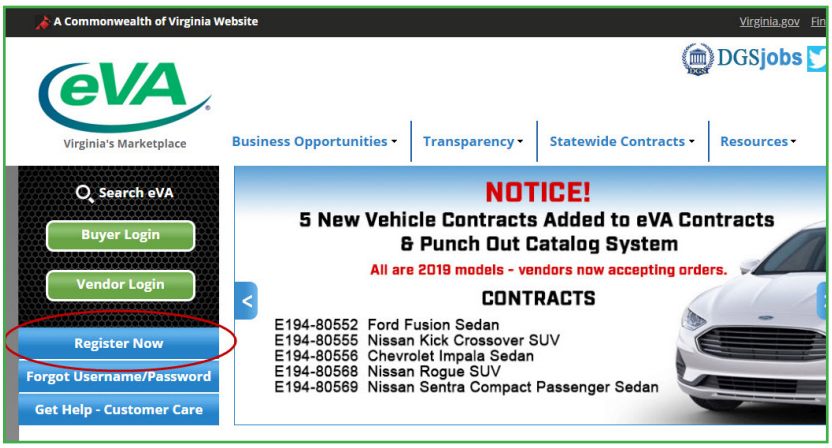
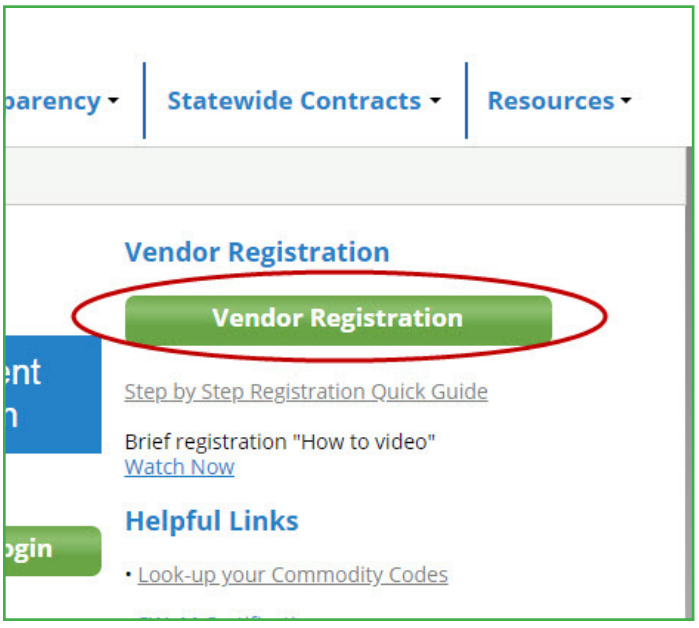
Step by Step Vendor Registration Instructions

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.

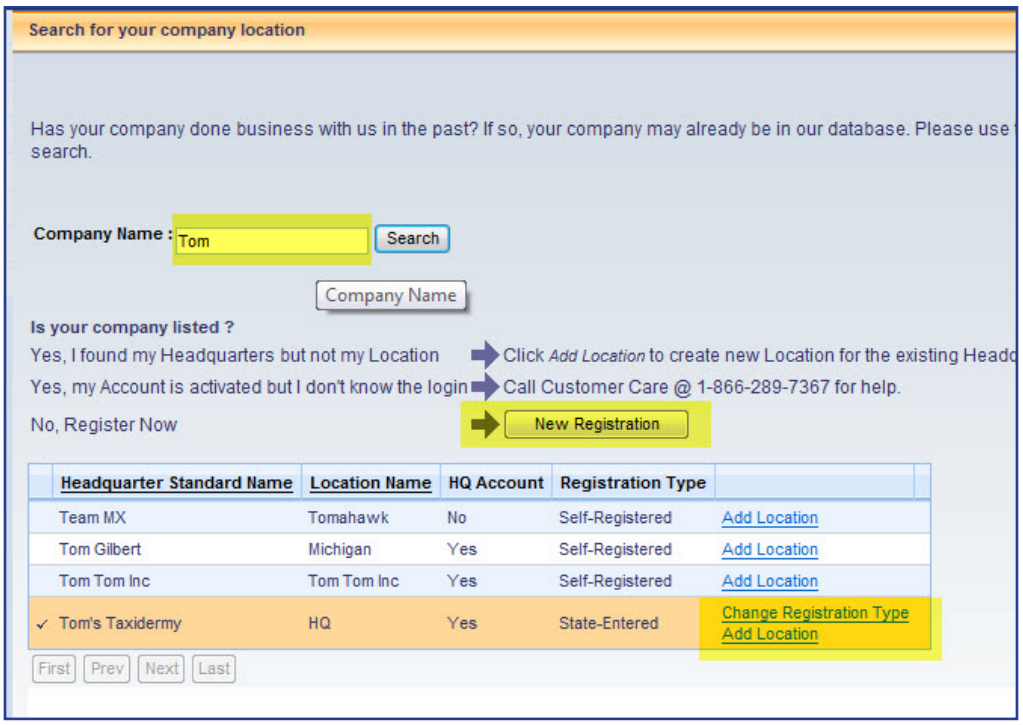
2. Federal Tax Identification Number (TIN) – The 9 digit TIN or Social Security number that identifies your organization.

