



eVA Vendor Account Maintenance Tips

If you have already registered your business on eVA, **but have not accessed your account lately, or if you are not receiving electronic notices of business opportunities**, you'll want to review your vendor account set up.

Access free and convenient vendor training from the eVA home page by clicking "eVA Training" on the left hand navigation bar. Then scroll down to the **Vendor Training On Demand** section.

To ensure eVA is providing you with the greatest access to **Virginia government business opportunities**, consider this valuable checklist:

Do you know your current eVA user name and password?

Use eVA's "password reset" tool, located under the vendor log in area on the eVA homepage, if you have forgotten your password and/or user name.

Have you verified your company's NIGP Commodity Codes?

Commodity Codes tell buyers what you sell. You will be notified of business opportunities according to your selected Commodity Codes. Review helpful tips on adding Commodity Codes in the **Vendor Training On Demand** section, "Adding Commodity Codes To Your Vendor Account."

Have you upgraded your "BASIC" registration level to PREMIUM?

"PREMIUM" guarantees receipt of email or fax bid notices. "BASIC" is reserved for companies wishing to limit email or fax contact.

Do you have the appropriate "service area" selected?

Buyers usually specify "statewide" when preparing bidder's lists. To assure maximum contact by the eVA system, set your service area to "10" or "statewide".

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eVA Vendor Account Maintenance Tips (Continued)

Have you updated your contact information, especially email and fax if you wish to receive electronic solicitations?

Your contact information appears in “Contacts”, “Address Information”, “User Information” and “Location Users.”

Have you selected “email” or “fax” as your “method of notification” for solicitations?

This setting is in the contact information section of your solicitation address screen. If you have selected “Postal Service” as your method of notification, you will not receive electronic bid notices.

Do you have an ARIBA account with current user name and password?

These are different from your eVA user name and password. ARIBA is the backbone software that enables eVA to send electronic purchase orders and lets vendors load electronic catalogs. You should log in to your ARIBA account regularly to make sure your orders are being sent to the right email address or fax number. To establish an ARIBA account or to contact ARIBA technical support, visit <https://supplier.ariba.com/>.

Have you selected “electronic” as your “preferred ordering method”?

This selection is made on the eVA location information screen. Selecting “US MAIL” creates more work for the buyer, who has to send orders by manual fax, rather than an automated “electronic” fax or email through ARIBA.

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 public funds, contributing to operational excellence statewide.

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