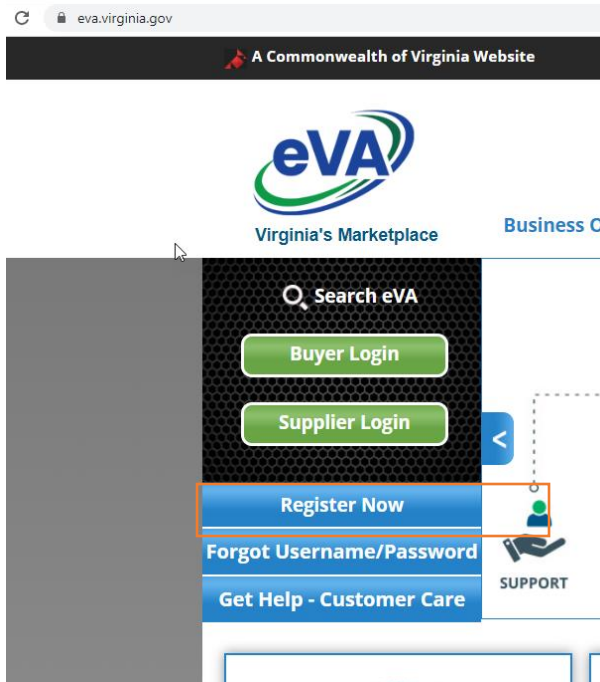


# Steps to Register as a New eVA Supplier

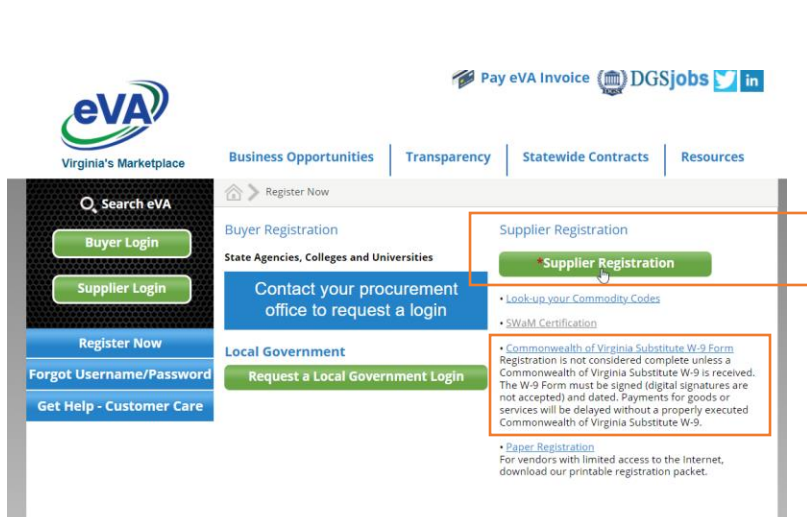
This Quick Reference Guide includes how to register as a new eVA Supplier. And it also explains how to upload the Commonwealth Substitute W-9 Form.

## A. Registration Steps

Navigate to the eVA homepage ([eva.virginia.gov](http://eva.virginia.gov)) then click on Register Now.



Click the **Supplier Registration** button



Tip!

The CoVA Substitute W-9 Form will need to be submitted after you register. See section B. for those steps

1. Complete all fields. Those marked with an \* are required for registration.
2. Select at least one commodity code (or more!) that describes the goods and/or services you sell.
3. Select **Yes** to be matched to business opportunities based on the commodities you've selected.

Fields marked by an asterisk \* are mandatory

1

### Company information

#### Select Taxpayer ID Type\*

- US Based and I have EIN
- US Based and I have SSN
- Foreign Based (I don't have EIN or SSN)
- Foreign Based (I have EIN)
- Foreign Based (I have SSN)

#### EIN\*

777441111

#### Company Name\*

Jack of All Trades

#### Name (as shown on W-9) ⓘ\*

Jack of All Trades

#### DBA/Location Name\*

Jack of All Trades

#### Organization Type\*

Limited Liability Partnership (LLP) ⓘ -

#### Supplemental Organization Type

#### Tax Exempt

#### DUNS

XXXXXXXXXX

#### Web Address

#### Accept Charge Cards?\*

Accepts VISA ⓘ -

#### Delivery Methods

#### Unique Entity ID ⓘ

### Contact Information

#### First Name ⓘ\*

Jack

#### Last Name ⓘ\*

Handy

#### Position

#### Email\*

jackhandy@gmail.none

#### Phone

US Phone Number

#### Fax

US Phone Number

### Regions & Commodities

#### Commodities\*

91000 - BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES ⓘ -

#### Regions Served

#### Notify my Company when a solicitation is created within my scope\*

No

Yes

#### Supplier Email Address\*

jackhandy@gmail.none

2

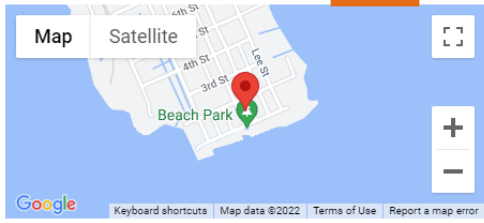
3

4. Input your Tax Address.

5. Additional Addresses default to Yes, but you can select No and provide a different address

### Tax Address

4



Address Label

Address Line 1 <sup>ⓘ</sup>\*

12 Main St

Address Line 2

Zip Code\*

23181

City\*

West Point

Country\*

UNITED STATES

State/Province\*

Virginia

### Additional Addresses

5

Is your order address the same as your tax address?\*

Yes  No

Is your payment address the same as your tax address?\*

Yes  No

Is your physical address the same as your tax address?\*

Yes  No

Is your billing address the same as your tax address?\*

Yes  No

6. Read and accept the eVA Memorandum of Agreement.

### eVA Memorandum of Agreement

#### Accept eVA MOA

MOA Accepted <sup>ⓘ</sup>\*

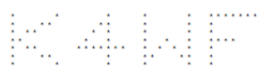
This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is 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, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;

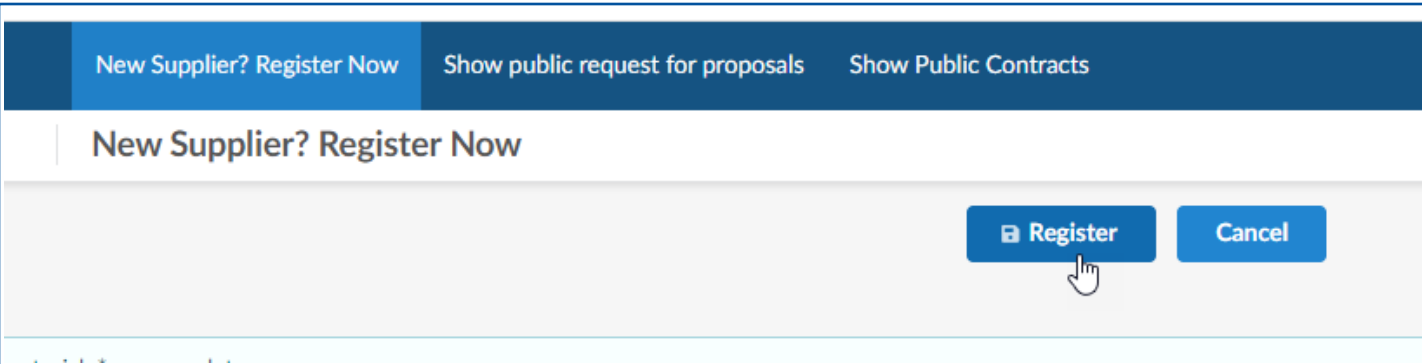
Agency is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and public body is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision

