



Purchasing Department

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Dear Vendor:

Thank you for your interest in doing business with George Mason University. We are always interested in strengthening our vendor pool and look forward to future opportunities that might exist between us. We encourage our vendors to self-register with eVA, Virginia's marketplace, and to participate in the Commonwealth's SWaM program, if applicable. We hope you find the information below to be helpful and of value to your inquiry.

Why register with eVA?

eVA is Virginia's online, electronic procurement system. eVA is used by more than 13,000 state agency and local government buyers, including George Mason University, to announce bidding opportunities, get quotes and place orders for goods and services. Learn more about eVA and how to register at <https://eva.virginia.gov/i-sell-to-virginia.html>.

Helpful tip for eVA Registration

- Make sure you have a completed the [Commonwealth's substitute W-9](#) or W-8BEN ready to attach with your application.
- If you select "Electronic" as your preferred Order Method, you will be asked to create an Ariba account. The Ariba system is part of eVA and is used to send orders electronically. By registering with Ariba you'll also gain access to Ariba's vast network of both public and private buying communities, to whom you may also market your goods and services
- For step by step guides, please go to <https://eva.virginia.gov/eva-vendor-training.html>

How do I get notified about future bidding and opportunities?

The eVA system uses NIGP Commodity Codes to notify you of Quick Quotes and Solicitations that apply to your business. Use the following guide to add or delete commodity codes from your account: https://dgs.virginia.gov/globalassets/business-units/dps/documents/vendors/maintaining-your-account/eva-vendor-training_how-to-add-or-delete-commodity-codes-to-your-account.pdf

To view solicitation specific to George Mason University please visit <https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>.

What is the Virginia SWaM Program?

The SWaM Procurement Initiative was established to enhance business opportunities for small, women- and minority-owned businesses in the Commonwealth of Virginia. A SWaM vendor is a business that has been certified by the Virginia Department of Small Business and Supplier Diversity and is listed in the SWaM Vendor Directory. To learn more and register as a SWaM vendor please visit <https://www.sbsd.virginia.gov/certification-division/swam/>. Once your registration is accepted, your business will be included on the SWaM directory at <https://www.sbsd.virginia.gov/>.

To view frequently asked questions or register for a SWaM workshops please visit <https://www.sbsd.virginia.gov/faqs/>.

To view what other services are available to assist small businesses please visit <https://www.masonenterprisecenter.org/services/>.

Mandatory Enroll in Electronic Payments

Mason requires all contractors or those operating in a business capacity to enroll in one of its electronic payment options in order to receive payment. Failure to enroll in an electronic payment option or making an error in enrollment will not constitute a delay in payment on behalf of the university. Please review the options and enroll immediately at <https://fiscal.gmu.edu/electronic-disbursements/>.

Most unit purchasers have to ability to pay vendors using a Small Purchase Charge Card (P-Card) for amounts under \$5,000. Please inquire with your Mason contact regarding this payment method.

Additional vendor information is available at <https://fiscal.gmu.edu/purchasing/do-business-with-mason/>. Should you have further questions, please contact us at (703) 993-2580 or send us an email at purch1@gmu.edu.

Sincerely,
George Mason University Purchasing