

## SELLING TO THE COMMONWEALTH

### **STEP 1 Learn what the state spends on your product/service so you can decide if this is right for you.**

Find the state's classification codes for your product/service. Go to [www.eva.state.va.us](http://www.eva.state.va.us), click on "NIGP codes" (left margin). Use the online search tool to identify your NIGP codes. You may have several which apply. This is the code procurement officers often use to identify your product.

Once you have your NIGP codes, call the Virginia Business Information Center at 1-866-248-8814 and request a "spend" report. This report will give you some idea of volumes purchased and spent.

Go to the eVA website to search upcoming business opportunities. Click on "Solicitations and Awards", "Public Access", "Business Opportunities" and then click on "Solicitation Search."

Determine if a statewide contract exists for your product/service by visiting the eVA website. Go to "More Buyer/Vendor Info", "Bids/Awards/Auctions/Contracts", search the contracts section (top left); look at VAPP, DPS, VITA & VASCUPP contracts.

Find other DGS opportunities. Go the eVA homepage, click on DGS Future Business Opportunities.

Based on the above information, determine if the state's activity for your product presents a good market for you.

### **STEP 2 If you are a small, woman or minority owned business, obtain state certification to be included in the small, women and minority goals.**

Go to [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov), click on "Customer Services" to review state guidelines for certification. Access the applications online and complete as directed. There is no charge.

Record your certification number for future use.

### **STEP 3 Register on eVA, the state's electronic purchasing system, [www.eva.state.va.us](http://www.eva.state.va.us).**

Before you begin, you will need:

- Business location
- Federal Tax ID number
- Legal business name
- Duns number. Call - 1-888-814-1435. It's free.
- Name and contact info for the person at your company who: will manage your eVA account, receives orders, receives solicitations, receives invoices. These may all be the same person or different people.
- Your NIGP commodity codes (See Step 1 above)

For help with registration, go to [www.eva.state.va.us](http://www.eva.state.va.us), click on "Vendor Registration Guidelines."

Follow a series of screens and prompts through the registration process. This will take about two hours. Call the eVA Customer Care hotline at 1-866-289-7367 if you have any problems.

eVA has two service levels. The \$200 level does the work for you, sending you automatic notification of bid opportunities. The \$25 level allows you basic access to the system to research and locate bid opportunities on your own.



#### **STEP 4 Set up your ARIBA account.**

To complete your supplier registration, you must also establish a separate ARIBA account. This is free. ARIBA is the order notification system. From your established eVA account screen, click on the "ARIBA" button on the upper navigation bar.

#### **STEP 5 Establish a "Catalog."**

Not the traditional variety. Essentially a spreadsheet of your products/services with corresponding product/service codes.

From the eVA homepage, go to "Vendor Registration Guidelines," click on "Catalog Creation" on the left hand column for steps on this process.

#### **STEP 6 Maximize your success.**

Use the Spend Report tool frequently to learn about recent state purchases, agencies to target and buyer contact info.

Use eVA's "Procurement Officer Directory" for additional buyer contact info.

Visit big spender websites to learn more about their services and additional opportunities.

Visit the websites of DMBE, DBA and eVA periodically to identify buyer-supplier networking events.

Build relationships with procurement officers through an active, contact program.

#### **Other Resources**

<b><u>Topic</u></b>	<b><u>Source</u></b>	<b><u>Telephone</u></b>	<b><u>Website/Email</u></b>
Certification	Department of Minority Business	1-800-223-0671	<a href="http://www.dmbv.virginia.gov">www.dmbv.virginia.gov</a>
eVA Registration Assistance	Department of General Services	1-866-289-7367	<a href="http://www.eva.state.va.us">www.eva.state.va.us</a>
Duns Number	Dun & Bradstreet	1-888-814-1435	
Procurement Assistance	Department of Business Assistance	1-866-248-8814	<a href="mailto:vbic@dba.virginia.gov">vbic@dba.virginia.gov</a>

**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.**

707 East Main Street

Suite 300

Post Office Box 446

Richmond, VA 23218-0446

804.371.8200



The Virginia Department of Business Assistance (DBA) is the only state agency devoted solely to the growth and success of business and industry throughout the Commonwealth. Our mission is to serve as state government's principal point of communication with the Virginia business community.

We are the one stop businesses need to make to access resources that maximize the potential for success.

[www.dba.state.va.us](http://www.dba.state.va.us)