

## **VENDOR CHANGE eVA REGISTRATION TYPE SUBMISSION**

**From**  
**State Entered Vendor**

**To**  
**Self Registered Vendor**

### **Overview**

For agencies and vendors to take full advantage of eVA, State Entered Vendors can and should be encouraged to Self Register. Agencies will benefit from reduced fees by using Self-Registered Vendors. Vendors will be able to reap the full benefits of eVA as a Self Registered Vendor including loading catalogs, automated email or fax bidding notifications, online bidding, etc.

### **On-Line Change Registration Type from State Entered Vendor to Self Registered**

This functionality allows vendors to submit requests to Change the Registration Type from a State Entered Vendor to a Self Registered Vendor. This functionality is accessed through the Vendor Self Service (VSS) module.

### **Review and Approval**

All Change Registration Type submissions are reviewed by the eVA Vendor Support Team. The Team will follow the established process to review and approve/deny the submissions. The vendor will be notified by email of the status.

The Vendor will access through the VSS application

To prevent 'duplicate' registrations, when self registering, vendors will be asked to perform a search to determine if there is currently a registration in eVA. If a State Entered Vendor registration is returned in the search the vendor should select the option to 'Change Registration Type'.

The screenshot shows the eVA Vendor Self Service interface. The header includes the eVA logo, 'VENDOR SELF SERVICE', and contact information. The main content area is titled 'Search for your company location'. It contains a search form with a 'Company Name' field containing 'Legit Business' and a 'Search' button. Below the search form, there are instructions and a 'New Registration' button. A table displays the search results:

Headquarter Standard Name	Location Name	HQ Account	Registration Type	
✓ Legit Business	Richmond	Yes	State-Entered	<a href="#">Change Registration Type</a> <a href="#">Add Location</a>

Navigation buttons: First, Prev, Next, Last.

To insure security, they will need the Tax Identification Number

The screenshot shows the 'Verification Required' screen in the eVA Vendor Self Service application. It includes a 'help & advice' link and instructions to enter the Tax ID Number. The form contains a 'Tax ID Number' field, a 'Submit' button, and a 'Return to Vendor Name Search' button. Below the form, there are fields for 'Headquarters', 'Account Administrator', 'Principal Contact', 'Email', and 'Phone'.

Tax ID Number:  **Submit** **Return to Vendor Name Search**

*Tax ID Numbers must be 9 digits, no dashes*

Headquarters: \_\_\_\_\_

Account Administrator: \_\_\_\_\_ If you don't know the Tax ID Number, see the contact information below.

Principal Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

They will enter specific user information

The screenshot shows the 'Step 1: User Information' registration page. The header includes the eVA logo, 'VENDOR SELF SERVICE', and contact information. A navigation menu on the left shows 'Step 1: User Information' as the active step. The main content area contains a 'Next >' button, a 'Please complete all required fields below denoted with a red asterisk (\*). The system will generate your User ID. The Password field is case sensitive and should be alphanumeric.' instruction, and a form with the following fields: \*First Name (Jane), \*Last Name (Doe), \*Email (none@none.com), \*Retype Email (none@none.com), \*Phone (555-555-5555), Extension, Fax, \*Password, \*Retype Password, \*Security Question (What is your mother's maiden name?), and \*Security Answer. A 'Next >' button is at the bottom right. Below the form is an 'Additional Resources & Information' section with a bulleted list of instructions and links.

Home Solicitations & Awards Sign In Register

Step 1: User Information

Download the eVA 4 Business Mobile App  
Get It  
iPhone, iPad, Android, BlackBerry & More

Please complete all required fields below denoted with a red asterisk (\*). The system will generate your User ID. The Password field is case sensitive and should be alphanumeric.

