Quick Approval

1. Receive email notification from PROD Ariba <noreturn.emall@dgs.virginia.gov>, click “open” link and enter eVA user name and password.
2. Select eMall at top left.
3. In the “To Do” window, locate the requisition and select the “ID” or “Title” to review requisition details.
4. Select approve or deny (as appropriate) at the top middle of the screen.
5. Select “OK” to confirm approval or denial.

Additional Approval Options:

A. Select “Approve” under “Required Actions”
   - Select approve or deny on the following screen
   -OR-

B. Select “View List” to access the “Approve” dropdown menu
   - On the following screen, select the requisitions you wish to approve or deny and select the appropriate action

A. Add “Comments”
-OR-
B. Archive and label that transactions by click on the “Archive items to label” drop down menu.

For assistance with eVA please contact the eVA Administrator at evaadmin@gmu.edu or call Ext. 3-2580. Additional quick guides and references for eVA may be found online at https://fiscal.gmu.edu/training/obtain-training-materials/.