



February 15, 2008

Dear University Vendor:

The Commonwealth of Virginia employs an electronic web-based procurement system called *eVA* (e-Virginia). This system is a method for Commonwealth agencies to connect with registered vendors to purchase operational goods and services and it is available for use 24/7.

It is mandated by the Governor of Virginia that all Commonwealth agencies, including the University of Mary Washington, use *eVA* to perform procurement transactions. Vendors must register with *eVA* to receive information regarding available opportunities for state business. There is a \$25 annual fee for vendor registration. A 1% transaction fee (capped at \$500) is incurred by the vendor for each purchase made from them by an agency or locality.

To learn more about *eVA* and to increase business opportunities with state and local government entities, please follow the link below:

<http://www.eva.virginia.gov/register/vendorreg.htm>

If you need assistance with the registration process, or have other questions about *eVA*, please contact *eVA* Customer Care.

eVACustomerCare@dgs.virginia.gov or 1-866-289-7367

Or, you may contact the Rappahannock Region Small Business Development for help with the *eVA* registration process or for other resources to aid you in the operation of your business. They are available for hands on assistance by appointment. Please call them at (540) 286-8060 or you may access them on the web at www.rrsbdc.biz.

While you are registering for *eVA*, please investigate potential certification with the Division of Minority Business Enterprise (DMBE). This agency certifies qualified Small-business, women-owned or Minority-owned business in conjunction with *eVA*. The University and all other Commonwealth of Virginia agencies are actively seeking to do business with Small, Women-owned, and Minority-owned (SWaM) certified vendors. If you have less than 250 total employees or your gross sales averaged over a three year accounting period is less than \$10M, you are qualified to be certified as a SWaM vendor. There are many additional opportunities available to you for sales to state agencies if you are a DMBE certified SWaM vendor and it is a simple process completely accessible from the *eVA* website.

<http://www.eva.virginia.gov/SWAM/SWAMCert.htm>

The preferred payment method for Commonwealth of Virginia agencies including the University of Mary Washington is the GE MasterCard. If you accept MasterCard please make sure that it is indicated in your profile. If you need help, please contact *eVA* Customer Care at the number given above.

If you can accept orders electronically, please make sure that you check that designation when setting up your profile and contact *eVA* Customer Care for assistance with the link.

Thank you for your interest in the University of Mary Washington and please let me know if I can be of further assistance to you.

Melva A. H. Kishpaugh
Buyer Specialist, VCO