

Selling To The Commonwealth ●

The Commonwealth of Virginia buys over \$5 billion in goods, services and construction each year. This purchasing represents potential new markets and growth opportunities for businesses interested in selling to state government. If your company is interested in selling to the Commonwealth, you must register in the electronic purchasing system, eVA, to participate. Historical information on what the state spends on commodities you sell, critical information on getting your business state certified, and details on how to eVA register are listed below.

STEP 1 Learn what the state spends on your product/service to determine your market potential.

Find the state's classification codes for your product/service. Go to www.eva.virginia.gov, then click on "NIGP codes" in the left margin.

Use the online NIGP search tool to identify your NIGP codes. Enter keywords to describe your product/service. For example, keywords for information technology (IT) services might include computer hardware, software, database software, etc. You may have several which apply. Buyers will search for vendors and make purchases using these NIGP codes. *NOTE: Keep a copy of your NIGP Code(s) for future reference.*

Access the eVA "Order Summary" tool at the same site by clicking "Reports and Other Info..." from the Quick Links section of the eVA homepage.

Click the "Public Report – eVA Order Summary With Standard NIGP Commodity Code Search" option. Enter a "Begin Date" and "End Date", then select one or more of your NIGP Commodity Codes by holding down the Ctrl key on your keyboard. Click "Submit".

To evaluate the report, click on the blue "NIGP Code" which will open a full report based on your date range and that selected commodity code. Here you'll see data on which state agency made the purchase, which vendor was used, the procurement officer for the state agency and their contact information, along with how much the order was for. By clicking the blue "PO Number" from this screen, you can view specific details on the purchase.

Use the "Order Summary" tool to evaluate historical spending and future opportunities for your business.

STEP 2 Evaluate upcoming opportunities and statewide contracts.

You can also use the eVA website to search upcoming business opportunities.

Click on "Solicitations and Awards" from the eVA homepage. Here you can search by Commodity Code or product/service description for opportunities.

Future contracting opportunities are found under the Quick Links section on the eVA homepage by clicking "Future Business Opportunities". Use either keyword or commodity code to search for estimated purchase date, buying agency, contact name and general details about future contracting opportunities.

Determine if a statewide contract exists for your product/service by clicking the State Contracts link also under the Quick Links section of the eVA homepage.

STEP 3 If you are a small, woman or minority owned business (SWAM), obtain state certification to be included in Virginia's initiative to increase access to state contracting for Small firms.

Access the **Free** SWAM certification web application at www.dmbv.virginia.gov. Simply click on "SWAM Certification Forms and Process" to step through the eligibility and application process.

You may contact the Department of Minority Business Enterprise for information on certification. Call toll free in Virginia 1-800-223-0761 or 804-786-6585 or email dmbv@dmbv.virginia.gov.

STEP 4 Register on eVA, the state's electronic purchasing system, www.eva.virginia.gov.

Before you begin, you will need:

- Business location
- Federal Tax ID number
- Legal and trading business name
- Duns number. Register online at www.ccr.gov. Click "Start New Registration."
- Your NIGP commodity codes (See Step 1 above)
- Name and contact information for the person at your company who will: manage your eVA account, receive orders, receive solicitations, and receive invoices. These may all be the same person or you can designate different employees.



