



eVA is the Commonwealth of Virginia's Electronic Procurement System. This Procurement System allows us to process orders to you electronically. Electronic Order Routing is a fast and efficient method of delivering orders and is the preferred method of the Commonwealth.

The Commonwealth of Virginia uses the Ariba Network, an Internet based service, to transmit Purchase Orders to our Vendors. The orders will be issued to you through an electronic process to the eMail or Fax in the Ordering Address section of your eVA Account. There is NO additional cost to you or your business to implement this functionality.

Please follow these instructions to implement Electronic Order Routing. If you have questions, or need assistance, please contact eVA Customer Care at: Toll Free at 866-289-7367 or 804-371-2525

If you are registering a new eVA account and you are already registered with Ariba, under Order Delivery Options Select Electronic. Then select Yes and provide us with your Ariba Network ID and/or your DUNS Number.

A screenshot of the 'Order Delivery Options' section of the eVA registration form. The section is titled 'Order Delivery Options' with a dropdown arrow. It contains three main fields: 1. 'How do you want to get your Orders ?' with a dropdown menu set to 'Electronic'. 2. 'Do you have an Ariba Network account or DUNS Number ?' with a dropdown menu set to 'Yes'. 3. Two input fields: 'Ariba Network ID' containing 'AN0101111111' with a note ''AN' plus 11 digits', and 'DUNS Number' containing '123456789' with a note '9 digits (no dashes)'.

▼ Order Delivery Options

* How do you want to get your Orders ? : Electronic ▼

* Do you have an Ariba Network account or DUNS Number ? : Yes ▼

Ariba Network ID : AN0101111111 'AN' plus 11 digits

DUNS Number : 123456789 9 digits (no dashes)

If you are registering a new eVA account and do not have an Ariba account, under Order Delivery Options Select Electronic and choose either Email or Fax as your Delivery Method.

A screenshot of the 'Order Delivery Options' section of the eVA registration form. The section is titled 'Order Delivery Options' with a dropdown arrow. It contains three main fields: 1. 'How do you want to get your Orders ?' with a dropdown menu set to 'Electronic'. 2. 'Do you have an Ariba Network account or DUNS Number ?' with a dropdown menu set to 'No'. 3. 'Select Delivery Method' with a dropdown menu open, showing two options: 'Email (using Ordering Address email)' and 'Fax (using Ordering Address fax)'.

▼ Order Delivery Options

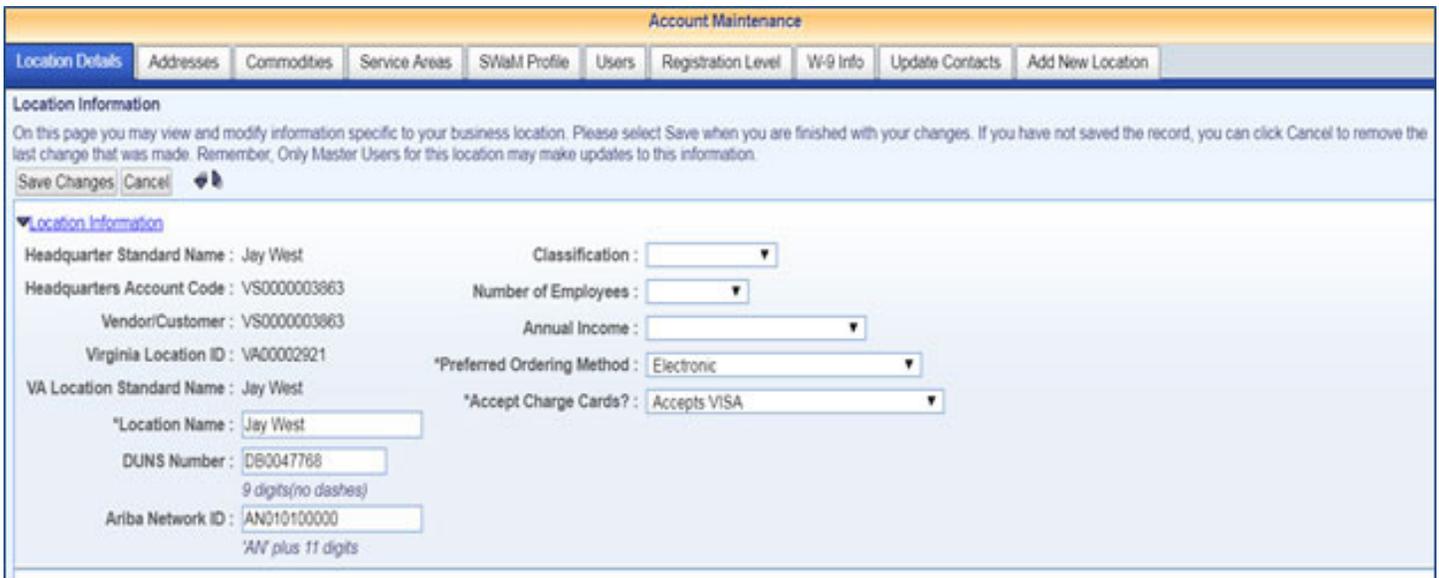
* How do you want to get your Orders ? : Electronic ▼

* Do you have an Ariba Network account or DUNS Number ? : No ▼

* Select Delivery Method :
▼
Email (using Ordering Address email)
Fax (using Ordering Address fax)

An Ariba Network Account will be established for you! Upon receipt of your first Electronic Order you will receive instructions on how to activate your new Ariba Network account and contact information should you need assistance.

