



New Vendor Registration Guide

Three important tips for your eVA registration

1. **Registration Level** – Premium registration allows vendors to be notified of ALL opportunities, via email or fax, that match the service area and commodity codes in their accounts. **Not being registered at the Premium level could cause your company to miss business opportunities.**
2. **Service Area** – Buyers are only able to select one service area when sending opportunities. For this reason, it is best for vendors to choose *Statewide (Area 10)* as their service area during registration.
3. **Commodity Codes** – You will be asked to categorize your products or services according to a system known as “NIGP Commodity Codes.” These numeric codes tell eVA buyers what you sell. You will be notified of bid opportunities according to the commodity codes posted in your eVA vendor account. **Not having the right commodity codes can cause your company to miss out on business.**
 - *Before starting your registration, click the “NIGP Code Look Up” link on the left hand menu of the eVA home page. Find as many Commodity Codes as possible that match the goods and/or services your company offers. There is a keyword search on this page, as well as a link to download the book as a PDF file. When using the keyword search, use general words in the singular form (i.e. computer vs. computers) to return more codes from your search.*

Registration Checklist

1. **Company name** – Be sure to list a company legal name that buyers will easily recognize.
2. **Federal Tax Identification Number (TIN)** – The 9 digit TIN or Social Security number that identifies your organization.
3. **DUNS number** – Required for e-commerce. This free 9 digit number is issued by Dun & Bradstreet and identifies unique locations within a given company. You can get this number at <http://fedgov.dnb.com/webform> or **1-866-705-5711**.
4. **Addresses and Contact information** – You will need street and/or PO box addresses, phone and fax numbers, and email addresses for orders, bills, solicitations (business opportunities), and the registration administrator (person that will update and maintain your eVA account).
5. **Commodity Codes** – Find as many commodity codes as possible that describe to buyers what your company sells by clicking the “NIGP Code Look Up” link on the left hand menu of the eVA home page. The Virginia Department of Business Assistance is great resource for help with commodity codes and general business assistance. Visit www.vdba.virginia.gov or call **1-866-248-8814** for more information.



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How to register

1. From the eVA Home Page, www.eva.virginia.gov, click the “**Sign-Up**” tab.
2. Click “**Register your company as a Vendor.**”
3. Review the “Preparing to Register section”, and then click “**eVA Online Registration.**”
4. Click the “**Register**” button on the right side of the page under “Guests”.
5. Review the **Registration Requirements**. Then click the “**Continue**” button.
6. Type your company's name and click search. If you were not previously registered, your company name will not appear and you should now click “**New Registration.**”

- *If your company name does appear, but not your specific location, search with the “**Headquarter Company**” name and then click on the “**Add a New Location**” link to the right.*
*NOTE: It is possible for eVA buyers to place orders with **more than one location**, within the same company. However, each ordering location requires its own **separate DUNS number**, but will be linked to the parent headquarters account.*

7. Review and accept the terms of the **Memorandum of Agreement**.
8. Complete the remaining steps being sure to complete the **required fields** indicated by a red asterisk (*).
 - *The eVA system will check for registration errors, indicated by a highlighted error notification message at the top of each page. Click “**Here**” in the notification to see the errors. Correct all errors before continuing.*
 - *If you are having trouble with your registration or have any other questions, please call eVA Customer Care at **1-866-289-7367** or send an email to eVACustomerCare@dgs.virginia.gov.*
 - *After submitting your registration, you will be presented with a username. You will login to your new eVA account with that username and the password you created during registration (both are CASE SENSITIVE). **Buyers will be able to see your company on eVA within 48 business hours.***
 - ***Ariba** is a separate system eVA uses to send electronic orders (email, electronic fax, CXML, or EDI). If you chose to receive orders **electronically** in Step 1 of your eVA registration, you will need to register with Ariba as well. You may do so by visiting <http://supplier.ariba.com>.*
 - *There is no charge to eVA vendors for an Ariba account. Please notify eVA Customer Care when you have completed both **eVA and Ariba** registrations by sending an email to: eVACustomerCare@dgs.virginia.gov.*

Electronic Purchasing For Virginia Government

The Commonwealth does purchasing through eVA, www.eva.virginia.gov, a dynamic government-to-business website that automates and streamlines Virginia's government purchasing. eVA is managed by the Commonwealth's eProcurement Bureau, part of the Division of Purchases and Supply, within the Department of General Services (DGS), www.dgs.virginia.gov. DGS establishes purchasing policies that support wise use of state funds, contributing to operational excellence statewide.

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