



Shipping & Billing Address Ids for eVA buyers

To access this report where you can obtain eVA Agency Bill to and Ship to data please do the following:

1. Go to Vendors Reports & Resource Center and click Click Report 740 eVA Buyers Shipping and Billing Addresses
2. On the parameter page that launches you can setup the report to return the following data for a specific agency/entity or for all agencies:
3. Clients/Agencies Names And Descriptions
 - Active Bill To Addresses
 - Active Ship To Addresses
 - Inactive Bill To Addresses
 - Inactive Ship To Addresses
4. Click Run Report -

Choose one or multiple*
Entities:

| |
|--|
| A182 - Virginia Employment Commission |
| A191 - Workers Compensation Commission |
| A194 - Department of General Services |
| A199 - Department of Conservation and Recreation |
| A201 - Department of Education |

*To choose multiple, press and hold the Ctrl key while selecting each value

Select Address Type:

| |
|---------------------------------|
| --Please select Address Type-- |
| Active Bill To Addresses |
| Active Ship To Addresses |
| InActive Bill To Addresses |
| InActive Ship To Addresses |

Next Page

5. After the data results are returned click the “Excel, PDF or CSV” you will have the option to save the data to your computer.



740 - eVA Buyer Shipping and Billing Addresses

This report was run at 09/07/2011 09:34:23

User Selected/Entered Choices:

| | |
|---------------|--------------------------|
| Entity: | A194DGS |
| Address Type: | Active Bill To Addresses |

[PDF](#)
[Excel](#)
[CSV](#)

Trouble downloading? Click [here](#)

| Entity Name | Uniquename | Type | Name | Street | City | State | Zip | Country | Phone | Fax | Email | URL |
|-------------|------------|------|--|-------------------------|----------|-------|------------|---------|--------------|--------------|-------|-----|
| A194DGS | A19438 | B | EVA-Billing Exception | Same as Ship to Address | EVA | VA | 99999-9999 | US | | | | |
| A194DGS | A19418 | B | DGS - DEPARTMENT OF GENERAL SERVICES | P.O. Box 404 | Richmond | VA | 23218-0404 | US | 804-786-2076 | 804-371-8425 | | |
| A194DGS | A19419 | B | DGS - VIRGINIA DISTRIBUTION CENTER Billing | P.O. Box 99 | Sandston | VA | 23150-0099 | US | 804-328-3232 | 804-328-3222 | | |
| A194DGS | A19438 | B | DGS - Bureau of Facilities Management | 1308 East Grace Street | Richmond | VA | 23219 | US | 804-786-7260 | | | |
| A194DGS | A1943C | B | DGS - ZWCKE Building | 203 Governor Street | Richmond | VA | 23219 | US | | | | |
| A194DGS | A19435 | B | VDC care of DGS Fiscal | P. O. Box 404 | Richmond | VA | 23218-0404 | US | 804-786-2076 | 804-371-8425 | | |