If you are already registered with eVA just log into your account! If you have an Ariba account, under the Location Details of My Account choose Electronic as your Preferred Ordering Method. Provide us with your Ariba Network ID and/or your DUNS Number.



Account Maintenance

Location Details | Addresses | Commodities | Service Areas | SWaM Profile | Users | Registration Level | W-9 Info | Update Contacts | Add New Location

Location Information

On this page you may view and modify information specific to your business location. Please select Save when you are finished with your changes. If you have not saved the record, you can click Cancel to remove the last change that was made. Remember, Only Master Users for this location may make updates to this information.

Save Changes | Cancel

Location Information

Headquarter Standard Name : Jay West Classification :

Headquarters Account Code : VS0000003863 Number of Employees :

Vendor/Customer : VS0000003863 Annual Income :

Virginia Location ID : VA00002921 *Preferred Ordering Method : Electronic

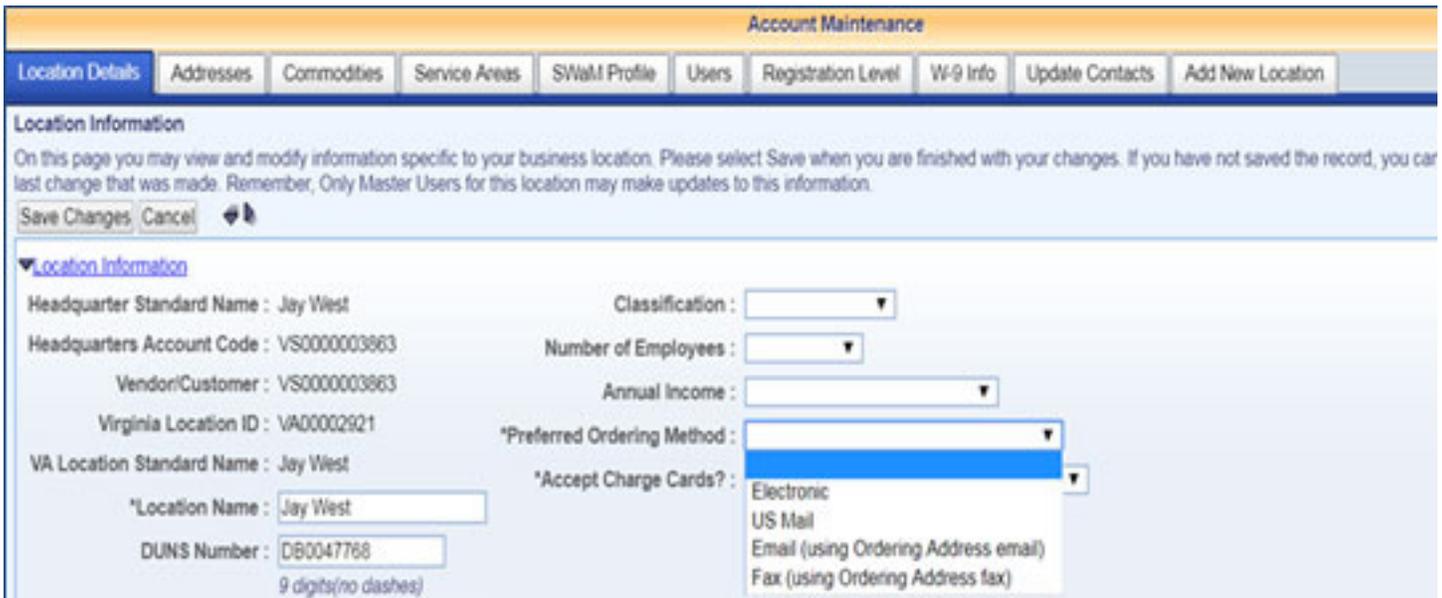
VA Location Standard Name : Jay West *Accept Charge Cards? : Accepts VISA

*Location Name :

DUNS Number :
9 digits(no dashes)

Ariba Network ID :
AN plus 11 digits

If you are already registered with eVA and do not have an Ariba account, just log into your account. Under the Location Details of My Account select Email or Fax as your Preferred Ordering Method.



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