Step by Step Vendor Registration Instructions

Start by clicking the Register Now link on the eVA website homepage (www.eVA.virginia.gov).

Registration Checklist

1. **Company name** – Be sure to list a name that buyers will easily recognize.

2. **Federal Tax Identification Number (TIN)** – The 9 digit TIN or Social Security number that identifies your organization.

3. **Addresses & Contact information**
   You will need street and/or PO box addresses, phone & fax numbers, and email addresses for orders, payments, bills, solicitations (business opportunities), and physical location.

4. **Commodity Codes** – Describes to buyers what your company sells. Use the NIGP Code Look Up link on the left hand menu of the eVA home page.
For a new registration, you will start the registration process by reviewing & accepting eVA’s Memorandum of Agreement then entering your company’s EIN or SSN number.

You can either begin a New Registration

Or you can choose Add Location or Change Registration Type to update an existing account

**eVA Memorandum Of Agreement (Effective 5/16/2006)**

Thank you for joining the Commonwealth of Virginia’s eVA supplier community. You must agree to the terms defined below in order to:

* continue with the eVA registration process
* avoid having an existing registration deactivated/canceled.

You are strongly encouraged to click on the “help & advice” button for more information.

The Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, to govern all electronic procurement transactions made between your firm (Vendor) and any agency or public body in the Commonwealth of Virginia. This Agreement is enforceable as a valid written contract between the Commonwealth of Virginia and the Vendor.

For purposes of this Agreement:

- electronic procurement transaction is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoice procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to paper-based transactions.
- agency is defined as any department, authority, board, post, commission, division, institution, office of state government of the Commonwealth of Virginia.
- public body is defined as any legislative, executive, or judicial body, agency, office, department, authority, post, commission, council, board, or institution created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to use eVA.
- eVA Fee Schedule is defined as a listing of eVA registration, transaction, and other fees (eVA Fee) that are assessed to eVA users. Each fee set forth on the eVA Fee Schedule is effective date as eVA users, including Vendors,

**Accept Terms** **Provide the following and continue** **Reject Terms**

Taxpayer ID & Type: [ ] EIN [ ] SSN
Company Zip:

Continue
Company Profile

Tell us about your company, including if you’d like to receive bidding opportunities and whether or not your company accepts charge cards.

- **Company Profile**
  - Taxpayer ID Number
  - Organization Type
  - Supplemental Organization Type
  - Company/DBA/Location Name
  - *Company Legal Name:
  - *DBA/Location Name:
  - Web Address:
  - Notification of Bids?
  - Accept Charge Cards?
  - Tax Exempt:

Enter information as it appears on your W-9 form.

Upload your W-9 here.

Registration is not considered complete unless the Commonwealth of Virginia Substitute W-9 is received. Payments for goods or services may be impacted without a properly executed Commonwealth of Virginia Substitute W-9 form found here: http://www.doa.virginia.gov/General_Accounting/Forms/W9_COVSubstitute.pdf

User Information

By checking the box for Notifications you are requesting for the User to be sent bidding opportunities.

- **Create your Login Profile**
  - First Name:
  - Last Name:
  - *Email:
  - *Retype Email:
  - *Phone:
  - Fax:
  - Notifications: **(Include this user for Bid Notifications)**
  - Password:
  - *Retype Password:

Purchases under $5,000 will be made via the Commonwealth’s Small Purchase Charge Card (VISA). Standard vendor merchant fees apply.
Ordering Information

If your **Ordering Address** is the same as the **W-9 address** you entered above, then click **Copy Tax Address**.

If your **Ordering Contact** is the same as the **Login Profile** you entered above, then click **Copy Login Profile Info**.

Receive bid notifications electronically by selecting *email* from the drop down menu.

Leave the default as “Yes” if your other addresses are the same as your **Ordering Address**.

If one of the addresses is NOT the same as your **Ordering Address** then select “No” from the drop down menu for that address type and complete all required fields.
Receive your Orders Electronically

The Commonwealth of Virginia uses the Ariba Network, an Internet based service, to transmit Purchase Orders to our Vendors electronically. Electronic order routing is the preferred method of the Commonwealth.

If you have an Ariba Network Account choose “Electronic.” Select “Yes” to Do you have an Ariba Network account? and be sure to list your Ariba Network ID.

If you do not have an Ariba Network Account choose “Electronic.” Select “No” to Do you have an Ariba Network Account? and select Email or Fax as your Delivery method. Orders will be routed to the Email or Fax you listed in your Ordering Address details.

By selecting “Electronic,” a free Ariba Network account will be pre-enabled for you. You will receive instructions on how to activate your Ariba account with your first order. With an Ariba account you will have access to Ariba’s vast network of users to whom you can also market your goods and services.

Choose “US Mail” only if the above methods do not fit your needs.
Service Area(s)

Tell Buyers where you do business

By choosing Zone 10, Statewide, you'll receive bid notifications from all over the state, not only from your area—providing you greater access to opportunities.
Commodity Codes

Enter the Commodity Codes that best describe what you sell.

**TIPS!** Do you provide all of the goods/services listed under a main category? If you said yes, then simply select only the main class code for your Vendor Account and you will receive notification for every opportunity for every item code under that main class!

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For help understanding how Commodity Codes are categorized and used, reference the Understanding Commodity Codes guide located in the Vendor Resource Center under Tools.

If you need help identifying your Commodity Codes, use the NIGP Code Lookup located on the I Sell to Virginia page of the eVA website also found under the Tools section.

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Change your mind? It’s easy to edit the Commodity Codes you have selected!

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Submit Registration!

Your eVA registration is complete and a username has been created for you.

Welcome aboard!

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Thank You!

Congratulations, you have completed the registration process. You may now login to VRS using the User Name and Password you just created.

Your User Name is: tjohn

You Should

- Review your confirmation email from eVA (docReturn@dgs.virginia.gov)
- Obtain an ActiveIS account for electronic orders (see guidance below)
- Login to retrieve Account Maintenance features