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.

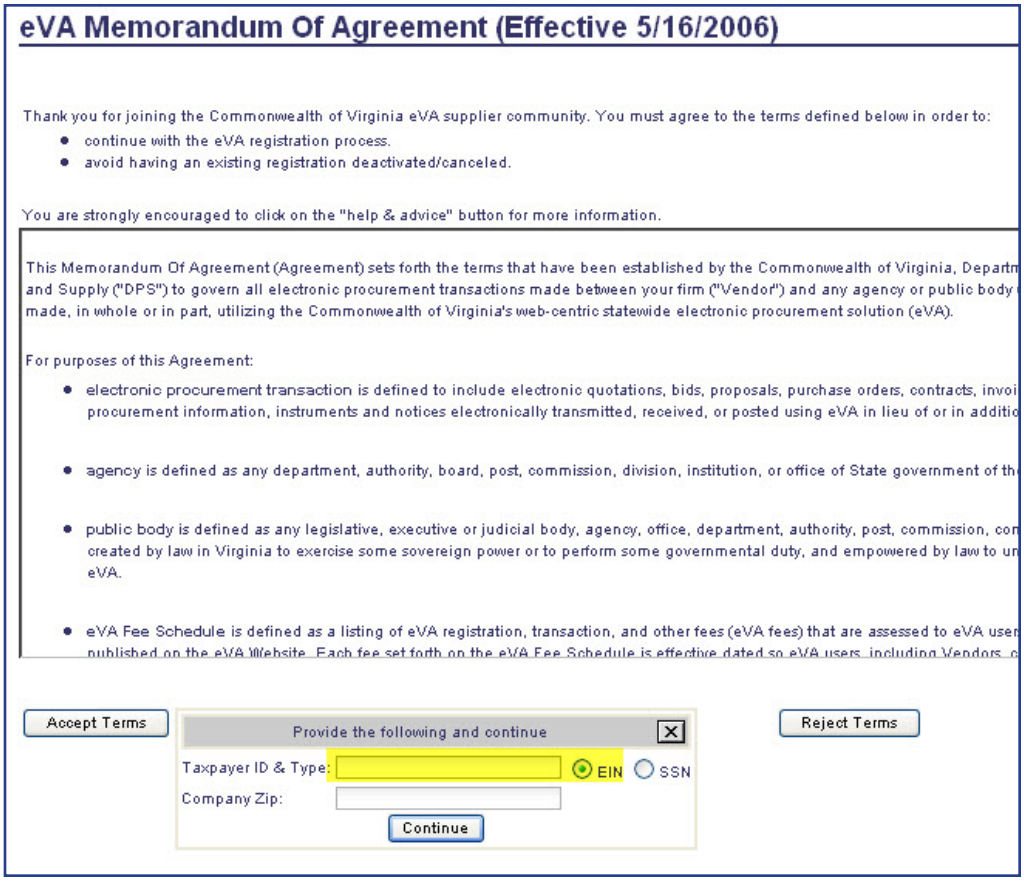
4. Commodity Codes – Describes to buyers what your company sells. Use the *NIGP Code Look Up* link on the left hand menu of the eVA home page.

