



Date: April 8, 2005

To: UMW Vendor

From: Pamela Taggert, eVA Administrator

RE: Vendor registration in eVA

The Commonwealth of Virginia and American Management System, (AMS) have partnered together to create an electronic web-based procurement system called, eVA. eVA, which features a central supplier registration element, is a web-based system available 24-7 which aims to increase access to business opportunities for all vendors.

The University of Mary Washington (UMW) is mandated by the Commonwealth to accomplish its procurement transactions by employing the eVA system. In order to follow through with the mandate, we are requiring that all vendors be registered in eVA.

There are two systems that you will need to register with in order to participate in the ordering process- eVA and Ariba. These two systems are connected through your DUNS number.

The Rappahannock Region Small Business Development Center located at our Center for Graduate and Professional Studies campus can assist with establishing the DUNS account free of charge. They can be reached at: (540) 286-8060.

You may also contact Duns & Bradstreet directly to request a DUNS number by on-line at: at <http://www.dnb.com/us/index.asp> or by calling (888) 814-1435. Please note Duns and Bradstreet charge a fee for numbers issued via telephone. Be sure to ask for a DUNS number "to do business with a government entity".

The eVA Vendor registration fee is \$25 for Basic Service or \$200 Premium Service and is billed annually by CGI-AMS. There is also a 1% transaction fee per order (capped at \$500).

To learn more about eVA, please visit the eVA website at:  
<http://www.eva.state.va.us/learn-about-eva/learn-about-eva.htm>

To obtain registration information or request assistance, please call (866) 289-7367 or refer to the following website:  
<http://evareqishelp.dgs.state.va.us>

For those vendors without computer access, assistance is available by calling: (804) 786-3842.

The University of Mary Washington appreciates your business and we look forward to continuing our partnership with you.