**Step 1: User Information** Next >

**User Information**

\*First Name: Jane \*Phone: 555-555-5555  
Format XXX-XXX-XXXX  
\*Last Name: Doe Extension:   
\*Email: none@none.com Fax:   
\*Retype Email: none@none.com  
Format XXX-XXX-XXXX  
Bid Notifications:  \*Password:   
\*Retype Password:   
\*Security Question: What is your mother's maiden name?   
\*Security Answer:   
\*Retype Security Answer:

Next >

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A highlighted error notification message will be displayed at the top of the page
  - Click the "Here" link in that notification to see the errors
  - You must correct the errors indicated before continuing to the next step. If you need help, leave the browser open and call eVA Customer Care at 1-866-289-7367
- Vendor Information Center (previously eVA Registration Guidelines)
- Need a DUNS Number? [link to D&S website](#) or call at 1-866-705-5711 saying that you are a state contractor.
- [Link to Ariba Supplier Network](#)

And Location Information

The screenshot shows the 'Step 2: Location Information' registration page. The header is the same as the previous page. The navigation menu on the left shows 'Step 2: Location Information' as the active step. The main content area contains '< Back' and 'Next >' buttons, a 'Please verify the fields below and update if needed.' instruction, and a form with the following fields: \*DUNS Number (213165498), \*Preferred Ordering Method (US Mail), and \*Registration Level Code (Send bid notices). A '< Back' and 'Next >' button is at the bottom right. Below the form is an 'Additional Resources & Information' section with a bulleted list of instructions and links.

Home Solicitations & Awards Sign In Register

Step 1: User Information  
Step 2: Location Information  
General Information  
Registration Level  
Step 3: Submit Registration

Download the eVA 4 Business Mobile App  
Get It  
iPhone, iPad, Android, BlackBerry & More

Please verify the fields below and update if needed.

**Step 2: Location Information** < Back Next >

**General Information**

\*DUNS Number: 213165498 \*Preferred Ordering Method: US Mail  
9 digits (no dashes)

**Registration Level**

\*Registration Level Code: Send bid notices

< Back Next >

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
  - A highlighted error notification message will be displayed at the top of the page
  - Click the "Here" link in that notification to see the errors
  - You must correct the errors indicated before continuing to the next step. If you need help, leave the browser open and call eVA Customer Care at 1-866-289-7367
- Vendor Information Center (previously eVA Registration Guidelines)
- Need a DUNS Number? [link to D&S website](#) or call at 1-866-705-5711 saying that you are a state contractor.
- [Link to Ariba Supplier Network](#)

# Review and Submit the Registration

**eVA** VENDOR SELF SERVICE Contact Customer Care for Help 866-289-7367

Home | Solicitations & Awards Sign In

Step 1: User Information  
Step 2: Location Information  
Step 3: Submit Registration

**Step 3: Verify & Submit Registration** [< Back](#)

What's Next?:

- To change the information you entered, Click any of the Step links on the left or click the Back button.
- Print Registration [Print Friendly](#)
- Click the Submit Registration button below to complete your registration.

[Submit Registration](#)  
[Quit Registration](#)

**Step 1: User Information**

**User Information**

First Name : Jane	Phone : 555-555-5555
Last Name : Doe	Extension :
Email : none@none.com	Fax :
Retype Email : none@none.com	Password : *****
Bid Notifications : Yes	Retype Password : *****
	Security Question : What is your mother's maiden name?
	Security Answer : *****
	Retype Security Answer : *****

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**Step 2: Location Information**

**General Information**

DUNS Number : 213165498 Preferred Ordering Method : US Mail

**Registration Level**

Registration Level : Send bid notices

They will be given a User Name and advised they will receive an email when the registration change has been approved. They will also receive an Acknowledgement eMail.

The screenshot shows the eVA Vendor Self Service portal. The header includes the eVA logo, 'VENDOR SELF SERVICE', and contact information for customer care. A navigation menu on the left lists various services like Bidding Opportunities, Marketing & Research, My Account, Notification Settings, Training, eVA Billing Portal, My Account Help, and Change My Password. The main content area features a 'Thank You!' message with a 'help & advice' button. Below this, it congratulates the user on completing the registration change and provides the user name 'jdoe8'. A 'You Should' section lists three steps: reviewing a confirmation email, obtaining an Ariba account, and logging in to review account features. A 'Login' button is provided. Further down, there are sections for 'Who is CGI?', 'Need Help?', and 'Ariba Account'. A note at the bottom states that an ARIBA account must be created if the user selected Electronic as their preferred Order Method.