You can either begin a *New Registration*

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

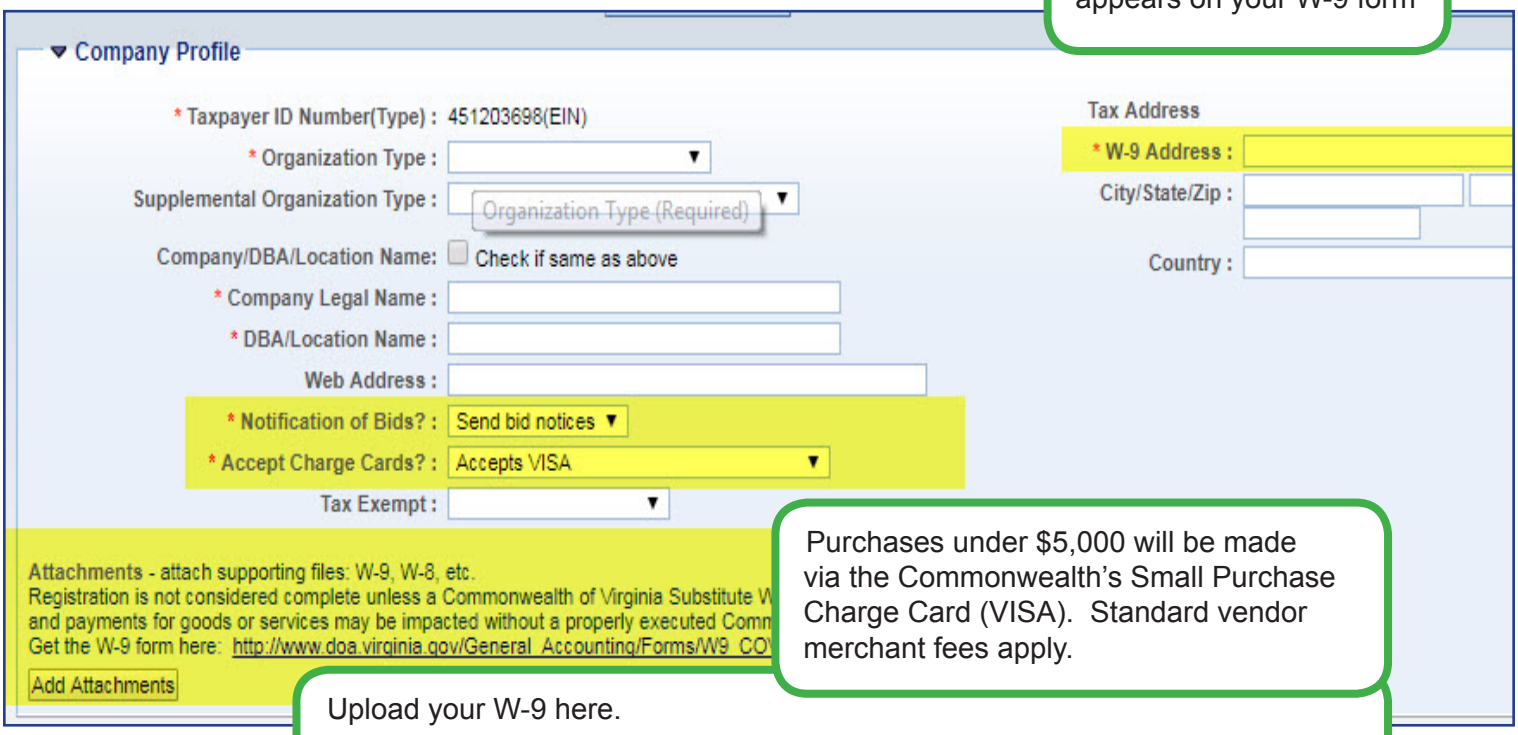


For a new registration, you will start the registration process by reviewing & accepting eVA's Memorandum of Agreement then entering your company's EIN or SSN number.



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.



