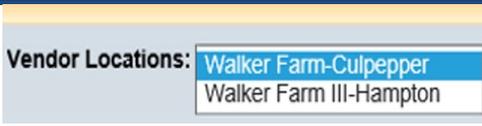




HOW TO ADD OR DELETE COMMODITY CODES

This is a reference to use when you need to add or delete Commodity Codes to your account through VSS Account Maintenance (Vendor Self Service.) Commodity Codes tell the Buyers of the Commonwealth what Goods/Services you provide and determine what solicitation notices you will receive.

You will need your User Name and Password. If you do not know the User Name/Password, select the Vendor Login link and use the *Forgot Username? Forgot Password?* Links.

Step 1	Log into your eVA account at www.eva.virginia.gov ; select Vendor Login	Enter your User Name and Password.
Step 2	Select the Profile  Icon	Select My Account.
Step 3	If you have multiple accounts, select the preferred account from the drop down menu in Vendor Locations.	
Step 4	Select the Commodities Tab. Begin typing a Commodity Code or a Description in the Search Here field. Options containing that information will be returned. Select the option that best fits your needs.	The Commodity Code Number and Description you selected will now appear in the Commodity Codes section.
Step 5	To Delete Commodities, simply check the box by the desired code; then select the Delete button above the column.	The Commodity Number and Description will no longer appear in the Commodity Codes section.

If you need any assistance or have any questions please contact:

Customer Care

Hours: 8:00AM – 4:45PM Monday-Friday

TOLL FREE: **866-289-7367**

OUTSIDE US: **804-371-2525**

EMAIL: eVACustomerCare@DGS.Virginia.gov