



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

October 25, 2004

**Business Services
And Treasurer**

Procurement and Payment

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Dear Valued Supplier:

Subject: eVA – Virginia’s Procurement System

Virginia Commonwealth University (VCU) is working with the Virginia Division of Purchases and Supplies (DPS) to implement a web based electronic marketplace that brings Virginia Government buyers and sellers together. eVA is the name of this business-to-government marketplace.

To accomplish this we need your assistance in registering your firm with the eVA marketplace. Firms that do not register in eVA may be precluded from doing business with VCU and other agencies of the Commonwealth.

The first step you take in the registration process is to contact Dun & Bradstreet to obtain a DUNS number for each ordering location that you are registering. There is no charge to obtain a DUNS number. Dun & Bradstreet can be reached toll free at 1-888-814-1435. The DUNS number uniquely identifies each of your locations in eVA and is required for registration.

The next step in the process is to go to the eVA registration site at: <http://eVAregishelp.dgs.state.va.us>. If you find the website does not provide specific answers to your questions, assistance may be obtained by calling eVA Registration Assistance at 866-289-7367.

Tell the representative you have questions or require assistance with the eVA registration process. If the representative is not able to answer your questions, you can e-mail DPS for assistance at: eVA-Customer-Care@dgs.state.va.us

If you do not have internet access or have other questions regarding eVA registration, please call DPS at 804-786-3842.

We appreciate your interest in doing business with VCU and look forward to doing business with you electronically through eVA system.

Sincerely,

C. Edward Gibbs, Director
Procurement and Payment