Supplier Tip



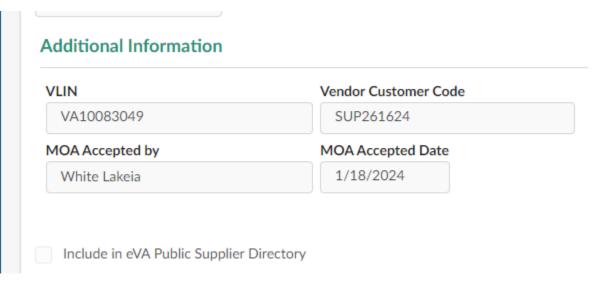
How to Locate your eVA ID Number!

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".



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.