



## Becoming An eVA Vendor

eVA is Virginia's web-based purchasing system, which allows businesses a one-stop connection to business opportunities and related purchasing information for Commonwealth state and local governments. Businesses which sell to Virginia government are called "vendors." We invite you to join the eVA vendor community by registering your firm at [www.eva.virginia.gov](http://www.eva.virginia.gov). The following points are an introduction to the eVA vendor experience. Reviewing these prior to registration is recommended.

### What you will need

Tax ID number, DUNS number, company name, contact information (names, addresses, phone and fax numbers and email addresses), and commodity codes.

### Understanding eVA Registration And Transaction Fees

eVA is funded by annual vendor registration fees and order transaction fees collected from participating agencies and vendors. For current information on fees, from the center of the eVA home page, click "Billing Portal," then click "eVA Fee Schedule." Transaction fees are based on business type (SWaM) certifications.

### Memorandum Of Agreement

When registering your company with eVA, you will be asked to accept the terms of the eVA Memorandum Of Agreement. This agreement explains that eVA is a fee based system, and is mandatory for state agencies. By accepting the terms, you acknowledge that as an eVA vendor, you are liable for any order transaction fees, regardless of whether you receive orders within eVA, or from outside the eVA system.

### Doing Your Market Research: Free on eVA

Use eVA's "Who Is My Target Audience?" flyer to learn about your potential eVA customers. To access this flyer and other vendor help sheets, from [www.eva.virginia.gov](http://www.eva.virginia.gov), click "eVA Media Center" in the Quick Links on the center of the home page.

### Current Business Opportunities

From the center of the eVA homepage, select "Solicitations and Awards" to look at current opportunities. Notices posted here are generally over \$50,000.

### Statewide Contracts

Determine if a statewide contract exists for your product or service by clicking "State Contracts" in the center menu of the eVA home page. This easy-to-use search tool allows you to look at actual contracts and related documents.

### Setting Up Your Ariba Account

If you wish to receive your eVA orders electronically, you must also establish a separate Ariba account. This is free. Ariba is order notification software used to send electronic information to eVA vendors. From your established eVA account screen, click on the "Ariba" button on the upper right navigation bar. You will not be able to receive electronic purchase orders without an Ariba account.

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### Establishing A Vendor "Catalog"

This is an inventory of your products or services put into an Excel file, which is uploaded to the eVA site and becomes part of the buyer "e-Mall." Catalog creation is a time-intensive process and requires moderate technical expertise. It is recommended that vendors wait until they have established some experience with electronic commerce, before pursuing catalog development. From the center menu on the eVA homepage, click the "Vendor" tab. Then select "Creating Catalogs" for tools and information on how to establish a catalog.

### Get Your SWaM Certification

If you are a small, woman or minority-owned business (SWaM), obtain state certification through the Department of Minority Business Enterprise (DMBE) to be included in Virginia's diversity initiative. Visit [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov), for state guidelines and online applications for certification. There is no charge.

### Start Networking

The Virginia Department of Business Assistance (VDBA) conducts dozens of business networking events each year, with many focused on Virginia's SWaM initiative and learning to use eVA. VDBA also publishes invitations to supplier diversity events. Visit their website at [www.vdba.virginia.gov](http://www.vdba.virginia.gov), and click the "Events" tab to search their calendar of events.

## Need Help?

### eVA Customer Care

For help with eVA registration, live procurements, and other technical questions, contact eVA Customer Care at 1-866-289-7367 or [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov).

### Virginia Department of Business Assistance (VDBA)

VDBA offers help with eVA market research and business strategies for selling to the Commonwealth, and other valuable business assistance. For more information, contact their Virginia Business Information Center (VBIC) at 804-371-0438 or toll free at 1-866-248-8814 or [vbic@vdba.virginia.gov](mailto:vbic@vdba.virginia.gov).

### Virginia Department of Minority Business Enterprise (DMBE)

For questions about Virginia's supplier diversity program and SWaM certification, contact DMBE's Customer Care Specialist at 804.786.1718 or call the main number at 804.786-5560 and press option 1, "Certification Inquiries."

### Electronic Purchasing For Virginia Government

The Commonwealth does purchasing through eVA, [www.eva.virginia.gov](http://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](http://www.dgs.virginia.gov). DGS establishes purchasing policies that support wise use of state funds, contributing to operational excellence statewide.

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