Enter information as it appears on your W-9 form

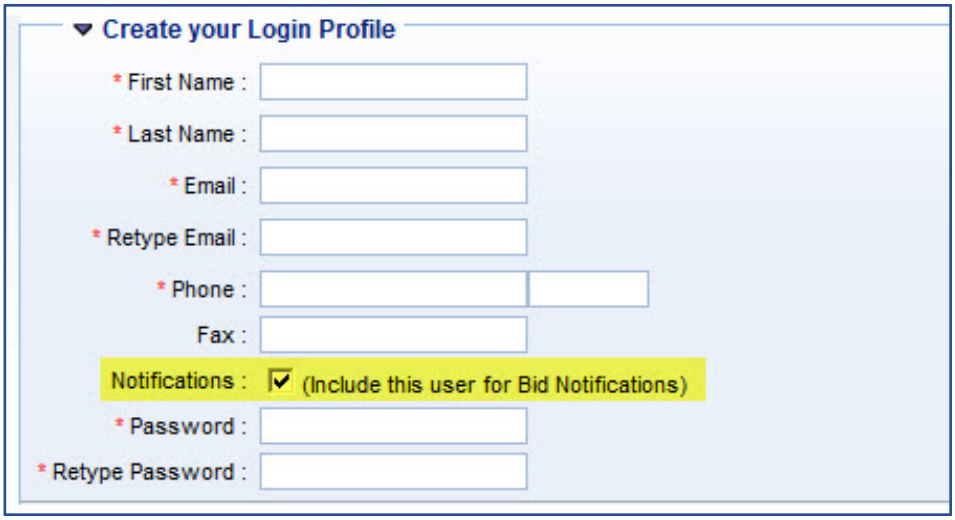
Purchases under $5,000 will be made via the Commonwealth's Small Purchase Charge Card (VISA). Standard vendor merchant fees apply.

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

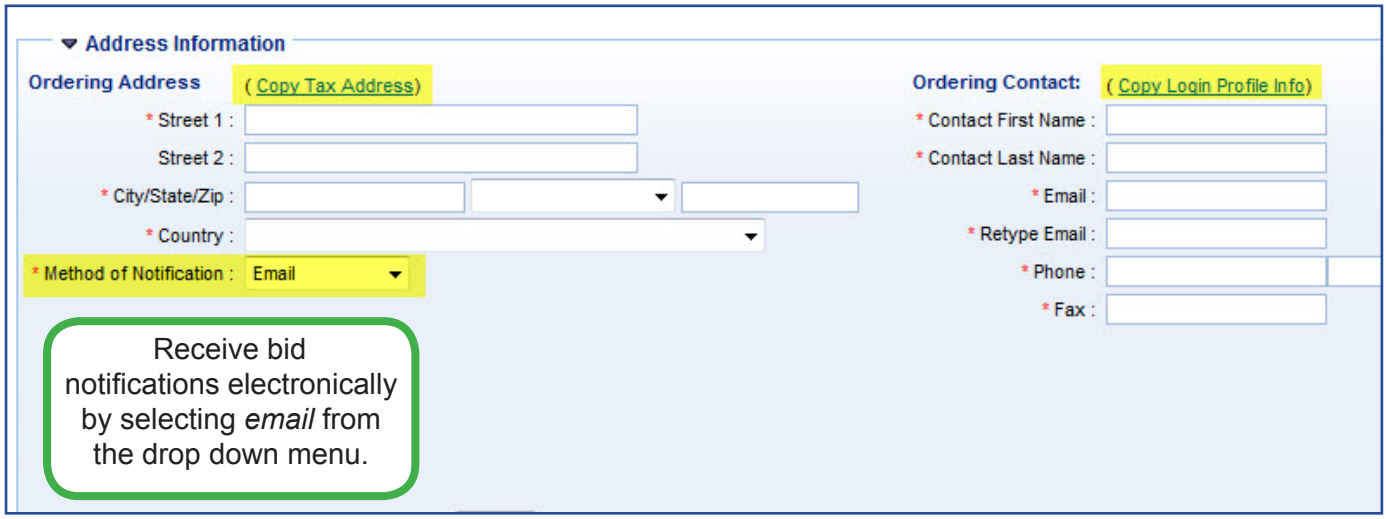
By checking the box for *Notifications* you are requesting for the *User to be* sent bidding opportunities.



