

eVA State Entered Vendors (SEV) Process To Create Accounts

Overview

This document provides guidance and information on the procedures and processes for authorized users to enter State Entered Vendors as part of the Commonwealth of Virginia Procurement Vendor Data Standard.

Authorized Users

Agencies/Institutions determine which users have access to the functionality for entering State Entered Vendors. It is recommended that these users come from the staff that manages the Agency/Institution vendor file. Access will be granted using the existing User Management and User Bulk Load functionalities in eVA. Agencies/Institutions will work with their eVA Security officer and DPS Account Executive to establish user accounts. Any questions or requests for user access should be directed to the agency's DPS Account Executive.

On-Line State Entered Vendor Entry/Submittal

This eVA functionality allows authorized users to enter and submit a vendor location as a State Entered Vendor for the purpose of placing orders. This functionality should be not used for adding different or additional payment addresses. Additional payment addresses can be added to existing accounts by sending a request to eVACustomerCare@dgs.virginia.gov.

This functionality is accessed through the VSS Admin application module via the normal Buyer Login of eVA. It is important to supply complete and accurate vendor information. In cases where phone numbers and email addresses are absolutely unavailable the standard for entering the required information is:

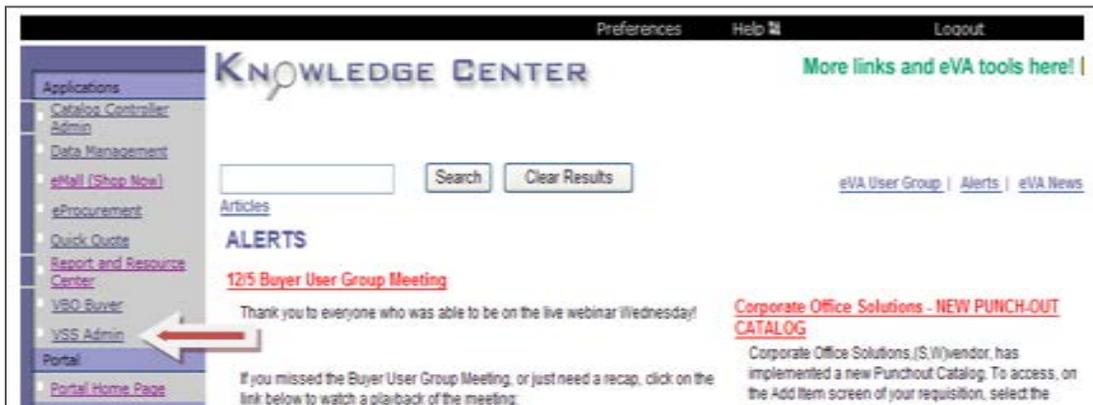
For no phone or fax number use: **000-000-0000**

For no eMail address use: none@none.none

Changes to SEV accounts cannot be made on-line. After submission, requests for changes should be sent to eVACustomerCare@dgs.virginia.gov.

Data Entry Process

Step 1: Log into eVA and access the State Entered Vendor entry application via the VSS Admin module.



Step 2: On the Vendor Registration Screen, under the State Entered Vendor Registrations section, click 'here'.



Step 3: On the State Entered Vendor Search Page enter the vendor's Taxpayer Identification Number (TIN), Tin Type, and Zip Code.

State-Entered Vendor Search

[help & advice](#)

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: EIN SSN

ZIP Code:

[Search](#) [Quit](#) [New SEV Registration](#)

eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type	TIN	TIN Type	DUNS	Registration Type	Registration Type Status	Vendor Active Status
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Step 4: Click Search. In an effort to prevent duplications, the system will identify any existing eVA vendor location accounts with the same TAX ID. If any are found they will be returned with the Physical address displayed. You should determine if the existing location is sufficient for your ordering purposes. If yes, you should select **Quit**. If no, you should select **New Location** and proceed to enter as a location to the existing registration.

State-Entered Vendor Search

[help & advice](#)

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: EIN SSN

ZIP Code:

[Search](#) [Quit](#) [New SEV Registration](#)

	eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type	TIN	TIN Type	DUNS	Registration Type	Registration Type Status	Vendor Active Status
✓ New Location	E1021	VA10000384	Santi Exotic Animals	Santi Exotic Animals of Richmond	111 Santi Way Santi, VA 23211	Gene Santi	General Partnership	123456787	EIN	123456782	State-Entered	Approved State-Entered	Inactive

Step 5: The System will automatically check whether there is a matching vendor record in the DMBE SWaM certification database and if so, retrieve vendor data from their database. The data will be used to pre-populate corresponding eVA fields in Step 6 below as well as the vendor SWaM certification information.