The registration will be reviewed by the eVA Vendor Support Team. If approved, the vendor will receive an 'Approval' eMail. If 'Denied,' the vendor will receive a Denial eMail stating the Denial reason.

For assistance, Vendors can contact:  
eVA Customer Care: Phone 866-289-7367 or 804-371-2525  
Email: [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

## Sample Vendor eMail-Change Registration Type Submissions

### Acknowledgement eMail:

Jane Doe:

You have successfully submitted a request to change your eVA registration from 'State-Entered' to 'Self-Registered'. The eVA Vendor Support Team will review your information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders(see guidance below)
- Login to review Account maintenance features and verify:
  - o Your companies addresses(Physical, Ordering, Solicitation, Billing, and Payment)
  - o Set Commodity Codes(to receive bidding opportunities)
  - o Verify your service area(statewide or select local area)

Here are some details about your eVA account:

User ID (case sensitive)	: jdoe7
Buyers will know your company as	: Accounting Plus
Location Name	: Richmond
eVA Vendor ID	: VS000002103
Virginia Location ID(VLIN)	: VA00001035
Ordering Address	: 100 E. Broad Street , Richmond VA 12345
Solicitation Address	: 100 E. Broad Street , Richmond VA 12345
Billing Address	: 100 E. Broad Street , Richmond VA 12345
Payment Address	: 100 E. Broad Street , Richmond VA 12345
Physical Address	: 100 E. Broad Street , Richmond VA 12345
Ordering Contact	: John Doe, <a href="mailto:none@none.com">none@none.com</a> , fax:555-555-5555,
phone:555-555-5555	
Solicitation Contact	: John Doe, <a href="mailto:none@none.com">none@none.com</a> , fax:555-555-5555,
phone:555-555-5555	
Invoice (Billing) Contact	: John Doe, <a href="mailto:none@none.com">none@none.com</a> , fax:555-555-5555,
phone:555-555-5555	

Preferred Order Method : US Mail  
\* Electronic requires an Ariba Account. See guidance below

Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit.  
<http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm>
- For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

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](mailto:evacustomer@dgsvirginia.gov).

## **Approval eMail:**

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

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

Sent: Monday, December 03, 2012 10:03 AM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your request for an eVA Registration Type change has been Approved

John Smith,

Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has been approved.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders (see guidance below)
- Login to review Account maintenance features and verify:
  - o Your companies addresses (Physical, Ordering, Solicitation, Billing, and Payment)
  - o Set Commodity Codes (to receive bidding opportunities)
  - o Verify your service area (statewide or select local area)

Here are some details about your eVA account:

User ID (case sensitive): jsmith1026

Buyers will know your location as: Design World

Location Name: Richmond Office

eVA Vendor ID: VS000002106

Virginia Location ID (VLIN): VA0001040

Ordering Address: 7 W. Broad, Richmond, VA 12345

Solicitation Address: 7 W. Broad, Richmond, VA 12345

Billing Address: 7 W. Broad, Richmond, VA 12345

Payment Address: 7 W. Broad, Richmond, VA 12345

Physical Address: 7 W. Broad, Richmond, VA 12345

Ordering Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax: 555-555-5555

Solicitation Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax: 555-555-5555

Invoice (Billing) Contact: Jane Smith, victoria.beasley@dgs.virginia.gov, 555-555-5555, Fax: 555-555-5555

Preferred Order Method: US Mail

\* Electronic requires an Ariba Account. See guidance below

Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit:  
<http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm>

- For assistance in setting up your Ariba account contact 1-866-289-7367.  
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

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](mailto:evacustomer@care@dgs.virginia.gov).

## **Denial eMail:**

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

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

Sent: Thursday, November 29, 2012 1:26 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your request for an eVA Registration Type change has been Denied

Jane Doe,

Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has been denied because Please submit a W-9.

Here are some details about your eVA account:

User ID (case sensitive):

Buyers will know your location as: Accounting Plus

Location Name: Richmond

eVA Vendor ID: VS0000002103

Virginia Location ID (VLIN): VA00001034

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

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

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

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

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

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

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

Invoice (Billing) Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Preferred Order Method: US Mail

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](mailto:evacustomer@care@dgs.virginia.gov).