

Selling To The Commonwealth •

The Commonwealth of Virginia buys over \$5 billion in goods, services and construction each year. This purchasing represents potential new markets and growth opportunities for businesses interested in selling to state government. If your company is interested in selling to the Commonwealth, you must register in the electronic purchasing system, eVA, to participate. Historical information on what the state spends on commodities you sell, critical information on getting your business state certified, and details on how to eVA register are listed below.

STEP 1 Learn what the state spends on your product/service to determine your market potential.

Find the state's classification codes for your product/service. Go to www.eva.virginia.gov, then click on "NIGP codes" in the left margin.

Use the online NIGP search tool to identify your NIGP codes. Enter keywords to describe your product/service. For example, keywords for information technology (IT) services might include computer hardware, software, database software, etc. You may have several which apply. Buyers will search for vendors and make purchases using these NIGP codes. **NOTE: Keep a copy of your NIGP Code(s) for future reference.**

Access the eVA "Order Summary" tool at the same site by clicking "Reports and Other Info..." from the Quick Links section of the eVA homepage.

Click the "Public Report - eVA Order Summary With Standard NIGP Commodity Code Search" option. Enter a "Begin Date" and "End Date", then select one or more of your NIGP Commodity Codes by holding down the Ctrl key on your keyboard. Click "Submit".

To evaluate the report, click on the blue "NIGP Code" which will open a full report based on your date range and that selected commodity code. Here you'll see data on which state agency made the purchase, which vendor was used, the procurement officer for the state agency and their contact information, along with how much the order was for. By clicking the blue "PO Number" from this screen, you can view specific details on the purchase.

Use the "Order Summary" tool to evaluate historical spending and future opportunities for your business.

STEP 2 Evaluate upcoming opportunities and statewide contracts.

You can also use the eVA website to search upcoming business opportunities.

Click on "Solicitations and Awards" from the eVA homepage. Here you can search by Commodity Code or product/service description for opportunities.

Future contracting opportunities are found under the Quick Links section on the eVA homepage by clicking "Future Business Opportunities". Use either keyword or commodity code to search for estimated purchase date, buying agency, contact name and general details about future contracting opportunities.

Determine if a statewide contract exists for your product/service by clicking the State Contracts link also under the Quick Links section of the eVA homepage.

STEP 3 If you are a small, woman or minority owned business (SWAM), obtain state certification to be included in Virginia's initiative to increase access to state contracting for SWAM firms.

Access the Free SWAM certification web application at www.dmbv.virginia.gov. Simply click on "SWAM Certification Forms and Process" to step through the eligibility and application process.

You may contact the Department of Minority Business Enterprise for information on certification. Call toll free in Virginia 1-800-223-0761 or 804-786-6585 or email dmbv@dmbv.virginia.gov.

STEP 4 Register on eVA, the state's electronic purchasing system, www.eva.virginia.gov.

Before you begin, you will need:

- Business location
- Federal Tax ID number
- Legal and trading business name
- Duns number. Register online at www.ccr.gov. Click "Start New Registration."
- Your NIGP commodity codes (See Step 1 above)
- Name and contact information for the person at your company who will: manage your eVA account, receive orders, receive solicitations, and receive invoices. These may all be the same person or you can designate different employees.



VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE
Connecting Businesses with Resources

For help with registration, go to www.eva.virginia.gov, click on the Vendor tab, then click the "Vendor Sign-Up/Registration" link. Click the "Registration Quick Guide" for registration instruction. The eVA Customer Care hotline can be reached by calling 1-866-289-7367.

The eVA registration fee is \$25 for Basic and Premium service levels. The Basic level allows you access to the eVA system to research and locate formal bid opportunities on your own, however, does not allow you to search the informal opportunities. The Premium service offers automatic notification of both formal and informal bidding opportunities.

In addition, there is a 1% transaction fee associated with awarded contracts in the system. The transaction fee for SWAM certified businesses is currently capped at \$500. Non-SWAM certified business may pay a transaction fee up to \$1,500.

STEP 5 Set up your ARIBA account.

ARIBA is the FREE order notification system which allows orders to route electronically to suppliers. ARIBA registration also enables e-Catalog functionality for suppliers.

From your established eVA account screen, click on the "ARIBA" button on the upper navigation bar to register.

STEP 6 Establish a "Catalog."

eVa offers suppliers the opportunity to create an electronic storefront for state procurement officers. Choose a Basic Catalog to create a general database spreadsheet of your products/services including descriptive information, or opt for a Punchout Catalog if you already have an internet site with shopping cart technology.

From the eVA homepage, go to the Vendor tab and click the "How To Create Vendor Catalogs" link under the Creating Catalogs section.

STEP 7 Maximize your cashflow.

Get paid faster by accepting MasterCard, the Commonwealth's preferred purchase card. Suppliers get paid directly by the card issuer, rather than waiting 30 days for a check from the Commonwealth.

STEP 8 Utilize an array of FREE services from the Virginia Department of Business Assistance, including:

- The Virginia Business Information Center (VBIC) provides assistance for starting a business, finding financing, and information on workforce training via live chat from the VDBA website, or by calling 1-866-248-8814 or emailing vbic@dba.virginia.gov.
- One-on-one counseling sessions with our state Procurement Assistance staff.
- Receive the *Supplier-Buyer Exchange*, an electronic newsletter featuring information and updates for buyers and sellers in the Commonwealth. To add yourself to the email distribution list, email vbic@dba.virginia.gov.
- Supplier-Buyer networking events. Check the VDBA Events calendar at www.vdba.virginia.gov to locate upcoming events around the Commonwealth.

DISCLAIMER:

The personnel of the Virginia Department of Business Assistance are not procurement professionals.

We are working to bring state buyers and potential suppliers together.

Supplier Assistance Resources

Topic	Source	Telephone	Website/Email
Certification	Department of Minority Business	1-800-223-0671	www.dmbe.virginia.gov
eVA Registration Assistance	Department of General Services	1-866-289-7367	eVA website: www.eva.virginia.gov eVA help desk: eVAcustomer@dcgs.virginia.gov
Duns Number--	Central Contractor Registration	1-877-DLA-CALL	www.ccr.gov
Supplier Assistance/Networking	Department of Business Assistance	1-866-248-8814	vbic@dba.virginia.gov
State Purchase Card/MasterCard	G.E. Corporate Payment Service	1-866-517-5748	supplierstrategy@ge.com

Stay connected to the latest business resources at www.vdba.virginia.gov