

STATE ENTERED VENDORS

Overview

This VSS functionality allows for entry of a new vendor account or entry of a new vendor location to an existing vendor account for the purpose of placing orders. This functionality should not be 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.

Agencies/Institutions will determine which users will 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.

All State Entered Vendors (SEV) submissions will be reviewed by the eVA Vendor Support Staff. Once all qualifying criteria are met the SEV submission will be 'Approved' and made available to buyers in the eVA eMail. SEV submissions that fail to qualify will be 'Denied'. The authorized user submitting the SEV will be notified by eMail of the status.

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

Vendors can switch the SEV accounts to Self Registered at any time and should be encouraged to do so. All 'Change Registration Type' requests from State Entered to Self Registered must be reviewed and approved by the eVA Vendor Support Staff. The vendor will be notified of the status by email.

