Payment by the University >>>

To facilitate prompt payment, vendors are asked to include the following on invoices submitted to the University:

- vendor name & remit-to address
- invoice number & date
- due date
- purchase order number
- description of goods/services provided
- unit price, extended price
- freight charges and any discounts

Invoices should be submitted to invoice@odu.edu and include the purchase order number.

Vendor Information >>>

For specific information and guidance for vendors, please refer to the Procurement Services website located at www.odu.edu/procurement. You will find a tab with Information for Vendors on the left side menu bar.

Steps for Doing Business with ODU

1. Obtain a DUNS number
   www.dunandbradstreet.com
   1-888-814-4135

2. Register with eVA
   http://eva.state.va.us/register/vendorreg.htm
   1-866-289-7367

3. Small, women-owned and minority-owned (SWaM) businesses are encouraged to become certified by the Department of Minority Business Enterprise (DMBE)
   www.dmbe.state.va.us
   1-804-786-6585

Opportunity for the Development of University Partnerships
Old Dominion University utilizes eVA, the Commonwealth’s e-procurement initiative. eVA is an electronic internet-based marketplace and is the primary procurement tool used by the university for procurement transactions. eVa allows the Department of Procurement Services to provide timely, efficient, cost-effective procurement of goods, services and construction for ODU.

**Procurement Connection >>**

To access Old Dominion University’s purchasing opportunities, vendors must register with eVA. To register with eVA, vendors will first need to have a DUNS number from Dun & Bradstreet. Dun & Bradstreet information can be found on its website at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by dialing 1-866-705-5711. Vendors should then access eVA registration at [www.eva.virginia.gov](http://www.eva.virginia.gov) and select the Vendor Signup/Registration tab.

**Benefits of eVA Registration >>**

eVA has been recognized as one of the leading electronic commerce initiatives among state governments and higher education.

eVA allows vendors to receive electronic or facsimile solicitations and purchase orders, view future business opportunities, and access information for doing business with the Commonwealth of Virginia.

Old Dominion University is committed to utilizing certified small, woman-owned and minority-owned (SWaM) businesses.

To facilitate the participation of SWaM businesses in its procurement activities, the University participates in an outreach program that includes solicitation to SWaM businesses selected from those that are certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE).

For more information or to apply for certification as a small woman-owned and/or minority-owned firm, contact DMBE at 1-888-792-6323 or go online at [www.dmbe.state.va.us](http://www.dmbe.state.va.us).

Old Dominion University’s Department of Procurement Services administers the university’s procurement for all goods, services, and construction. Procurement Services also serves Old Dominion by acting as liaison between contractors/suppliers and university departments.

**Virginia Business Opportunities >>**

Old Dominion University posts all procurements over $50,000 on the Virginia Business Opportunities website: [www.eva.virginia.gov/learn-about-eva/solicitations.htm](http://www.eva.virginia.gov/learn-about-eva/solicitations.htm). This site allows vendors to see business opportunities currently available as well as contracts previously awarded. The statewide web-based site provides the buyer’s name and contact information for each solicitation listed. Opportunities can be sorted by category, agency, or buyer.