Step 6: To continue click 'New SEV Registration' or 'New Location'. Additional screens will be presented for entry of specific vendor data.

- **Location Information.** Enter Vendor Location Standard Name (required), Location Name (required), DUNS Number (optional), and Web address (optional). Click Next.

Step 1: Location Information Next >

Please complete all required fields which have been denoted with a red asterisk (*) and any additional information you would like to provide.

General Information
Please complete this information that will be used to define your organization and create your legal name.

eVA Vendor ID : VS0000002113 Vendor Location ID : VA00001048

*Vendor Location Standard Name :
As it would be displayed to buyers

*Location Name :
e.g. Roanoke Office

DUNS Number :
9 digits (no dashes)

Web Address :
Please include http:// or https://

Next >

- **W-9 Information.** Enter Organization Type (required). All other fields are optional. Click Next. (Please note you will not perform this step when adding a new location)

Step 2: W-9 Information < Back Next >

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

Taxpayer ID Information
Complete the information below.

*Taxpayer ID Number : 123456788

*Taxpayer ID Number Type : EIN

*Organization Type : LLC Classification :

Supplemental Organization Type : Tax Exempt :

Name (as shown on tax return) :

First Name :

Last Name :

Address :

City :

State :

ZIP Code :

Country :

< Back Next >

- **Address Information.** State Entered Vendors require only one address. This address will be used for all account addresses including Ordering, Payment, Physical, etc. Enter Address and Contact Information (required). Click Next.

Step 3: Address Information < Back | Next >

Please enter the Address Information of your company.

▼Address Information
Please complete the address information below.

*Street 1 : *Phone :
Format XXX-XXX-XXXX

Street 2 : Phone Extension :

*City : *Country :
Will default to US if a state is selected

State/Province : required for US addresses

*Zip/Postal Code :

▼Contact Information
Provide a contact by completing the information below.

Principal Contact : *Phone :
Format XXX-XXX-XXXX

*Contact First Name : Phone Extension :

*Contact Last Name : *Fax :
Format XXX-XXX-XXXX

*Email :

*Retype Email :

< Back | Next >

- **Attach Files.** Please attach W-9 form. Click Next. (If you do not have a W-9 at time of submission you may fax it to **804-786-3883**)

Step 4: Attach Files < Back | Next >

Please attach any supporting files such as a signed copy of your W9 form.

[Add your Attachments](#)

Your Attachments :

Delete	File Name	Date	Description	Attachment Type
First	Prev	Next	Last	

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Additional Resources & Information:

Step 7: A summary screen will be displayed showing all of the information entered. Click 'Submit Registration' to submit the State Entered Vendor. Verify and Submit the State Entered Vendor Registration.

Acknowledgement eMail:

-----Original Message-----

From: NORETURN@DGS.VIRGINIA.GOV [mailto:NORETURN@DGS.VIRGINIA.GOV]
Sent: Thursday, November 29, 2012 12:45 PM
To: Beasley, Victoria (DGS)
Subject: Your eVA State-Entered Vendor request for Accounting Plus has been received.

uat testp5:

You have successfully created and submitted a State-Entered Vendor registration for the vendor listed below. The eVA Vendor Support Team will review the vendor information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

Please note*

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

Submitted vendor information:

eVA Vendor ID	: VS0000002103
VLIN	: VA00001034
Ordering DUNS	: DB0000075
Vendor Location Standard Name	: Accounting Plus
Location Name	: Richmond
Address	: 100 E. Broad Street , Richmond VA
12345	
Contact	: John Doe, none@none.com, fax:555-
555-5555, phone:555-555-5555	

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@dgsvirginia.gov.

Thank You!

Approval eMail:

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:50 PM
To: Beasley, Victoria (DGS)
Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Approved

uat testp5,

Your State-Entered Vendor submission has been approved. The vendor location below will be available in the eMail for purchasing tomorrow.

Please note*

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

Approved vendor information:

eVA Vendor ID: VS000002103
VLIN: VA00001034
Vendor Location Standard Name: Accounting Plus
Location Name: Richmond
Address: 100 E. Broad Street, Richmond, VA 12345
Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@dcgs.virginia.gov.

Thank you!

Denial eMail:

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:48 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Denied

uat testp5,

Your State-Entered Vendor submission has been denied The denial reason is: Vendor failed IRS verification. Please submit a W-9.

Denied vendor information:

eVA Vendor ID: VS0000002103

VLIN: VA00001034

Vendor Location Standard Name: Accounting Plus

Location Name: Richmond

Address: 100 E. Broad Street, Richmond, VA 12345

Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@care@dgs.virginia.gov.

Thank you!

