



## Don't Miss Business...Keep Your Account Updated

Don't miss potential business! Help Buyers find you by periodically reviewing your account to ensure it reflects your business' most up-to-date contact information and notification preferences.

Log in to your Vendor account and follow these tips so you don't miss out on being notified about opportunities:

The screenshot shows the eVA Vendor Self Service interface. The top navigation bar includes 'Home', 'Solicitations & Awards', 'Quick Quotes', and 'My Account'. The user is logged in as 'DR Erika Jill'. The left sidebar contains various menu items, with 'My Account' and 'Commodity Codes' highlighted. The main content area shows 'My Quick Quotes', 'My Solicitations', and 'My Profile' sections. Three callout boxes provide instructions: a green box about updating contact information and Ariba account, an orange box about updating commodity codes, and a blue box about updating email/fax information.

**Have you moved or added new staff members?**  
It's important to keep your contact information updated so eVA's Buyers can find you.  
And remember, to *also* update your Ariba account if you're currently receiving orders electronically.

**Has there been a change to your products/services?**  
Commodity Codes tell eVA Buyers what you sell. Having the *right* Commodity Codes mean you'll receive the *right* invitations!

**Bid Notifications won't reach you if your email/fax information is wrong**