### Security Control

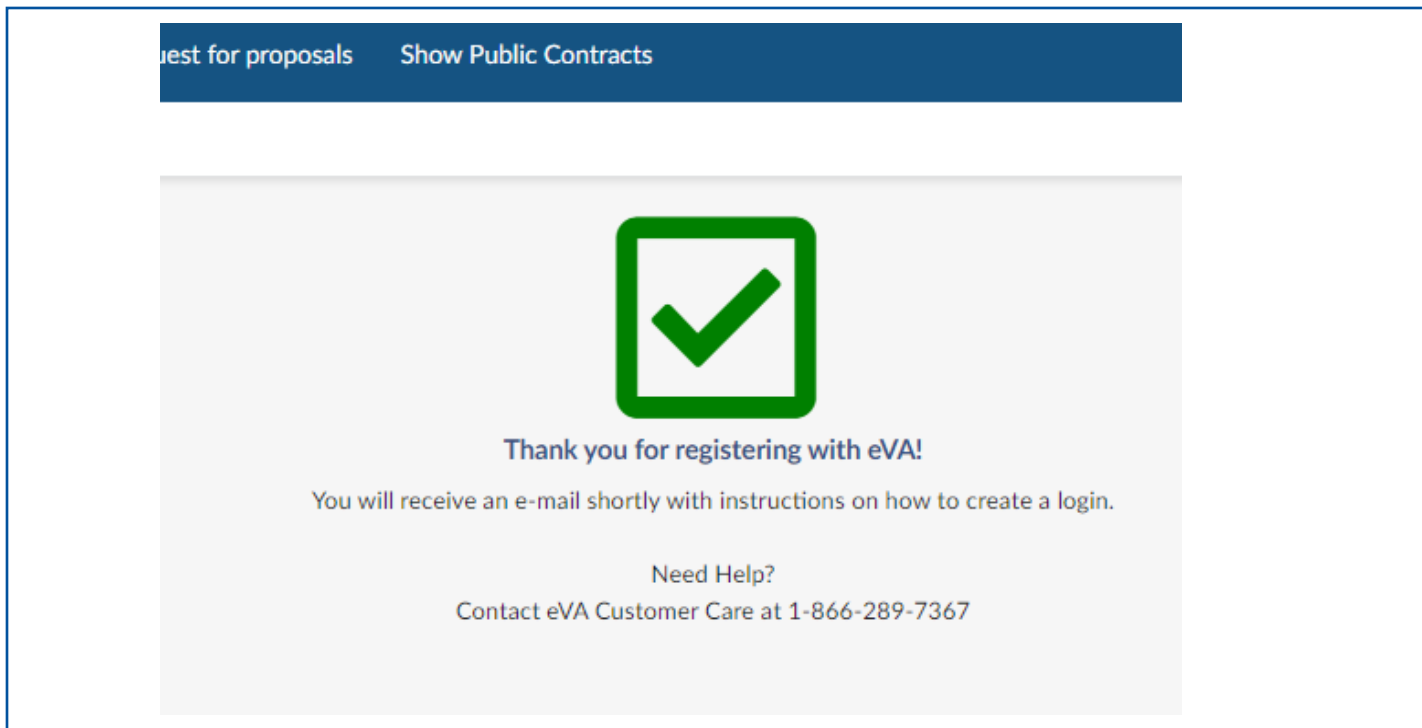


K4WF

7. Scroll back to the top of the screen and click **Register**



8. The following message will display to show you've successfully submitted your registration request.



9. You will receive an email with instructions on how to confirm your identity and complete the password reset to create your password.



