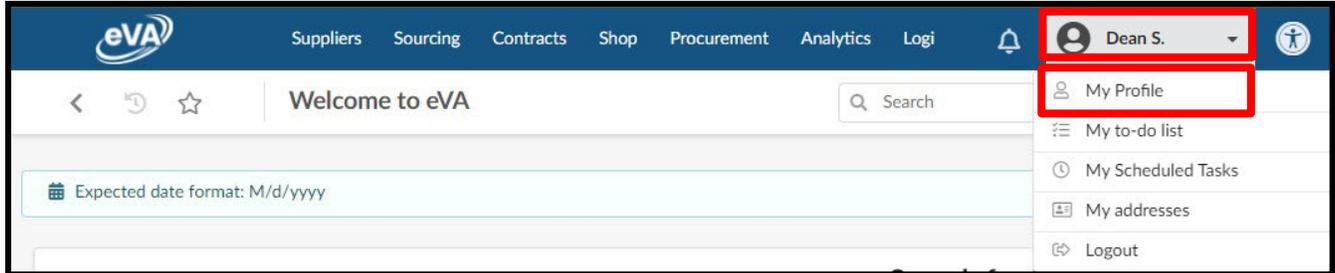


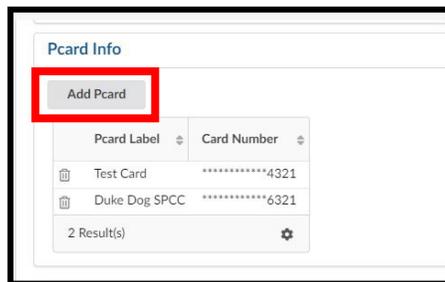
# Entering PCard in eVA

## How to load your SPCC to eVA

1. Click the **YOUR NAME Icon** and in the dropdown menu, click **My Profile**



2. From the Profile Management page, scroll down the Pcard Info section, click **Add Pcard**



- The PCard Manage pop-up window will display. Enter all the details as appropriate.
  - PCard Label – This is how the SPCC will be displayed (*Formerly PCard Alias*)
  - Card Provider – Click in the field and select **Visa**
  - Name – Enter how your name appears on your SPCC
  - Card Number – Enter the card number as it appears on your SPCC (without any spaces)
  - Expiration Month – Enter the card's expiration month
  - Expiration Year - Enter the card's expiration year

The screenshot shows the 'PCard Manage' form. At the top right are 'Save & Close' and 'Close' buttons. Below them is a message: 'Fields marked by an asterisk \* are mandatory'. The form contains several fields: 'User Login' (STUBBS Dean), 'PCard Label' (1234 Training SPCC), 'Card Provider\*' (Visa), 'Name (as it appears on your card)' (Duke J Dog), 'Card Number\*' (1234123412341234), 'Expiration Month\*' (June), and 'Expiration Year\*' (2023). A red rectangular box highlights the PCard Label, Card Provider, Name, Card Number, Expiration Month, and Expiration Year fields.

- At the top of the Pcard Manage pop-up window, click **Save & Close**

This screenshot is a close-up of the top right corner of the 'PCard Manage' form. It shows the 'Save & Close' and 'Close' buttons. A red rectangular box highlights the 'Save & Close' button.

- Your SPCC will now be available for use on requisitions immediately. You may need to refresh the Profile Management page to see the card you just added.

### How to add or remove a SPCC onto a requisition

One notable change is that using a Pcard on a requisition takes extra steps. It is no longer defaulted to be used, and it is not located on the header.

- On the left-hand side of the requisition screen, click the Pcard icon

The screenshot shows the eVA requisition form for REQ002155. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop', and 'Pr'. The breadcrumb trail is 'Requisition: REQ002155 - Example-'. Below the breadcrumb are buttons for 'Save', 'Submit for Approval', and '<< Back to Catalog'. A sidebar on the left contains icons for 'i', a thumbs up, a checkmark, and a menu icon (highlighted with a red box). The main content area has a message: 'Fields marked by an asterisk \* are mandatory'. The 'Header' section contains the following fields:

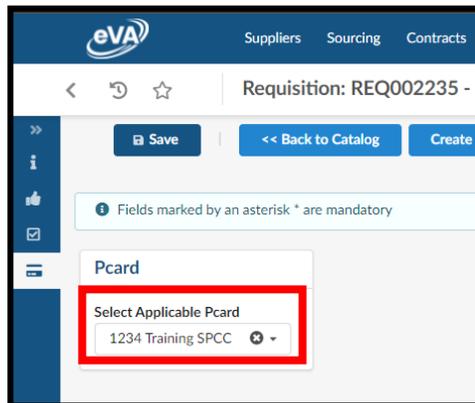
- Name\*: Example- SPCC Requisition - On Behalf Of SPCC
- Type\*: Purchase (dropdown arrow)
- Requester\*: Stubbs Dean (dropdown arrow)

- From the Pcard tab, select the dropdown arrow for **Select Applicable Pcard**. Select the appropriate SPCC for the requisition, then click **Save**.

