

Entering Foreign Vendors in the eVA eMall

Since address nomenclature is different for foreign addresses, these instructions are to be followed for entering foreign vendor information.

Non-catalog item - NEW supplier entry

1. Enter the full company name in the Supplier Name field and click the SAVE button.

2. When the below screen appears, choose the SELECT button.

Choose Value for Supplier

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page.

Field: Supplier Name

Supplier Name	Small Business	Minority Owned Business	Woman Owned Business	Action
Huy Stienwald	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Select"/>
(no value)				<input type="button" value="Select"/> Select this value

3. When the following screen appears, click the SELECT link next to the Contact field:

Add Non-Catalog Item

Full Description:

*Commodity Code: Industrial refrigerators, Walk in refrigerators... Supplier Auxiliary Part ID:

*Supplier: Huy Stienwald Quantity:

*Contact: (no value) [select] Unit of Measure: each

Supplier Part Number: Price: \$0.00000USI

Contract #: Amount: \$0.00000USD

* indicates required field

4. When the new contact screen displays, enter all company information, as shown:

- Enter the City as instructed below.
- Enter ** in the STATE field
- Click the down arrow in the COUNTRY field and select OTHER.

Create Custom Contact

Name: Huy Enterprises

Street: 91-394-G Takoo Fesdo

City: Sakyo-ku, Kyota

State: **

ID: AD1783

Postal Code: 606-8602

Country: United States

Contact: United States

E-mail: -----

Phone: -----

Fax: -----

Tax Id Number: -----

Preferred Ordering Method: Print

To indicate a locale other than state (e.g. province), enter a comma and a space after the city in the CITY field and type the appropriate name, as shown here

5. Enter the appropriate country name and click SEARCH button. When it displays, click the applicable SELECT button.

Address: https://buys-www-15.buysense.com:1443/Buyer/Main/aw?awsr=27w&awr=z

Preferences Toggle Tips Toggle Currency

Choose Value for Country

Field: Name

Page 1

Name	Action
Afghanistan	<input type="button" value="Select"/>
Albania	<input type="button" value="Select"/>
Algeria	<input type="button" value="Select"/>
American Samoa	<input type="button" value="Select"/>
Andorra	<input type="button" value="Select"/>
Angola	<input type="button" value="Select"/>
Anguilla	<input type="button" value="Select"/>
Antarctica	<input type="button" value="Select"/>
Antigua and Barbuda	<input type="button" value="Select"/>
Argentina	<input type="button" value="Select"/>
Armenia	<input type="button" value="Select"/>
Aruba	<input type="button" value="Select"/>
Australia	<input type="button" value="Select"/>
Austria	<input type="button" value="Select"/>

6. When the country name appears, click the SELECT button.

Preferences Toggle Tips Toggle Currency

Choose Value for Country

Field: Name

Name	Action
Singapore	<input type="button" value="Select"/>

7. Complete remaining fields and click the SAVE button:

eVA Preferences Toggle Tips Toggle Currency Home Help Logout

Create Custom Contact

Name:

Street:

City:

State:

ID:

Postal Code:

Country:

Contact:

E-mail:

Phone:

Fax:

Tax Id Number:

Preferred Ordering Method:

No spaces, hyphens, etc in Phone field

All 9's for TAX ID unless a valid TIN can be found

8. When the new contact info appears, click the SELECT button.



Once submitted, you will be able to view your requisition to ensure the address is formatted properly:

