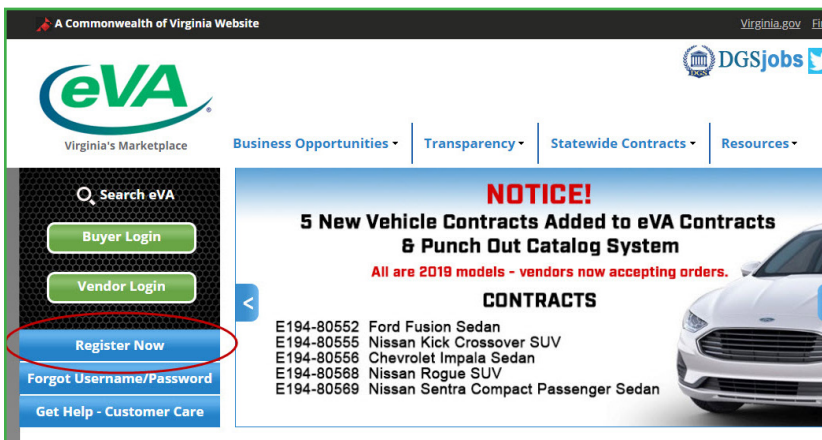




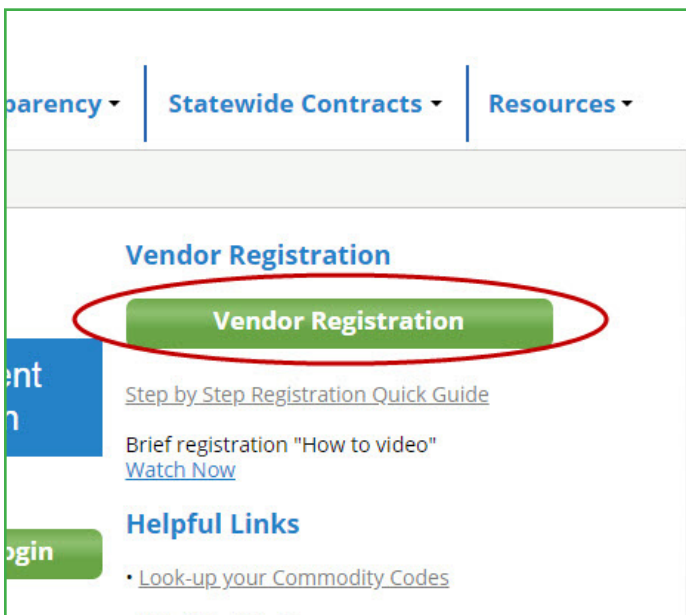
Step by Step Vendor Registration Instructions

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

Search for your company location

Has your company done business with us in the past? If so, your company may already be in our database. Please use search.

Company Name:

Is your company listed ?

Yes, I found my Headquarters but not my Location → Click **Add Location** to create new Location for the existing Headq

Yes, my Account is activated but I don't know the login → Call Customer Care @ 1-866-289-7367 for help.

No, Register Now →

Headquarter Standard Name	Location Name	HQ Account	Registration Type	
Team MX	Tomahawk	No	Self-Registered	Add Location
Tom Gilbert	Michigan	Yes	Self-Registered	Add Location
Tom Tom Inc	Tom Tom Inc	Yes	Self-Registered	Add Location
✓ Tom's Taxidermy	HQ	Yes	State-Entered	Change Registration Type Add Location

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.

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

Thank you for joining the Commonwealth of Virginia 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.

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

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.
- agency is defined as any department, authority, board, post, commission, division, institution, or 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, or board 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 fees) that are assessed to eVA users and published on the eVA Website. Each fee set forth on the eVA Fee Schedule is effective dated so eVA users, including Vendors, can

Provide the following and continue

Taxpayer ID & Type: EIN SSN

Company Zip:

Department of General Services • Division of Purchases and Supply • eProcurement Bureau
 1111 East Broad Street • Richmond, VA 23218-1199 • Patrick Henry Building
 For additional information, contact evacustomer@dgsvirginia.gov or 1-866-289-7367.

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

▼ Company Profile

* Taxpayer ID Number(Type) : 451203698(EIN)

* Organization Type :

Supplemental Organization Type :

Company/DBA/Location Name: Check if same as above

* Company Legal Name :

* DBA/Location Name :

Web Address :

* Notification of Bids? :

* Accept Charge Cards? :

Tax Exempt :

Tax Address

* W-9 Address :

City/State/Zip :

Country :

Attachments - attach supporting files: W-9, W-8, etc.
Registration is not considered complete unless a 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. Get the W-9 form here: http://www.doa.virginia.gov/General_Accounting/Forms/W9_COVSubstitute.pdf

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.

▼ Create your Login Profile

* First Name :

* Last Name :

* Email :

* Retype Email :

* Phone :

Fax :

Notifications : (Include this user for Bid Notifications)

* Password :

* Retype Password :

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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*.

▼ Address Information

Ordering Address (Copy Tax Address)	Ordering Contact: (Copy Login Profile Info)
* Street 1 : <input type="text"/>	* Contact First Name : <input type="text"/>
Street 2 : <input type="text"/>	* Contact Last Name : <input type="text"/>
* City/State/Zip : <input type="text"/> <input type="text"/> <input type="text"/>	* Email : <input type="text"/>
* Country : <input type="text"/>	* Retype Email : <input type="text"/>
* Method of Notification : Email	* Phone : <input type="text"/>
	* Fax : <input type="text"/>

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.

Solicitation Address/Contact(same as Ordering?) Yes	
Physical Address/Contact(same as Ordering?) No	Physical Contact: (Copy Login Profile Info)
* Street 1 : <input type="text"/>	* Contact First Name : <input type="text"/>
Street 2 : <input type="text"/>	* Contact Last Name : <input type="text"/>
* City/State/Zip : <input type="text"/> <input type="text"/>	* Email : <input type="text"/>
* Country : <input type="text"/>	* Retype Email : <input type="text"/>
* Method of Notification : <input type="text"/>	* Phone : <input type="text"/>
	* Fax : <input type="text"/>
Payment Address/Contact(same as Ordering?) Yes	
Billing Address/Contact(same as Ordering?) Yes	

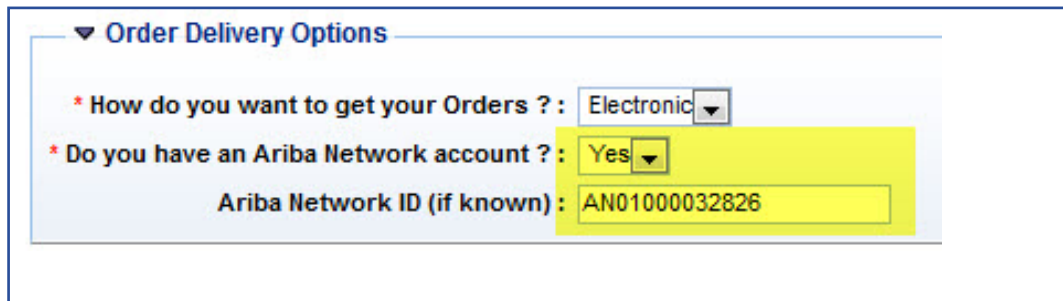
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For additional information, contact evacustomer@dgcs.virginia.gov or 1-866-289-7367.

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.



▼ Order Delivery Options

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

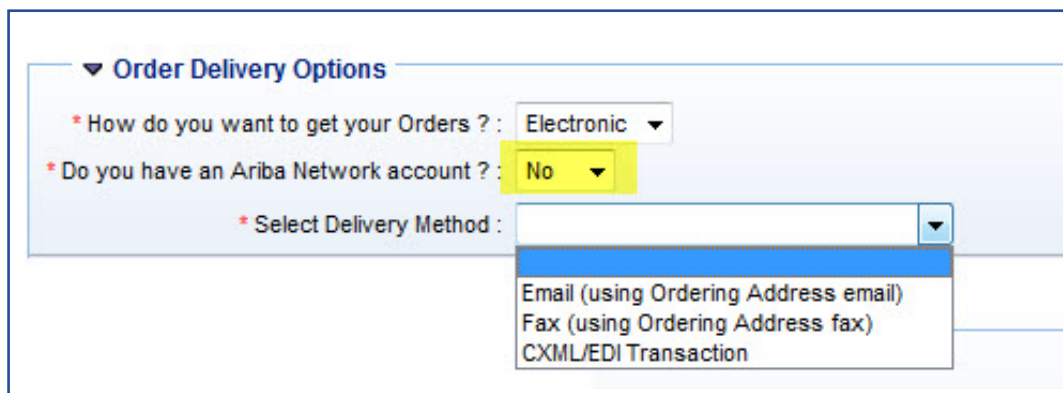
* Do you have an Ariba Network account ? : Yes ▼

Ariba Network ID (if known) : AN01000032826

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.



▼ Order Delivery Options

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

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

* Select Delivery Method : ▼

- Email (using Ordering Address email)
- Fax (using Ordering Address fax)
- CXML/EDI Transaction

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.

▼ **Service Area(s) and Commodity Profile**

Select Area(s) where you sell goods/services

Select Area(s)

Delete Service Area Zone

Choose

Select one or more Service Areas to associate to your company. To search for your Service Area, enter in a valid service area and click Search. Please click OK to save your changes.

Clear

Service Area Zone : Search

Service Area Zone
<input checked="" type="checkbox"/> Statewide
<input type="checkbox"/> Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. Counties: Isle of Wight, James City, Southampton, Surry, Sussex, and York.
<input type="checkbox"/> Cities: Colonial Heights, HopeWell, Petersburg, and City of Richmond. Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince George's.
<input type="checkbox"/> City: Fredericksburg. Counties: Caroline, Culpeper, Essex, Gloucester, King and Queen, King George, Lancaster, Madison, Mathews, Middlesex, Northumberland, Orange, Richmond County, Spotsylvania, and Stafford.
<input type="checkbox"/> Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park and Winchester. Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenandoah, and Stafford.
<input type="checkbox"/> Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro. Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham.
<input type="checkbox"/> City: Emporia. Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward.
<input type="checkbox"/> Cities: City of Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg. Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania, and Shenandoah.
<input type="checkbox"/> Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem. Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County.
<input type="checkbox"/> Cities: Bristol and Norton. Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.
<input type="checkbox"/> Counties: Accomack and Northampton

First Prev Next Last

OK Cancel

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For additional information, contact evacustomer@dgsc.virginia.gov or 1-866-289-7367.

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!

(Required) Select NIGP codes to describe goods/services you sell

Delete	NIGP Code	Description
<input type="checkbox"/>	23227	Dried Flowers and Plants
<input type="checkbox"/>	23235	Floral Supplies: Artificial Flowers, Floral Tape, etc.
	flower	
	39367	Nuts, Edible (Incl. Sunflower Seeds)
	59515	Bulbs and Seeds (Incl. Flower Seeds)
	59528	Flowers, Fresh
	59557	Plants, Non-Flowering
	59566	Shrubbery, Flowering
	59588	Vases, Flower Pots, Pottery, etc.

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.

NIGP Code Starting With: Please enter a NIGP Code or leave blank!

Search Description:

[Search](#) [View All](#)

Class	Description
28500	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
NIGP Code	Description
28500	ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
28501	Automated Meter Reading Systems (AMR)
28502	Analyzer, Electric Power Demand
28503	Arresters, Lightning
28504	Back-up Systems, Battery Operated (Emergency)
28505	Beacon Light Systems Complete For Buildings, Roadside, etc. (See Class 120 for Marine Beacons)

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

(Required) Select NIGP codes to describe goods/services you sell

Delete	NIGP Code	Description
<input checked="" type="checkbox"/>	23227	Dried Flowers and Plants
<input type="checkbox"/>	23235	Floral Supplies: Artificial Flowers, Floral Tape, etc.

Submit Registration!

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

Welcome aboard!