Ordering Information

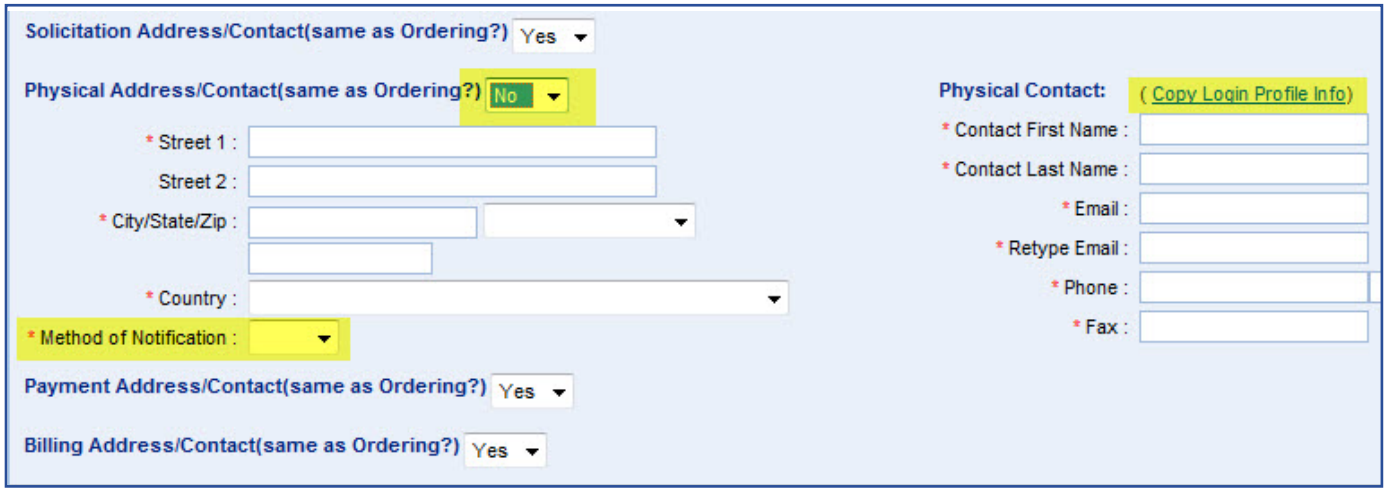
If your *Ordering Address* is the same as the *W-9 address* you entered above, then click *Copy Tax Address.*

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



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.

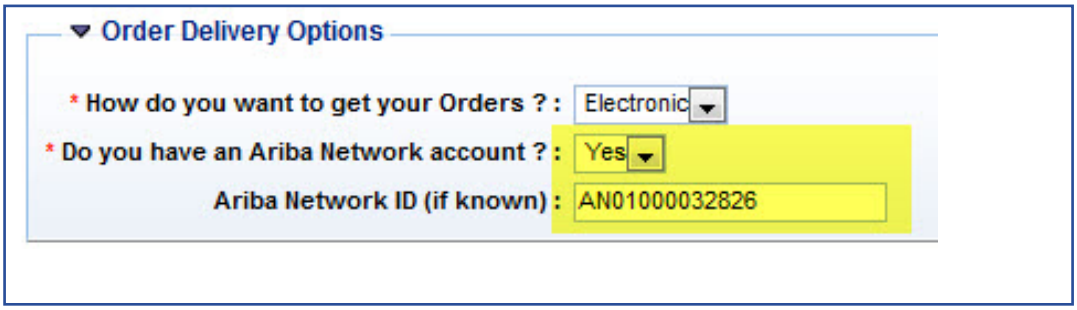


Order Delivery Options

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.

