



## **Purchasing Department**

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<https://fiscal.gmu.edu/purchasing/do-business-with-mason/>

Dear Potential 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 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.

### What is 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 at <https://dgs.virginia.gov/procurement/eva---virginias-eprocurement-portal/eva-overview/>

### How do I register with eVA?

Complete a one-page registration application online at <https://eva.virginia.gov/register-now.html>. Make sure you have a completed W-9 or W-8BEN ready to attach with your application. For step by step registration quick guide, please go to: <https://dgs.virginia.gov/globalassets/business-units/dps/documents/vendors/new-vendor-registration-guide.pdf>

### *Helpful tip:*

During your registration with eVA, 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.

### 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. Please see link below for a detailed explanation:

<https://dgs.virginia.gov/globalassets/business-units/dps/documents/vendors/understanding-nigp.pdf>

Please click below to look up your commodity codes in advance:

[https://logi.cgieva.com/External/rdPage.aspx?rdReport=Public.Reports.Report9004\\_Data](https://logi.cgieva.com/External/rdPage.aspx?rdReport=Public.Reports.Report9004_Data)

### How do I add or remove commodity codes once I have an account with eVA?

1. Go to eVA Vendor Self Service and click on “My Account”.
2. From here click on the “Commodities” tab.
3. Start by entering a keyword or words in the “Search Description” field. This is a simple keyword search, which means your search will return commodity codes with your keyword or words in the description and only in the order the words were typed.
4. Look for the main “parent” commodity code class that best describes what you sell. Click on the main class code to see a list of commodity codes under that main “parent” class that has your keyword in the description. If you’d like to see all of the item codes under that main “parent” class, enter the number in the field NIGP Codes starting with.
5. Once you have identified a relevant commodity code, click the “Add Commodity” button.
6. Once all your codes have been added, click “Exit”.

### 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.

### How do I become a certified SWaM?

Complete the initial certification application online at <https://www.sbsd.virginia.gov/certification-portal-instructions/>

Please see following link to required supporting documents: <https://www.sbsd.virginia.gov/wp-content/uploads/2018/08/SWaM-Documents-Required.pdf>

Once the signed application form and the completed supporting documents are received by the office, it takes approximately 60 days for the assigned certification officer to review your file. Information about the status of your application, the date of your application, all documents that were received or missing, and any other necessary information being requested can be viewed by entering a certification tracking number or a portion of the company’s name at this page: <https://directory.sbsd.virginia.gov/#/status-search>

### How can I get on the SWaM vendor directory list?

Once approved as a SWaM vendor, your business will be listed in the SWaM vendor directory. This directory is a listing of all certified small, women and minority-owned firms currently on file with SBSB, along with a description of the products/services they provide. The SWaM vendor directory is posted on the website at <https://directory.sbsd.virginia.gov/#/directory> and accessed by procurement agents of state agencies, as well as other public entities and private corporations, when searching for a SWaM vendor.

Additional information links:

To view GMU Solicitation Opportunities: <https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

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

**Should you have further questions, please contact us at (703) 993-2580 or send us an email at [purch1@gmu.edu](mailto:purch1@gmu.edu).**