



## 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!**

**Ad-hoc:** A vendor that the preparer of the purchase requisition creates in eVA with the vendor name and address information for a specific single purchase requisition/purchase order.

- An ad-hoc vendor may be used for Small Purchase Charge Card (SPCC) purchases. (Vendor information not needed in Banner).
- Ad-hoc vendors are acceptable for the following payment types: real estate leases, advertisements, conference registrations, honoraria, entertainment (speakers, lecturers, musicians, performing artists), medical services and public utilities (electric, natural gas, water, sewer). These vendors must also be established in Banner and Cardinal.
- Inactive eVA ad-hoc vendors are not valid and cannot be used. Payment cannot be made to an hoc vendor that has a status other than “active.” Vendors with a status of suspended, delete, discontinued, BadAddress & NonPayment are not approved in Cardinal and require the vendor work with eVA to resolve outstanding issues so their status will become “active.”



- Messages you will encounter using the Self-Service Banner (SSB) Vendor Lookup

Vendor 900477345	Auto Shine is currently inactive, please contact Accounting Support Services at <a href="mailto:apas-web@radford.edu">apas-web@radford.edu</a>
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<b>Name</b>	Redcoats Club at RU
<b>ID</b>	900478147
<b>Cardinal ID</b>	Obtain COVA W9 from the vendor and submit to Accounting Support Services at <a href="mailto:apas-web@radford.edu">apas-web@radford.edu</a>

<b>Name</b>	Synergy Dance LLC
<b>ID</b>	900809295
<b>Cardinal ID</b>	Please contact Accounting Support Services at <a href="mailto:apas-web@radford.edu">apas-web@radford.edu</a>
<b>Entity</b>	Company
<b>Vendor Type(s)</b>	CR - COVA W-9 Received

Accounting Support Services – Vendor Management website  
<http://www.radford.edu/content/accounting-services/home/vendor-management.html>