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

Steps for Doing Business with ODU

1. Register with eVA
   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.dmbe.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
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 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.

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

**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.dmbe.virginia.gov.

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.