Self-Registered eVA Vendor
- Vendor is in eVA
- Vendor is in SSB
- Cardinal ID is listed in SSB
- Proceed with Purchase

State-Entered Vendor
Vendor is in eVA (State Entered)
- Vendor is in SSB
- Cardinal ID in SSB
- Proceed with Purchase

Vendor NOT in eVA
Vendor NOT in SSB
- Contact the vendor and ask them to Self-Register in eVA
- Obtain a COVA W9 from vendor
- If Vendor agrees to Self-Register, proceed with Step 1 below
- If Vendor will NOT Self-Register, proceed with Step 2 below

Step 1
If Vendor Self-Registers in eVA
- Provide the COVA W9 to Accounting Support Services
- When eVA Self-Registration is complete, Accounting Support Services will request the Cardinal approval
- When eVA, SSB, and the Cardinal ID is reflected in SSB, Proceed with the Purchase

Step 2
If Vendor refuses to Self-Register
- Provide the COVA W9 to Accounting Support Services
- Ask Accounting Support Services to create as State-Entered in eVA
- When State-Entered process is complete, Accounting Services will request the Cardinal approval
- The SSB system will update to reflect the Cardinal approval
- When eVA, SSB, Cardinal ID is in place, Proceed with the Purchase

Creating vendors in eVA/Banner/Cardinal may take 5 - 10 days!
Expect additional lead time!