

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 ODU's website at www.odu.edu/procurement/vendors

MAILING ADDRESS

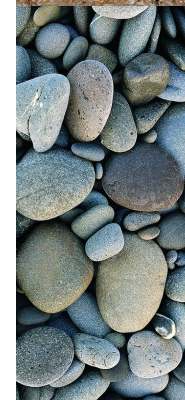
Old Dominion University
Department of Procurement Services
4401 Powhatan Ave., Suite 111
Norfolk, VA 23529
(757) 683-3105
www.odu.edu/procurement

Steps for Doing Business with ODU

1. Register with eVA
<http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>
1-866-289-7367
2. Small, women-owned and minority-owned (SWaM) businesses are encouraged to become certified by the Department of Small Business and Supplier Diversity (SBSD) www.dmbc.virginia.gov
1-804-786-6585
3. Submit a W-9 Request for Taxpayer Identification and Certification
<http://www.odu.edu/facultystaff/university-business/purchasing/eva>



Guide for Vendors



*Opportunity for the
Development of
University Partnerships*





General Information

Old Dominion University's enrollment of approximately 24,000 students is comprised of students attending classes on the Norfolk campus, the Peninsula and Virginia Beach Higher Education Centers, the Tri-Cities Center, and via 55 Teletechnet distance learning satellite locations.

As a state-assisted institution of higher education, Old Dominion University abides by the Rules Governing Procurement of Goods, Services, Procurement and Construction by a Public Institution of Higher Education (RULES); the Memoranda of Understanding between the university and the Commonwealth; the university's Procurement Manual; and remains in substantial compliance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education.

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.

eVA—VIRGINIA'S ELECTRONIC PROCUREMENT TOOL

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, should access [eVA registration at http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm](http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm) and select the Register link.

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.

SWaM Outreach >>>

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 Small Business and Supplier Diversity (SBSD).

For more information or to apply for certification, contact SBSD at 1-888-792-6323 or go online at www.dmbc.virginia.gov.

Virginia Business Opportunities >>>

Old Dominion University posts all procurements over \$50,000 on the Virginia Business Opportunities website: www.eva.virginia.gov. 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.