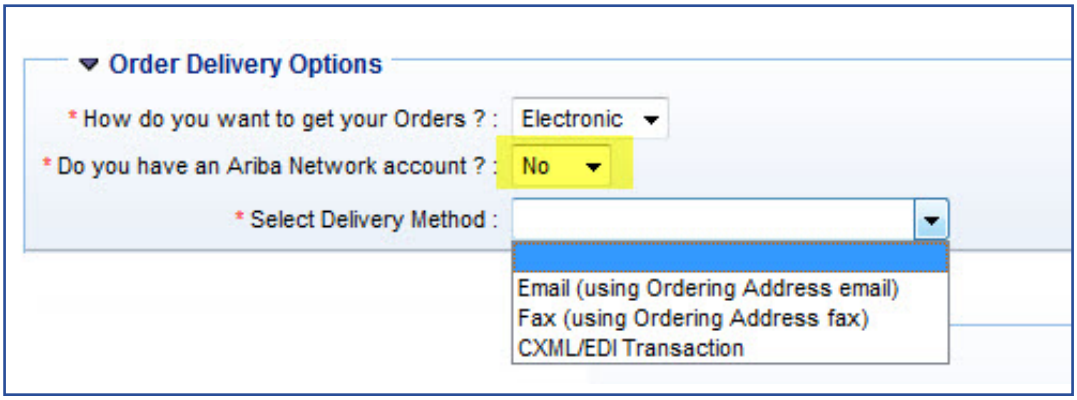
If you have an Ariba Network Account choose “Electronic.” Select “Yes” to *Do you have an Ariba Network account?* and be sure to list your Ariba Network ID.



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.

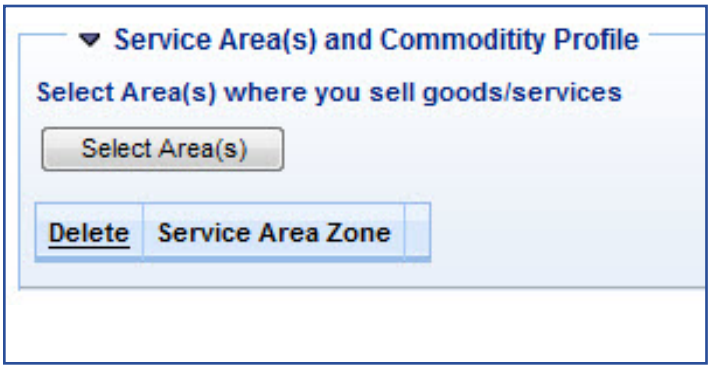
Choose “US Mail” only if the above methods do not fit your needs.



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

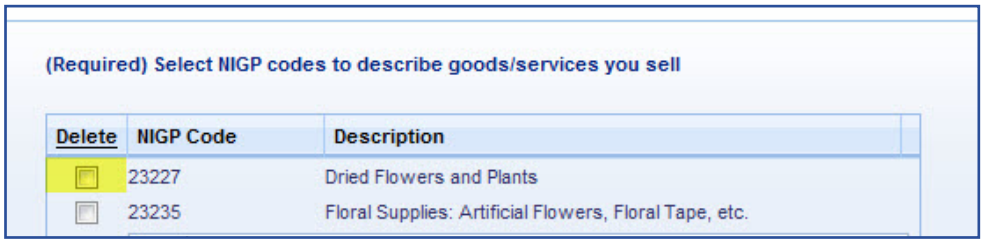
Enter the Commodity Codes that best describe what you sell.

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!

For help understanding how Commody 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.

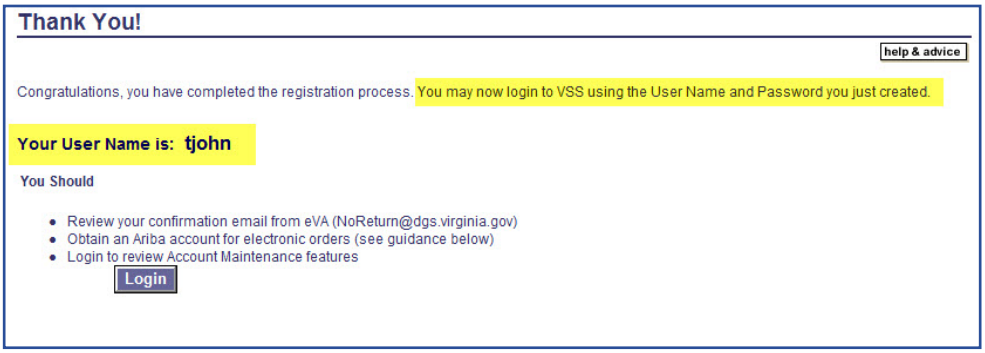
Change your mind? It's easy to edit the Commodity Codes you have selected!



Submit Registration!

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

Welcome aboard!



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For additional information, contact evacustomercare@dgs.virginia.gov or 1-866-289-7367.

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