

Supplier Tip



How to Locate your eVA ID Number!

Your **eVA ID**, also known as “**Vendor Customer Code**” or “**eVA Account Number**”, is located on the Company Information screen.

There are two ways to locate your eVA ID.

The first way is by logging into eVA.

1. Log into the eVA Supplier Portal.
2. Click on “**Company Profile**”.
3. From the left-hand menu, select **Company Information**.
4. Scroll down to the “**Additional Information**” section.
5. Locate your eVA ID under “**Vendor Customer Code**”.

A screenshot of the 'Additional Information' section in the eVA Supplier Portal. The section has a teal header. Below the header, there are four input fields arranged in a 2x2 grid. The first row contains 'VLIN' with the value 'VA10083049' and 'Vendor Customer Code' with the value 'SUP261624'. The second row contains 'MOA Accepted by' with the value 'White Lakeia' and 'MOA Accepted Date' with the value '1/18/2024'. At the bottom of the section, there is a checkbox labeled 'Include in eVA Public Supplier Directory' which is currently unchecked.

Additional Information	
VLIN	Vendor Customer Code
VA10083049	SUP261624
MOA Accepted by	MOA Accepted Date
White Lakeia	1/18/2024

☐ Include in eVA Public Supplier Directory

You can also locate your eVA ID without logging into eVA by searching for your organization on the eVA Supplier List.

1. To access the eVA Supplier list, visit the eVA Home Page at www.eva.virginia.gov.
2. Click on Transparency
3. Click on eVA Supplier List



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4. You will open the eVA Vendor List page. (Be patient. It may take a minute to open.)
5. You can search for your organization using the name or location name. To refine your search, you can also include the SWAM type, registration type, NIGP/Class Code, or zip code. Your account number will be listed in the third column, Vendor ID, next to your organization's name.

For guidance on managing your account or responding to bidding opportunities, please visit the Supplier Training page at <https://eva.virginia.gov/supplier-training-materials.html>.