

New Vendor Onboarding

All vendors who are new suppliers to the university or interested in doing business with the University should go through the following registration processes prior to receiving a purchase order from the University:

[University Vendor Registration Form](#): Complete and return to Virginia Tech Procurement, MSC 0333, Blacksburg, VA 24061. For assistance with completing this form, contact (540) 231-6221

[eVA Vendor Registration](#): All vendors of the university are required to also be register with the Commonwealth of Virginia's e-Procurement System. For assistance with completing this registration, contact Department of General Services eVA HelpLine at 1-866-289-7367 or eVACustomerCare@DGS.virginia.gov :

[Wells One Payment Card Program for Vendors](#): The university encourages all vendors to join the Wells One Payment Card Program for payment processing of all invoices.

[Supplier Diversity \(SWaM\)](#): The University request all vendors who meet the Commonwealth of Virginia's definition of a small, woman-owned or minority-owned business to register with the Virginia Small Business Supplier Development Agency. For more information, see [Supplier Diversity](#), or contact VT Procurement, (540) 231-6221.