

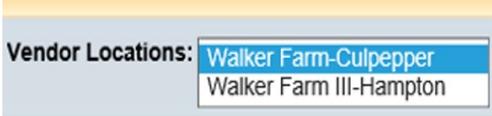


HOW TO RECEIVE FREE BID NOTIFICATIONS

This is a reference to use when you want view or update your Registration Level to Receive Free Bid Notifications through VSS Account Maintenance (Vendor Self Service.)

Commodity Codes tell the Buyers of the Commonwealth what Goods/Services you provide and what Free Bid Notices you and your designated users 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 Registration Level Tab. Under the Current Service Level Information Section select Send bid notices in the drop down menu of Registration Level.	Select Save Changes. Designated Users will now receive Free Bid Notifications for solicitations for commodity codes you have registered.

Tip! To determine which users will receive Free Bid Notifications refer to the document: ***HOW TO ADD USERS TO YOUR ACCOUNT AND HOW TO MANAGE USER PRIVILEGES***

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



Hours: 8:00AM – 4:45PM Monday-Friday

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

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

EMAIL: eVACustomerCare@DGS.Virginia.gov