Thank You! [help & advice](#)

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

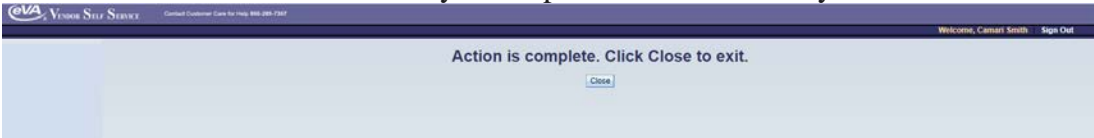
Your User Name is: tjohn

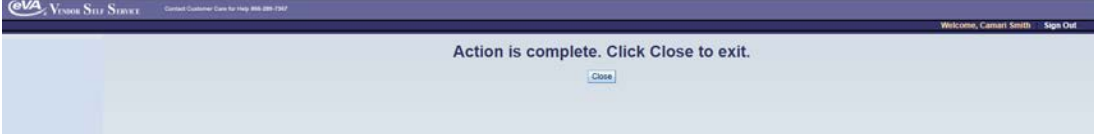
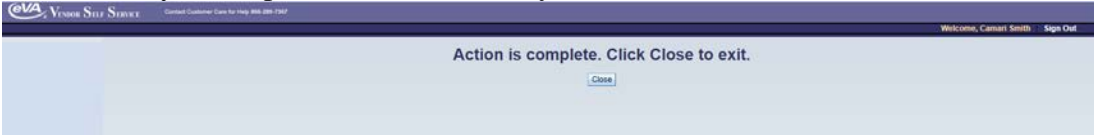
You Should

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

[Login](#)

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<p>2: Lines Items (cont'd)</p> <p>3: Subcontractor Plan</p> <p>4: Response Summary</p>	<p>iv. Click Next: Subcontractor Plan</p> <p>NOTE: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <p>i. Click Next: Review & Submit</p> <p>NOTE: A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, “Who will be doing the work?”. Click Cancel to edit response and add a subcontractor plan or click Continue to review and submit the respond.</p> <p>i. Review response and click Submit</p> <p>ii. Confirm submission of response by clicking the Submit button on the pop up.</p> <p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>iii. Click Close</p>
<p>5 Verify Acceptance / Review Response</p>	<p>i. From the Home page, Click the My Business dropdown box and click the Responses link (top of page)</p> <p>ii. Find the solicitation number and corresponding Response ID, if labeled “Accepted” your response has been accepted.</p> <p>iii. To Review the response, click the View/Edit Response button</p>
<p>6 Amend Response</p>	<p>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</p> <p>iii. Click Edit button (top of page), status will now be showing “In Progress”</p> <p>iv. Update information as necessary to this page</p> <p>v. Click Next: Line Items</p> <p>NOTE: A warning pop-up confirmation message will appear if there were no attachment/s added. Click Cancel to edit response and add an attachment or click Continue to navigate to the Line Items.</p> <p>vi. Update information as necessary to this page</p> <p>vii. Click Next: Subcontractor Plan</p> <p>NOTE: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <p>viii. Click Next: Review & Submit</p> <p>NOTE: A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, “Who will be doing the work?”. Click Cancel to edit response and add a subcontractor plan or click Continue to review and submit the respond.</p>

<p>Amend Response (cont'd)</p>	<p>ix. Review response and click Submit</p> <p>x. Confirm submission of response by clicking the Submit button on pop up.</p> <p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>xi. Click Close</p>
<p>7 Withdraw Response</p>	<p>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</p> <p>iii. Click Withdraw (top of page)</p> <p>iv. Confirm and click Withdraw on pop up</p> <p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>v. Click Close</p> <p>vi. Status under Response will now be Withdrawn</p>
<p>8 Print Response</p>	<p>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</p> <p>iii. Click Next: Line Items</p> <p>iv. Click Next: Subcontractor Plan</p> <p>v. Click Next: Review & Submit</p> <p>vi. Click Print</p> <p>vii. Click Exit</p>