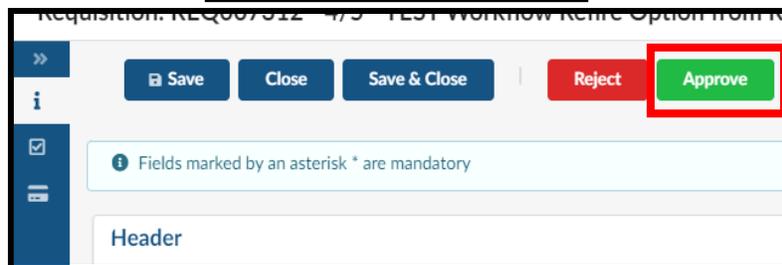
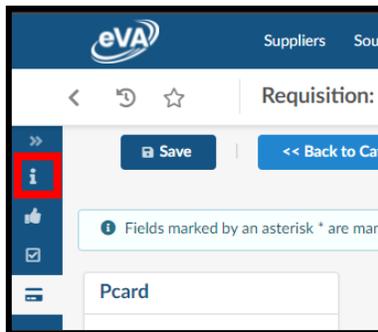
The screenshot shows the eVA requisition form for REQ002235. The breadcrumb trail is 'Requisition: REQ002235 - Example-'. Below the breadcrumb are buttons for 'Save', '<< Back to Catalog', and 'Create Solicitation'. The sidebar on the left contains icons for 'i', a thumbs up, a checkmark, and a menu icon. The main content area has a message: 'Fields marked by an asterisk \* are mandatory'. The 'Pcard' section contains the following field:

- Select Applicable Pcard: A dropdown menu with a red box around the arrow. The dropdown list is open, showing options: '1234 Training SPCC', 'Duke Dog SPCC', 'New Test CCard', and 'Test Card'. A red box highlights the entire dropdown list. Below the list is a 'See All' link.

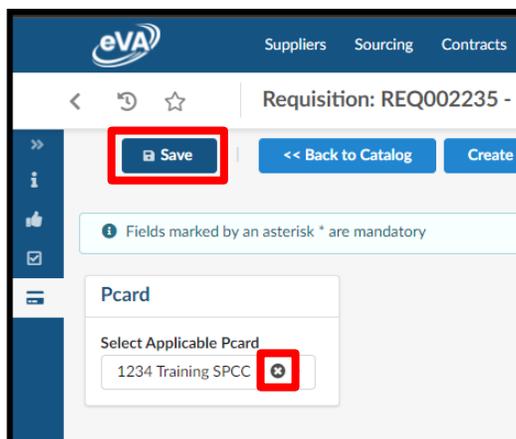
3. Once the selected SPCC is listed under **Select Applicable Pcard**, after the requisition is fully approved, it will generate a PCO. If the supplier accepts electronic orders and Pcards, the selected SPCC will be visible to the supplier in their eVA account.



- o If you are adding your SPCC onto a requisition as part of an ad hoc approval process, click the **i** icon and then click **Approve** to move the REQ forward in the approval flow



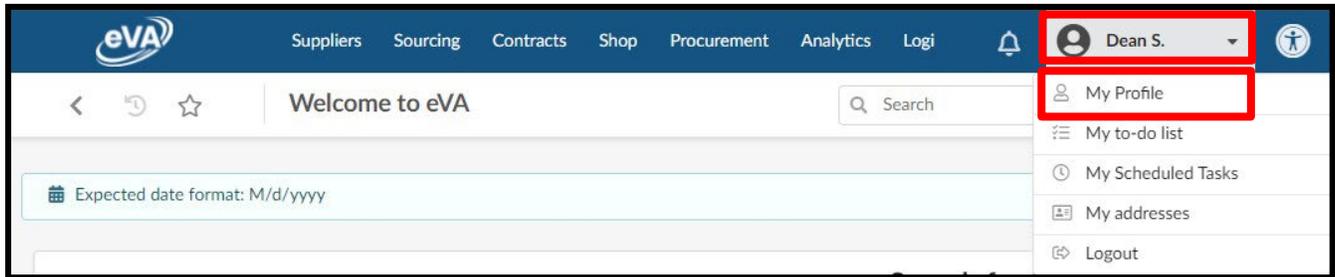
4. If you need to remove the SPCC from a requisition, click the X icon next to the selected Pcard Label, and then, click **Save**



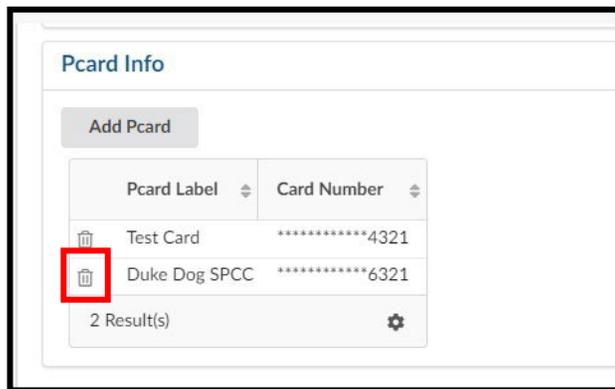
## How to update and remove your SPCC

After you have added your SPCC into eVA there is no longer a way to edit the information, such as the expiration date. You will need to delete the existing card and re-add it.

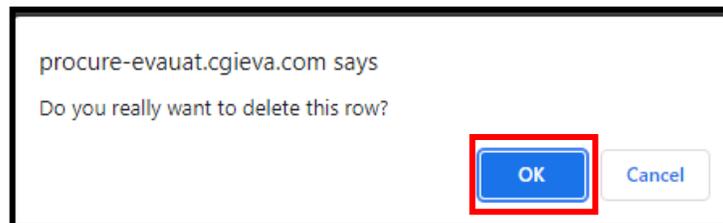
1. Click the **YOUR NAME Icon** and in the dropdown menu, click **My Profile**



2. From the Profile Management page, scroll down the Pcard Info section, click the **Trashcan icon** next to the Pcard label of the card you want to remove.



3. A confirmation pop-up window will display. Select **OK** to delete the card. The card will be deleted immediately.



4. If you needed to update the card you just deleted, you can now re-add the card. [See How to load your SPCC to eVA](#) for the process.

**Questions: Call the eVA Help Line at 8-4382.**