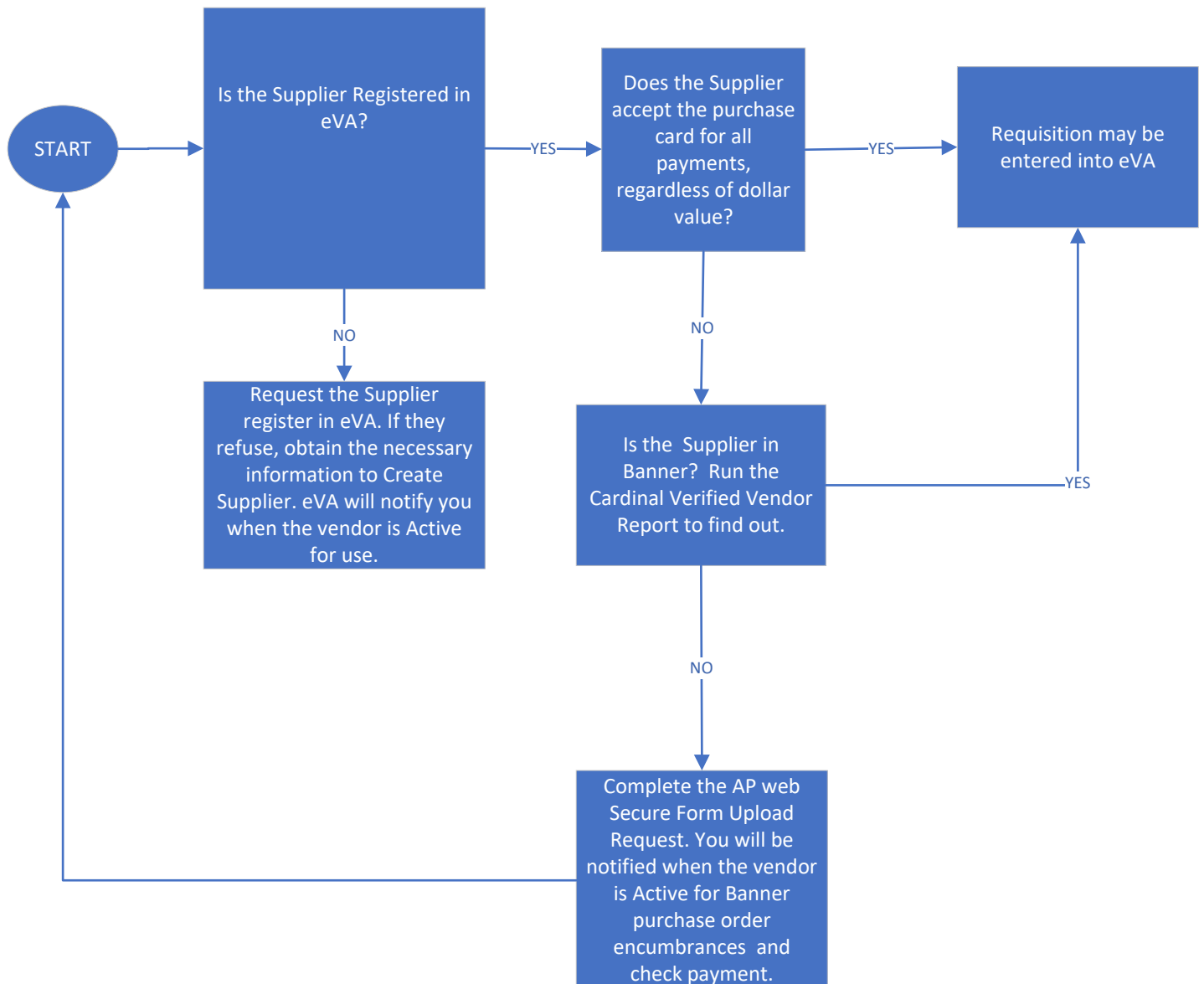


With limited exception, eVA Suppliers must have a status of Active Supplier prior to Requisition entry.

Suppliers can receive assistance with registration or account maintenance form from eVA Customer Care.

Suppliers requiring Banner check payment must be established in Banner prior to enlisting their services or product purchase.





Virginia's Marketplace

Determine Supplier Payment Method

Buyers must know how the Suppliers wish to be paid prior to the eVA entry.

Login to eVA

From the Dashboard blue menu bar, choose Suppliers>Browse Suppliers

In the Keyword Search, enter your Supplier Name and click the Search Button

Click on the SUP code of your Supplier

On the left blue menu bar, choose the company information icon

Scroll down to the field Accepts Charge Cards

This field may contain options such as:

Charge Cards not Accepted

Visa

Mastercard

Other

The registration does not identify if the Supplier will take the card only within certain dollar limits.

When entering large order, you may wish to contact the Supplier to inquire.

Verify Supplier is established in Banner for Check Payment

UMW Reporting Central

Home > Cardinal Verified Vendors Report

Suppliers requesting check payment must have a Banner Vendor Record. This Record must be established prior to the eVA entry.

To verify the Banner Vendor Record:

From the UMW website, navigate to the Training, Evaluation and System Support webpage. From the top menu bar, choose *Finance Reporting*. You will be directed into Sharepoint Report Central.

Scroll down and open the Area: Finance Community

Click on the Cardinal Verified Vendor Report

Vendors with a listed Cardinal ID and a "Y" under the eVA Regs column are verified in Banner.

Request the Banner Required forms via the Questionnaire

**VENDORS – BEST
WAY TO
INVOICE/GET \$\$**

If your Supplier was not listed within the Cardinal Verified Vendor Report, complete the Questionnaire located on the Accounts Payable (AP) website. AP will reach out to the Supplier to request appropriate forms.