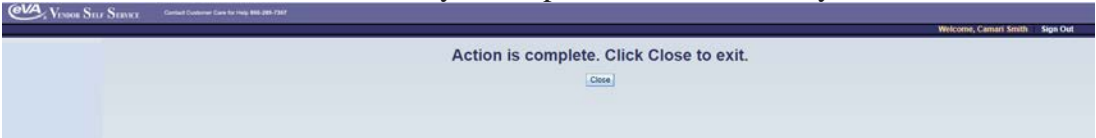
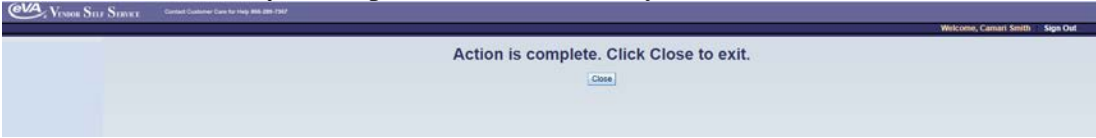
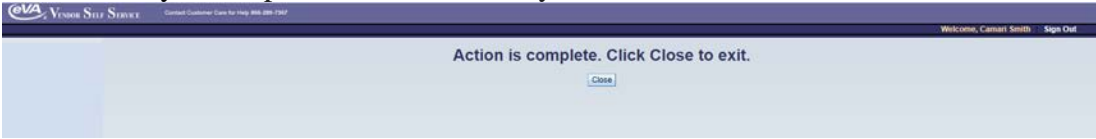
Quick Steps for Submitting an Electronic Response to an RFP Solicitation

Need help? Call eVA Customer Care at 866-289-7367 or Email eVACustomerCare@dgs.virginia.gov

General Requirements

- Your business must be eVA registered and in active status.
- **AVOID waiting until the day the solicitation closes to submit your response.**
- **Delaying submission could put your response at risk of not being accepted on time.**

1	Login to eVA	Login with your eVA account <i>user name</i> and <i>password</i> @ https://vendor.epro.cgipdc.com/loginEngine/index.jsp ** If you have not registered, use the <i>Register</i> button.
2	Find the Solicitation	<ul style="list-style-type: none"> i. Enter solicitation number/description into the Search field. ii. Click the Search icon iii. Click the View Opportunity button on the solicitation you wish to view. Didn't find it? Use the Advanced Search filters.
3	Review Solicitation & begin the response	<ul style="list-style-type: none"> i. Review the solicitation posting and attachments. ii. Click Respond Online
4	Response Steps: 1: Solicitation Response 2: Subcontractor Plan 3: Response Summary	<ul style="list-style-type: none"> i. Click on +Solicitation Summary for a summary of the solicitation. ii. Attach Your Files. *The maximum size allowed for each file is 60.0MB. <ul style="list-style-type: none"> a. Click Attach Files button b. Click Browse/Choose File, locate the file you want to attach, and click Open, select file attachment Type: Standard, Pricing, or Proprietary; repeat this step as necessary to attach more files. c. Click Attach File(s) button <p>NOTE: If you need to attach more than five files, repeat a-c.</p> iii. Respond to Evaluation Criteria, Reminders, and enter any Overall Response Comments (Optional) as applicable. iv. Click Next: Subcontractor Plan <p>NOTE: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <ul style="list-style-type: none"> i. Click Next: Review & Submit <p>NOTE: A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, "Who will be doing the work?". Click Cancel to edit response and add a subcontractor plan or click Continue to review and submit the respond.</p> i. Review response and click Submit ii. Confirm submission of response by clicking the Submit button on the pop up.

	Response Summary (cont'd)	<p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>iii. Click Close</p>
5	Verify Acceptance / Review Response	<p>i. From the Home page, Click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the solicitation number and corresponding Response ID, if labeled “Accepted” your response has been accepted.</p> <p>iii. To Review the response, click the View/Edit Response button.</p>
6	Amend Response	<p>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</p> <p>iii. Click Edit button (top of page), status will now be showing “In Progress”</p> <p>iv. Update information as necessary to this page</p> <p>v. Click Next: Subcontractor Plan</p> <p>NOTE: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <p>vi. Click Next: Review & Submit</p> <p>vii. Review response and click Submit</p> <p>viii. Confirm submission of response by clicking the Submit button on pop up.</p> <p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>ix. Click Close</p>
7	Withdraw Response	<p>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</p> <p>iii. Click Withdraw (top of page)</p> <p>iv. Confirm and click Withdraw on pop up</p> <p>NOTE: You will receive an “Action is complete. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>v. Click Close</p> <p>vi. Status under Response will now be Withdrawn</p>

8	Print Response	<ol style="list-style-type: none">i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).ii. Find the latest version of your solicitation response and click the View/Edit Response button.iii. Click Next: Subcontractor Planiv. Click Next: Review & Submitv. Click Printvi. Click Exit
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