired
   7. Add attachment, if desired
D. On Request Item screen . . .
1. Enter lot number
2. Enter item number
3. Enter description
4. Enter quantity
5. Enter unit of measure
6. Enter NIGP Code
7. Enter need-by date
8. Enter “ship to” information
9. Enter comment, if desired
10. Add attachment, if desired
11. Click on “Save Item”

E. On Vendor List screen . . .
1. Premium vendors will be shown – cannot deselect
2. Basic vendors shown – may deselect, if desired
3. Ad Hoc vendors – may add vendors, if desired

F. On Vendor Notification screen . . .
1. Can view notification methods
2. Can view vendors who must be notified by buyer

G. On Request Review screen . . .
1. Proof before submitting

H. View responses received
1. Click on “Current Request List”
2. Click on “Evaluate” under “Responses”
3. Click on response link to view response summary

I. Award and create requisition from evaluation

J. Retrieve requisition from composing and complete it