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.

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

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- 3. Go to the **Pcard Info** section under **My Profile**.
- 4. Click Add Pcard.

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The **PCard Manage** page displays.

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

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- 5. Enter a **Pcard Label**.
- 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.

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

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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.

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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.

