



# COMMONWEALTH of VIRGINIA

## Department of General Services

Division of Purchases and Supply

1111 East Broad Street  
P.O. Box 1199  
Richmond, Virginia 23218-1199  
(804) 786-3842  
FAX (804) 225-3707

Dear Business Leader:

Thank you for your interest in registering with eVA, the Commonwealth of Virginia's dynamic government-to-business web site that automates and streamlines government purchasing activities.

Using eVA to do business with Virginia makes both of our processes faster and easier. eVA provides you with a single source for procurement information, reducing the amount of time spent on administrative tasks associated with purchasing. Access to procurement information and the ability to post a catalog of your products on eVA opens the door to business opportunities.

Through eVA, you now have direct communication with potential buyers in a centralized location without the expense of mass marketing. And, eVA's push technology will notify you of business opportunities in Virginia. Once you register with eVA, you can conduct business with the entire Commonwealth of Virginia.

You can register on-line at [www.eva.virginia.gov](http://www.eva.virginia.gov) or you can complete the attached registration form and return it to the address indicated.

Should you need assistance please call the Customer Care Help Line at 1-866-289-7367. Advise the representative that you have questions or require assistance with the eVA registration process. If the representative is not able to answer your questions you can e-mail or call the Division of Purchases and Supply at [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov) or 804-786-3842.

We look forward to receiving your completed registration application. Thank you for your interest in doing business with the Commonwealth of Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Bell'.

Ron Bell  
Director

Attachments:

Vendor Registration Application  
Registration Guidelines  
Commodity Code Information