## Welcome to eVA



### Set your password

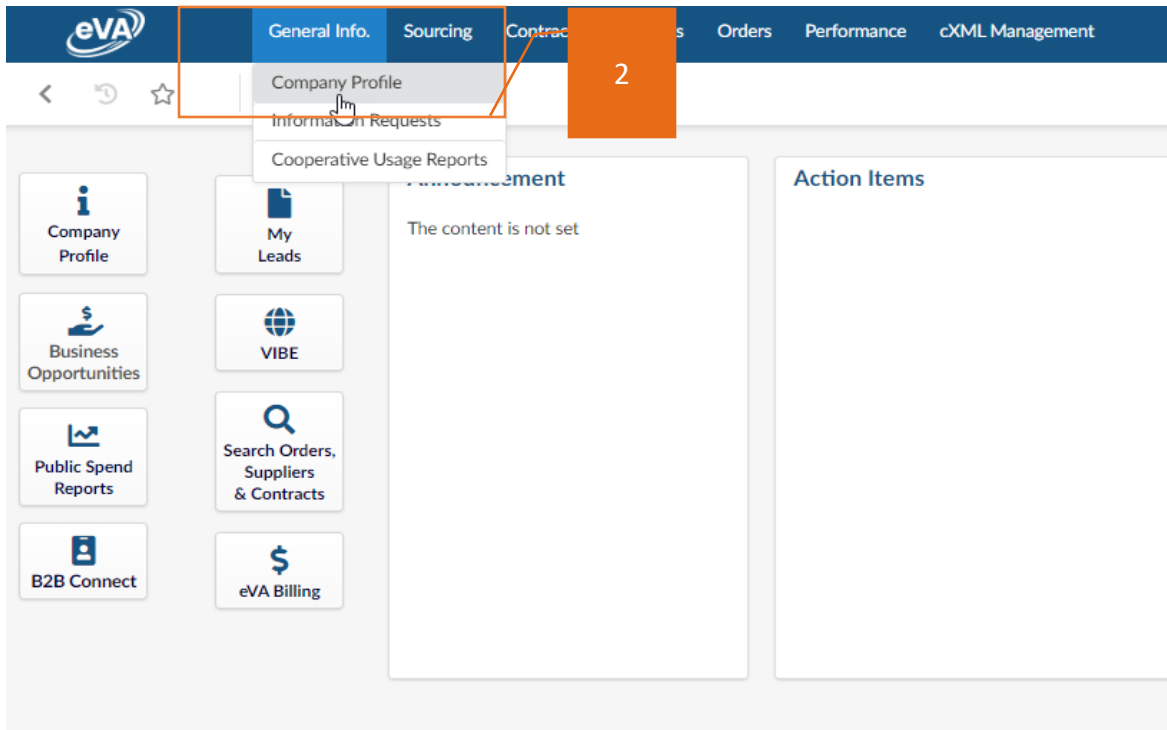
If you made this request, please [click here](#) to confirm your identity and complete the password set/reset.

Note that this link is valid for only for 60 minutes. If you cannot complete the reset within 60 minutes, you will need to request a new password reset link.

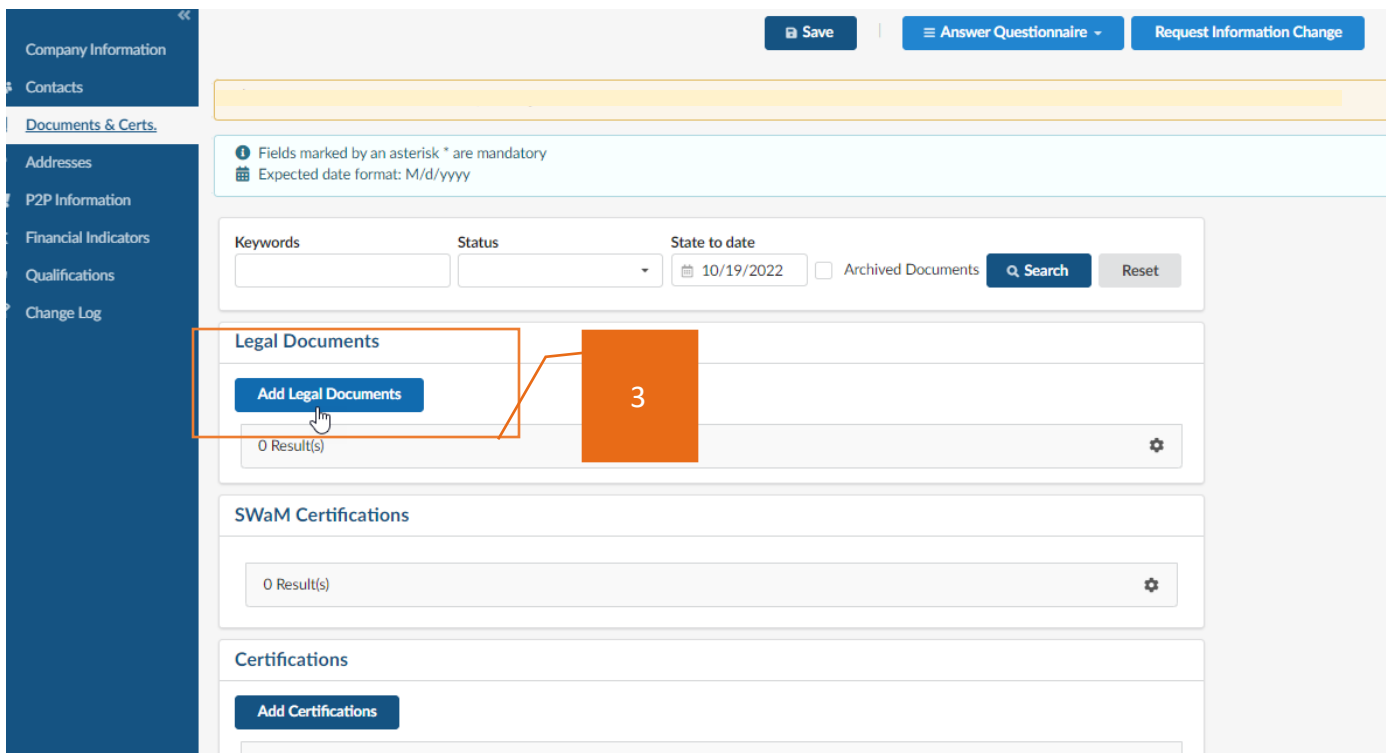
If you have any problems resetting your password, or you if you did not make this reset request, contact eVA Customer Care at [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov) or 1-866-289-7367.

## B. How to Upload the CoVA Substitute W-9 Form

1. Log into your eVA Supplier Account
2. Click on **Company Profile** under **General Info.**



- 3 Under Documents & Certs., click Add Legal Documents



4. Select **Legal Documents/Form W9**

5. **Upload** the W-9 you've saved

6. Select or input the **Begins Date** which is the date you are uploading the document

7. Click **Save**

The screenshot shows the 'Edit document : Legal Documents' form. At the top, there are buttons for 'Save', 'Answer Questionnaire', and 'Request Information Change'. Below these are 'Save', 'Save & Close', 'Close', and 'Archive' buttons. A notification box states: 'Fields marked by an asterisk \* are mandatory' and 'Expected date format: M/d/yyyy'. The form is divided into several sections: 'Description', 'Follow up', and 'Comments'. In the 'Description' section, 'Document Type\*' is set to 'Legal Documents / Form W9', 'Status' is 'Draft', 'Document Name' is empty, 'Document\*' has a file upload icon and the text 'Click or Drag to add a file', 'Begin Date\*' is empty, and 'Expiration Date' is empty. The 'Follow up' section has 'Notification Date', 'Date Archived', and 'Request Date' fields. The 'Comments' section has a text area with the placeholder 'Add a comment here'. Callout 4 points to the 'Document Type\*' dropdown, callout 5 points to the 'Document Name' field, and callout 6 points to the 'Begin Date\*' field.

The screenshot shows the document list page. At the top, there are buttons for 'Save', 'Answer Questionnaire', and 'Request Information Change'. A notification box states: 'Fields marked by an asterisk \* are mandatory' and 'Expected date format: M/d/yyyy'. Below this is a search bar with 'Keywords', 'Status', 'State to date' (set to '10/19/2022'), and 'Archived Documents' checkboxes. The 'Legal Documents' section has an 'Add Legal Documents' button and a table with 1 result. The 'SWaM Certifications' section has 0 results. Callout 7 points to the 'Save' button at the top.

Att.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
	Form W9		10/19/2022		Priscilla Barroso	